

KLAMATH COUNTY FIRE DISTRICT #3

Board of Directors Meeting
January 16, 2025

Meeting Minutes

1. Meeting was called to order at 10:00 am. by Mr. Dan Hudson, Board Director. Board members Mr. Dan Hudson, Mr. Dennis Worden, Mr. Dave Matthews and Ms. Carrie Giroux were present. Ms. Cameron Duncan was absent from the meeting. Also in attendance were several members of the community.
2. Dan Hudson asked for a motion to approve the minutes as submitted from the Board meeting held on December 19, 2024. Dennis Worden made a motion to approve the minutes as prepared. The motion was seconded by Dave Matthews. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Dave Matthews, aye, Carrie Giroux, aye. Motion passed 4-0.
3. **Correspondence:** Fire Chief Nate Hussey was out on call; however, he was able to submit his report to the Board via email.
4. **Financial Report:** Carrie Giroux updated the Board on the financial report. Carrie Giroux briefly reviewed the bank accounts for the District. Dennis Worden noted that the LGIP account is unchanged. Dan Hudson asked for a motion to approve the financials as submitted. Dave Matthews made a motion to approve the financial report as submitted. Motion was seconded by Dennis Worden. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Dave Matthews, aye, Carrie Giroux, aye. Motion passed 4-0.
5. Dan Hudson asked if there were any changes or additions to the agenda. Dave Matthews stated that he had a few additions and those additions would fall under New Business.

Old Business:

6. **Working Session Update:** Dave Matthews stated that we have made progress on the policy procedures manual and feels that two more working sessions will be sufficient to complete this process. Our next working session is slated for January 23, 2025, 10:00 am, at the station. We will be reviewing the Hiring packet and the updated Respiratory Protection Plan. We also need to review the operational procedure guidelines.
7. **RCAC Update:** Dennis Worden reported on RCAC and noted that they contacted Cameron Duncan and apologized for the letter they sent out in December 2024. RCAC will make sure all future letters that are sent out, will only include contact information for Cameron Duncan, Nate Hussey and Sabrina, the RCAC contact. Cameron Duncan is waiting to hear back from RCAC on how many numbers we have received with regard to the income survey, as well as a date for the community event.
8. **Additional Tax Disbursements:** Dan Hudson noted that there was a tax disbursement of \$541.91 in the financials.
9. **Grievances Received:** Dan Hudson updated the Board on the additional two grievances we received from Christine Friend. It seems the first grievance was not answered to her satisfaction, which lead to her filing a second complaint regarding online access to the Board meetings. She was advised by the Board that access was available at the working session held on a January 8, 2025 as well as this Board meeting held on January 16, 2025. We anticipate a third complaint from Ms. Friend, and Dennis Worden discussed it with the Board regarding an agenda item regarding a statement about Executive

Sessions. This statement has since been removed, however if we perceive that an Executive Session may occur during our meetings, the statement will appear on the meeting agenda. Dan Hudson stated that he will comprise the materials related to this matter then send them to the Ethics Commission.

