

Jackson County Fire District 3

Minutes - Board of Directors

December 21, 2017 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, John Patterson, Dave Blakely, and Margie Calvert

Staff Absent: Mike Hussey

Visitors Present: Lorin Myers, Kevin Harris, Margie Moulin, Jeff Griffin, Rick Brewster, Taneea Browning, Bryan Cohee, TJ Lockwood, Robert Miller, Mark Tomasello, Jordan Bates, Chris Harper, and Brian Murdock

President Tonn called the meeting to order at 5:20 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated December 14, 2017.

MINUTES

Motion by Director Dimick to approve the minutes of the November 16, 2017 meeting. Motion carried unanimously.

FINANCIAL REVIEW

Revenue for the month of November 2017 totaled \$ 11,581,909.

Expenditures for the month of November totaled \$1,330,046. Noteworthy expenditures included Firewise advertising at Tinseltown Movie Theaters and repairs on the carport roof at the Sams Valley station and replacement of the HVAC system.

Motion by Director Hauser to approve the Accounts Payable and the Revenue/Expenditure reports for November 2017. Motion carried unanimously.

PUBLIC COMMENT

None.

ECSO PRESENTATION

ECSO Chief Executive Officer, Margie Moulin presented an overview of the 911 dispatch center highlighting total call volume, how the computer aided dispatch (CAD) works, the agencies that are serviced by ECSO, the 2017/18 fiscal year budget, and the upcoming challenges due to the quick technological changes and radio infrastructure needs.

INFORMATION ITEMS

FIRE CHIEF REPORT

Fire Chief Horton shared that the District was selected as a sponsored agency through the Western Fire Chief's Association to receive a year's subscription of the Intterra software program that connects with the Districts reporting system to gathering a multitude of information and data to help the District in reporting all operations and performance measures in real time.

Horton shared that the District received a formal request from the City Administrator of the City of Jacksonville to explore the opportunity to obtain a contract of services with the District. Staff will prepare a concept proposal after the first of the year.

Horton shared that he will be a co-presenter at the State of Jefferson EMS conference in March partnering with Dr. David Slattery discussing different crisis intervention programs offered in Las Vegas.

Horton shared that after discussion with the Executive Team and members on the line, the District will move forward with the Staff Battalion Chief position after the strategic plan is completed allowing the District to best determine future needs. Staff is currently looking at a special assignment opportunity for a line member to enter the Admin building and help with special projects.

Horton share that he attended the Sparrow assembly at Crater High School and the RCC student firefighter graduation. He has visited with the Rogue River and Applegate Fire Chiefs and shared he will be out of town attending the National Fire Academy in Maryland in January.

OPERATIONS

Executive Assistant Calvert shared that the District sent a team to the Ventura, California fire camp on December 6, 2017. The team was comprised of BC Myron Harvey, Cpt. Scott Tuers, Eng. Manny Gobel, and FF Preston Britton and Leroy Brite. They moved around in the Ojai, Montecito and Santa Barbara areas protecting structures and staging. The crew returned safely on December 20th. Calvert shared that approximately 1,020 structures were lost, but many more were saved. They have already received many thanks and encouragement from the California residents and crews.

Calvert shared that the District's student program has produced a total of 13 students who have been hired into the fire service. The students who have not been hired have shared with Deputy Chief Hussey that although they may not have been hired, they believe they are more productive citizens because of our program. Calvert shared that most recently, student firefighter Joshua McGonagle has been hired by the La Grande Fire Department and we have currently have another who is in backgrounds in Grants Pass. Currently the District has eight students and will most likely pick up another in the spring.

FIRE AND LIFE SAFETY

Deputy Chief Patterson shared that the Long Mountain Firewise community recognition took place today with a total of five communities involved. FLSS Blakely, working with ODF, spent a great deal of time focusing on fuels reduction.

Patterson also shared that new developments continue to grow in Central Point.

SUPPORT SERVICES

Deputy Chief Patterson updated the seismic grants projects stating that the District will finalize the architectural and engineer drawings on each project soon. The request for proposal will be released in January.

TRAINING AND SAFETY

Division Chief Blakely reported that the burn container project has been completed with six additional containers offering a second story. Captain Manning and crews have been adding props and the containers were used this past week for training.

Blakely shared that the Blue Card program training will begin next year to certify 29 members.

Blakely reported that DPSST conducted their three year review of the Districts training program and agreement made with the State in regards to maintenance and record keeping. Blakely shared the District received, "A job very well done," and he thanked Administrative Assistant Cowan and staff for their hard work.

OLD BUSINESS

STRATEGIC PLANNING UPDATE

Fire Chief Horton updated the Board on the development of the strategic plan. Horton shared that the community workshop planning session was held in November; receiving good information. The crews were asked to participate in COWS (Challenges, Opportunities, Weaknesses and Strengths) analysis and survey to help prioritize the Districts focus. Horton hosted an open forum to the crews to provide clarity of the survey results and offered an opportunity to discuss the outcome. In January, the Executive Team will have a retreat to complete the draft strategic plan using all data and information received.

