

Jackson County Fire District 3

Minutes - Board of Directors

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

ATTENDANCE

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

Board Absent: None

Staff Present: Robert Horton, Stacy Maxwell, Justin Bates, Mike Hussey, and Margie Calvert

Staff Absent: Dave Blakely and John Patterson

Visitors Present: Josh Platt, Lorin Myers, and Tanea Browning

President Tonn called the meeting to order at 5:28 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated July 11, 2019.

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 Dimick moved to nominate Director Tonn for President. Nominations closed by Director Hauser. Motion carried unanimously.

Director Hauser moved to nominate Director Leavens for Vice-President. Nominations closed by Director Shafer. Motion carried unanimously.

Director Shafer moved to nominate Director Dimick for Secretary/Treasurer. Nominations closed by Director Hauser. Motion carried unanimously.

MINUTES

Motion by Director Shafer to approve the regular Board minutes dated June 20, 2019 as presented. Motion carried unanimously with Director Dimick abstaining.

FINANCIAL REVIEW

Revenue for the month of June totaled \$493,495. Significant revenue came from the current year taxes. This is the third quarterly tax payment plan to the County. Revenue also came from stand-by events, Title III grant funds, and Rogue Community College classroom shared lease agreement. Other funds came from the sale of the 1993 International from Illinois Valley and the final payment from Rogue Community College for the building of the classroom.

Expenditures for the month of June totaled \$1,186,400. Noteworthy expenditures were the Board of Director election fees for three Directors, EMT recertification for District members, turnout sets (10), purchase of a utility dump trailer, annual payment to the Jackson County Expo for fuels reduction efforts, and architectural work to Soderstrom.

Maxwell shared that the District ended the 2018/19 fiscal year with approximately 26 per cent remaining across all budgetary expenditure accounts rolling into the new fiscal year beginning fund balances.

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

PUBLIC COMMENT

None

INFORMATION ITEMS

EXECUTIVE REPORT

Fire Chief Horton shared that the District has made the transitional move away from managing the District 4 finances. The District is happy to help Fire District 4 continue to make the move to managing their own finances.

Horton shared that he and Chief Hussey continue working with the Local on the Community Care Response Unit concept, discussing position description and the pay and benefit package.

Horton shared that radio infrastructure will be referred to voters. ECSO will begin sharing campaign information to voters. This will affect all those living in Jackson County.

Horton shared the District hosted the Sparrow Games coordinated by Firefighter Patrick Bailey in a competitive charity event to raise funds for a local sparrow. This is the second year the District has hosted the event.

Horton shared the District is advancing firefighters from the current register into the background process that will begin early fall.

OPERATIONS

Deputy Chief Hussey shared that July 1st was the first day of the new supervising physician Dr. Kevin Kellerher. Dr. Kellerher has a deep familial background in EMS with both his father and grandfather. Dr. Rostykus has done great work as the supervising physician and Dr. Kellerher will be able to advance on that work utilizing new studies and ideas.

Hussey shared the District is onboarding four student firefighters who are in backgrounds now; Corbin Davy, Owen Hornbeck, Michael Clark, and Tanner Lee. There were 22 applicants that came into the student program this year and Hussey believes the increase in numbers is a direct result from the High School Academy that began this year.

Hussey shared the crews are ready for fire season with everything in service.

TRAINING AND SAFETY

Deputy Chief Hussey shared that the fire rescue protocols second revision is in place. The ASHER Protocol is new, pertaining to active shooters, and the District will participate in joint ASHER training with our law partners in the coming months.

Hussey shared the quality assurance program the Safety Division has introduced is beginning to gather data and will be applied to training needs.

FIRE AND LIFE SAFETY

Deputy Fire Marshal Northrop gave an update on the Scenic Fire Station which is still on target.

Northrop shared an update on BoomFest in Central Point stating that there were no fires due to the event. The citizen display area at the Expo was very safe and successful. The Fire and Life Safety Division learned lessons on how to make this opportunity to even better next year.

Northrop shared that there were three firework fires in the District that were started with legal fireworks since the day firework stands were open.

STRATEGIC SERVICES

Deputy Chief Bates introduced Facilities Logistics Technician Joshua Platt. Josh will work with Dusty Hoffman the next few weeks and will replace him when he retires at the end of July. Josh has a lot of good experience in the construction industry and has the ability and experience to take care of things.

Bates shared that the NFPA came out new standard on Community Risk Reduction. The first piece is to look at the specific areas and determine the needs and risks. The District is honored to be approved as 1 of 25 agencies to participate in the NFPA nationwide pilot project.

Bates shared information on NFORS which is a call response data driven program the District is looking at. IT Paul Rydings has been a great asset in this process.

OLD BUSINESS

FIRECHIEF PERFORMANCE APPRAISAL AND EMPLOYMENT AGREEMENT

President Tonn shared the Board of Directors met in Executive Session to discuss the performance appraisal of the Fire Chief Horton and discuss his employment agreement.

Motion by Director Leavens to approve the proposed amendments to the Fire Chief's Agreement. Motion carried unanimously.

NEW BUSINESS

CONTRACT WITH EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON (ECSO) FOR DISPATCH SERVICES FOR THE 2019/2020 FISCAL YEAR

Fire Chief Horton shared the annual subscription for dispatch services with Emergency Communications of Southern Oregon (ECSO) for the 2019/2020 fiscal year. There is a 3 percent increase determined through assessed valuation of the District.

Motion by Director Dimick to approve the 2019/2020 Fiscal Year Emergency Communications of Southern Oregon Telecommunications contract in the amount of \$421,825.99. Motion carried unanimously.

CONTRACT WITH RICHARD BREWSTER C.P.A. FOR THE 2019/20 FISCAL YEAR – FINANCIAL AUDIT SERVICES

Chief Administrative Officer Maxwell shared that each year the District is bound to have a contract with an auditor. This year the cost is \$9,600 which is a 2.1% increase from last year.

Motion by Director Hauser to approve the contract with Richard Brewster S.P.A. for the financial audit services for fiscal year June 30 2019. Motion carried unanimously.

BOARD POLICY 3.3: CODE OF ETHICS

The Board of Directors 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 18, 2019.

BOARD POLICY 3.4: CONFLICT OF INTEREST

The Board of Directors validated the review of Board Policy 3.4: Conflict of Interest. Staff will republish the policy with a review date of July 18, 2019. Present Directors submitted a statement of acknowledgement addressing any known or anticipated conflicts of interest.

RESOLUTION 19-05; AUTHORIZING 2019/20 FISCAL YEAR FUNDS AND FINANCIAL POLICIES

Resolution No. 19-05; Authorizing the 2019/20 Fiscal Year Funds and Financial Policies is an annual resolution that affirms our policy with the addition of Deputy Chief Justin Bates and recognizing Robert B. Horton as the Registered Agent and Budget Officer for the Fire District.

Motion by Director Shafer to adopt Resolution No. 19-05; Authorizing the 2019/20 Fiscal Year Funds and Financial Policies. Motion carried unanimously.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

NONE

GOOD OF THE ORDER

Fire Chief Horton appreciated Deputy Fire Marshal Northrop for standing in for Deputy Chief Patterson and giving the report also stating that he did an excellent job on the 4th of July events and had outstanding interaction with the community.

Chief Horton is grateful that the District hosted a great charity event and thanked Firefighter Bailey and the firefighters for organizing the event. Horton has heard a lot of great feedback from the event.

INDIVIDUAL BOARD MEMBER COMMENTS

Steve Shafer stated he is proud to be a part of this District.

John Dimick shared that his wife expressed her sincere appreciation for our people being available every day at the fair stating the crews were friendly and helpful. She appreciated the cleanliness and available water. Every day was enjoyable.

Dimick also mentioned the year anniversary of the Penninger Fire and how that same lot is concerning because it hasn't been taken care of.

Bill Leavens cited this is a more enjoyable summer than last year. He also reflected on what a great report the District had last month on the workers' compensation. It is a big deal that we are doing well and we maintain it and not expect it every year.

Harvey Tonn reiterate what Leavens said that we are not the norm in a good workers' compensation rate.

The next Board meeting is August 15, 2019.

ADJOURNMENT

Motion to adjourn at 6:25 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:


Board of Directors

Submitted by:


Margie Calvert, Scribe