

**Klamath County Fire District No. 1  
Board of Directors  
Regular Meeting Minutes  
6:00 p.m., Tuesday, January 19, 2021  
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

Gene Rogers, Director (video)

**4. Approval of the Agenda**

Vice President Jones made a motion to approve the agenda, seconded by Secretary Treasurer Thomas, motion carried unanimously.

**5. Public Comment**

None.

**6. Approval of Minutes**

a. December 15, 2020 Regular Meeting Minutes

Director Palmer made a motion to approve the December 15, 2020 regular meeting minutes as presented, seconded by Secretary Treasurer Thomas, motion carried unanimously.

**7. Financial Reports**

a. December 2020 Financial Report

Administrative Officer Hull presented the December 2020 financial report. The December financial report was summarized with 88.9% revenue, 44.0% expenditures, and 50% of the fiscal year completed. Director Palmer requested the General Fund Summary be reviewed for the record. AO Hull reported a year-to-date general fund beginning balance of \$3,602,191, total resources \$14,082,093, expenses \$6,248,264, leaving a net income of \$7,833,839. Director Rogers asked for a breakdown of miscellaneous revenues. AO Hull explained in December there was \$189,000 reimbursement from the Covid Relief Fund and \$10,800 2019-2020 worker's compensation premium refund. These revenue items can be moved from miscellaneous revenues if a supplemental budget is done, or they can remain as miscellaneous. Secretary Treasurer Thomas asked what effect having few trainings is having on personnel. DC Brown explained they are still doing a lot of in-house training so there hasn't been a significant impact on personnel, but the District is behind about a year on trainings that need done offsite.

Secretary Treasurer Thomas made a motion to approve the December 2020 financial report, seconded by Vice President Jones, motion carried unanimously.

b. Ratification of December 2020 Bills

Director Palmer made a motion to approve the December 2020 bills, seconded by Secretary Treasurer Thomas, motion carried unanimously.

c. December 2020 EMS Billing Report

DC Brown reviewed the December activity, year-to-date billing totals and revenue snapshot. The District received \$65,000 from the Covid Cares Act which helped offset the lack of transports earlier in the year and a second GEMT payment should be received from OHA this fiscal year. President Storey asked about the Claim was Denied and Hold for Decision lines on the aging. DC Brown explained billing staff will determine the next step, there may be a secondary insurance or the claim may need to be billed to the patient. Claims on Hold for Decision are waiting on a response from insurance.

Vice President Jones made a motion to approve the December 2020 EMS billing report, seconded by Director Palmer, motion carried unanimously.

**8. Unfinished Business**

a. Station 1 SRGP Update

DC Hitchcock reported there are a few items being worked on such as stair treads, computer and tone out system installations, mounting turnout lockers, and diesel exhaust system testing. The move date has been pushed back to allow these items to fall into place. The downstairs windows will be replaced and the blinds installed after the move. The outside red stripe will be painted when weather is warm enough. Modoc Construction has been great to work with. DC Hitchcock gave credit to the Station 1 Captains for all of their work and to Captain Cunningham for taking the lead and organizing the move back into the station.

FC Davis added that the un-coupling ceremony has been moved from February 9 to February 19 so that DC Hitchcock can be in attendance. Everyone agreed it is important he be there and that they be able to acknowledge his work on the Station 1 project. FC Davis will coordinate a walk-through with the Board of Directors prior to the ceremony on February 19.

b. Station 4 SRGP Update

FC Davis reported an addendum was put out last week that changed the Station 4 RFP schedule included in the Board packet. The RFP was put out as a “design bid build” and is actually for a “design build”. Proposals will now come in on February 3, with committee scoring on February 4.

**9. New Business**

a. 2021 Board of Directors Meeting Schedule

No Discussion.

b. 2021 Holiday Schedule

No discussion.

c. 2021 Board of Directors, Expiring Terms

Director Palmer and Secretary Treasurer Thomas reported they will be filing for another term on the KCFD1 Board of Directors.

d. Donations to District

FC Davis asked for Board input regarding donations to the District as there is not a policy or firm process in place. The District recently received two large donations, one from Legacy Furniture for a massage chair for Station 1 and the other from Home Depot who donated a \$1,000 credit card to be used specifically on food. Jeff Griffin, Wilson Heirgood Associates, is sending FC Davis examples of donation ethics and policies. President Storey shared there are times when cash donations are made, the contributor may specify they would like the donation to go to the Foundation. It was discussed that some donations have been declined or deemed inappropriate in the past, that with the receipt of monetary donations local businesses be supported (vs. chain stores), and that the offer of a donation be acknowledged with a written thank you or reason for declining. President Storey asked that the auditors be consulted as to the impact of donations on the annual audit. The Board agreed there is not a problem with receiving donations, but that a set process is needed, including documentation. President Storey also suggested that in addition to a thank you note, a Christmas card be sent to the contributor with a second thank you.