BUDGET COMMITTEE VACANCY

Staff advertised for the two Budget Committee positions and received one new application by Tim Snaith. Committee member Ken Cummings is interested in reappointment to the committee.

Motion by Director Dimick to appoint Ken Cummings and Tim Snaith to the Budget Committee.
Motion carried unanimously.

NEW BUSINESS

COMPREHENSIVE ANNUAL FINANCIAL REPORT AND AUDIT FOR FISCAL YEAR END JUNE 30, 2017

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, 2017.

Motion by Director Shafer to approve the Comprehensive Annual Financial Report and independent audit for the fiscal year ending June 30, 2017. Motion carried unanimously.

2018 PROPERTY/CASUALTY INSURANCE RENEWAL

District insurance agent of record, Jeff Griffin with Wilson Heirgood presented the 2018 Property, Casualty and Liability Insurance renewal provided through Special Districts Insurance Services (SDIS).

Motion by Director Leavens to approve the 2018 Property, Casualty and Liability Insurance renewal with SDIS in the amount of \$74,266. Motion carried unanimously.

AWARD OF DESIGN-BUILD CONTRACT FOR FD3 AND RCC CLASSROOM PROJECT

Fire Chief Horton and Deputy Chief Patterson shared the District publicized a request for proposal (RFP) receiving a total of three bids from Ausland Group, Adroit Construction, and Vitus Construction. The bids were evaluated and scored based upon the criteria set forth in the RFP. Adroit Construction scored the highest points outlined a preconstruction design phase cost of \$48,200 allowing the District to solidify a design, obtain a Guaranteed Maximum Price (GMP) for

actual construction, and take the project to the permit ready phase based upon the total project budget of \$1,000,000.

Motion by Director Shafer to approve the recommendation to award the design-build contract of the FD3/RCC Fire Science Classroom Education Building to Adroit Construction.

RESOLUTION NO. 17-09 – NON-BARGAINING UNIT SALARIES FOR THE 2017/18 FISCAL YEAR

Chief Finance Officer Maxwell explained the support staff position analysis and compensation review conducted. Recommended revisions were addressed to the Non-bargaining Committee, Board Directors Tonn and Hauser, to reclassify the two Staff Assistant positions to Administrative Assistant thus archiving the Staff Assistant position and bringing all support staff assistants to the same rank and pay scale. The other recommendation is to adjust the salary range for the Finance Assistant position, increasing by 10 percent and the Executive Assistant position, increasing by 8 percent, to be effective January 1, 2018.

Motion by Director Hauser to adopt Resolution No. 17-09 with recommending revisions made to the Non-Bargaining Unit Salary and Benefits for the 2017/18 fiscal year. Motion carried unanimously.

LAND ACQUISITION

Fire Chief Horton shared information regarding the land acquisition of one acre located at 1909 Scenic Avenue, Central Point, Oregon as the proposed location for the new fire station. Close of escrow date is the end of March for the one acre property.

Motion by Director Shafer to approve the land acquisition of 1909 Scenic Avenue, Central Point, OR in the amount of \$250,000. Motion carried unanimously.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

None

GOOD OF THE ORDER

Horton reminded the Board that the Annual Awards Banquet will be held at the Inn at the Commons on January 27, 2018.

Horton reminded the Board of the SDAO Conference is February 8-10, 2018.

Horton shared a card from a community member who was thanking a 7701 crew for helping her 95 year old grandmother during her time of need with compassion and care as well as replacing a fire alarm.

Horton shared that Deputy Chief Patterson presented at the Occupational Safety and Health conference. Horton received a letter of praise and feedback for Patterson's presentation.

Horton shared that Division Chief Blakely received the Special District inaugural challenge coin in recognition of the work he has done throughout the state by Jason Jantzi of Special Districts.

INDIVIDUAL BOARD MEMBER COMMENTS

Cindy Hauser shared she is glad to have our firefighters back from the California fires.

Bill Leavens shared that he is impressed with his collaborative nature of the District.

John Dimick shared that Fire Chief finalist Bob Roper, who is currently his neighbor was able to save his house in Ojai from the fires.

Steve Shafer thanked Jeff Griffin for the information and Stacy for helping him understand the finances. Congratulations to both John and Dave for their accomplishments.

Harvey Tonn shared he is excited to start the RCC building and the fire station in the future.

All Board Directors wished everyone a Merry Christmas.


ADJOURNMENT

Motion to adjourn at 7:12 p.m. by Director Hauser. Motion carried unanimously.

Submitted by,


Margie Calvert, Scribe

APPROVED BY:


Board of Directors