

**Klamath County Fire District No. 1**  
**Board of Directors**  
**Regular Meeting Minutes**  
**6 p.m., Tuesday, December 18, 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 6:00 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

Gene Rogers, Director

Ernest Palmer, Director

Absent:

Dennis Thomas, Secretary-Treasurer

**4. Approval of the Agenda**

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

**5. Public Comment**

None

**6. Approval of Minutes**

a. November 20, 2018, Regular Meeting Minutes

Vice President Jones made a motion to approve the November 20, 2018, Regular Meeting Minutes, seconded by Director Palmer, motion carried unanimously.

**7. Financial Reports**

a. November 2018, Report

Finance Officer Phil Hull presented the November 2018, Financial Report. YTD revenue was at \$8,932,447.04 while YTD expenditures were at \$5,012,431.31 with 42% of the fiscal year complete. Phil Hull presented breakdown of overtime hours from Operations, which includes conflagration OT of approximately \$118k. Directors Roger and Palmer requested this additional report be added to Financial Report to the Board, to include identification of approximate amounts to be reimbursed. There was a general discussion of financial reports for the District.

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

b. Ratification of November 2018, Bills

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

c. November 2018, EMS Billing Report

DC Brown presented the November 2018, EMS Billing Report. General discussion followed regarding billing cycles, staffing and software. Gloria brought attention to the “private pay” column. Chief Brown explained that KCFD1 billing team is making progress with Sky Lakes billing team in gathering pertinent information to expedite billing procedures and receipt of payment.

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

**8. Unfinished Business**

a. Update EMS Billing Services—Chief Brown

Chief Brown communicates 2-3 times per week with the District 4 Chiefs to streamline processes and increase efficiencies while more automated billing changes are being implemented at District 4.

b. Update AFG Regional Grant

Chief Hitchcock reports the order has been placed for equipment with anticipated delivery date between December 28<sup>th</sup> and January 7<sup>th</sup>. Training on use of this equipment is in progress now. Regarding the money management side of the grant, Chief Hitchcock explained that each department will write a check to KCFD1 and then all checks will be combined into one check back to the vendor. There are 11 out of 13 departments participating in this grant. FC pointed out that this is the first time, any apparatus in the surrounding departments will have identical SCBA equipment to work with when responding to calls.

c. Taurus Surplus Update—govdeals.com

There was no interest in this vehicle from FDB partners and it is now posted to govdeals.com and will expire January 11, 2019.

**9. New Business**

a. Review Investment Options

Phil presented options and recommended LGIP Investment. Phil requests motion for Board to accept recommendation based off of higher returns. Director Palmer made a motion to approve LGIP Investment, seconded by Director Rogers, motion carried unanimously.

Phil requested a second motion for KCFD1 to close account with US Bank, thus avoiding unnecessary inactivity fees. Director Palmer made a motion to close account with US Bank, seconded by Vice President Jones, motion carried unanimously.

b. Renewal of Fire Chief Contract

FC outlined the only changes being the term, which is a 3-year contract, and a 2% increase in the first year. Discussion amongst Board members and FC regarding goals and accomplishments for the District. A motion to approve renewal of FC Contract based off of “extraordinary work and continued confidence” of Board members was made by Director Palmer, seconded by Director Rogers, motion carried unanimously.

Contract Review Board

**At this time, the Board is now acting as Contract Review Board and will take up the matters of:**

Wakefield Associates 2<sup>nd</sup> Collections Contract—Chief Brown recommends staying with current vendor for collections activity through day 356 and on day 366 of collections engage Wakefield Associates as a 2<sup>nd</sup> collections vendor. Steve Hedlund will do a full review of Wakefield Associates contract details. Vice President Jones made a motion for FC to sign the contract pending favorable results of full legal review by Attorney Hedlund, Director Palmer seconded motion, motion carried unanimously.

**At this time, the Board is no longer acting as the Contract Review Board and the next item on the agenda is:**

## 10. Informational Reports

### Fire Chief

- a. Fire Chief's Activity Memo November-December  
FC has been working closely with FM Thueson on District familiarization. FC commented on a successful Paramedic hiring process and final offers being presented to two of the three medics on eligibility list. President Storey inquired about Student Intern program. General discussion regarding positive experiences for both KCFD1 staff, as well as the student interns. BC Bishop added that Captains are taking a proactive approach by creating a written guide for Student Intern Program going forward. FC commented that the district is in a position to strengthen KCC's knowledge of Fire Service through internal resources. Future vision is to create a full time Training position within the District to take the training program to next level and free up EMS Division to concentrate on EMS activities.
- b. Thank you Notes  
Two thank you notes from public were presented by FC.
- c. KCC Public Safety Training Center Update  
FC is optimistic about the Apprenticeship & Industrial Trades Center project with KCC. The project is currently at 57% funding. Completion of this project will provide increased access to continuing education opportunities for our personnel and a facility designed for emergency services training.
- d. SRGP Update  
FC outlined a project timeline for RFP/RFQ's starting with hiring process for Project Manager and Engineer. Anticipated construction phase to begin September 2019.

### Division Chief – Operations

- a. DC-Operations Activity Memo November-December  
DC Hitchcock reports "heavy" Hazmat training month for DC Brown and himself. There has been a lot of progress developing the program and working with State Fire Marshal's office regarding administration of the team and training. He also noted that the recent Vehicle Extrication training was a big success.
- b. Incident Activity through November 30, 2018

### Division Chief - EMS

- a. DC-EMS Activity Memo November-December  
DC Brown will be focusing on "cutting edge" protocols for EMS in the coming months.
- b. December 2018, Training Calendar
- c. Gary Floyd-Letter and Recommendation  
DC Brown recommends accepting reduced payment per Mr. Floyd's explanation of a billing error. Board unanimously gave direction and accepted the offer of \$276.10 as payment in full of services rendered.

### Division Chief – Fire Marshal

- a. Fire Prevention Updates  
FM states that he continues to review past, present and future practices for the District. He has been very busy doing follow-up on previous inspections, as well as keeping up with current investigations and inspections. FC and FM have identified "Community Risk Reduction" as a top priority. FM just completed a grant for Fire Inspector position and will submit this week before closing date of 12/21. FC commented that the Fire Prevention and Life Safety Division needs to grow from one, to three team members over the next two years. President Storey suggested close tracking of the budget for continued funding after grant awards are made. Director Palmer touched on the topic of potentially being able to charge for fire inspections for commercial and industrial establishments. FM assured Board that he and FC are looking into all options and resources.

**11. Public Comment**

None

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

Motion to adjourn by Director Palmer, seconded by Vice President Jones, motion carried unanimously.

The regular meeting was adjourned to Executive Session at 7:50 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 8:00 p.m. and adjourned at 8:35 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, January 15, 2019, at 5 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**