

KLAMATH COUNTY FIRE DISTRICT #3

Board of Directors Meeting
December 19, 2024

Meeting Minutes

1. Meeting was called to order at 10:00 a.m. by Mr. Dan Hudson, Board Director. Board members Ms. Cameron Duncan, Mr. Dennis Worden, and Ms. Carrie Giroux were present. Dave Matthews was absent from the meeting. Also in attendance was Fire Chief Nate Hussey and several members of the community.
2. Cameron Duncan made a motion to approve the minutes from the meeting held on November 21, 2024. Motion was seconded by Dennis Worden. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Cameron Duncan, aye, Carrie Giroux, aye. Motion passed 4-0.
3. Dennis Worden made a motion to approve the minutes from the special meeting held on December 9, 2024. Motion was seconded by Carrie Giroux. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Cameron Duncan, aye, Carrie Giroux, aye. Motion passed 4-0.
4. **Correspondence:** Cameron Duncan stated that any correspondence she has will be reviewed later on in the agenda.
5. **Financial Report:** Dan Hudson made a motion to approve the financial report as submitted. Motion was seconded by Cameron Duncan. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Cameron Duncan, aye, Carrie Giroux, aye. Motion passed 4-0. Carrie Giroux briefly reviewed the bank accounts for the District. Cameron Duncan noted that the LGIP account is unchanged.
6. Dan Hudson asked if there were any changes or additions to the agenda. Cameron Duncan stated that she would like discuss electronic access to these meetings for the public. Dennis Worden would like to add the Community Center Agreement to old business and under new business, he would like to add the Open Roads Deisel Agreement. These items were added to the agenda.
7. **Chief's Report:** Chief Nate Hussey stated year-to-date we are at 629 calls for service for 2024. Since November's Board meeting, we had 47 calls of which there were 34 ambulance and 28 billable transports.

The OSHA inspection has concluded and we are waiting on certified mail with the official citations. There were two citable offenses which included four electrical boxes that did not have coverings, and that we did not have a working safety committee. The inspector stated that we do not have to post this because the issues have been fixed. The inspections for respiratory total three citations. The first citation was for SCBA packs as there was a lack of annual flow test. Once we receive the documentation, this citation will be abated. The second citation was the Districts lack of employee medical evaluations for anyone who would wear a SCBA. A form needs to be completed and once it is complete we will be in compliance. The third citation was for lack of documentation for the fit test for SCBA masks. There was a test done in May but no documentation was provided. This is an annual test. Chief Hussey stated that we will have the test done in January. With regard to the air quality in the bay, according to the inspector, the test showed that the bay did not exceed legally acceptable levels of carbon dioxide and that if there is any, it dissipates rapidly and determined this was a nonissue. Chief Hussey is putting in procedures in place to make sure that all four doors of the bay are open as a precaution.

Chief Hussey reviewed with the Board several other items including truck maintenance, rescue tools, gurney and power load issues. A Stryker service tech came out and these issues were covered under the warranty. He noted that the rechargeable batteries for the Lucas device were out of date which had to be replaced as they were not covered under the warranty.

Chief Hussey stated that Dr. Logan Smestad will no longer be our supervising physician or medical director for EMS as of June 2025. Klamath County will be searching for his replacement.

Chief Hussey provided an update on the donated vehicle we were to receive from the Chemult RFPD. This vehicle was totaled due to an unforeseen accident, and Chemult RFPD decided to donate the insurance payout to District 3 towards the outfitting or purchase of a command vehicle. This topic will need further discussion.

