

Klamath County Fire District No. 1
Board of Directors
Regular Meeting Minutes
6 p.m., Tuesday, July 16, 2019
Central Fire Station
143 N. Broad Street, Klamath Falls, OR 97601

- 1. Call Meeting to Order**
Secretary-Treasurer Thomas called the meeting to order at 6:00 p.m.
- 2. Pledge of Allegiance**
Secretary-Treasurer Thomas led the Board and attendees in the Pledge of Allegiance.
- 3. Swearing in of Re-Elected Board of Directors**
Elected Directors Gloria Storey, Mike Jones, Gene Rogers and Ernie Palmer were administered the Oath of Office by Fire Chief John Spradley.
- 4. Election of Board Officers**
Director Palmer made a motion that the current slate of officers be re-elected to another term of office, seconded by Director Rogers, motion carried unanimously.
- 5. Roll Call of Directors**
Present:
Gloria Storey, President
Mike Jones, Vice President
Dennis Thomas, Secretary-Treasurer
Ernest Palmer, Director
Gene Rogers, Director
- 6. Approval of the Agenda**
Secretary-Treasurer Thomas made a motion to approve the Agenda, seconded by Vice President Jones, motion carried unanimously.
- 7. Public Comment**
None.
- 8. Approval of Minutes**
 - a. June 18, 2019 Regular Meeting Minutes
Director Palmer made a motion to approve the June 18, 2019 Regular Meeting Minutes, seconded by Director Rogers, motion carried unanimously.
- 9. Financial Reports**
 - a. June 2019 Report
Finance Officer Phil Hull presented the June 2019, Financial Report.

President Storey asked when the audit will start and if the variance has been used. Finance Officer Phil Hull responded that the audit will start in October and there are year-to-date adjustments that haven't been entered into the financials. The report presented is basically June activity on a cash basis. Fire Chief Spradley added that the Co-Gen contract will be added as last year's revenue. President Storey also asked

about EMS standby revenue and conflagration overtime. Fire Chief Spradley explained the standby revenue is slightly lower than budgeted but overall the combined EMS medical revenue is slightly better than budgeted. Overtime will come in over budget as we've experienced several resignations over the last month that weren't anticipated which caused more overtime in the months when vacation use is high. Division Chief Hitchcock added they do have processes moving forward to hire additional staff as it will be critical to stay fully staffed. There was brief discussion regarding conflagration estimates.

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

b. Ratification of June 2019 Bills

Finance Officer Phil Hull addressed questions. Director Palmer made a motion to approve ratification of the June 2019 Bills, seconded by Director Rogers, motion carried unanimously.

c. June 2019 EMS Billing Report

Fire Chief Spradley presented the June Emergency Medical Services Billing Report in Division Chief Brown's absence. He provided an update on the Ordinance 14-01 evaluation, which allows the District to charge for various services. He'll be working with staff to prepare a revision of rates for presentation to the Board next month; the last update was done in 2015. President Storey will hold her questions for Division Chief Brown until August. There was brief discussion regarding Medicare rates. Director Palmer inquired as to what is actually being collected by the collection agencies and the potential of writing off those amounts that are known to be uncollectable. Attorney Steve Hedlund explained a judgement could last for 10 years. President Storey and Director Palmer will meet with Division Chief Brown to discuss the details of the collection process.

Director Palmer made a motion to approve the June 2019 EMS Billing Report, seconded by Vice President Jones, motion carried unanimously.

10. Unfinished Business

a. Seismic Rehab Grant Project update – Exhibit C “Design Milestone Schedule”

Fire Marshal Thueson reported the RFP process for the construction manager and general contractor is complete. Modoc Contracting is working on contract specifics. ZCS presented a copy of their contract based on an American Institute of Architects contract; Attorney Steve Hedlund is currently reviewing that contract. Fire Marshal Thueson walked through the Design Milestone Schedule which reflects a construction end date of 9/25/20. Grant timeline and contractor penalty clauses were discussed. The Board was offered a tour of Station 1 prior to construction; the Board preferred to wait until preliminary drawings are ready and the media can be included.

