

KLAMATH COUNTY FIRE DISTRICT #3

Board of Directors Meeting April 16, 2026

Meeting Minutes

1. Meeting was called to order at 10:02 am. by Mr. Dan Hudson, Board Director. Board members Mr. Dan Hudson, Mr. Mike DuBois, and Ms. Carrie Giroux were present. Ms. Sarah Herbert was absent from the opening of the meeting. Cindy Ballard has submitted her resignation letter. We will be looking for letters of interest as we move forward. Also in attendance was Fire Chief Nate Hussey as well as several members of the community.
2. **Changes to the Agenda.** Dan Hudson asked if there were any changes or additions to the agenda and Carrie Giroux she would like to add financial report updates.
3. **Minutes:** Dan Hudson asked for a motion to accept the March 2026 minutes as prepared. Mike DuBois made a motion to accept the minutes as prepared. Carrie Giroux seconded the motion. Roll call was taken as follows: Mike DuBois, aye, Carrie Giroux, aye, Dan Hudson, aye. Motion passed 3-0.
4. **Correspondence:** Nate Hussey stated that the only application for the budget committee was from Cameron Duncan. Mr. Hudson asked for a motion to accept Cameron Duncan on to the Budget Committee. Mr. DuBois made the motion to accept Cameron Duncan on to the Budget Committee. Ms. Giroux seconded the motion. Roll call was taken as follows: Mike DuBois, aye, Carrie Giroux, aye, Dan Hudson, aye. Motion passed 3-0.

Mr. Hudson asked Mr. DuBois to make an announcement on the website that we are looking for a new board member. The timeline for accepting applications/letters of interest is two months.

5. **Financial Report:** Carrie Giroux updated the Board on the financial reports. Vicki Baker of Professional Tax Solutions is now our bookkeeper. Ms. Giroux will be in contact with her to review what reports we need. Ms. Giroux reviewed the bank account totals with the Board.
6. **Chiefs Report:** Mr. Hussey provided an update to the Board. Currently, YTD we received 158 calls for service. In the last month we received 119 calls of which 47 were ambulance resulting in 25 trips to the hospital. Mr. Hussey stated that he received a call from the hospital regarding patient reports within 24 hours and we were required to install a fax machine for the reports as this is secure personal information.

We continue to have theft issues on the water tank property as well as the oil tank lines being cut. Mr. Hussey stated that there are now three cameras installed around the fire station for added security.

The CWRR grant is almost concluded. They have the financials with the final report due by the end of May.

Our payroll was audited for last year's wildland staffing grant. We had a team meeting with the grant administrators wanting to review a few questions they had regarding documentation, specifically for OFM grants to make future audits easier. Mr. Hussey stated that we are in compliance.

We should know next month regarding the seismic upgrade through ZCS whether the application submitted is approved.

Maintenance on vehicles is ongoing due to the previous administrations lack of not maintaining the vehicles as they should have been doing. We are currently addressing the most important issues with the larger trucks. This will be a significant cost for those trucks. The ambulance needs two new tires at a cost of roughly \$1,500.00 and the heavy wildland truck also needs tires is around \$4,000.00.

The GEMT fee for service should be forthcoming mid-May and the second half should arrive in July.

Radio issues. We had to take several radios out of service because they won't program any longer. We are slowly adding to our current inventory of handhelds and mobile radios and programming them.

Mr. Hussey reported on two crew members currently enrolled in EMT school and we have five others about to test for their First Responder license.

Twelve sets of new wildland gear were purchased for roughly \$6,500.00 ordered. The Volunteer Fire Capacity grant which is up to \$10,000.00. Reimbursement for the gear will come from that grant. Nate Hussey will apply again for next year and would like to purchase more radios.

We added two new crew members and brought one former member back. One individual brings over twenty years of experience on structural fires and has some wildland experience as well. He will be assigned as the duty officer which will us allow us to go out of county on fourteen-day conflagrations.

Ambulance Funding: No report given.

Sarah Herbert joined the meeting at 10:10 am.

Old Business:

1. **Committee Reports:** As follows.
2. **AUP:** Ms. Herbert stated that she had three appointments set up with CPA firms. One does look promising in Bend, OR. One of the issues with retaining a firm is that they don't like the fact that we didn't have prior audits which was due to the previous administration failing to provide financial information, etc.

Ms. Herbert left the meeting at 10:15 am.

3. **Legal Counsel:** Ms. Giroux contacted SDAO and asked them if they provide legal counsel and they do not, however they referred her to Local Government Law Group in Eugene. Ms. Giroux contacted them and they are willing to work with us. They submitted a Letter of Engagement and their billing procedure. There is no retainer fee involved and they would bill us on their hourly fees listed in the letter. If a case goes to litigation, they would hire someone outside of their firm to conduct the litigation.

Mr. Hudson asked for a motion to accept the engagement letter from Local Government Law Group. Mr. Mike DuBois made the motion to accept the letter of engagement. Ms. Giroux seconded the motion. Roll call was taken as follows: Mike DuBois, aye, Carrie Giroux, aye,

Dan Hudson, aye. Motion passed 3-0. Mr. Hudson signed the letter and Ms. Giroux will scan it and send it back to them.

New Business:

1. ASA: Mr. Hussey stated that he submitted the letter from Chiloquin Fire, relinquishing the ASA and our letter accepting it. The Emergency Manager agreed to move it forward to the County Commissioners. Once the commissioners review, it then moves to the Ambulance Advisory Committee and then on to Fire Marshalls office.

For the Good of the Order: The topic on the coordination of disaster preparedness was discussed with regard to contacting Red Cross, and coordinating with the community center for evacuees should such a need arise. Also discussed was the fostering/sheltering of animals. Mr. Hudson said he would write something and send it to Mr. DuBois to post on our Facebook page looking for volunteers willing to offer their space for various animals, i.e. goats, dogs, horses, etc.

7. There being no further business to come before the Board, Dan Hudson asked for a motion to adjourn the meeting. Carrie Giroux made a motion to adjourn the meeting at 10:35 am. seconded the motion. Roll call was taken as follows: Mike DuBois, aye, Carrie Giroux, aye, and Dan Hudson, aye. Motion passed 3-0.

Respectfully Submitted:

Carrie Giroux
Secretary/Treasurer