10. **Electronic Access:** Dennis Worden provided an update to the Board on the status of electronic access through the Districts website and that the public may join the meeting if they so choose.
11. **OGEC Training Confirmation:** Dan Hudson asked the Board if there were any updates regarding the date for the Ethics Commission training for Board members. At this time, we do not have a firm date set, however Cameron Duncan is working on this and will provide this information as soon as it is available.
12. **Golf Tournament Update:** Dennis Worden reported that Cameron Duncan is updating this year's donation letter for the fundraiser.
13. **Logistics – Coat Order:** Dennis Worden noted that Cameron Duncan is continuing to work on this item for the District.
14. **SCBA Respiratory Plan:** Dave Matthews provided an update on the plan and noted that he had received feedback from the OSHA investigator with regard to the updated plan which will be presented at the next working session on January 23, 2025. Dave Matthews also provided a brief update on the status of our current physician, Dr. Sheets, who conducts the medical evaluations on staff which is part of the respiratory plan. He also updated the Board on the N95 masks which is now considered by OSHA as a respiratory mask. Discussion ensued.
15. **Budget Committee Update:** Dennis Worden noted that Cameron Duncan has been working with the Oregon State Budget office regarding the monetary donation from Chemult RFPD for the future command vehicle and as such, the Board will need to vote on and provide a written appropriation resolution stating that we received the donation from Chemult RFPD for the amount stated on the check, and that it is to be spent on the future command vehicle only. The Oregon State Budget Committee contact also stated that he had looked at the current 2024-2025 budget for the District and noted that it was not correct. The contact stated that he would be willing to work with us on the next budget so that is done correctly. Dave Matthews stated that we will need to establish a Budget Committee at our next Board meeting to state how many persons will be on the committee and who they are. Discussion continued.
16. **FireMed Agreement:** Dennis Worden stated that we have received the agreement and is ready to accept and sign. Dennis Worden made a motion to accept and sign the agreement at this meeting. Dan Hudson seconded the motion. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Dave Matthews, aye, Carrie Giroux, aye. Motion passed 4-0. Dan Hudson signed and initialed all pages of the agreement.

New Business

17. Dave Matthews provided an update pertaining to the vehicle that Chemult RFPD that they were going to donate to the District. Unfortunately, the vehicle was in an accident and totaled. Chemult RFPD received an insurance payment for the vehicle and they made a decision to donate the insurance funds to the District. The amount of the check is \$7,852.32. Dave Matthews made a motion to pass a resolution to accept this amount and to deposit the funds into the Umpqua checking account with the restriction that these funds only be spent on a future command vehicle unless otherwise determined by the Board. Dave Matthews will write a resolution and present it at the next Board meeting. The motion was seconded by Dennis Worden. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Dave Matthews, aye, Carrie Giroux, aye. Motion passed 4-0.

18. Dave Matthews briefly reported on construction of a new ADA compliant shower install in the District building and noted that it should be completed in a few weeks and is required for the ambulance staff. Discussion continued regarding the Sprague River Pioneer Days. Dave Matthews will speak with Fire Chief Nate Hussey regarding how the District can help on this.
19. **Chiefs Report:** Chief Nate Hussey emailed his report to the Board and Dave Matthews read the report. Year-to-date, there were 650 calls for service in 2024, which was 370 more calls than in 2023. There have been 25 calls since the first of January 2025. Since our last Board Meeting on December 19, 2024, there have been 47 calls for service, with 38 of the calls for ambulance which resulted in 30 billable transports.

Discussion continued regarding the ambulance bay door needing repair due to an employee pulling out of the bay incorrectly.

Nate Hussey received a "Letter of Concern" on January 3, 2025 from Oregon Health Authority regarding an alleged HIPAA violation and investigation by them after a complaint was filed against District 3. He attached a copy of that letter to his report.

Nate Hussey received an estimate from J&F for servicing the fleet of fire apparatus. He spoke with Dan Hudson and Dennis Worden and received approval from them to start the process since the expense was over the \$1,000.00 spending threshold. Dan Hudson noted that these expenses are a direct result of the previous Fire Chiefs neglect to keep these maintained.

Nate Hussey also reported on the 3 FEPPs pool which will be donated back to the pool as well as the generator we got last year as it does not meet certain standards that we need. Also mentioned was the donated check we received from Chemult RFPD.

20. There being no further business to come before the board, Dan Hudson asked for a motion to adjourn the meeting. Dennis Worden made a motion to adjourn the meeting at 10:33 am. Dave Matthews seconded the motion. Roll call was taken as follows: Dan Hudson, aye, Dennis Worden, aye, Dave Matthews, aye, Carrie Giroux, aye. Motion passed 4-0.

Respectfully Submitted:

Carrie Giroux
Secretary/Treasurer