

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

Minutes - Board of Directors

July 20, 2017 at 5:15 PM, Crater Lake Room, Administrative Building

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## **ATTENDANCE**

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

**Board Absent:** John Dimick

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

**Staff Absent:** None

**Visitors Present:** Lorin Myers, Lorin Myers, Tim Snaith, Tanea Browning, Tim Burk, Mr. Mersus, Bill Leavens, Erik Bloemendaal, Brian Murdock, Jeff Bancroft

Secretary Hauser called the meeting to order at 5:17 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated July 14, 2017.

## **OATH OF OFFICE BOARD DIRECTORS**

Secretary/Treasurer Hauser administered the Oath of Office to newly elected Director Stephen P. Shafer. Director Tonn administered the Oath of Office to re-elected Director Cynthia Hauser.

## **ELECTION OF BOARD OFFICERS**

Election of officers occurs annually at the beginning of each fiscal year in accordance with Board Policy 3.5, Elected Offices.

Director Hauser moved to nominate Director Tonn for President. Director Hauser moved the nominations to be closed. Motion carried unanimously.

Director Tonn moved to nominate Director Hauser for Vice-President. Director Hauser moved the nominations to be closed. Motion carried unanimously.

Director Shafer moved to nominate Director Dimick for Secretary/Treasurer. Director Hauser moved the nominations to be closed. Motion carried unanimously.

## **MINUTES**

Motion by Director Hauser to approve the minutes of the June 15, 2017 meeting. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of June 2017 totaled \$ 421,461. Majority of the proceeds were from current tax revenue and Title III grant funds.

Expenditures for the month of June totaled \$1,181,040. Noteworthy expenditures included the Board of Director Elections, annual medical physical exams, public education items for the FLS department of smoke alarms and plants for Firewise, Blue Card training, uniform belts and new uniform duty boots, painting of the Central Point station, replacement of apparatus bay door windows, remote speaker mics for the portable radios, and the final work for the burn containers.

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

## **PUBLIC COMMENT**

None.



## **INFORMATION ITEMS**

### **FIRE CHIEF REPORT**

Fire Chief Horton welcomed Director Shafer to the Board and shared that today is his one month anniversary and it has been a great transition.

The Mid-Year Performance Report will be brought to the Board in August prior to presenting the report to the city councils.

Horton reminded the Board that the closing date for the Board of Director application period is Tuesday, July 25<sup>th</sup> and that there were two applications in the Dropbox.

Horton deferred to CFO Maxwell to give a legislative update to the Board. The legislation has passed SB1067 slated as the cost containment bill. There was no movement to make changes to PERS at this time.

### **OPERATIONS**

Deputy Chief Hussey applauded Staff Assistant Heather Halvorsen who studied and obtained her Drone Operator license to allow the District to have an in house operator.

Hussey shared the great efforts from the volunteers over July 4<sup>th</sup> not only participating in the functions throughout the area, but also responded to fires in the area.

Hussey will place two additional units in the area for Country Crossings in Central Point to accommodate the swell in the area. The vendors and Jackson County Sheriff's office have worked well together.

Hussey stated the District will try to be prepared for the possible swell of people in the area due to the August 21<sup>st</sup> solar eclipse.

### **FIRE AND LIFE SAFETY**

Deputy Chief Patterson shared that Fire and Life Safety department will be doing their inspections for the Country Crossings event next week as well as offer the Target Hazard Tour at Biomass. The Board is welcome to join the District and see the changes that have been made.

Patterson shared that three new Firewise communities have been identified and the Long Mountain work is almost complete, finishing after fire season.

Patterson shared that the District continues to see marijuana production in area. Sprinkler and alarm plans have come in for Costco and there is continued manufacturing growth in the area.

### **SUPPORT SERVICES**

Deputy Chief Patterson shared the District is moving forward for the Request for Proposals (RFP) for the RCC Classroom and the seismic work. The goal is to find one contractor to do all five seismic projects.

### **TRAINING AND SAFETY**

Division Chief Blakely shared that the District had another month with no injuries.

Blakely shared the Blue Card program is moving along with members working through the summer attending the online courses. Three people have completed the 50 hour online module



offering positive feedback. President Tonn asked Chief Blakely to review the Blue Card program when the full Board is together.

Blakely shared that the District is moving toward changing the staffing platform from TeleStaff to Crew Sense. Target date for implementing Crew Sense is August 1<sup>st</sup>. Crew Sense offers greater user ability, offers a mobile app.

### **OLD BUSINESS**

#### **CIVIL SERVICE COMMISSIONER VACANCY**

Fire Chief Horton shared that the District received one application for the Civil Service Commissioner vacancy previously held by Mel Morris. Mr. Eric Bloemendaal is a resident within the District and has a desire to begin public service within the District. Staff recommends the appointment of Eric Bloemendaal to the four year term on the Civil Service Commission.

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

### **NEW BUSINESS**

#### **CONTRACT WITH RICHARD BREWSTER C.P.A. FOR THE JUNE 30, 2017 FISCAL YEAR END**

Motion by Director Hauser to approve the contract with Richard Brewster C.P.A. for the financial audit for fiscal year end June 30, 2017. Motion carried unanimously.

#### **BOARD POLICY 3.3: CODE OF ETHICS**

The Board validated the review of Board Policy 3.3: Code of Ethics and did not have any changes. Staff will republish the policy with a review date of July 20, 2017.

#### **BOARD POLICY 3.4: CONFLICT OF INTEREST**

The Board validated the review of Board Policy 3.4: Conflict of Interest. Staff will republish the policy with a review date of July 20, 2017. Present Directors submitted a statement of acknowledgement addressing any known or anticipated conflicts of interest. Absent Directors will submit acknowledgement at the next public meeting.

#### **RESOLUTION No. 17-07 AUTHORIZING 2017/18 FISCAL YEAR FUNDS AND FINANCIAL POLICIES RESOLUTIONS**

Resolution No. 17-07; Authorizing the 2017/18 Fiscal Year Funds and Financial Policies is an annual resolution that affirms our policies with no significant changes from last year except that Robert Horton has been recognized as the Registered Agent and Budget Officer for the Fire District.

Motion by Director Shafer to adopt Resolution No. 17-07; Authorizing the 2017/18 Fiscal Year Funds and Financial Policies. Motion carried unanimously.

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

None

### **GOOD OF THE ORDER**

Chief Horton shared that the District received a letter addressed to the Executive Team from the Rogue Valley Cooperative for their support of the Southern Oregon Firewise project.

### **INDIVIDUAL BOARD MEMBER COMMENTS**



Steve Shafer shared that he is delighted and excited to be at the District and is looking forward to the opportunity.


Cindy Hauser acknowledged the people in the audience thanking them for attending our meetings.

Harvey Tonn shared that he was at the Central Point parade and was proud of the fact that FD3 was at the front of the parade with our new chief in attendance.

#### **ADJOURNMENT**

Motion to adjourn at 6:11p.m. by Director Shafer. Motion carried unanimously.

Submitted by,

  
Margie Calvert, Scribe

APPROVED BY:



Board of Directors