

Klamath County Fire District No. 1
Board of Directors
Regular Meeting Minutes
6 p.m., Tuesday, February 19, 2019
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

Dennis Thomas, Secretary-Treasurer

Ernest Palmer, Director

Absent:

Gene Rogers, Director

4. Approval of the Agenda

Secretary-Treasurer Thomas made a motion to amend the Agenda to adjourn to Executive Session and reconvene to regular session, seconded by Director Palmer, motion carried unanimously.

4a. Adjourn and move into Executive Session (*The Board will reconvene to regular session.*)

The regular meeting was adjourned to Executive Session at 6:03 p.m.

4b. 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 6:04 p.m. and adjourned at 6:40 p.m.

5. Public Comment

None

6. Approval of Minutes

a. January 15, 2019, Regular Meeting Minutes

Director Palmer made a motion to approve the January 15, 2019, Regular Meeting Minutes, seconded by Vice President Jones, motion carried unanimously.

7. Financial Reports

a. January 2019, Report

Finance Officer Phil Hull presented the January 2019, Financial Report. There was a general discussion of financial reports for the district. YTD revenue was at \$9,533,693.27 while YTD expenditures were at \$6,789,657.95 with 59% of the fiscal year complete.

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Secretary-Treasurer Thomas made a motion to approve the January 2019, Financial Report, seconded by Vice President Jones, motion carried unanimously.

b. Ratification of January 2019, Bills

Vice President Jones made a motion to approve the ratification of the January 2019, Bills, seconded by Director Palmer, motion carried unanimously.

c. January 2019, EMS Billing Report

DC Brown presented the January 2019, EMS Billing Report. General discussion followed regarding signing of contract for secondary billing agent, Wakefield & Associates. AR accounts are in the process of being transferred.

Director Palmer made a motion to approve the January 2019, EMS Billing Report, seconded by Secretary-Treasurer Thomas, motion carried unanimously.

8. Unfinished Business

a. Employee Appreciation Dinner—FC Spradley

FC Spradley reported a very successful Employee Appreciation Dinner was held on February 9, 2019 with 115 people in attendance. The Silent Auction raised a record breaking amount of \$4,079.00 to be donated the Foundation. Class A Uniform raffle ticket sales were the highest in the last 5 years at \$340.00 with half of that amount being donated to the Foundation. The total amount raised for the Foundation is \$4,249.00. The award winners were mentioned by FC Spradley: Warren Award, Andy Hoskins; Firefighter of the Year, Dave Sonneman; EMS of the Year, Matt Close; HazMat Member of the Year, Luke Cronin; and KCFD1 Commendation, Gary Weitzel.

9. New Business

a. Appoint Budget Officer for 2019-2020

President Storey requested a motion for Board to appoint FC Spradley Budget Officer for 2019-2020. Director Palmer made a motion to appoint FC Spradley as Budget Officer, seconded by Vice President Jones, motion carried unanimously.

b. Review Proposed 2019-2020 Budget Calendar

There was a general discussion of proposed 2019-2020 budget calendar.

c. Capital Expenditures

1. CFS Generator—FM Thueson presented quotes for back-up generator replacement project and pointed out similarities, differences and clarifications between quotes from Quality Electric and Winema Electric. Collaboration with BC Bishop and DC Hitchcock to gather data for the project has been ongoing. Vice President Jones inquired about fuel tank size and generator run time. FC reported there is \$70k in budget for this project. Director Palmer commented on quotes vs. bidding process. FC confirmed the State Attorney General allows informational quotes for projects under \$100k. Vice President Jones is concerned about the complexity of generator use and whether using at 75% capacity will be optimal according to building load specs. Vice President Jones volunteered to provide assistance and research for this project. FM Thueson was receptive and appreciative of input.
2. Extrication/Exhaust Extraction—FC Spradley presented DC Hitchcock's memo regarding capital outlays of \$30k for extrication equipment and \$12k-\$15k for exhaust removal system upgrades. Secretary-Treasurer Thomas made a motion to accept capital outlay expenditures, seconded by Directory Palmer, motion carried unanimously.

3. 3102 & 3104—DC Brown presented memos regarding replacement vehicles for 3102 & 3104. Both vehicles can be replaced with newly purchased 2019 vehicles and still remain within budget of \$50k per vehicle, which will include equipment upgrades and vehicle canopies. Secretary-Treasurer Thomas motioned approval for purchase of replacement 3102 as presented, seconded by Director Palmer, motion carried unanimously. Vice President Jones motioned approval for purchase of replacement 3104 as presented, seconded by Secretary-Treasurer Thomas, motion carried unanimously.

10. **Informational Reports**

Fire Chief

a. Fire Chief's Activity Memo January-February

FC has been working closely with KCC and participated in President's tour. President Storey requested Director Rogers receive notification of KCFD1 hosting the OSFM Klamath & Lake Counties Listening Tour on Wildland fire prevention and response. FM Thueson and FC Spradley to follow up with Director Rogers.

b. Thank you Notes

Two thank you notes from public were presented by FC, including a note from retired Kingsley Captain Rich Miller due to a cardiac event.

Division Chief – Operations

a. DC-Operations Activity Memo January-February

President Storey inquired about TeleStaff upgrade. DC Brown reported on behalf of DC Hitchcock that this is an upgrade of KCFD1's current timekeeping system to a web-based version of the same software program.

b. Incident Activity through January 31, 2019

c. FF/EMT New Hires

There are 5 Firefighter/EMT new hires with 4 of these being internal staff promotions.

Division Chief - EMS

a. DC-EMS Activity Memo January-February

DC Brown reported on a significant event in Chiloquin; HazMat response to diesel fuel in waterway with good coordination between surrounding fire districts.

b. February 2019, Training Calendar

c. Paramedic New Hire

DC Brown reported Stephen White, Paramedic was hired on February 15, 2019.

Division Chief – Fire Marshal

a. FM Community Activity Memo February

DC Thueson stated he completed several inspections of hotels and experienced a majority of positive responses from hotel managers. President Storey inquired about "new business" inspection on 17th and Ponderosa Career Fair on 14th. FM reported great success at Career Fair with Debbie Fleming and KCFD1 intern interfacing with students.

b. SRGP update

President Storey inquired about timelines for project. FM Thueson confirmed Project Manager will outline project timeline to ensure all aspects are completed by September 2020.

11. **Adjourn and move into Executive Session** *(The Board will not reconvene to regular session.)*
Motion to adjourn by Vice President Jones, seconded by Secretary-Treasurer Thomas, motion carried unanimously.

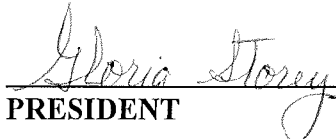
The regular meeting was adjourned to Executive Session at 7:42 p.m.

12. **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 and (2) (i) to evaluate the performance of an officer, Fire Chief.

Executive Session began at 7:46 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, March 19, 2019, at 6:00 p.m.

BOARD MEMBERS SIGNATURES



PRESIDENT




VICE-PRESIDENT



SECRETARY / TREASURER

DIRECTOR



DIRECTOR