

**Klamath County Fire District 1  
Board of Directors  
Regular Meeting Minutes  
4:00 p.m., Tuesday, November 19, 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**

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. October 15, 2024 Regular Meeting Minutes

Director Palmer made a motion to approve the October 15, 2024 regular meeting minutes, seconded by Director Rogers, motion carried unanimously.

b. November 12, 2024 Special Meeting Minutes

Secretary Treasurer Thomas made a motion to approve the November 12, 2024 special meeting minutes, seconded by Director Palmer, motion carried unanimously.

**7. Financial Reports**

a. October 2024 Financial Reports

Vice-President Jones made a motion to approve the October 2024 financial reports, seconded by Director Palmer, motion carried unanimously.

b. Ratification of October 2024 Bills

Vice-President Jones made a motion to approve the October 2024 bills, seconded by Secretary Treasurer Thomas, motion carried unanimously.

c. October 2024 EMS Billing Reports

Director Rogers made a motion to approve the October 2024 EMS billing reports, seconded by Director Palmer, motion carried unanimously.

**8. Unfinished Business**

a. Fire Mitigation Grant RFP Update

FM Tramp reported the Moore Park OSFM Fire Mitigation Grant request for proposals is out for bids, which are due by December 31, 2024.

**9. New Business**

a. Resolution 2024-04 Designation of Registered Office and Registered Agent

Director Palmer made a motion to read Resolution 2024-04 by title only, seconded by Secretary Treasurer Thomas, motion carried unanimously.

DAS Hull read Resolution 2024-04 by title only.

Secretary Treasurer Thomas made a motion to approve Resolution 2024-04 appointing Greg Davis as the designee for the registered office and the registered agent, seconded by Vice-President Jones, motion carried unanimously.

b. 2023-2024 Audited Financial Statement Presentation

Julie Fahey, Talbot, Korvola & Warwick, LLP, was in attendance via video to present the 2023-2024 audited financial report and related documents/letters. Ms. Fahey provided a general overview, then specifically noted the Independent Auditor's Report, the Management's Discussion and Analysis, a \$2,064,361 decrease in total net position, fund balance assignments, and the Independent Auditor's Report on Compliance and Internal Control, stating there were no non-compliance issues. In regard to internal controls, Ms. Fahey pointed out internal deficiencies for instances of EMS billing being out 63-100 days after the transport took place and an instance of a journal entry not being reviewed by the Fire Chief. Ms. Fahey reported management is working on correcting and implementing additional safeguards for these deficiencies. Additional discussion included net pension liability and related deferrals.

The final audit reports will be distributed to the Board of Directors prior to the December Board meeting for discussion and approval at that meeting.

c. Board Policy 6.6 Purchasing and Authorization

FC Davis and Attorney Ratliff performed a complete revision of the Purchasing and Authorization policy to include definitions and processes for awarding contracts, emergency circumstance procurements, purchasing procedures, and entering into purchasing and contract agreements. The changes were made in an effort to provide more direction to staff, have better control over purchasing and funding, and to better follow statutes as were discussed in a recent Board training. Attorney Ratliff added this complete revision provides enough guidelines for staff for the main circumstances that would normally arise.

Vice-President Jones made a motion to approve the revisions to Policy 6.6 Purchasing and Authorization as presented, seconded by Director Palmer, motion carried unanimously.

**10. Informational Reports**

Fire Chief

a. Fire Chief Activity Memo November

FC Davis and DC Webb attended the Oregon Fire District Directors Association Conference. FC Davis and DAS Hull completed the Management's Discussion and Analysis portion of the audit. The Fire Prevention Division has several projects in the works, including having discussion about the Linkville Estates subdivision, the CRR program, fire inspection priorities, and moving forward with these matters. A Chief Officer in-service was held last week and topics included leadership, District

finances, purchases, the facilities master plan, and the importance of lining out processes before moving forward. FC Davis and DC Webb met with the City Manager to discuss potential to partner on fleet management; the District is looking for fleet management oversight and consistency with routine and scheduled vehicle maintenance. DC Webb added that with the cost of vehicles increasing at an alarming rate, it is important to get longevity out of the vehicles, which would come with a significant cost savings.

- b. Thank you Correspondence  
None.

Deputy Chief – Operations

- a. DC-Operations Activity Memo November  
DC Hitchcock provided an update on the implementation of the Narc-Box system for security of controlled medications. This falls in line with suggestions from Dr. Smestad, Physician Advisor, and Paramedic Healy, who has experience with the system. Healy has put in a lot of time helping the District implement the program. The Duty-officer Program is being dialed in with a new Standard Operating Guideline. The 2025 Captain’s promotional process is being worked on.
- b. October Incident Activity  
No Discussion.

Deputy Chief - Professional Standards

- a. DC-Professional Standards Activity Memo October  
DC Webb reported the delivery of ambulance 3172 will probably now be in mid-December. The District was awarded \$75,000 under the OSFM Community Wildfire Risk Reduction: Defensible Space for the Built Environment grant. This will allow the District to hire two Fuel Mitigation Technicians and expand the CRR program. Receipt of the state Type III engine is now pushed out to the end of the year, but receipt will hopefully be by next fire season.

Division Chief – Training

- a. DC-Training Activity Memo November  
DC Knutson reported Firefighter Valdez did a fantastic job providing an extrication training for the crews. The Standing Orders annual update training was held for EMS. Training and work on incident command communication standardized (BlueCard) continues.

Division Chief – Fire Marshal

- a. DC-Fire Marshal Activity Memo November  
FM Tramp reported that in 2024, 301 fire and life safety inspections were completed; there are 2,000 properties in the District to inspect. Twelve hundred fire and life safety systems are currently monitored with an 85% compliance rate. New radio slots are scheduled for holiday and winter safety. The CRR program is winding down for the season with 180 acres and 65 properties assessed and 18 lbs. of debris removed. With the expansion of the CRR program next year, many more people in the community who don’t have the means to do the work on their own, can be helped through the program.

- 11. **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 at 4:45 p.m.


- 12. **Executive Session**

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

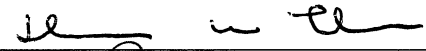
Executive session was called to order at 4:50 p.m. and was adjourned at 5:22 p.m.

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, December 17, 2024, at 4:00 p.m.

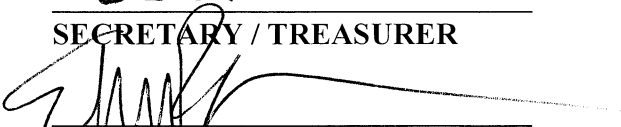
**BOARD MEMBER SIGNATURES**

  
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**PRESIDENT**

  
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**VICE-PRESIDENT**

  
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**SECRETARY / TREASURER**

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**DIRECTOR**

  
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**DIRECTOR**