

Klamath County Fire District 1
Board of Directors
Regular Meeting Minutes
4:00 p.m., Wednesday, March 20, 2024
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
Ernie Palmer, Director
Gene Rogers, Director
4. **Approval of the Agenda**
President Storey requested item 8.a Board Policy Manual Updates, item 8.b Klamath County Museum LaFrance Contract, and item 9.b. 2024-2025 Budget Calendar and Members be added to the agenda. President Storey also requested section 192.660 (2) (d) be added under Executive Session to conduct deliberations with persons designated to carry on labor negotiations.

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. February 20, 2024 Regular Meeting Minutes
Director Palmer made a motion to approve the February 20, 2024 regular meeting minutes, seconded by Vice-President Jones, motion carried unanimously.
7. **Financial Reports**
 - a. February 2024 Financial Report
Vice-President Jones made a motion to approve the February 2024 financial report, seconded by Director Palmer, motion carried unanimously.
 - b. Ratification of February 2024 Bills
Director Rogers made a motion to approve the February 2024 bills, seconded by Vice-President Jones, motion carried unanimously.
 - c. February 2024 EMS Billing Report
Vice-President Jones made a motion to approve the February 2024 EMS billing report, seconded by Director Palmer, motion carried unanimously.
8. **Unfinished Business**
 - a. Board Policy Manual Updates
FC Davis presented policies 3.9 Ordinances and Resolutions, 6.9 Disposing of District Property, and 6.11 Fees for Service, for updates and changes.

Director Rogers made a motion to approve policy 3.9 Ordinances and Resolutions as submitted, seconded by Secretary Treasurer Thomas, motion carried unanimously.

Vice-President Jones made a motion to approve policy 6.9 Disposing of District Property as submitted, seconded by Director Palmer, motion carried unanimously.

Director Rogers made a motion to approve policy 6.11 Fees for Services as submitted, seconded by Director Palmer, motion carried unanimously.

b. Klamath County Museum LaFrance Contract

DC Hitchcock presented Memorandum of Understanding (MOU) and Deed of Gift documents to transfer ownership of the 1930 LaFrance fire truck to the Klamath County Museum. President Storey read the MOU in full.

Vice-President Jones made a motion to approve the Memorandum of Understand between KCFD1 and the Klamath County Museum, seconded by Secretary Treasurer Thomas, motion carried unanimously.

9. **New Business**

a. First Reading of Ordinance 2024-01

Director Rogers made a motion to read Ordinance 2024-01 by title only, seconded by Director Palmer, motion carried unanimously.

DAS Hull read Ordinance 24-01 title and purpose. A second reading will take place at the April, 16, 2024 Board of Directors meeting. Copies of the Ordinance are available on the KCFD1 website, at the county clerk's office, and at the KCFD1 administrative office.

b. 2024-2025 Budget Calendar and Members

The Board discussed member availability for upcoming budget committee meetings. It was decided the first meeting would be held May 21, 2024, 1:00 p.m. to 4:00 p.m., followed by the May Board of Directors meeting at 4:00 p.m. It was also agreed the June 18, 2024 Board meeting be moved to June 25, 2024.

10. **Informational Reports**

Fire Chief

a. Fire Chief Activity Memo March

FC Davis highlighted several activities that took place over the past month. The State Mobilization Planning Committee (MOB) completed updates to the 2024 plan which will be presented to the Fire Defense Board in April. FC Davis and DC Webb attended the OSFM Incident Management Team conference, pointing out that nationally there are only 18 state level teams, six of which are in Oregon. Oregon Department of Revenue District survey results are expected in April or May. FC Davis and DC Webb met with Dr. Logan Smestad as a potential physician advisor for the District. The Peer Support Team hosted a crisis liaison training and Tim Dietz, MA, LPC, is scheduled in April for personnel and their partners. FC Davis, DC Webb and BC Hoskins attended the NW Leadership Seminar in Portland. The apprentices are doing great and will be ready to help with wildland come fire season. Director Rogers gave credit to FC Davis for participating in Incident Management Team meetings as the interaction provides support to the community and a peer group for the KCFD1 team.

c. Thank you Correspondence

None.

Deputy Chief – Operations

a. DC-Operations Activity Memo March

DC Hitchcock reported the operations meetings have been consistent with specific topics, the Cohesion Team continues to meet on a rewrite of the mostly wildland county communications plan and ensuring it matches up with the plan used by the South Central Oregon Fire Management Partnership (SCOFMP), the

Klamath County new radio plan is almost complete, the focus on the CAD project right now revolves around existing interfaces, the Clothing Committee met to standardize processes, the Fire Defense Board is focused on preparing for fire season, and ISO planning continues with the goal being to improve the District's rating.

