

**Klamath County Fire District No. 1**  
**Board of Directors**  
**Regular Meeting Minutes**  
**6 p.m., Tuesday, August 21, 2018**  
**Central Fire Station**  
**143 N. Broad Street, Klamath Falls, OR 97601**

**1. Call Meeting to Order**

President Storey called the meeting to order at 6 p.m.

**2. Pledge of Allegiance**

President Storey led the Board and attendees in the Pledge of Allegiance.

**3. Roll Call of Directors**

Present:

Gloria Storey, President

Mike Jones, Vice President

Ernest Palmer, Director

Absent:

Dennis Thomas, Secretary-Treasurer

Gene Rogers, Director

**4. Approval of the Agenda**

Vice President Jones made a motion to approve the Agenda, seconded by Director Palmer, motion carried unanimously.

**5. Public Comment**

None

**6. Approval of Minutes**

a. July 17, 2018, Regular Meeting Minutes

Director Palmer made a motion to approve the July 17, 2018, Regular Meeting Minutes, seconded by Vice President Jones, motion carried unanimously.

**7. Financial Reports**

a. July 2018, Report

Finance Officer Phil Hull presented the July 2018, Financial Report. Revenue was at \$216,388.96 while expenditures were at \$952,564.66 with 8% of the fiscal year complete.

It was discussed if the Board should continue to approve the Financial Report as presented with items missing. It was determined to move forward with approval. Vice President Jones questioned the issues that occurred in the program. Phil is working on getting the spreadsheet to the proper format so that it will load straight to the program. It will be fixed by the next meeting.

Vice President Jones made a motion to approve the July 2018, Financial Report, seconded by Director Palmer, motion carried unanimously.

b. Ratification of July 2018, Bills

Vice President Jones made a motion to approve the ratification of the July 2018, Bills, seconded by Director Palmer, motion carried unanimously.

c. July 2018, EMS Billing Report

Chief Spradley presented the July 2018, EMS Billing Report. He noted the EMS Division having weekly meetings to monitor progress. Chief Brown suggests that the need for two (2) full time EMS Billing positions is necessary to get the revenue figures that are desired. Vice President Jones questioned how much is grossed billed in a year. Phil noted that there was \$5,246,300.77 billed, with \$2,024,946.11 collected. Director Palmer questioned if the amount collected covers the actual costs of doing business. Chief Spradley noted that the amount collected self sustains the program.

Vice President Jones made a motion to approve the July 2018, EMS Billing Report, seconded Director Palmer, motion carried unanimously.

**8. Unfinished Business**

a. Review TKW Audit Engagement Letter and Final Contract

The Board reviewed the letter and contract with TKW. Chief noted going through the process of reviewing the audit RFPs. Going through the process ended up with a reduction in the costs of approximately \$12,000. The contract has been signed. Director Palmer noted that the dates were not included in the contract. Chief entertained questions from the board.

b. Review Board Policies 3.3 "Director Code of Conduct" and 3.4 "Director Conflict of Interest" and Collection of Director's "Statement of Acknowledgement" with Director Rogers

Chief recommended that this item was tabled to the September meeting due to Director Rogers' absence.

**9. New Business**

a. Assign Board member to Fire Marshal Recruitment

Chief noted that a nationwide recruitment has been placed. The first review of applications will take place on the 28<sup>th</sup> at 1 p.m. and telephone interviews on August 30<sup>th</sup>, if there are sufficient applicants. Director Palmer volunteered for the committee.

b. EMS Audit Report

There was an EMS audit in which the Department was successful. He also noted the EMS Billing office is doing a perfect job with accuracy.

