

**Klamath County Fire District No. 1**  
**Board of Directors**  
**Regular Meeting Minutes**  
**6 p.m., Tuesday, November 20, 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 6:04 p.m.

**2. Pledge of Allegiance**

President Storey led the Board and attendees in the Pledge of Allegiance. A moment of silence was observed for Paradise, CA.

**3. Roll Call of Directors**

Present:

Gloria Storey, President

Mike Jones, Vice President

Dennis Thomas, Secretary-Treasurer

Gene Rogers, Director

Ernest Palmer, 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. Years of Service Presentation**

President Storey presented Fire Chief Spradley with 30 Year Service Certificate & Pin.

**7. Approval of Minutes**

a. October 16, 2018, Regular Meeting Minutes

Director Palmer made a motion to approve the October 16, 2018, Regular Meeting Minutes, seconded by Secretary-Treasurer Thomas, motion carried unanimously.

**8. Financial Reports**

a. October 2018, Report

Finance Officer Phil Hull presented the October 2018, Financial Report. YTD revenue was at \$1,134,349.62 while YTD expenditures were at \$4,209,279.78 with 34% of the fiscal year complete. There was a general discussion of financial reports for the District. Further discussion regarding separation of regular OT from conflagrations. Phil commented that regular OT is at budget. Chief Spradley added that there were 9 deployments (unprecedented number) so far this year. President Storey suggested creating a separate account for conflagration OT. Phil noted that conflagrations are accounted for in "Fire Revenue" account. Julie Fahey with TKW recommended an estimate for OT related to conflagrations.

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

b. Ratification of October 2018, Bills

Director Palmer made a motion to approve the ratification of the October 2018, Bills, seconded by Secretary-Treasurer Thomas, motion carried unanimously.

c. October 2018, EMS Billing Report

Chief Spradley presented the October 2018, EMS Billing Report.

President Storey requested to see what has been turned over to "Collections" on a monthly basis. President Storey noted that even though there are varying timeframes for collections activity, this figure needs to be represented in reporting and could be added to bottom of page. Director Palmer expressed concern regarding income figures that are consistently lower than billing figures and advised future observation is needed to determine whether this is a negative trend.

Director Rogers made a motion to approve the October 2018, EMS Billing Report, seconded by Vice President Jones, motion carried unanimously.

**9. Unfinished Business**

a. Update EMS Billing Services

Chief Spradley reported that there has been one in-depth meeting since the last meeting regarding the EMS Billing Services Agreement; however, nothing has been signed off yet.

b. Update AFG Regional Grant

Chief Spradley reports that KCFD1 has ordered equipment- \$1,090,000 for SCBA equipment including 38 air packs for KCFD1. Request for funds is anticipated for mid-December with delivery of equipment expected at the end of December or early January with MOU in place for each participating agency. Chief Spradley commended DC Hitchcock on job well done.

c. Taurus Surplus Update-govdeals.com

General discussion occurred on this as this vehicle has been offered up to FDB partners with no interest. Advertisement will now go out on GovDeals.

**10. New Business**

a. Presentation of the 2017/2018 Audited Financial Statements-TKW, Julie Fahey

Julie Fahey commended KCFD1 for the daily work of Chief and staff and smooth audit process. Audit results were favorable with one deficiency noted. Director Palmer made a motion to approve the 2017/2018 Financial Audit, seconded by Director Rogers, motion carried unanimously.

b. Discussion on Best Practices and Policies

Chief noted that Jeff Griffin with SDAO will be at the January Board meeting to discuss best practices and policies for the District. Topic of recording vs. manual board and executive session minutes will be addressed during this meeting. The majority of the board is in favor of meeting the minimum requirements as outlined by the state. Discussion of this topic will continue at the January meeting.

c. Surplus Equipment Authorization

The Board reviewed the memo from Chief Hitchcock regarding surplus of the truck cap and bed slider. Vice President Jones made a motion to approve authorization, seconded by Director Rogers, motion carried unanimously.