- b. February Incident Activity
No report this month.

Deputy Chief - Professional Standards

- a. DC-Professional Standards Activity Memo March

DC Webb is a member on a small short-term work group, created through the Oregon Fire Chiefs Association (OFCA), which is working on building a response to the Oregon Health Authority (OHA) regarding the Ground Emergency Medical Transportation (GEMT) program. Those in the group share several frustrations with the program and hope the OHA will be receptive to OFCA concerns. If not, the OFCA will probably try to take steps legislatively. DC Webb is also part of the Oregon Fire Chiefs Safety and Health Section, the big topic being federal OSHA rules. Work and updates are taking place at Station 5 now that it is vacant; KCFD1 prevention staff will be moving into the building for a staff presence there. A second community risk reduction trailer was purchased and it is expected the cost will be reimbursed through the county Title III grant awarded to KCFD1. Secretary Treasurer Thomas asked if the move was discussed with the Board and if there is an engine on-site at Station 5; the move was not discussed with the Board and there is an engine at the station. The move won't compromise the duties of prevention staff, but will give them the ability to expand and have a central hub for equipment. The ambulance remount and BC pickup are in the final stages and the District is waiting on delivery of the state type 3 engine.

DC Webb reported the availability of Title III grant funds through the county has been a big problem for a long time on how funds are distributed. The District was awarded \$326,000 last year through the grant, but there continues to be hesitation on what is eligible for reimbursement. A big ticket item that was in the application was for a mitigation coordinator position, originally a 5-year employee, but now the District is looking at a 6-month seasonal position to manage mitigation projects. FC Davis added the District would like to see consistent approaches and clarity with the award reimbursement process.

Division Chief - Training

- a. DC-Training Activity Memo March

DC Knutson reported there are currently 13 people in firefighter training who are moving more into the driver, pumper and hose trainings and there are a lot of back-to-back trainings taking place, keeping all of the crews very busy. The Battalion Chiefs, Captains and Field Training Coaches are all doing a great job with training for new hires. Professional development will continue to be a focus over the next couple of years, along with standardizing training materials. This year already professional development training included a First Watch orientation, ETHOS training, Work-Life Balance, and physicals. The leadership trainings are being well received by personnel.

Division Chief - Fire Marshal

- a. DC-Fire Marshal Activity Memo March

FM Tramp reported staff has a great jump on the 400 inspections planned for the year. The updated Oregon Fire Code requires mobile food units be inspected annually and fully implemented by January 2025. Plan reviews include the new OIT residential building, WINCO is moving forward, and the Klamath Housing Authority continues to move forward with townhomes to include veteran's housing. Prevention staff had a table at the Home Show with the focus on defensible space/mitigation and smoke detectors. The Community Risk Reduction program mitigation trailer request form and options are now on the KCFD1 website. Public education through the Klamath County Fire Prevention Co-op has several school visits scheduled for April that prevention staff will participate in. FM Tramp attended a meeting earlier today with Running Y and Ridgewater representatives to help those neighborhoods become Firewise Communities; the groups are about 80-90% complete with the application process. Director Palmer inquired about tiny home codes, concerned about the closeness of the units being built on 5th Street. FM Tramp explained there are codes specifically for tiny homes and there is legislation in process that has

fewer requirements than what exists now. The units currently being built on 5th Street are through the tribes who has different requirements being sovereign lands; the Bureau of Indian Affairs is a good partner to ensure the buildings are at least at code level. Director Rogers added a similar situation is emerging with equivalent dwelling units (EDU) and communities, creating access difficulties for fire departments and EMS responders.

11. Public Comment

None.

12. Executive 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. Under section 192.660 (2) (d) to conduct deliberations with persons designated to carry on labor negotiations.

The regular meeting adjourned to Executive Session at 5:03 p.m. and reconvened to regular session at 6:21 p.m.

13. Reconvene to Regular Session

Secretary Treasurer Thomas made a motion to approve a salary comparison study of the Fire Chief position to be conducted by two Board members, seconded by Director Rogers, motion carried unanimously.

Director Palmer made a motion to appoint President Storey and Secretary Treasurer Thomas to conduct a salary comparison of the Fire Chief position and make a recommendation to the Board, seconded by Director Rogers, motion carried unanimously.

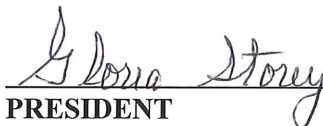
14. Adjourn

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


The regular session adjourned at 6:24 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 16, 2024, at 4:00 p.m.

BOARD MEMBER SIGNATURES




PRESIDENT




VICE-PRESIDENT



SECRETARY / TREASURER



DIRECTOR



DIRECTOR