

**Board of Directors  
Minutes**

**Special Meeting**

**August 3, 2011**

Pursuant to the proper public notice, a special meeting of the Board of Directors of Klamath County Fire District No. 1 was held at Klamath County Fire District No. 1 Administration, 535 Market Street, Klamath Falls, OR 97601

**Members Present:** Gloria Storey, President  
Rod Green, Director  
Mike Jones, Director  
Tom Ludlow, Director

**Members Absent:** Bill Gourley, Vice President

**1. Call Meeting to Order**

President Storey called the meeting to order at 5:30pm.

**2. Pledge of Allegiance**

President Storey led the Board and attendees in the Pledge of Allegiance.

**3. Swearing In of Newly Elected Board of Directors**

Elected Director Mike Jones was administered the Oath of Office by Stacy Brainard, Notary Public of Oregon.

**4. Approval of the Agenda**

Director Green made a motion to approve the agenda, seconded by Director Jones, carried unanimously.

**5. Public Comment**

There were no public comments.

**6. Action Items**

**At this time, the Board is now acting as Contract Review Board and will take up the matters of:**

**a. Authorize Chief Wenzel to sign a contract with Diversified Contractors Inc for the Guaranteed Maximum Price for the SRG Rehabilitation and Remodel of Station 6**

Matt Smith, PE, a representative from ZCS Engineering was present at the meeting to answer questions from the Board of Directors. President Storey asked if anyone had any questions regarding the contract with Diversified Contractors Inc. (DCI) for the Guaranteed Maximum Price for the SRG Rehabilitation and Remodel of Station 6. She indicated that she had several questions regarding when payments were due and the specific completion date. Director Jones did point out that the contract says the substantial completion date is March 1, 2012. That means that construction must be completed to the point where the owner may occupy the building for the use it was intended for.

Attorney Hedlund had several questions on the process of retaining DCI, as well as the subcontractors, for the project. Matt Smith was able to explain the process to the Board. Attorney Hedlund also asked

if DCI had provided proof of bonding. Matt replied that they had. The Board commented that the \$75 a day for liquidated damages was not enough and would like to go back to DCI and negotiate \$150 a day. Attorney Hedlund had several other questions regarding the contract that Matt was able to answer.

The Board also commented that Jim Kenworthy is the Fire District's Project Manager for this project and encouraged him to stay on top of the project. President Storey called for a motion. Director Jones made a motion to authorize Chief Wenzel to sign a contract with DCI for the Guaranteed Maximum Price for the SRG Rehabilitation and Remodel of Station 6, with the negotiated liquidated damages of \$150 a day, seconded by Director Green, carried unanimously.

**At this time, the Board is no longer acting as the Contract Review Board and the next item on the agenda is:**

Director Ludlow asked about the status of the 2009-2010 audit. Attorney Hedlund reported that he did send a letter to the auditor. He received correspondence back indicating that the Fire District would receive a draft copy of the audit. Chief Wenzel confirmed that the Fire District had received this draft. The Board members all asked to receive a copy of this draft audit. Chief Wenzel also reported that the auditor will be invited to an upcoming meeting to present the audit and answer any questions from the Board.

#### **7. Adjourn**

The Board adjourned at 6:07pm.

**The next regularly scheduled meeting of the Klamath County Fire District No. 1 Board of Directors will be at The Center for Occupational Health, 2621 Crosby Ave., on Tuesday, August 16, 2011 at 7:00 PM.**

#### **BOARD MEMBERS SIGNATURES**

\_\_\_\_\_  
**PRESIDENT**

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**VICE-PRESIDENT**

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**SECRETARY / TREASURER**

\_\_\_\_\_  
**DIRECTOR**

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**DIRECTOR**