**11. Informational Reports**

Fire Chief

a. Fire Chief's Activity Memo October-November

Introduction and welcome Brandon Thueson, Fire Marshal. Chief Spradley provided update last four days of activity with FM Thueson and expressed relief and excitement to be able to refer situations directly to FM for resolution. Swearing-In ceremony for FM Thueson took place on November, 16,

2018 at 4:00 p.m. Employee Appreciation Dinner is set for Saturday, February 9, 2018. There was discussion regarding strike team deployment to Campfire incident. Secretary-Treasurer Thomas raised question “does Klamath County have a major disaster plan?” Chief Spradley commented that Morgan Lindsay is the current Manager of Klamath County Emergency Management Department and does have a plan in place. There was further discussion regarding major evacuation plan for Klamath County and extensive discussion on the Campfire incident. Director Rogers expounded on the conditions of the area in CA and how the weather, fuel sources, lack of precipitation and linear alignment of constructed homes created optimal conditions for this disaster. More discussion occurred regarding something of this magnitude happening in Klamath County and how citizens would be alerted with an evacuation plan. Current program in Klamath County called CivicReady which alerts cell phones to an emergency; however, residents must sign up to receive alerts. This does not address notification to people who are more isolated socially and geographically. BC Hoskins, leader of strike team sent to CA commented on the experience as being very positive and negative at the same time. Klamath County team was the first out of state help to arrive. Devastation was widespread and access with larger fire trucks was an issue due to narrow roads and numbers of people being evacuated. Conflagration efforts were called off earlier than expected due to number of responders overwhelming officials in CA ability to accommodate camps (approximately 6,000 responders). Further discussion regarding prevention efforts and campaigns for KC occurred among members of board and staff. Director Rogers and Director Palmer emphasized the importance of FM attending Planning Commission meetings with building developers to advocate for strategic development of new construction that allows for space in between homes, as well as, refusal to approve new communities with only one access road – one way in and one way out. Fuel reduction in forests and around homes also plays a large role in prevention of these types of disasters. President Storey commented that there is Public Relations work and strategic planning in prevention to be done on this topic in Klamath County.

b. KCC Public Safety Training Center Update

Chief Spradley provided an update related to current, and ongoing work on this project.

c. SRGP Update

The next step in this project is to post on RFP for a project manager if current personnel are not able to take on these duties.

Division Chief - Operations

a. DC-Operations Activity Memo October-November

Chief Spradley reported for DC Hitchcock (attending EMT class). Conflagration trailer purchase was made by in partnership with other fire districts. DC Hitchcock facilitated KCFD1 attendance and representation at Glenn Harman memorial service.

b. Incident Activity through October 31, 2018

c. Camp Fire Deployment Update

Update provided from Chief Spradley

Division Chief - EMS

a. DC-EMS Activity Memo October-November

Chief Spradley presented report for Chief Brown (Chief Brown was sent to Keno structure fire before meeting). Grant application for training \$10k. Annual leave and trip to Iceland from 10/20-11/4.

b. November 2018, Training Calendar

c. EMS Paramedic Hiring Process

Division Chief – Fire Marshal

a. Fire Prevention Updates

FM Thueson provided introduction and experience, as well as, expressed excitement to be with the District and work on strategic plan for the Fire Prevention program with KCFD1.

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


The regular meeting was adjourned to Executive Session at 7:45 p.m.

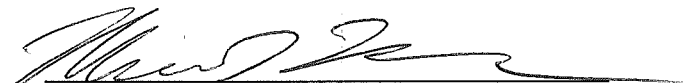
**13. Executive Session**

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 7:53 p.m. and adjourned at 8:39 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, December 18, 2018, at 6 p.m.

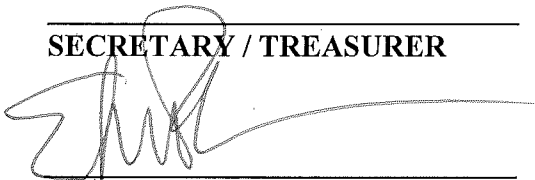
**BOARD MEMBERS SIGNATURES**

  
\_\_\_\_\_  
**PRESIDENT**

  
\_\_\_\_\_  
**VICE-PRESIDENT**

\_\_\_\_\_  
**SECRETARY / TREASURER**

  
\_\_\_\_\_  
**DIRECTOR**

  
\_\_\_\_\_  
**DIRECTOR**