

Klamath County Fire District #3

Board of Directors Meeting
June 19, 2025

Meeting Minutes

1. Meeting was called to order at 10:00 a.m. by Vice President Dennis Worden. Board members Mr. Dennis Worden, Ms. Carrie Giroux, Ms. Cameron Duncan were present. Mr. Dan Hudson was absent from the meeting. Also in attendance was Fire Chief Nate Hussey as well as several members of the community. Additionally, the meeting was accessible via Zoom for community members.
2. **Minutes:** Mr. Worden asked for a motion to approve the May 15, 2025 minutes as presented which were electronically recorded and placed on the District's Google drive. Cameron Duncan made a motion to accept the minutes as on the audio recording. Ms. Carrie Giroux seconded the motion. Roll call was taken as follows: Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 3-0.
3. **Correspondence:** No correspondence presented.
4. **Financial Report:** Carrie Giroux updated the Board on the May 2025 financial report and provided a review of the bank accounts for the District. Dennis Worden asked for a motion to approve the financial reports. Cameron made a motion to approve the financials and Profit and Loss statement as presented. Dennis Worden seconded the motion. Roll call was taken as follows: Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 3-0. Ms. Giroux presented the bank account totals to the Board.
5. **Additional Agenda Items:** Ms. Duncan stated that the election certification needs to be completed. She noted that we received notice from the County Clerks office with the election results. Our new Board members will receive a certification in the mail. New Board members can not take their Oath of Office until they have the certification.

Old Business:

Policy Adoption: Mr. Dennis Worden made a motion to adopt the policy manual as written. Ms. Duncan seconded the motion. Roll call was taken as follows: Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 3-0.

ZCS Contract: Ms. Duncan stated that she reviewed the contract. Ms. Duncan made a motion to accept the ZCS contract. Ms. Giroux seconded the motion. Roll call was taken as follows: Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 3-0.

FEMA Grant: Ms. Duncan and Mr. Hussey reported on the grant. Discussion continued at length. An update will be provided at next month's Board meeting.

Secretary of State: Ms. Cameron Duncan noted that we received a letter from the Secretary of State saying that this district has never been registered. Ms. Duncan stated that she went ahead and registered us with them. Due to the KCFD #3's previous administration, which refused to give us the financial reports, we now are required to provide them with fiscal year's 24-25 financials which we can not provide. A letter will be written to the State explaining that to the best of our ability, we will hire an auditor to work on the AUP, which is an audit of all financials and policies.

Fire Crew ID's: Ms. Cameron Duncan stated that she gave them to Fire Chief Hussey today. For future reference, she worked with Zazzle to get the id's created and printed.

Ambulance (GEMT Program): This program is a Medicaide/Medicare payment program on ambulance bills. The program helps rural districts pay the additional amounts that Medicaide/Medicare doesn't pay. The GEMT program looks at our calls qualified. It's roughly \$500 a call and they pay us out at the end of the fiscal year.

Golf Tournament: Cameron Duncan reported that we have received a good amount of raffle donations for the tournament which is about \$5,000.00 in donations. It is extremely important that any monies received from this tournament be tallied by one person and deposited into the bank. Ms. Giroux will be responsible for this task.

RCAC Wrap-up: Ms. Duncan provided an update on RCAC which conducts income surveys in the District. Two rounds of letters were sent out by them with very little response from home owns. We ended our engagement with them.

LGIP Transfer: Ms. Duncan stated that since the county road sign project is complete, we will need to make a transfer of funds from the LGIP account. That amount is \$30,000.00 for the signage program, which was part of the wildfire risk reduction grant. Ms. Duncan made a motion to move money from the LGIP in the amount of \$30,000.00 into the EMS bank account. Dennis Worden seconded the motion. Roll call was taken as follows: Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 3-0.

Budget Paperwork Update: Cameron Duncan reported that she has started a "budget document" which is essentially all of the paperwork that she has to file with the County Assessor's office, which will be located on our Google drive.

New Board Members: Cameron Duncan made a motion that effective July 1, 2025, that we add our three new Board members, Mike DuBois, Cindy Ballard and Sarah Herbert, as signers on our Umpqua Fire and EMS bank accounts and the LGIP account. In this same motion, we need delete Dennis Worden, Cameron Duncan and Dave Matthews, effective July 1, 2025. Dennis Worden seconded the motion. Roll call was taken as follows: Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 3-0.

Crew Coats: Ms. Cameron Duncan reported on the status of the order for the fleece jackets and noted that we should be receiving them in a few weeks. Mr. Hussey stated that we have not ordered the outer shell jackets yet and we'll most likely do this in the fall.

6. **New Business:**

Oath of Office: Ms. Cameron Duncan stated that she spoke with the County Clerks office and was told that the Oath of Office did not need to be notarized. However, it can be signed by either Mr. Dan Hudson or Ms. Carrie Giroux. The new Board members will need to sign them; they will read it out loud and they will be filed at District #3 station. The Oath's of Office will take place at the July 2025 Board Meeting.

District Web Page: Mr. Worden stated that he will need to meet with whoever takes over updating the web page. We'll need to delete Mr. Worden's name as administrator and add the new administrator(s). There are a few issues that need work as well.

7. **Chief's Report:** Nate Hussey stated that we have had 262 total calls year to date. Since May's Board meeting, we had 55 total calls for service of which 35 were for ambulance resulting in 22 billable transports.

The signage portion of the community wildfire reduction grant has been completed and we'll have roughly \$22,000.00 to account for. He will have to report to OSFM in November and at that time, he will also start the fuels mitigation program. The State Fire Marshall's office want us to focus on ten feet from a house. We did receive a check for \$35,000.00 for wildfire staffing.

Mr. Hussey also applied for a Volunteer Capacity Grant that is through ODF and is a 50/50 match grant. It is specifically for wildland PPE and maintenance of FEEPS vehicles. ODF asked for an itemized list. Ultimately, we were approved for the grant and we can start spending in October.

Ambulance payroll: Initially, when we took over the ambulance from Bonanza, we paid \$15 an hour for a paramedic and pager call was \$7.50 an hour. We have gone from 80% pager time and 20% work time to about 50/50 over the last few months. Discussion ensued at length.

Mr. Hussey noted that we hosted our first Ambulance Advisory Committee meeting. We will also be hosting the Fire Defense Board.

Volunteer Report: No report was provided.

There being no further business to come before the Board, Dennis Worden asked for a motion to adjourn the Board meeting. Cameron Duncan made a motion to adjourn the meeting at 11:30 a.m. Carrie Giroux seconded the motion. Roll call was taken as follows: Cameron Duncan, aye, Carrie Giroux, aye, Dennis Worden, aye. Motion passed 3-0.

Respectfully Submitted:

Carrie Giroux
Secretary/Treasurer