

# ***Jackson County Fire District 3***

Minutes - Board of Directors

June 20, 2019 at 5:15 PM, Crater Lake Room, Administrative Building

---

## **ATTENDANCE**

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

**Board Absent:** John Dimick

**Staff Present:** Robert Horton, Stacy Maxwell, Dave Blakely, Justin Bates, and John Patterson

**Staff Absent:** Mike Hussey and Margie Calvert

**Visitors Present:** Heather Sears, Jeff Bancroft, Lorin Myers

President Tonn called the meeting to order at 5:16 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated June 13, 2019.

## **MINUTES**

Motion by Director Shafer to approve the regular Board minutes dated May 16, 2019 as presented. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of May totaled \$111,800. Significant revenue came from the current year taxes.

Expenditures for the month of May totaled \$236,600. Noteworthy expenditures were structural hoods that are part of a cancer risk reduction project and replacement chairs.

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

## **PUBLIC COMMENT**

None

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton shared that he worked with the Tactical Athletes that Jeff Griffin spoke about and was excited to see the collaboration with the Oregon Fire Chief's Association. Horton also recognized a La Pine student who was visiting the District today.

Horton shared that he represented the District at the Capital.

Horton shared the District completed its first high school student academy with four students completing the academy. Designed to showcase the fire service and give a broader spectrum of public safety and exposure to working for public service. Three of the four students have enrolled in the RCC fire science program and have been picked up as student firefighters across the valley. The fourth student will attend OSU focusing on fire investigation. Horton recognized Administrative Assistant Heather Sears and her efforts organizing the program.

Horton shared the District helped sponsor the Rogue Girls Camp driven through Ashland Fire. Firefighter Allyson Morris did an extraordinary job participating in the female lead instruction to the all-female participants. This was a three day mini-academy.

Horton shared that Pacific Power has a plan in place to avoid powerline related fire problems by shutting off the power in surrounding communities. The District will be involved in the notification. Pacific Power has committed to opening resource centers in the event they need to shut down power and hope to offer a 48 to 72 hour advance notice.

Horton shared that the District hosted a Community Care Summit on June 10<sup>th</sup> inviting people from around the region to share experiences, brainstorm trends, opportunities, and challenges as it relates to providing out of hospital care. Intent was to capture thoughts as the District looks at a program that we can implement that can benefit our community. Horton and Chief Bates have reached out to various partners in the community for help with the program.

Horton shared he will be out of town next week.

### **OPERATIONS**

Administrative Assistant Sears shared that the Technical Rescue Team assisted with a rescue at Crater Lake on June 10<sup>th</sup>. The District's TRT did a great job assisting in the successful rescue.

Sears shared that two of the resident volunteers from the Sams Valley station will be moving out at the end of the month.

### **TRAINING AND SAFETY**

Division Chief Blakely shared that Captain James Carroll from Fort Lauderdale Fire presented the Direct on Scene Education, DOSE program, focusing on how to help prevent Sudden Infant Death Syndrome, SIDS. Firefighter Kelly Harrington attended the train the trainer course and will be training the rest of the District in August. This was in partnering with the Children's Advocacy Center and Asante.

Blakely shared the District participated in the triennial airport exercise which is a mass event involving all responding partners that takes place every three years. The District also participated in an active shooter event at North Medford High School. This event is to help all responders speak the same language and have a successful command post.

Blakely shared that Target Solutions went live on June 1<sup>st</sup>. This offers better tracking for training, EMS and DPSST renewal, is easy to content share programs with agency partners, and more opportunity for areas of improvement.

### **FIRE AND LIFE SAFETY**

Deputy Chief Patterson shared the District continues to see industrial expansion as well as two new residential subdivisions in White City.

Patterson shared the District has developed a close relationship with Jackson County Code Enforcement. While doing inspections, the District has found marijuana and hemp companies moving into buildings and working without permits. The District is working to help the growers to be compliant and safe.

Patterson shared that during the Expo Boomfest, the District will offer an area where people can bring their own Oregon legal fireworks as well as enjoy the Boomfest in a safer environment.

