

Jackson County Fire District 3

Minutes - Board of Directors

December 19, 2019 at 5:15 PM, Crater Lake Room, Administrative Building

ATTENDANCE

Board Present: Directors Harvey Tonn, Cindy Hauser, John Dimick, Steve Shafer, and Bill Leavens

Board Absent: None

Staff Present: Robert Horton, Stacy Maxwell, Mike Hussey, Justin Bates, John Patterson, Dave Blakely and Margie Calvert

Staff Absent: None

Visitors Present: Rick Brewster, Lorin Myers, Jeff Griffin, Jordan Bates, Josh Platt, and Myron Harvey

President Tonn called the meeting to order at 5:15 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated December 13, 2019.

MINUTES

Motion by Director Shafer to approve the regular Board minutes dated November 21, 2019 as presented. Motion carried unanimously.

FINANCIAL REVIEW

Revenue for the month of November totaled \$12,771,575. Revenue resulted from current year taxes.

Expenditures for the month of November totaled \$672,782. Noteworthy expenditures were the fuels reduction payment at Twin Creeks and the construction costs for the Scenic station.

Chief Administrative Officer Maxwell thanked Finance Assistant Janey Giles for her detail in the financial reports.

Motion by Director Hauser to approve the Accounts Payable and the Revenue/Expenditure reports for November 2019. Motion carried unanimously.

PUBLIC COMMENT

None

INFORMATION ITEMS

EXECUTIVE REPORT

Fire Chief Horton stated that staff will share an update on strategic planning at the January 2020 meeting.

Horton shared the ASA Ordinance meetings continue noting that all stakeholders agreed that information will be taken before the Jackson County Commissioners in July.

Horton shared the District is doing some organizational restructuring to help improve operations and efficiencies. The Fire and Life Safety Division will work in collaboration under the Strategic Services Division and a new organizational chart will be available after the first of the year.

Horton shared the Governor's Wildfire Council has produced its report with over 20 recommendations that would influence wildfire in the state. The District is monitoring the recommendations that will affect the fire service. Horton thanked Deputy Chief Hussey who represents on the mitigation committee and who was asked to stand in as a representative for the Oregon Fire Chiefs Association.

OPERATIONS

Deputy Chief Hussey shared that Brock Ricks and Mathew Allen have joined the District as community support volunteers and Hussey stated he was honored to badge four new students to the District at the RCC graduation; Tanner Lee, Corbin Davey, Michael Clark, and Owen Hornbeck.

Hussey shared the District has an employment agreement with Court Gordon from Rogue River and Derik Persons from LaPine. They will begin a joint academy with Medford Fire-Rescue in February.

TRAINING AND SAFETY

Deputy Chief Hussey shared the new annual training plan for 2020. The plan began eight years ago with Medford-Fire by implementing protocols. The District has brought the training level up by introducing performance guidelines on "how to" best execute the protocols and offer more opportunities to focus the development of crews. The new plan will empower the Captains and aligns the District with ISO and DPSST. This will also incorporate the volunteer crews in greater alignment.

FIRE AND LIFE SAFETY

Deputy Chief Patterson shared the accomplishments of the division. DFM Northrop completed the CPR Anytime classes and the Twin Creeks Firewise project is successfully moving forward.

Patterson shared he continues to work with the Jackson County Planning Commission regarding agritourism regulations as well as hemp and marijuana growing and processing rules.

Patterson will bring forward the adoption of the 2019 Oregon Fire Code. The state has already adopted the new fire codes and requires the adoption of the codes by the District.

Patterson gave a quick update on the Scenic fire station stating that construction continues moving forward as it should and Scenic Avenue improvements have curbs and gutters on the north side and is ready for the sidewalk.

STRATEGIC SERVICES

Deputy Chief Bates shared the District received another SDAO Safety and Security Grant for \$5,000 to help continue the card security system for the Central Point and Eagle Point stations.