11. New Business

a. Review and Adopt Board Policy 3.2, “Director Responsibilities”

Vice President Jones made a motion to adopt Board Policy 3.2, “Director Responsibilities”, seconded by Secretary-Treasurer Thomas, motion carried unanimously.

b. Review and Adopt Board Policy Chapter 3.3, “Director Code of Conduct”

Director Palmer made a motion to adopt Board Policy 3.3, “Director Code of Conduct”, seconded by Secretary Treasurer Thomas, motion carried unanimously.

c. Review Board Policy 3.4, “Director Conflict of Interest”

Director Rogers made a motion to adopt Board Policy 3.4, “Director Conflict of Interest”, seconded by Director Palmer, motion carried unanimously.

d. Director's "Statement of Acknowledgement"

The Statement of Acknowledgement forms were provided to Directors for signature.

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

e. Approval of Oregon State Fire Marshal July 2019-June 2021 HazMat Contract

Division Chief Hitchcock explained the proposed contract is to replace the contract that expired 6/30/19. He attended meetings in Salem where changes in the contract were reviewed. Attorney Steve Hedlund has provided a legal review of the contract. The major changes include using the reporting website and bumping up the insurance coverage. Director Palmer asked if, in the opinion of legal counsel, the 180-day cancellation clause is standard. Discussion included the cancellation clause and if the District is comfortable with it, number of hazmat responses, training levels, and compensation.

Secretary-Treasurer Thomas made a motion to approve Oregon State Fire Marshal July 2019-June 2021 HazMat Contract, seconded by Vice President Jones, 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:

12. Informational Reports

Fire Chief

a. Fire Chief's Activity Memo June-July

Fire Chief Spradley reviewed activities for the month of June-July. General discussion followed regarding Columbia Plywood meeting, Deputy Fire Marshal process, KCC campaign cabinet meeting, Ground Emergent Medical Transportation (GEMT) program, ambulance billing rates, non-represented wages, and wildland interface.

b. Thank You Cards – Certificate of Appreciation

Fire Chief Spradley presented a certificate of appreciation from the Scouts Day Camp egg drop event.

Division Chief – Operations

a. Division Chief-Operations Activity Memo June-July

Division Chief Hitchcock presented the monthly activity report. General discussion followed regarding event coordination, replacement of 3102 and 3104, Deputy Fire Marshal assessor's dinner, self-contained breathing apparatus training (SCBA), inter-agency radio communications plan, Station 5 birthday party for KCC fundraiser, and air and conflagration trailers.

b. Incident Activity through June 30, 2019

Division Chief Hitchcock provided a general review of the Incident Activity Report. There is a discrepancy in the number of fires reported that will need to be corrected. Battalion Chief Bishop provided a more in depth report on recent incidents. General discussion followed regarding hazmat, July 4th resources, and call volume over a 24-hour period.

Division Chief – Emergency Medical Services

a. Division Chief-Emergency Medical Services Activity Memo June-July

Fire Chief Spradley presented the monthly activity report. General discussion followed regarding apparatus movement, KCC training at Station 5, LP15 cardiac monitors, and notification of pets on premises.

b. August 2019 Training Calendar

Division Chief Hitchcock briefly reviewed the training calendar. New hire academy graduation is August 15th at 3:00 pm.

Division Chief – Fire Marshal

a. Fire Marshal Community Activity Memo June-July

Fire Marshal Thueson reported presented the monthly activity report. General discussion followed regarding the Deputy Fire Marshal position, assessor feedback, and July 4th activity.

13. Public Comment

None.

14. 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 7:35 p.m.


15. Executive Session

Under section 192.660 (2)(d) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

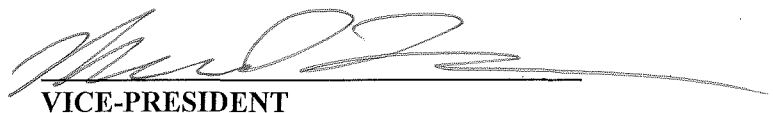
The executive session was called to order at 7:40 p.m. and was adjourned at 7:45 p.m.

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, August 20, 2019, at 6:00 p.m.

BOARD MEMBER SIGNATURES



PRESIDENT



VICE-PRESIDENT



SECRETARY / TREASURER

DIRECTOR



DIRECTOR