Klamath County Fire District 1
Board of Directors
Regular Meeting Minutes
4:00 p.m., Tuesday, December 13, 2022
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
   Mike Jones, Vice-President
   Dennis Thomas, Secretary Treasurer
   Gene Rogers, Director
   Ernest Palmer, Director

4. **Approval of the Agenda**
   President Storey requested the agenda be amended to remove, under Executive Session, section 192.660 (2) (i). Chief Davis requested New Business, item c. be removed and Application for OSFM Liaison Officer be added.

   Director Rogers made a motion to approve the agenda as amended, seconded by Vice-President Jones, motion carried unanimously.

5. **Public Comment**
   None.

6. **Approval of Minutes**
   a. November 15, 2022 Regular Meeting Minutes
      Director Palmer made a motion to approve the November 15, 2022 regular meeting minutes, seconded by Secretary Treasurer Thomas, motion carried unanimously.

7. **Financial Reports**
   a. November 2022 Financial Report
      Vice-President Jones made a motion to approve the November 2022 financial report, seconded by Secretary Treasurer Thomas, motion carried unanimously.

   b. Ratification of November 2022 Bills
      Director Rogers made a motion to approve the November 2022 bills, seconded by Director Palmer, motion carried unanimously.

   c. November 2022 EMS Billing Report
      Vice-President Jones made a motion to approve the November EMS billing report, seconded by Secretary Treasurer Thomas, motion carried unanimously.

8. Unfinished Business

a. Station 4 SRGP Update

FC Davis reported the punch list walk-through is scheduled and building completion is expected in two to three weeks. There are some budgetary items to discuss with the project manager.

b. Apprenticeship Program Update

FC Davis attended additional meetings with OSFM and State Firefighter Council President, Karl Koenig, to discuss facilitating the apprenticeship program. The state has an Inter-governmental Agreement in draft that outlines funding for the program,which will be dedicated to the District by June 30, 2023. FC Davis and labor representatives will meet with KCC to discuss the partnership, apprenticing, and use of the KCC facility. If all parties agree and details are in place, the program will start the fall of 2023 in alignment with the KCC college program. The District will receive $1.5 million/year for five or six apprentices and will have two years to utilize funds. At the end of two years, any unspent funds go back to state without penalty.

c. Tax Collection

FC Davis and the Klamath County assessor met with residents off Vale Road and welcomed them to the District. FC Davis has a meeting scheduled with a surveyor to discuss a survey to obtain a legal description of the boundaries between District 1 and District 4. While the Klamath County surveyor is involved in discussions, along with the assessor, the advice given to the District was to obtain information from an outside surveyor.

9. New Business

a. Introduction of New Hires

DC Hitchcock introduced the following personnel and new hires in attendance: Captain Gary Denney, academy instructors Firefighters Wes Alaniz and Chris Peterson, Firefighters Kainoa Littlejohn, Kyle Keever, Steve McElroy, Zac Hansen and Paramedic Josh Fisher-Tachouet.

b. OSFM Recognition of BC Fire Marshal Chad Tramp

FC Davis acknowledged BCFM Tramp and the time and hard work that went into receiving the OSFM Certificate of Recognition.

c. Application for OSFM Liaison Officer

FC Davis presented information on an opportunity to fill an alternate Liaison Officer position on OSFM IMT teams. There are several courses to take for the position. DC Webb, is a Resource Unit Leader on the teams, and Board support is required before FC Davis can proceed with submitting an application to be part of the teams. Director Rogers congratulated FC Davis for being nominated and added a liaison position is a key command staff position, Director Rogers is in full support of FC Davis proceeding and if offered, accepting the position. Time commitment was discussed, and it was expressed that time will need to be managed appropriately and internal discussions are already taking place in the case FC Davis and DC Webb are called up at the same time.

Director Palmer made a motion to approve and encourage FC Davis in the position of OSFM Liaison Officer, seconded by Director Rogers, motion carried unanimously.