**10. Informational Reports**

Fire Chief

a. Fire Chief's Activity Memo July-August

President Storey questioned the succession planning committee. Chief noted this was a process to identify training and certifications for each position within the Department. In the next several years the training budget will increase to cover these needs. President Storey also questioned the Chief regarding the IAFC Fire Rescue International Conference. Chief noted he attended the conference and took the Incident Safety Officer training and exam. He noted that the current Fire Service best practices is to have a dedicated position to cover Health and Safety and that often times for smaller agencies this is tasked to a Training Chief. This will be the direction he would like to move the department in this next year. At this time the departmental training needs are not being adequately covered. President Storey inquired if this type of position could be filled in house. Chief noted, that at this time he has not created that job description, but depending on the rank it would potentially be an open recruitment.

Chief explained the mobilization process and where the District's resources have been utilized. There was a Klamath County strike team (five engines with a strike team leader and trainee) in which seven (7) line personnel were deployed on July 21<sup>st</sup> to the Garner and Taylor Complex fires. Chief Brown was deployed on August 16<sup>th</sup> for a type 3 Incident Management Team to the Watson Creek Fire. On August 17<sup>th</sup>, Chief Hitchcock was deployed to the Watson Creek incident with Chief Ketchum to do structure protection evaluations.

Chief noted that the SDAO attorney had been in town interviewing witnesses in preparation for the upcoming trial related to the Wenzel case.

Anniversary pins were given to BC Brimmer for 20 years and Wes Kleinjan for 5 years of service.

Eight students finished their Firefighter 1 classes through KCC.

b. Thank You Cards

There were thank you letters for the street fair and reading program along with a ride-a-long.

Division Chief - Operations

a. DC-Operations Activity Memo July-August

Chief Spradley covered DC Hitchcock's report. Noting that Director Rogers conducted Fire Weather training for the shifts which was well received.

b. Incident Activity through July 31, 2018

President Storey noted that the report was through May 31 instead of July 31. It will be fixed for the next month.

Division Chief - EMS

a. DC-EMS Activity Memo July-August

Chief read Chief Browns explanation of activities for the month.

Director Palmer congratulated Chief Brown, the EMS Billing staff, and those staff responsible on the near perfect EMS audit.

b. July 2018, Training Calendar

No Discussion

Division Chief - Fire Marshal

a. Fire Marshal Community Activity Memo July- August

Vice President Jones inquired who would be taking over the Station 1 remodel management. Chief noted that it would most likely go to an outside contractor. President Storey noted that she spoke with Director Thomas prior to his vacation who is concerned with overwhelming staff and doing the project in house. She also requested a timeline for plans, bids, etc. Chief noted that the RFPs will likely be out in December and that between now and then he would be working with ZCS. She specifically inquired when the building would need to be vacated. Chief expected that to be next June. Options for relocating the personnel temporarily are being identified as is storage space.

President Storey commended Chief for having foresight into the future.

Chief noted that Fire Marshal Andresen's vacating was due to a need for his family and he appreciates the time he was here. He will work to cover the position as best as he can.

**11. Public Comment**

Renee Blakely noted her resignation effective August 24<sup>th</sup>. Director Palmer noted that he hates to see her leave.

**12. Adjourn and move into Executive Session** *(The Board will not reconvene to regular session.)*

Director Palmer made a motion to adjourn to Executive Session, the motion was seconded by Vice President Jones, motion carried unanimously.

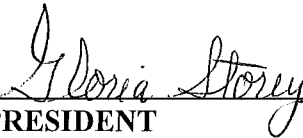
The regular meeting was adjourned to Executive Session at 6:59 p.m.

**13. Executive Session**

Under section 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Executive Session began at 7:04 p.m. and adjourned at 7:16 p.m.

The next regularly scheduled meeting of the Klamath County Fire District No. 1 Board of Directors will be at the Central Fire Station, 143 N. Broad Street, Klamath Falls, OR 97601 on Tuesday, September 18, 2018, at 6 p.m.

**BOARD MEMBERS SIGNATURES**

  
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**PRESIDENT**

  
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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

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**DIRECTOR**

  
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**DIRECTOR**