Bates shared that he is applying for a Homeland Security Grant for CAD to CAD interface for approximately \$360,000 which will include other agencies; ECSO, Mercy Flights, ODF, Josephine County, and potentially OSP connecting all dispatch centers together for seamless information.

Bates shared the SOU intern has begun focusing on the Gold Hill area entering home assessments into an Intterra program giving the District an idea where the greatest community risk reductions areas are located.

Bates shared that the District is part of a pilot program for a community risk assessment online tool that will help identify community risk reduction in our community using various data sources.

OLD BUSINESS

BUDGET COMMITTEE EXPIRATION

Staff advertised for two Budget Committee positions and did not receive any new applications. Budget Committee members Steven Weber and Rob Hernandez would like to remain on the committee.

Motion by Director Leavens to appoint Steven Weber and Rob Hernandez to the Budget Committee. Motion carried unanimously.

NEW BUSINESS

COMPREHENSIVE ANNUAL FINANCIAL REPORT AND AUDIT FOR FISCAL YEAR END JUNE 30, 2019

The District's auditor, Rick Brewster, reviewed the Comprehensive Annual Financial Report prepared by the District and independent audit for the fiscal year ending June 30, 2019. Brewster commented that CAO Maxwell does an excellent job producing the CAFR and it is appreciated. Brewster shared that the District stayed within the legally adopted budget providing a clean and compliant audit.

Motion by Director Dimick to approve the Comprehensive Annual Financial Report and independent audit for the fiscal year ending June 30, 2019. Motion carried unanimously.

2020 PROPERTY/CASUALTY INSURANCE RENEWAL

District insurance agent of record, Jeff Griffin with Wilson Heirgood presented the 2020 Property, Casualty and Liability Insurance renewal provided through Special Districts Insurance Services (SDIS). Griffin shared that insurance agencies continue to look to the future for insurance cost predictions.

Griffin shared that the District continues to be risk sensitive and loss adverse. The District is doing all things correctly with the longevity and best practices credits as well as continued training to staff on safety. The total renewal amount is \$90,508 representing a 10.51% increase.

Motion by Director Shafer to approve the 2020 Property, Casualty and Liability Insurance renewal with SDIS in the amount of \$90,508. Motion carried unanimously.

RESOLUTION NO.19-06 NON-BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2019-2020 FISCAL YEAR

Fire Chief Horton explained the revisions made to the Non-Bargaining Unit Salary and Benefits for fiscal year 2019/20.

Horton explained the reorganization of the Fire and Life Safety Division and the classification of the Fire Marshal to refocus the duties of the Fire Marshal and the creation of the Community Engagement Coordinator. The position is intended to provide guidance and direction for the District on a management level for strategic communications, engagement with the community, program marketing, and management of the District social media, website, and various community letters. The focus is more program based. This is a part-time position of 20 hours per week.

Motion by Director Hauser to adopt Resolution No. 19-06 with recommended revisions made to the Non-Bargaining Unit Salary and Benefits for the 2019/20 fiscal year. Motion carried unanimously.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

None

GOOD OF THE ORDER

Horton also reminded the Board that the SDAO Conference will be held in Seaside, Oregon on February 7-9, 2020.

Fire Chief Horton reminded the Board that the 2019 Appreciation Dinner is on February 1, 2020 at the Schoolhaus Brewhaus in Jacksonville.

Horton shared that the memorial service for Rod Edwards will be held at the White City Campus on Saturday from 2:00-4:00.

INDIVIDUAL BOARD MEMBER COMMENTS

Bill Leavens told everyone Merry Christmas and complimented staff on the use of the eco-staple.

Harvey Tonn stated the next meeting is January 16, 2020.

ADJOURNMENT

Motion to adjourn at 6:42 p.m. by Director Hauser. Motion carried unanimously.

APPROVED BY:



Board of Directors

Submitted by:



Margie Calvert, Scribe