

**Klamath County Fire District 1
Board of Directors
Regular Meeting Minutes
4:00 p.m., Tuesday, March 21, 2023
Central Fire Station
143 N. Broad Street, Klamath Falls, OR 97601**

1. Call Meeting to Order

President Storey called the meeting to order at 4:00 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

Dennis Thomas, Secretary Treasurer

Gene Rogers, Director

Ernest Palmer, Director

Absent:

Mike Jones, Vice-President

4. Approval of the Agenda

Secretary Treasurer Thomas made a motion to approve the agenda, seconded by Director Palmer, motion carried unanimously.

5. Public Comment

None.

6. Approval of Minutes

a. February 21, 2023 Regular Meeting Minutes

Director Palmer made a motion to approve the February 21, 2023 regular meeting minutes, seconded by Director Rogers, motion carried unanimously.

7. Financial Reports

a. February 2023 Financial Report

Director Rogers made a motion to approve the February 2023 financial report, seconded by Secretary Treasurer Thomas, motion carried unanimously.

b. Ratification of February 2023 Bills

Secretary Treasurer Thomas made a motion to approve the February 2023 bills, seconded by Director Palmer, motion carried unanimously.

c. February 2023 EMS Billing Report

DAS Hull reported there is \$7,000,379.43 in collections as of February 28, 2023. President Storey asked DAS Hull to start showing the percent of amount billed on the aging report.

Secretary Treasurer Thomas made a motion to approve the February 2023 EMS billing report, seconded by Director Rogers, motion carried unanimously.

8. Unfinished Business

a. Apprenticeship Program

FC Davis reported the draft agreement was received from the State Fire Marshal; the District made comments on the agreement and it is back with the Attorney General. Upon receipt and approval of the final agreement, a special Board meeting may be scheduled to move the process forward for recruitment and a September start. A meeting with Local 890 is scheduled to address the Apprenticeship Program Demand to Bargain. FC Davis, BC Knutson and two labor representatives will also meet to line out the details of the program. President Storey asked Board members if they are comfortable authorizing FC Davis to sign the agreement if the verbiage is written to the satisfaction of Attorney Ratliff and FC Davis and it meets all legal requirements.

Director Palmer made a motion to authorize FC Davis to sign the agreement as long as it is approved by legal counsel and FC Davis and meets all legal requirements, seconded by Secretary Treasurer Thomas, motion carried unanimously.

b. District Boundaries and Tax Collection

FC Davis reported Rhyne-Cross will start the survey process for the boundary between District 1 and District 4. District information/history will be provided to Rhyne-Cross and information has already been obtained from the assessor's office. The cost is \$1,800 and the District 4 Board of Directors is up-to-date on the project.

c. Board Policy 2.2 Organizational Structure

A revised Organizational Chart was presented to the Board; there were no additional changes.

d. Budget Committee Application Update

DAS Hull reported there are three vacancies and five applications were received. The Board discussed the applications, asked staff to schedule interviews in April, and to make a recommendation to the Board at the April Board meeting. Director Rogers will join FC Davis and DAS Hull for the interviews.

9. New Business

a. Proposed Land Purchase Offer

Mark Zimel, a local investor, introduced himself and explained his proposal to purchase a small piece of District owned property for a net price of \$3,000. The property is located at the corner of Crater Lake Parkway and Campus Drive and will be used for the placement of a sign advertising the business at the corner of Campus Drive and Dahlia.

The Board briefly discussed the proposal and questioned if the property comes under the District procedure for surplus items. The Board agreed to look at the District policy and discuss further with Attorney Ratliff.

b. GEMT – July-December 2022 Processing

DAS Hull reported the District received \$1.6M in GEMT-CCO funds in February for the period July 2022 through December 2022. FC Davis explained more about the complexities of the GEMT process.

c. Records Management Service Contract

FC Davis provided a history and review of the current records management system, which will not be usable, or compliant with National Emergency Medical Services Information Systems (NEMSIS),

effective December 31, 2023. DC Hitchcock, DC Webb, Celeste Aldinger and BC Knutson did an internal review of five vendors and narrowed the selection down to two systems. Tyler Technologies was select and is also the forerunner for Klamath 911 CAD system, Klamath County Sheriff's and the City Police. Tyler Technologies is also used by the Oregon State police and this would be the first time all entities would be using the same system.

BC Knutson added the goal moving forward is to have an almost paperless system. There are many features affected across the District including the EMS billing processes, report writing, quality assurance, and statistics. A team of department members reviewed the two selections to see which one best fit within the organization from an end user and field perspective; it was almost unanimous to go with Tyler Technologies. BC Knutson, Celeste Aldinger and the team that did the review will be trained, then train all of the members. A timeframe is in place to go live with the system July 1, 2023, at a cost of \$14,190. The Tyler system will be the statistical database for all incidents and FC Davis will check to see if it crosswalks with National Wildfire Data collection.

10. Executive Session

Under section 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Board did not convene to Executive Session.

11. Informational Reports

Fire Chief

a. Fire Chief Activity Memo March

FC Davis reported the grant for Prevention personnel is pending at the State Fire Marshal's office, the Oregon Engine Program is finalized, and the final State Mobilization Plan is scheduled for review at the April 24, 2023, Fire Defense Board meeting. The Title III Committee established parameters for the dissemination of funds and has reached out to determine if funds can be used to help improve 911 and dispatching communications. The Fire Cohesion group is working with regional partners on how to function better as a team with Federal, State, local and community agencies. FC Davis is still hoping to have the policy manual completed by April 1. The 2022 Annual Report is complete. A list of contracts and agreements, and the associated Board policies, were distributed to the Board and will be used by management to better manage and track contracts.

b. Fire Marshal Activity Memo March

FC Davis handed out the March Prevention Activity Report and reported FM Tramp completed a Fire Officer II training last week. FM Tramp has is busy with commercial structure inspections, plan reviews, and fire investigations, some in partnership with law enforcement. A Plan of Cooperation document is being put in place with the State, which outlines what a local jurisdiction can do in regard to inspections, investigations, plan reviews and where the State can provide assistance.

c. Thank You Correspondence

No Discussion.

Director of Administrative Services Administrative Update

a. Director of Administrative Services Activity Update March

DAS Hull reported it was pointed out at the Central Fire Station staff meeting that the fire industry does not have an off-season and that the District is always busy. Staff have full plates and continue to take on additional projects. President Storey added the Board really does appreciate the work done by staff.

Deputy Chief – Operations

a. DC-Operations Activity Memo March

DC Hitchcock reported the AFG engine is in-transit from Wisconsin to Eugene and should be in Klamath Falls on April 20. Standard Operating Guidelines and Program Management Plans continue to be the focus. FC Hitchcock is working with Klamath 911 to update run cards and line out a program of priority dispatch where BLS and ALS calls can be separated and prioritized. Response protocol for Station 4 is lined out and the District is looking for standardization and consistency for responses among the different stations.

b. Incident Activity through February 28, 2023

No discussion.

Deputy Chief - Professional Standards

a. DC-Professional Standards Activity Memo March

DC Webb reported Firefighter Zack Cox took the lead to have storage lockers for flammable materials placed in each station; this project is complete. The Safety Committee is looking at how to move the safety data sheets to a paperless system. The EMS Committee has good group participation. Bonanza Ambulance submitted notice to the County to relinquish their ambulance services area, which will take effect in 90 days. The Ambulance Advisory Committee sub-work group is drafting a recommendation to provide to the Board of County Commissioners. The District's Ambulance Service Agreement expires this year and will be in the April Board packet. Station safety and security projects are moving along; Central Fire Station and Station 2 exterior lighting is updated. BC Bishop reported access controls for doors are expected in the next month or so and through the Oregon Energy Trust grants interior and exterior light improvements continue at little cost. The next phase of safety/security measures is perimeter fencing, gates and security cameras. There are a few items to complete at Station 4, including the gate repair, and the Station 4 uncoupling ceremony will probably be held in May. DC Webb reported there are two options being considered for the 3175 ambulance remount: 1) remount through Braun NW who has provided all of the District ambulances, and 2) Hughes Fire has a new facility that strictly deals with ambulance remounting. There is not an update on the radio order, but the radios are expected late May or early June.

b. BC Training Activity Memo March

BC Knutson reported the February trainings went really well at the new KCC facility. Blue Card continuing education continues monthly in order to maintain Blue Card certification. This is an EMS re-certification year; about 56% of members have already met the requirement. Best case reviews with Dr. Freid this month were the best in quite a while. A wildland engine boss training took place in March and wildland training will continue through fire season. Two students passed a KCFD1 Firefighter I test and are now able to assist with interior fire response. Three more people are set to be certified in Blue Card this week. The KCC tower is functional and once the area is paved, crews will be able to flow water. BC Knutson noted the fire department and standby connections on the tower will provide a much needed opportunity to train on those systems.

12. Public Comment

The Board briefly discussed the process for review of FC Davis' contract.

13. Executive Session (*will reconvene to regular session*)

Under section 192.660 (2) (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The regular meeting adjourned to Executive Session at 5:15 p.m. and reconvened to regular session at 6:10 p.m.

14. Reconvene to Regular Session

Secretary Treasurer Thomas made a motion to approve the Chief Davis contract at the next Board meeting, seconded by Director Palmer, motion carried unanimously.


15. Adjourn

Motion to adjourn by Director Palmer, seconded by Secretary Treasurer Thomas, motion carried unanimously.

The regular session adjourned at 6:11 p.m.

The next regularly scheduled meeting of the Klamath County Fire District 1 Board of Directors will be at the Central Fire Station, 143 N. Broad Street, Klamath Falls, OR 97601 on Tuesday, April 18, 2023, at 4:00 p.m.

BOARD MEMBER SIGNATURES



PRESIDENT



SECRETARY / TREASURER



DIRECTOR

VICE-PRESIDENT


DIRECTOR