10. Informational Reports

Fire Chief

a. Fire Chief Activity Memo December

FC Davis reported the Fire Service Capacity Grant application was submitted and if successful, the District will be able to add two positions to the Prevention Division. FC Davis attended a state hazmat meeting along with all 13 Fire Chiefs in attendance that have a hazmat team. FC Davis shared what was discussed in regard to the make up and operation of the teams. DC Hitchcock is involved in the process and determining what response looks like when all areas have different needs and the impact on how a team operates. FC Davis provided an update on the state mobilization plan and how resources are sent out for support statewide. The agreement with District 4 is on hold until the boundary matter is resolved. Large District projects such as the policy manual and SOG revisions continue.

b. Fire Marshal Activity Memo December
BCFM Tramp reported inspections are down, but will pick up after the first of the year. Compliance Engine enrollments are at 1,000. Plan reviews have slowed, but are steady. The 2022 code is in effect as of January 1, 2023, and will be 100% in use. There are new codes for mobile food units, which will all have to be inspected. BCFM Tramp is working closely with the health and building departments on code changes and other various items. There are still a few investigations taking place and improvements continue to be made to the District investigation process. The OSFM 2021 Annual Report noted standout fire incidents in the District, which were the transfer station and Jeld-Wen fires. President Storey asked for an update on prevention education and encouraged educational contact with all ages. BCFC Tramp reported the Co-op is working on programs and the Forest Service, BLM, and ODF are looking at coordinating a school rodeo. The safety fair was held in October and the District is just now getting back into schools.

Director of Administrative Services Administrative Update

a. Director of Administrative Services Activity Memo December
DAS Hull noted the thank you card included in the Board packet. Positions overseen by DAS Hull are information technology, EMS billing, human resources, finance, and customer service. DAS Hull explained any hightlights in these areas will be pointed out each month. President Storey asked that semi-annual Foundation Board meetings be scheduled and that a report be provided to the District Board of Directors the month following the Foundation meetings.

Deputy Chief – Operations

a. DC-Operations Activity Memo December
DC Hitchcock reported a leadership in-service was held where current projects, leadership and responsibility were all discussed. Preliminary planning is taking place for the captain promotional exam that will take place in May 2023; Vice-President Jones agreed to participate. The computer aided dispatch (CAD) and record management system (RMS) project is still underway. District 2022 call volume is projected at 8,800 calls, 200-300 behind last year. Work continues on reviewing foundational documents by modernizing and bringing them up-to-date.

b. Incident Activity through November 30, 2022
No discussion.

Deputy Chief - Professional Standards

a. DC-Professional Standards Activity Memo December
DC Webb reported the Safety Committee elected new officers effective January 1, 2023. EMS ground emergency medical transport (GEMT) reports were submitted to the state. The Ambulance Advisory Board met last week and the Bonanza plan is a proposed Sprague River and Bonanza merge/consolidation process. Both boards are in unanimous support of a merge and this plan will open up both agencies to more funding and grant opportunities, including GEMT. The District is

100% in support of the merge, however, in the interim, will still be making runs to the Bonanza service area. The Safety and Security draft policy is under review by Local 890. The box on apparatus 3175 will be remounted on a new chassis in the next fiscal year. The District applied for a county American Recovery Plan Act grant of $212,000, to update the portable radio system; a presentation will be made to the review committee in January.

b. BC Training Activity Memo December
BC Knutson reported the District was allowed the opportunity to use the county building at the end of Summers Lane for a week and did offensive fire attack training, incident command training, SCBA drills, chainsaw training, search training, etc. Captain Leslie provided a winter driving training. AirLink staff provided an EMS pediatric training and BC Knutson listed the other EMS trainings that took place throughout the month. BC Knutson recognized Paramedics Ortis and DeCamp for their dedicated work during the EMS academy with Paramedic Fisher-Tachouet. Fire academy instructors Firefighters Peterson and Alaniz had to be very fixable during fire academy due to weather. Some training opportunities were possible due to the assistance of community partners at Kingsley Field, KCC, and Arrowhead Towing. Four firefighters are currently going through the Fire Officer 1 and Acting in Capacity task books. While Blue Card training is ongoing, an annual certification lab will take place in January. BCFM Tramp and BC Knutson will be training on new SOGs and program management plans.

President Storey requested safety and security update be added to the January agenda. FC Davis added the District did not receive the $10,000 SDAO grant.

11. Public Comment
None.

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

The regular session adjourned to Executive Session at 4:55 p.m.

13. Executive Session
Under section 192.660 (2) (g) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations. Executive Session was called to order at 5:00 p.m. and was adjourned at 5:38 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, January 17, 2023, at 4:00 p.m.

BOARD MEMBER SIGNATURES

Gloria Storey
PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR