

**Klamath County Fire District No. 1**  
**Board of Directors Work Session / Training (5pm - 6pm); and**  
**Regular Meeting (6pm)**  
**Work Session/Training and Regular Meeting Minutes**  
**Tuesday, January 15, 2019**  
**Central Fire Station**  
**143 N. Broad Street, Klamath Falls, OR 97601**

**1. Call Work Session / Training to Order**

President Storey called the meeting to order at 5:00 p.m.

**2. Jeff Griffin (Wilson-Heirgood Associates) presenting Annual Insurance Updates and Board Best Practices Training**

Jeff Griffin presented WHA Insurance Summary for 01/01/2019-01/01/2020. There was general discussion regarding property and equipment coverages, public entity liability and KCFD1 efforts to maintain best possible rates. Some discussion of apparatus and vehicle values as related to natural disasters such as hurricanes, earthquakes and fires. Follow-up discussion regarding OSHA visits and OSHA consults. WHA recommends a 3-tier approach with WHA Specialist evaluation first, then Jason Jantzi providing second look, then OSHA consult coming in third.

The second part of work session and training covered the Best practices and Board Duties and Responsibilities per Power Point handout. There was a brief discussion regarding recording of Open Meetings and written Executive Sessions. Jeff Griffin to schedule follow-up presentation with the Board to dive deeper into ORS 192 and ORS 244.

**3. Adjourn Board Work Session / Training**

Light refreshments were served and work session/training adjourned at 6:13 p.m.

**4. Call Meeting to Order**

President Storey called regular meeting to order at 6:18 p.m.

**5. Pledge of Allegiance**

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

**6. Roll Call of Directors**

Present:

Gloria Storey, President

Mike Jones, Vice President

Dennis Thomas, Secretary-Treasurer

Ernest Palmer, Director

Absent:

Gene Rogers, Director

**7. Approval of the Agenda**

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

**8. Public Comment**

None

**9. Approval of Minutes**

a. December 18, 2018 Regular Meeting Minutes

Director Palmer made a motion to approve the December 18, 2018 Regular Meeting Minutes, seconded by Vice President Jones, motion carried unanimously.

b. January 3, 2019 Special Meeting Minutes

Vice President Jones made a motion to approve the January 3, 2019 Special Meeting Minutes, seconded by Secretary Treasurer Thomas, motion carried unanimously.

**10. Financial Reports**

a. December 2018, Report

Finance Officer, Phil Hull presented the December 2018 Financial Report. YTD revenue was at \$9,239,983.31 while YTD expenditures were at \$5,982,173.24 with 48.1% of fiscal year complete. There was a general discussion of financial reports for the district.

Vice President Jones made a motion to approve December 2018 financial reports, seconded by Director Palmer and Secretary Treasurer Thomas, motion carried unanimously.

b. Ratification of December 2018, Bills

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

c. December 2018, EMS Billing Report

DC Brown presented the December 2018 EMS Billing Report. General discussion followed regarding new report format and DC Brown pointed out a correction regarding month/year comparisons. Director Palmer made a motion to approve December 2018 EMS Billing Report, seconded by Secretary Treasurer Thomas, motion carried unanimously.

**11. Unfinished Business**

a. Update EMS Billing, Wakefield & Associates Contract

Attorney, Steve Hedlund review of contract found no issues. Contract is approved December 2018 unanimous motion recorded in regular meeting minutes.

b. Update AFG Regional Grant

DC Brown confirmed delivery of equipment has been extended through February 28, 2019.

c. Update Taurus Surplus

DC Brown reports Ford Taurus sold for \$1055.

**12. New Business**

a. Board of Directors Elections

Attorney, Steve Hedlund to get details and timelines to Board of Directors.

**13. Informational Reports**

*Fire Chief*

a. Fire Chief's Community Activity Memo December-January

FC Spradley commented on positive Labor Management meeting and pointed out that building trust over time has been beneficial and will hopefully carry over into contract negotiations.

b. Thank You Notes

Three thank you notes from public were presented by FC Spradley.

- c. KCC Public Safety Training Center Update  
FC Spradley reached out for suggestions for donors and reported that there is continued development of AITC Program.
- d. SRGP Update  
FC presented SRGP update.

Division Chief - Operations

- a. DC-Operations Activity Memo December-January  
DC Brown reported on behalf of DC Hitchcock (attending EMT class).  
DC Hitchcock and DC Brown have been heavily involved in HazMat program development. DC Hitchcock working on Airpak grant and FF/EMT hiring process.
- b. Incident Activity through December 31, 2018  
DC Brown reported on behalf of DC Hitchcock.
- c. 5-Year Incident Report  
DC Brown reported on behalf of DC Hitchcock.

Division Chief - EMS

- a. DC-EMS Activity Memo December-January  
DC Brown reported EMS activities.
- b. January 2019 Training Calendar  
DC Brown reported on training calendar.

Division Chief - Fire Marshal

- a. DC-Fire Marshal Activity Memo December-January  
FM Thueson finalized Fire Prevention and Safety Grant and continues to build strong relationship with OSFM. FM continues to research Oregon codes and has begun work on KCC Community Risk Reduction Plan draft.
- b. Fire Prevention Updates  
FM Thueson reports that prioritization of inspection activity is a primary focus. R1 structures such as, motels are at greater risk due to several older buildings with older alarm systems.

**14. Public Comment**

None

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

Vice President Jones made a motion to adjourn to Executive Session, seconded by Secretary Treasurer Thomas, motion carried unanimously.

The regular meeting was adjourned to Executive Session at 6:55 p.m.

**16. 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.

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, February 19, 2019, at 6 p.m.

BOARD MEMBERS SIGNATURES

*Gloria Story*

PRESIDENT

*Mark [unclear]*

VICE-PRESIDENT

*[unclear]*

SECRETARY / TREASURER

*Gene [unclear]*

DIRECTOR

*[unclear]*

DIRECTOR