

# Klamath County Fire District #3

Board of Directors Meeting  
February 20, 2025

## Meeting Minutes

1. Meeting was called to order at 10:00 a.m. by Vice President Dennis Worden. Board members Mr. Dennis Worden, Mr. Dave Matthews, Ms. Carrie Giroux and Ms. Cameron Duncan were present. Mr. Dan Hudson was absent from the meeting. Also in attendance was Fire Chief Nate Hussey as well as several members of the community.
2. Cameron Duncan made a motion to approve the minutes as submitted from the working session held on January 23, 2025. Dave Matthews seconded the motion. Roll call was taken as follows: Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 4-0.
3. Dave Matthews made a motion to approve the minutes as submitted from the Board meeting held on January 16, 2025. Cameron Duncan seconded the motion. Roll call was taken as follows: Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 4-0.
4. **Correspondence:** Carrie Giroux stated that we received a letter from the State of Oregon, Corporation Division, regarding an annual fee for domestic nonprofit corporation. Ms. Giroux called the Corporation Division and advised them that we are a government agency now. They advised us that we have two options: let it lapse and they would mark it as inactive, or we could write a formal article of dissolution and mail it to them. The topic of deactivating the nonprofit account will be addressed this spring.
5. **Financial Report:** Carrie Giroux updated the Board on the financial report and provided a review of the bank accounts for the District. Cameron Duncan stated that there is some tax money that is still going into the EMS account and that we need make a transfer out of the EMS account and into the Fire account. Ms. Giroux also reported on the LGIP account. Cameron Duncan made a motion to approve the financial report. Dave Matthews seconded the motion. Roll call was taken as follows: Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 4-0.

Dave Matthews stated he wanted to add a line item to New Business regarding two resolutions.

### 6. **Old Business:**

**RCAC** – Cameron Duncan stated that RCAC will be at the community center on Saturday, February 22, 2025 in what they're calling a community event. This event is for anyone who received the second round of letters for the income survey.

**OSHA Complaint Update:** Dave Matthews updated the Board on the current standing with OSHA with regard to two complaints. One was for respiratory apparatus and the other was for SCBA procedures. Both citations were addressed and we are now in compliance.

**Working Session Update:** Dave Matthews stated that we set up another meeting, preferably in the next few weeks. It was suggested that we have the next meeting on February 28, 2025, 10:00 a.m. at the fire station. Operational policies will be discussed. Mr. Matthews also noted that we still need at least one more meeting before we present it to the Board for approval.

## 7. **New Business:**

**Budget Discussion:** Cameron Duncan stated that she has been in contact with Mr. Scott Smith with the Department of Revenue, and who's in charge of all local budgeting processes. He noted that the current budget was not quite correct, and he wanted to make sure that we do it correctly this year. Once we create a draft of the budget, we can send it to him for review.

Ms. Duncan also noted that our Budget Committee was not correct in the past. We were informed that all five (5) Board members, a chair, and five community members should be on the committee, for a total of eleven (11) members. The meeting must be run by the Chair and must follow a process. Ms. Duncan stated that she would like to start this process in March so that we can have multiple meetings. Ms. Duncan is going to take four budget classes through the Department of Revenue which covers the entire budgeting process.

Additionally, Cameron Duncan discussed a stipend for the crew. The stipend monies were set aside for the officers and has not been used for this purpose as it was intended. She suggested that this money be used as payment of a nominal fee for our crew. Ms. Duncan consulted with Mr. Smith and after his review of the budget, and because the money is listed under Personnel Services, we could go ahead with it.

Dave Matthews reviewed Nominal Fee Program with the Board. This would be added to the policies. According to the U.S. Department of Labor regulations, it would allow for a nominal fee to volunteer firefighters on a per call basis. The fee can not exceed 20% of the current firefighter's annual salary, which is \$50,000 for this area. No firefighter could earn no more than \$10,000 in a stipend for a calendar year. This translates to \$15 per hour in a callout response and taxes would be taken out through payroll.

Funding would come from allocated monies that were already set aside for this purpose and would be divided equally over the next four (4) months, March through June which is roughly \$1,000 per month. For the months of June through September (fire season), it would translate to approximately \$2,000 per month. In future years, the Budget Committee would determine the amount allocated as it might change from year to year.

Dave Matthews made a motion to accept the nominal fee as presented by Cameron Duncan and Dave Matthews. Dennis Worden seconded the motion. Roll call was taken as follows: Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 4-0.

## 8. **Proposed Property Donation:** Dave Matthews reported on the property donation in the Klamath Forest Estates. The individual that owns the property would like to donate two (2) parcels, each 2.5 acres, to the District. If we accept this donation, we would be responsible for oversight of the land.

Dave Matthews will contact the owner for more information and present his findings at the next Board meeting. Discussion ensued.

9. **25/26 Budget Process:** After speaking with Mr. Scott Smith, Cameron noted that we would need to first reach out to last year's Budget Committee members to see if they would be interested in participating again this year. Then we would reach out to any new members who might be interested for a total of five community members. Once this accomplished, we would then be able to set staggered term limits for the committee. It's important that we show a process on how we go about this. Announcements will be presented at the beginning of March. Ms. Duncan would like to have the first Budget Committee meeting sometime in March. Budget Committee members are appointed by the Board.

Ms. Duncan stated we need a motion to nominate a Budget Officer for the Budget Committee. Dave Matthews made a motion to nominate Nate Hussey as the Budget Officer. Cameron Duncan seconded the motion. Roll call was taken as follows: Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 4-0.

10. **Resolutions:** Dave Matthews presented two (2) resolutions to the Board.

- Board Resolution 2025-001, dated January 18, 2025  
Regarding the \$7,852.32 donation from Chemult RFPD, earmarked to purchase a new or used command vehicle. Resolution signed by Board members Dennis Worden, Carrie Giroux and Dave Matthews. Cameron Duncan was absent when the resolution was signed.
- Board Resolution 2025-002, dated February 20, 2025  
Regarding the misappropriation of \$30,000 from the State Fire Marshall's Fuel Risk Reduction Grant of 2024 which was held in the LGIP account. The purpose of this resolution is to earmark and replenish the account as resources provide. Cameron Duncan made a motion to accept the resolution as written. Dennis Worden seconded the motion. Roll call was taken as follows: Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 4-0.

Resolutions will be filed in the "Resolutions" file held at the District office in Sprague River.

11. **Microphone Purchase:** Dennis Worden stated that this purchase is for audio system we are currently using. He noted that are two (2) people listening in to this Board meeting. The microphone we have been using belongs to Mr. Worden. Now that we have a new microphone, Mr. Worden has graciously donated his to the District. Dennis Worden will write a guide on how to operate the system for the current Board and future Board members. The purchase of a video camera was also discussed.
12. **Chief's Report:** Nate Hussey provided his report via email to the Board. He stated that we have had 93 calls since the first of the year. Since January's Board meeting, we had 70 calls, 50 of which were for ambulance resulting in 32 billable transports.

He noted that they have been working with the Klamath County Sheriff's office, Klamath County Emergency Management, DHS and Relief Angels, regarding remote access for evacuations. The

Bootleg Fire was referenced with regard to Red Cross, food, blankets, etc., and the lack of a plan afterward.

The issue is that we need a capable vehicle, besides the ambulance and a 4-wheel truck, that we can use to extract people or to deliver food and essential goods in remote areas of the District.

Mr. Hussey discussed vehicle repairs and noted that 2451 and 2453 are now back in service. Vehicle 2453 will be returned to the FEPP's pool and be deleted from our insurance. Vehicle 2452 is in the shop for an issue with the turbo. Mr. Hussey noted that it is our responsibility to move the FEPP's where they are to go which includes the cost associated with the delivery, be it Klamath Falls, Salem or wherever. Mr. Hussey is waiting to hear back from his contact for final destinations.

Mr. Hussey reported on the onboarding and initial training of new crew members. Operational training is ongoing for two (2) of the senior crew members.

We will be hosting a BLS CPR class. The class will be presented by the EMS program from KCC. This class is required by the State for any crew member that would work on an ambulance with regard to responding to assist EMS calls.

He also reported on working with public works and the contract for the road signage project. There were some legal issues last year associated with private property and right of ways. Currently, the public works department is uncomfortable with the right of ways, however they have agreed to make the signs and assist us in having a company survey the roads, which we will have to pay for. As an example, Klamath Forest Estate poses a problem due to power poles located in the center of the right of way. The cost associated with signage and the survey were discussed. Mr. Hussey stated that we should have the contract next week.

We now have an agreement with Mike Sheets FNP and the Bonanza Clinic to bill us for the services they provide to our crew members that include vaccinations and required medical evaluations for the respiratory program. The cost associated is \$110 per person for the medical evaluation. Mr. Hussey will distribute the form to each crew member and they then take that form to the clinic. The form is then returned to us and placed in the member's personnel file. Dave Matthews stated that we should also have a form that Mr. Sheets would sign noting that the evaluation was done. Both of these forms will be marked confidential and remain in the file forever.

13. There being no further business to come before the Board, Dennis Worden made a motion to adjourn the Board meeting. Dave Matthews made a motion to adjourn the meeting at 11:00 a.m. Cameron Duncan seconded the motion. Roll call was taken as follows: Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 4-0.

Respectfully Submitted:

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Carrie Giroux  
Secretary/Treasurer