

Klamath County Fire District #3

Board of Directors Meeting
April 17, 2025

Meeting Minutes

1. Meeting was called to order at 10:00 a.m. by President Dan Hudson. Board members Mr. Dan Hudson, Mr. Dennis Worden, Mr. Dave Matthews, Ms. Carrie Giroux and Ms. Cameron Duncan were present. Also in attendance was Fire Chief Nate Hussey as well as one member of the community. Additionally, the meeting was accessible via Zoom for community members.
2. Dave Matthews made a motion to approve the minutes as submitted from the Board meeting held on March 20, 2025. Cameron Duncan seconded the motion. Roll call was taken as follows: Dan Hudson, aye, Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 5-0.

Dave Matthews had two items to add to the agenda. Add Policy Manual Discussion under Old Business, and add his membership status on the Board under New Business. Cameron Duncan had one item to add, RCAC under Old Business.

3. **Correspondence:** No correspondence presented.
4. **Financial Report:** Carrie Giroux updated the Board on the March 2025 financial report and provided a review of the bank accounts for the District. Ms. Giroux also reported on the LGIP account. Dan Hudson asked for a motion to approve all the financial reports. Cameron made a motion to approve all the financials, with the exception of one entry on the Profit and Loss statement, which is that Ezell Fuel was noted as EMS and should be Fire. Dave Matthews seconded the motion. Roll call was taken as follows: Dan Hudson, aye, Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 5-0.

5. **Old Business:**

Budget Meeting: Cameron Duncan reported that Budget meeting dates have been established and will be held on April 30, 2025 as well as May 21, 2025. Notice has been given to the newspaper Herald and News. Notice has also been given on Facebook and the Districts web page.

During this discussion it was agreed that going forward, all Board meetings, etc., will be held at the Sprague River Community Center as it is more appropriate for conducting meetings.

Golf Tournament: Nate Hussey stated that the golf tournament will be held on June 21, 2025 at Shield Crest Golf Course. The signup sheet is posted at the golf course and people can call them to sign up or go to the pro shop. Cameron Duncan noted that the donation letter is done and has been sent out. Discussion continued regarding the hole-in-one car and the flyer.

CWRR Grant: Cameron Duncan had a conversation with her contact about surveying for signage. She was told that we do not have to do the survey. The county will put the signs in. Discussion continued at length regarding the IGA grant for this and the disbursements of the monies.

Property Donation: Dan Hudson stated that he has not contacted the property owner because he wanted to discuss taking the property back through title insurance and the Board Members agreed. Dan Hudson asked for a motion to approve. Cameron Duncan made a motion to get title insurance on the property. Dennis Worden seconded the motion. Roll call was taken as follows: Dan Hudson, aye, Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 5-0.

Board Attorney: Dan Hudson noted that he has not made any contacts for an attorney yet, but will do so prior to the next Board meeting.

Policy Manual Discussion: Dave Matthews noted that he had not heard back from some Board members regarding review of the policy manual that he requested. He stated that at this time, all documents for the manual including the employee hiring handbook, will be given to Carrie Giroux via flash drive, and she will upload all files to the District's Google drive.

RCAC Update: Cameron Duncan provided an update on RCAC. She noted that we have 140 responses; technically we need 68. The RCAC contact suggested we go door to door for the survey. We will need roughly 48 contacts. Discussion continued and the topic will be reviewed at a later date once we have more information.

Ethics Commission Training: Training meeting for Board members has been scheduled on May 6, 2025 9:00 a.m., via Zoom. It was suggested that any possible new board members should attend that training and Cameron Duncan will reach out to the Commission to see if that is feasible.

6. **New Business:**

Secretary of State: Cameron Duncan reached out to the Secretary of State and stated that the District's financial reports are to be sent every year. Also, the District was not registered as a municipal district in the State of Oregon. Since that discussion with the agent, we filed with them and are now registered. The agent requested that we send them the 2024-2025 financials that end June 2025. Because of this, we are required to submit an AUP (Agreed Upon Procedures), which is basically an audit of the department which includes an audit of the minutes, procedures policies, and the governing body and how it is run. Ms. Duncan stated that we will need RFPs from various accountants. Discussion continued at length regarding being registered federally and with the State of Oregon, the AUP (Agreed Upon Procedures), registering the Districts agents when there is a change, which need to be sent in to the archives department. Ms. Duncan will provide an update on this in May.

Dave Matthews noted that this should be added to the policy manual. Cameron Duncan suggested that it could be titled "Notice of Designation of Special District".

Resignation of a Board Member: Dave Matthews gave notice that he will be resigning from KCFD #3 Board of Directors as of May 1, 2025. Mr. Matthews will provide a letter of resignation to the Board.

7. **Chief's Report:** Nate Hussey provided his report via email to the Board. He stated that we have had 170 calls since the first of the year. Since March's Board meeting, we had 40 calls for service of which 27 were for ambulance resulting in 24 billable transports.

OSFM's 2025 grant for funding staff during the 2025 season was approved for the maximum award of \$35,000.00. It should be funded by July 2025.

Mr. Hussey briefed the Board on the 2025 Volunteer Fire Capacity grant which is managed through ODF. The purchase window runs October 2025 through September 2026. The District can use this grant for training, gear and PPE. The grant is a 50% match and the maximum award is \$10,000.00.

CWRR Grant Update: Mr. Hussey has obtained a draft copy of the IGA from Klamath County Public Works regarding the signage project in the Estates. Klamath County Public Works would produce and install 61 signposts and the District would be responsible for the surveying costs.

Mr. Hussey met with the new Supervising Physician, Dr. Joel Klas. Dr. Klas has agreed to accept the same contract, which will be updated, that was used for Dr. Smestad. Dr. Klas will start our service on May 1, 2025 and Dr. Smestad will continue his tenure until June 1, 2025.

Mr. Hussey reported on the planned vehicle maintenance and schedule of repairs. He noted that vehicle repairs are on hold at this time due to the vehicle repair budget.

Pioneer Days: Mr. Hussey stated that the District will be participating in the parade as well as providing hamburgers and hot dogs. We will be looking for donated food items. Mr. Hussey will confer with Klamath County with regard to getting a permit for public food service. We will also cover part of the cost of one mobile restroom and one hand washing station.

SAIF/SDAO Update: Cameron Duncan and Nate Hussey are working on an update and will work with the District Bookkeeper to get actuals of what we spent last year on payroll and then estimate for next year. When new Board members join the Board, the District will need to send them an email with the new members information.

Volunteer Report: No report was provided.

There being no further business to come before the Board, Dan Hudson asked for a motion to adjourn the Board meeting. Cameron Duncan made a motion to adjourn the meeting at 11:03 a.m. Dennis Worden seconded the motion. Roll call was taken as follows: Dan Hudson, aye, Dave Matthews, aye, Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 5-0.

Respectfully Submitted:

Carrie Giroux
Secretary/Treasurer