Old Business

8. Dennis Worden provided an update on social media. We are continuing to work on the website with regard to remediation of files which has to do with disabled persons and their access to the website. Currently, we are at roughly 82% compliant and we'll need to prioritize which files should be on the website.
9. Dan Hudson reported on the line of credit and that he had contacted Firefighters First Credit Union who are willing to set up a LOC for us. We will need to open an account and this can be done online. Cameron Duncan stated that she would like to know the interest rate and if its variable. She also noted that a ratification would need to be made noting that this account would only be used for emergency situations. Dan Hudson will provide Cameron Duncan with contact information so that she is able to follow up with First Credit.
10. Dan Hudson reported on the volunteer medical screening which is necessary for OSHA. The pre-employment screening and the cost associated with it was discussed. Chief Hussey stated that not every firefighter has to be sent to a doctor for screening, however we do have to have every person complete a form. Discussion continued on the process of the forms and that they need to be compliant with OSHA. This will be tabled to Dave Matthews who is currently working on the form.
11. Cameron Duncan reported on access to the Umpqua Bank Fire and EMS accounts. The Board has signer and online access. The District Bookkeeper only has online viewing of the accounts. She also noted that we finally have online access to the LGIP account.
12. Dennis Worden provided an update on the December 9, 2024 Working Session Meeting and noted that we are continuing to review the procedures and policies to make sure we have everything in place that is required. He feels that we most likely need a few more working sessions to complete this and then vote on these in February or March of 2025. The next working session will be held on January 8, 2025 at 10:00 a.m. at the fire station.
13. Camerson Duncan provided an update on RCAC and holding a community event for Group 2. Discussion continued at length regarding how the surveys were conducted, their methodology and the issues it raised amongst the community for Group 1. With regard to the erroneous letter that RCAC sent out, Cameron stated that they will be contacted and asked to send out a new letter recognizing the error they made.
14. Cameron Duncan briefed the Board on tax disbursements from the county and noted it is not finalized as yet. We've received roughly over \$50,000.00 in disbursements, with more coming in on a monthly basis.

15. Cameron Duncan provided an update on the Energy Trust. The quote that we received was rather high so we will look at two other insulation companies to see if their quotes are more reasonable in price. Dan Hudson stated that this topic will be continued on next month's agenda.
16. Dan Hudson briefed the Board on the FEMA AFG grant and noted that the process is fairly easy to do, however due to time constraints we weren't able to get this grant. He stated that we need to start working on this for next year to determine their priorities for 2025. Cameron Duncan stated that we are now signed up for all the FEMA notices.
17. Dan Hudson noted that Dave Matthews stated that the EAP has been established.
18. Cameron Duncan provided an update on insurance coverage and noted that our insurance agent requested that we put on the schedule equipment on the ambulance that had not been scheduled in the past. The new premium on this will be a few thousand dollars higher for the year.
19. Cameron Duncan updated the Board on the PPE jackets for the crew. We are working on a quote from Curtis on in-house customization that includes the new hook and loop patches and embroidery on the jackets. Chief Hussey suggested that we go ahead and order the jackets now. The purchase was approved by the Board at its November 21st Board meeting.
20. Dan Hudson reported that there had been two Ethics Commission complaints made to the State. They held their hearing December 9, 2024. The Board will be receiving a letter of education from them soon, and he noted that they have been very helpful and courteous and thankful for our participation.
21. Cameron Duncan provided a brief update on electronic access issue with regard to Board meetings. She was in contact with the Ethics Commission and some of the suggestions were conference calling, Zoom meetings, etc. which would allow the public to join the meetings. She would like to see this completed within the next month and that it be prioritized so that this would be available for the next Board meeting. It will then be posted, along with the meeting notice, and on the website with instructions on how to access the meetings. Chief Hussey requested that a Zoom link be provided for the Fire Defense meetings which will enable him to share the meetings with other County Fire Chiefs to attend these meetings.
22. Dennis Worden discussed the Community Center contract with the Board. Dennis Worden made a motion to accept the contract with the Community Center for space rental for the ambulance vehicle. Cameron Duncan seconded the motion. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Cameron Duncan, aye, Carrie Giroux, aye. Motion passed 4-0.

New Business:

23. Dennis Worden briefly updated the Board on the cost of fuel for the ambulance and since this vehicle uses gas, there was no further discussion on the matter.
24. Cameron Duncan reported on the Ethics Commission group training for all Board members. It was decided to schedule the meeting in early May of 2025.
25. Cameron Duncan briefly discussed the upcoming second annual Golf Tournament which is scheduled for June 21, 2025 at Sheild Crest golf course. Suggestion was made to start getting letters mailed out earlier than last year. Cameron Duncan and Allison Dob will compose the letter together and it's slated to go out in January.

26. Dennis Worden made a motion to adjourn the meeting at 10:57 a.m. Cameron Duncan seconded the motion. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Cameron Duncan, aye, Carrie Giroux, aye. Motion passed 4-0.

Respectfully Submitted:

Carrie Giroux
Secretary/Treasurer