### **STRATEGIC SERVICES**

Deputy Chief Bates shared that part of the Target Solutions enlists a program called TrackIt that allows the District to keep track of all apparatus and equipment and electronically do the daily checks. This is currently in the testing phase for each career engine.

Bates shared the new Facilities and Logistics person is currently in the background phase of the process. Engineer Tom Kerley is doing the background. This person will replace Dusty when he retires this summer and Dusty will train on institutional knowledge. The District is looking at a July 15<sup>th</sup> start date.

Bates shared the idea of a fuels reduction trailer he received at a conference he went to in Reno. This program helps District residents who may not have resources available to get rid of flammable vegetation around their home. The trailer would be available upon request and will tie into the

District home inspection program. Residents would need to first call the Fire and Life Safety Department. Rogue Disposal and Biomass are partnering with the District for the disposal of the vegetation. The District received the trailer today and will get it ready for the program.

Bates shared that there is a group working on the continuation of clearing the back part of Expo property where the Penninger fire was last year. Many different agencies are involved including the City of Central Point. The group would like to duplicate the effort around the rest of the greenway as well however it is proving problematic due to the many different ownerships. Director Leavens offered the idea of continuing the education of the area and what happens when fire comes through.

## **OLD BUSINESS**

### **CIVIL SERVICE COMMISSION TERM EXPIRATION**

The District advertised for the position expiration for Civil Service Commissioner. One application was received from sitting commissioner, Dan Patterson, who would like to continue serving. This appointment will expire June 2023.

Motion by Director Hauser to appoint Dan Patterson to a four year term on the Civil Service Commission. Motion carried unanimously.

## **NEW BUSINESS**

### **WORKERS' COMPENSATION INSURANCE RENEWAL FOR THE 2019/20 FISCAL YEAR**

Jeff Griffin of Wilson Herigood presented a review of the workers' compensation stating that the District is at a .68 experience mod rating which is determined analyzing all fire agencies in the state. It is very hard to get under a 1.00 rating stating that the District is doing everything right. Compared to last year, the District is down about \$6,000. Oregon is below where they should be to have an appropriate rate for fire service comparatively.

Sprains and strains, most specifically shoulders are the most frequent injuries and post-traumatic stress is becoming more prevalent.

Motion by Director Leavens to approve the Workers' Compensation Insurance Renewal coverage with Special District Insurance Service for the 2019/20 Fiscal Year in the amount of \$90,318.28 taking advantage of the pre-payment discount. Motion carried unanimously.

### **BOARD OF DIRECTORS ELECTION ABSTRACT CERTIFICATION**

County Clerk Christine Walker has signed the election abstract certifications for Harvey Tonn to position 1, William Leavens to position 3, and John Dimick to position 5. Staff requests the Board approve the elected results.

Motion by Director Shafer to approve the results of the May 17, 2019 Board of Director Election accepting Harvey Tonn to position 1, William Leavens to position 3, and John Dimick to position 5. Motion carried unanimously.

### **RESOLUTION No. 19-03 AUTHORIZING FULL FAITH AND CREDIT OBLIGATIONS**

Chief Administrative Officer Maxwell explained allocation of \$4,000,000 towards loan proceeds for the Scenic Fire Station. Maxwell has been working with municipal advisor David Ulbricht with Special Districts Municipal Advisory and received four proposals from the RFP. Maxwell provided a memo highlighting the four institutions; Capital One, JP Morgan Chase, Commerce Bank and Key Bank. After analysis, Maxwell has identified and is recommending the best option offered through JP Morgan Chase at 2.09% with option to pay it off in full or in part beginning 2026. The Districts bond attorney drafted the Resolution to meet the IRS and bond covenant rules which is a formality. Funding will occur on July 9, 2019. The first principal and interest payment will

commence January 2020 and will be on a semi-annual payment schedule. Maxwell clarified that the total amount would be \$4,000,000 plus the cost of issuance which is \$27,300.

Motion by Director Leavens to adopt Resolution No. 19-03 authorizing full faith and credit obligations for the purpose of constructing the Scenic Fire Station not to exceed \$4,500,000. Motion carried unanimously.

