

# **Jackson County Fire District 3**

Amended Minutes - Board of Directors

January 18, 2018 at 5:15 PM, Crater Lake Room, Administrative Building

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## **ATTENDANCE**

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

**Board Absent:** Cindy Hauser

**Staff Present:** Stacy Maxwell, Mike Hussey, John Patterson, and Margie Calvert

**Staff Absent:** Robert Horton and Dave Blakely

**Visitors Present:** Lorin Myers, Mike Calhoun, Jason Allen, Dammon Hoffman, Nate Rose, and Junior Osorio-Perez

President Tonn called the meeting to order at 5:18 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated January 11, 2017.

## **MINUTES**

Motion by Director Leavens to approve the minutes of the December 21, 2017 meeting. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of December 2017 totaled \$10,387,000.

Expenditures for the month of December totaled \$2,210,000. Noteworthy expenditures were routine in nature including the capitol prepayment expense for the two Pierce engines, the earnest payment for the Scenic property, and engineering work for the seismic grants.

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

## **PUBLIC COMMENT**

None.

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

CFO Maxwell shared that there have been no recent discussions regarding Jacksonville. The District *trriage the analysis until after the Strategic Plan and initial budget conversations take place.*

Maxwell shared that it has been a year since the District moved to a 4-day work week. Maxwell reported that the staff appreciates this change and have not heard or noticed any problems for our customers. All staff are willing to accommodate Friday meetings if necessary. Maxwell thanks the Board for allowing the District to move in this direction. Director Leavens suggested a drop box for those who may make Friday deliveries. Staff will look into this option.

Maxwell shared that it has been a year since the District began contracting with CenterPoint to enhance the District's Employee Assistance Performance (EAP) services. The trainings and visitations have proven to be very positive for the crews. Guy Perrin has been working alongside Chaplain Myers to continue providing different opportunities and resources for our personnel.

### **OPERATIONS**

Deputy Chief Hussey shared that the new engines have been purchased and issued a job number. Two members of the spec committee went to Florida to inspect the progress and are pleased with the quality of the engine. Hussey commended the spec committee for their hard work.

Hussey introduced the District's student, Junior Osorio-Perez who shared that he was born and raised in the Rogue Valley, is the first of his family to graduate high school, go to college, and pursue a career.

#### **FIRE AND LIFE SAFETY**

Deputy Chief Patterson shared the FLS department has completed the CPR Anytime training for Scenic Middle School 7<sup>th</sup> graders and the Target Hazard Tour next week will be at Rogue Valley Bin and next month the Tour will be the Boise Cascade wood products mill on Antelope Road.

#### **SUPPORT SERVICES**

Deputy Chief Patterson shared that the budgeted Administration staff kitchen project is near completion.

Patterson met with ORW on the RCC Classroom design. Patterson said the size will be 3500 square feet utilizing the footage. The design should be finished next week with an estimated construction cost with the hopes to break ground in March available for use the fall 2018.

Patterson shared that the seismic upgrade drawings by Marquess are near completion.

#### **TRAINING AND SAFETY**

Deputy Chief Hussey reported that the Blue Card emersion training began in January. Eight members have completed the training and already using what they have learned.

### **OLD BUSINESS**

#### **STRATEGIC PLANNING UPDATE**

CFO Maxwell shared that the Executive Team will meet on January 24<sup>th</sup> at Twin Creeks to refine the Strategic Plan for delivery at the February Board of Directors meeting for consideration of approval.

### **NEW BUSINESS**

#### **PROPOSAL TO CHANGE FEBRUARY BOARD MEETING DATE**

CFO Maxwell asked the Boards permission to change the February Board of Directors meeting from February 15<sup>th</sup> to February 22<sup>nd</sup>. Fire Chief Horton, along with Chiefs Hussey, Patterson, and Blakely will be attending the Oregon Fire Chiefs Association Round tables in Eugene.

Motion by Director Shafer to approve changing the February 2018 Board of Directors meeting from February 15<sup>th</sup> to February 22<sup>nd</sup>. Motion carried unanimously.

#### **RESOLUTION NO. 18-01; CONTINGENCY TRANSFER IN CAPITAL PROJECTS FUND TO ACCOUNT LAND AND IMPROVEMENTS**

Chief Finance Officer Maxwell explained that this resolution will align the Land and Improvements account in the Capital funds with the actual expenditure.

Motion by Director Dimick to adopt Resolution No. 18-01; a transfer of contingency from the Capital Projects Fund in the amount of \$160,000 to account Land and Improvements. Motion carried unanimously.

**TOPICS FOLLOWING PREPARATION OF THE AGENDA**

None

**GOOD OF THE ORDER**

CFO Maxwell congratulated Deputy Chief John Patterson for obtaining his Bachelors of Science in Innovation and Leadership Degree from Southern Oregon University, graduating Magna Cum Laude.

CFO Maxwell shared that staff is looking forward to the awards banquet and the SDAO conference.

**INDIVIDUAL BOARD MEMBER COMMENTS**


Bill Leavens informed the Board he may not be able to attend the February 22<sup>nd</sup> Board meeting.


Steve Shafer noticed that we have not yet had a "no" vote, although he hasn't seen anything worthy.

**ADJOURNMENT**

Motion to adjourn at 5:56 p.m. by Director Dimick. Motion carried unanimously.

Submitted by,

  
Margie Calvert, Scribe

APPROVED BY:  
  
Board of Directors