10. **Informational Reports**

Fire Chief

a. Fire Chief Activity Memo January

FC Davis highlighted several meetings he had throughout the month including those with DFM Tramp and DC Brown, DC Hitchcock regarding apparatus 3114, Local 890, KCC, Klamath Leadership, FC Woodruff, Chaplain Roberts and Steve Brodehl, County Emergency Manager Brandon Fowler, AirLink, and Jeff Griffin with Wilson Heirgood Associates. The pre-proposal meeting for Station 4 was held on December 18; a walk-through was provided as well as a virtual tour for those attending via video. The District identified 167 properties for potential annexation. FC Davis reached out to Les Hallman, DPSST, as a resource who is experienced in the annexation process. FC Davis and Attorney Hedlund agree conversations with the Board of County Commissioners should be scheduled as these properties are under their jurisdiction. Director Palmer encouraged meetings to include all three commissioners vs. just one. FC Davis talked with David Mills, OSFM, regarding inspection fees, policies, and state codes and laws. FC Davis is looking at what is billable under the District Ordinance 19-01. The logo submissions have been review and the committee recently made a final decision.

b. Thank You Correspondence

FC Davis presented thank you notes from the community.

Division Chief – Suppression

a. DC-Suppression Activity Memo January

DC Hitchcock provided an update on apparatus 3114. Oregon Fire Apparatus in Eugene inspected the apparatus and the body itself is not straight and is beyond repair. A quote of \$267,000 was provided to include a new body, paint, installation and everything that goes along with the installation. Jeff Griffin, Wilson Heirgood Associates, recommended the apparatus be totaled; he is currently in the process of determining what to claim on insurance. The Apparatus Committee is scheduled to meet to design the specifications for the next engine and then will search for a replacement to fit those specifications. Apparatus 3114 was insured for \$180,000, but when purchased it was worth \$250,000; WHA is requesting \$250,000 on the insurance claim. The hope is to purchase a new apparatus in the range of \$210,000-\$220,000 to leave room for shipping, painting, and training to get it back in service. New apparatus run in the range of \$520,000. Crews are currently using apparatus 3124.

The Captains promotional process will start April 1 in anticipation of Captain Simonson's retirement May 31. A new form was developed for annual personnel evaluations; the end goal being to give the most meaningful and comprehensive evaluation possible. A committee is working on coding time and paying time correctly in order to implement hiring rules into Telestaff. This will be a long work-in-progress, but will trim man hours and provide a higher level of efficiency.

- b. Incident Activity through December 31, 2020  
No discussion.

Division Chief - EMS

- a. DC-EMS Activity Memo January

DC Brown reported the Lucus CPR devices are in service there were two deployments the first shift they were out. This equipment was purchased through the Covid Relief Fund program and he thanked Board for their support of the purchase; it greatly increases the level of cardiac care the District is able to provide. The new Powerload equipment for the stretchers were installed and are being used probably 20 to 30 times per day. Over time, use of the Powerloads should help with the reduction of back injuries and there will be fewer people involved in loading. DC Brown provided response to a structure fire on Conger Avenue last month. Dr. Freid assisted DC Brown in an investigation that resulted in disciplinary action; overall though the outcome went every well. OFCA is working to force OHA to release the remaining 85% of the GEMT funding.

- b. February 2021 Training Calendar

President Storey asked about capnography training. DC Brown explained capnography is an EMS device that measures carbon dioxide being exhaled. It is part of the new cardiac monitors and helps determine respiratory pathology and how to treat appropriately.

Fire Chief - Prevention

- a. Fire Prevention Update January

FC Davis reported DC Brown is being integrated into the meetings with DFM Tramp. DFM Tramp has been working on SOG updates to include hydrants, automatic alarms, the smoke detector program and unsafe occupancy. DFM Tramp is also working on lesson plans for the Acting in Capacity Captains program. Director Rogers helped with the Public Utility Commission survey; it was good to participate and provide input.

**11. Public Comment**

None.

**12. 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 session adjourned to Executive Session at 6:59 p.m.


**13. Executive Session**

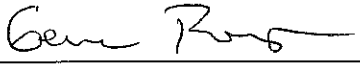
Under section 192.660 (2) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

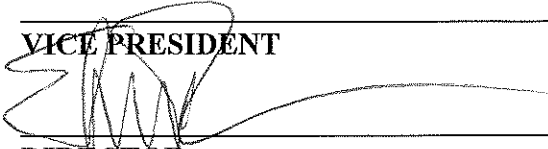
The next regularly scheduled meeting of the Klamath County Fire District No. 1 Board of Directors will be at the Central Fire Station, 143 N. Broad Street, Klamath Falls, OR 97601 on Tuesday, February 16, 2021, at 6:00 p.m.

**BOARD MEMBER SIGNATURES**

  
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**PRESIDENT**

  
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**SECRETARY / TREASURER**

  
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**DIRECTOR**

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**VICE PRESIDENT**  
  
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**DIRECTOR**