#### **PUBLIC HEARING ON THE APPROVED 2019/20 FISCAL YEAR BUDGET**

President Tonn opened a public hearing at 6:22 p.m. for comments or objections to the proposed 2019/20 Fiscal Year Budget as required by state law. No comments or objections were made and the public hearing was closed at 6:23 p.m.

#### **RESOLUTION 19-04 ADOPTION OF THE 2019/20 FISCAL YEAR BUDGET**

Chief Administrative Officer Maxwell shared a summary review of the 2019/20 fiscal year budget and recommended changes at adoption:

Beginning fund balance to increase \$60,000 due to more funds in all accounts; increase \$5,000 to personal services; increase \$5,000 in materials and services for civil service exams; increase \$10,000 to support services in the furnishings account for the Scenic Fire Station; and increase \$12,000 to technology for the Scenic Fire Station. As a result, Maxwell is able to put an additional \$28,000 into the transfer.

Capital fund to increase \$6,800 due to anticipated costs; revenue increase of \$28,000 in general fund transfer and an increase in departmental equipment account of \$33,000 due to revised SCBA replacement quote.

Contingency and reserve are increasing with a net of \$1,800.

Motion by Director Shafer to adopt Resolution No. 19-04 Adopting the budget for the 2019/2020 Fiscal Year in the sum of \$29,308,500 and certifying a tax rate of \$3.1194 per \$1,000 of assessed value and that the taxes are hereby imposed and categorized for tax year 2019/2020 upon the assessed value of all taxable property within the District. Motion carried unanimously.

#### **AWARD OF CONTRACT FOR SCENIC FIRE STATION**

Deputy Chief Patterson summarized a memo from Fire Chief Horton to the Board of Directors of the RPF and evaluation process using advertised scoring criteria. Deputy Chief Bates, Deputy Chief Patterson, Construction Consultant Mike House, and Matt Small from Soderstrom participated in the process. Four proposals were received and scored from Outlier, Adroit, Vitus, and S&B James Construction.

Patterson explained the scoring phase of the process sharing that the intent to award letter was sent to all bidders on June 4, 2019 opening a seven day window for protest. Soderstrom, Adroit, and the District signed the contract today. Patterson expressed his appreciation to Chief Horton and the Board of Directors for the support of Construction Consultant Mike House.

Motion by Director Hauser to approve staff recommendation to award the contract to Adroit Construction to build the Scenic Fire Station and associated infrastructure improvements in the amount of \$4,059,973. Motion carried unanimously.

#### **TOPICS FOLLOWING PREPARATION OF THE AGENDA**

**NONE**

### **GOOD OF THE ORDER**

Chief Horton shared a photo from Crater Foundation Scholarship and the Rogue Girls Fire Camp.

Horton shared a thank you letter from the supervisory park ranger from Crater Lake speaking to rescue assistance. Horton was very impressed with how well everyone worked and integrated without ever training together.

Horton shared a letter of accommodation by BC Calhoun for Resident Volunteer/Firefighter Jordan Bates showcasing the great work Jordan had done on fully involved passenger vehicle fire.

Horton shared an email about Deputy Fire Marshal Mark Northrop who demonstrated great service and respect to an older resident of the District.

### **INDIVIDUAL BOARD MEMBER COMMENTS**

Steve Shafer commended Chief Horton and all the staff. He knows how firefighters are about safety, the fact that we have such a great insurance rate is reflective of you guys. Kudos, that's awesome.

Bill Leavens thanked Steve Shafer for explaining the hierarchy of fire stations, etc. SCBAs and TRT acronyms are lost on him.

Cindy Hauser was touched by letter that the woman wrote. We lose sight that there are people who are probably lonely and don't have any connections. There are people who really appreciate what we do. Also, two of her students made it into the fire academy.

Harvey Tonn stated the budget is so well done and we can understand it. We don't tell you that enough, nice job Stacy. John and Justin and the team working on the new station, good job. We are looking forward to seeing the ground start changing.

Our next meeting is July 18, 2019.


### **ADJOURNMENT**

Motion to adjourn at 6:58 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:

  
\_\_\_\_\_  
Board of Directors

Submitted by:

  
\_\_\_\_\_  
Heather Sears, Scribe