

Klamath County Fire District #3

Board of Directors Meeting
March 20, 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 several members of the community.
2. Cameron Duncan made a motion to approve the minutes as submitted from the Board meeting held on February 20, 2025. 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.
3. Dennis Worden made a motion to approve the minutes as submitted from the working session held on February 28, 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.
4. **Correspondence:** No correspondence presented.
5. **Financial Report:** Carrie Giroux updated the Board on the 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 as presented. 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.
6. **Old Business:**

RCAC – Cameron Duncan stated that she has requested an update from RCAC on where income surveys currently stand. She noted that the surveys are significantly behind and we are out of letters to mail out. She is waiting to hear back from them and report back to the Board. Discussion ensued.

Budget Discussion: Cameron Duncan reported on the Budget Message. Dan Hudson asked for a motion to approve the message. Dave Matthews made a motion to accept the Budget Message as presented. 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.

Ms. Duncan stated that we have three applications submitted for the Budget Committee. We have two returning members from last years committee, and three new community members. Cameron Duncan made a motion to approve the three new committee members for the Budget Committee. 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.

Ms. Duncan noted that she would like to get a Budget Meeting scheduled for April and will be sending information out to get that scheduled to make sure everyone is available to attend.

Policy Manual Review: Dave Matthews stated that our last working session on the Policy and Procedures Manual took place on February 28, 2025 for the review of the manual. Mr. Matthews asked that the Board members review it and get back to him as soon as possible to produce a final draft which will be presented to the Board at the April 17, 2025 Board meeting. Also noted was that there are a few items in the manual that we did not complete and Mr. Matthews will pull those out and create a separate "pending" document. This will allow us to complete them as the Board sees fit.

Once the manual is reviewed by the Board members and finalized, Mr. Matthews will create a PDF file and provide one hard copy. Dave Matthews proposed that the Board Secretary/Treasurer have control over the policy manual; both electronic and/or paper for updating purposes.

Property Donation: Dave Matthews discussed with the Board the property donation we received in Sprague River from a land owner. At this point in time, there are still some people on the property and the land owner feels it will take a few months to remove them. Dan Hudson will take on the responsibility of keeping in contact with the land owner.

Golf Tournament Letter: Cameron Duncan presented the donation letter to the Board. The Board reviewed the letter and approved it to use for the annual golf tournament.

7. **New Business:**

Policy on Public Comment: Dave Matthews stated that the Board had agreed on the draft language for public comment. It is the Board's decision to allow/accept public comment at any given meeting.

With regard to the Budget Committee, it is required by law to allow public comment during its meetings.

Legal Counsel: Dave Matthews noted that he had spoken with a contact at SDAO regarding a budget question and was asked if we had legal counsel. SDAO works with other fire districts in Klamath County and he provided a few potential sources for legal counsel. Dan Hudson will reach out to smaller districts to inquire who they use for legal counsel.

8. **Chief's Report:** Nate Hussey provided his report via email to the Board. He stated that we have had 133 calls since the first of the year. Since February's Board meeting, we had 38 calls for service; 30 of which were for ambulance resulting in 27 billable transports.

Mr. Hussey noted that Senate Bill 5550 passed. This bill is for wildland staffing from OSFM funding for staff during the 2025 season. The District will be submitting the application for the grant. This grants maximum award is \$35,000.00.

The application process for the 2025 Volunteer Fire Capacity is currently open. This grant is managed through ODF. The District can use this grant for training, gear and PPE. We can also use this for maintaining FEPP's. The grant is a 50% match and the maximum award is \$10,000.00.

Both grants are due in April of this year and Mr. Hussey along with Ms. Duncan will be working on the grants.

Mr. Hussey reported on DPSST's Winter Fire School class he attended in February.

He also reported on a Fire Instructor 1 class he is currently enrolled in, which takes place April 5th and 6th and is through DSPPT.

As stated at last month's Board meeting, the District will be hosting a BLS CPR class. The class will be presented by the EMS program from KCC and will be held on March 27th. 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. The cost per each certification is \$100. Mr. Hussey said he expects between 12 to 15 participants.

Mr. Hussey is still trying to obtain a draft IGA from Klamath County Public Works regarding the signage project in the Estates. He will update the Board as soon as he has information from them.

Mr. Hussey reported on vehicle issues, repairs and costs associated with them in regard to 2452, which is a FEPP apparatus. Issues included oil and gas leakage, and trouble with the turbo which could have been caused by lack of maintenance under the previous fire chief and not changing the filter every 60K miles. It can also happen when a vehicle sits idling for long periods of time so the filter needs to be changed every 30K miles.

Mr. Hussey noted that District did purchase a 2009 Chevy Silverado 2500 HD with the funds that the Chemult Fire Department donated to the District. This vehicle is slated as a command vehicle and still needs to be branded.

Dave Matthews stated that we discuss the payment process with regard to the vehicle purchase. Cameron Duncan explained that the owner of the vehicle requested a cash transaction at the last minute. Dennis and Christine Worden funded the purchase with cash and the District refunded them with a check for the purchase amount.

Since the golf tournament letter has been approved, we can move forward with planning the event.

Also discussed was the ASA agreement with regard to boundaries. Discussion continued at length.

Personal Liability Insurance: Dave Matthews stated that we carry liability insurance for the Fire Chief. Cameron Duncan noted that we will need to get quotes from various insurance companies and these will be presented to the Board at its April 17th Board meeting.

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. Dennis Worden made a motion to adjourn the meeting at 10:54 a.m. Dave

Matthew 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