

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

Minutes - Board of Directors

July 19, 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:** Robert Horton, Mike Hussey, Stacy Maxwell, Dave Blakely, John Patterson, and Margie Calvert

**Staff Absent:** None

**Visitors Present:** Lorin Myers, Tanea Browning, Jeff Bancroft, Bryan Cohee

President Tonn called the meeting to order at 5:30 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated July 12, 2018.

## **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. Motion carried unanimously.

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

Director Leavens moved to nominate Director Dimick for Secretary/Treasurer. Nominations closed. Motion carried unanimously.

## **MINUTES**

Motion by Director Dimick to approve the minutes of the June 21, 2018 meeting. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of June totaled \$371,400. The majority being current taxes.

Total expenditures for the month of June totaled \$959,174. Accounts Payable expenditures totaled \$221,000. Noteworthy expenditures were the completion of Title II and Title III grants; fuels reduction work on Pumice Lane through BLM Title II grant as well as the Firewise replanting at Jackson County Expo. Blue Card annual instructor fees, dual purpose duty wildland coats and pants, and the completion of budgeted capital expenditures.

Motion by Director Shafer to approve the Accounts Payable and the Revenue/Expenditure reports for June 2018. Motion carried unanimously.

## **PUBLIC COMMENT**

None.

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton shared information regarding the fires on the greenway and during the July 4<sup>th</sup> weekend. The county is renewing conversations regarding fireworks in which the District has offered open dialogue. More information to come in the future.

Horton shared that the District has responded to the City of Jacksonville with the costs of service delivery to the City of Jacksonville should they pursue more dialogue.

Horton shared the restructuring to the organization chart moving Support Services and Logistics under the Operations Department. This will help with efficiency to the District in many different areas. The Organizational Chart now has two parts; Personnel Accountability which is a more conventional look determining department and personnel supervisory structure and Functional Reliability which is expectation of department supervisors and the functions expected within the department.

Horton shared the neighborhood community meeting for the Scenic Avenue station will be July 24, 2018 beginning at 5:30 at the Scenic Middle School library. This is a meeting for the immediate neighbors to help them understand what it looks like to have a fire station as their neighbor.

#### **OPERATIONS/SUPPORT SERVICES**

Deputy Chief Hussey shared that fire season is approximately one month ahead of schedule due to weather and humidity patterns. All indications are that we will be continuing through the summer with hotter, drier weather.

Hussey updated the Board on the fires. Hussey commended the crews, volunteers, and ODF responders regarding the combined forces dealing with the fires.

Hussey shared that the two Type II engines have stalled due to back orders on parts. The District will not see them until October. The Spec Team took a tour to look at different Type 6 engines that were adopted into the current budget.

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

Deputy Chief Patterson updated the Board on the findings of the Atlantic fire, which was started by the use of an illegal firework by a juvenile, the Peninger Fire is mostly likely human caused; the investigation has not been completed. Medford-Fire Rescue has also had recent fires on the greenway and are working with the District on all greenway fires.

Patterson shared the highlights for the Fire and Life Safety department for the month of June identifying increased inspection activity and smoke alarm installation and recognizing a partnership with the Red Cross and Charter Communications for a smoke alarm campaign in September. The August target hazard tour will be at the VA Domiciliary.

#### **CONSRUCTION PROJECTS**

Deputy Chief Patterson stated that the RCC Classroom project plans have been submitted to the county for review and permit approval.

Patterson shared that there was a mandatory pre-bid meeting and tour for each construction company that would like to bid on the seismic rehabilitation projects. Bids are due August 1<sup>st</sup> and a final contractor will be chosen. All project work must be completed by June 15, 2019 per the grant.

Patterson thanked Cora Jacobi, the District's student intern from SOU, who has done a great job with the information regarding the Scenic Avenue station neighborhood meeting.

#### **TRAINING AND SAFETY**

Deputy Chief Hussey shared that June was the first month for training for the EMS and fire rescue standing orders.

## **OLD BUSINESS**

### **COUNTRY CROSSINGS BRIEFING**

Fire Chief Horton shared that Country Crossings will take place next week and the possible threats due to the fire in the area this past week. There will be an additional planning meeting next week prior to the event.

### **FIRECHIEF PERFORMANCE APPRAISAL AND EMPLOYMENT AGREEMENT**

Board Director Dimick shared that he and Director Hauser met with the Executive Team and Labor President on July 9, 2018 finding very positive and successful direct reports. The District should be very proud of the chief that we have and hope to have him here for a long time. There have been some suggested amendments to the fire chief's agreement that were discussed during the Executive Session.

Motion by Director Dimick to approve the 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 2018/2019 FISCAL YEAR**

Fire Chief Horton shared the annual subscription for dispatch services with Emergency Communications of Southern Oregon (ECSO) for the 2018/2019 fiscal year. There is a 3.8 percent increase determined through assessed valuation of the District.

Motion by Director Shafer to approve the 2018/2019 Fiscal Year Emergency Communications of Southern Oregon Telecommunications contract in the amount of \$409,539.80. Motion carried unanimously.

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### **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 19, 2018.

### **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 19, 2018. Present Directors submitted a statement of acknowledgement addressing any known or anticipated conflicts of interest. Absent Directors will submit an acknowledgement at the next public meeting.

### **RESOLUTION 18-07; AUTHORIZING 2018/19 FISCAL YEAR FUNDS AND FINANCIAL POLICIES**

Resolution No. 18-07; Authorizing the 2018/19 Fiscal Year Funds and Financial Policies is an annual resolution that affirms our policy with no significant changes from last year recognizing Robert B. Horton as the Registered Agent and Budget Officer for the Fire District.

Motion by Director Leavens to adopt Resolution No. 18-07; Authorizing the 2018/19 Fiscal Year Funds and Financial Policies. Motion carried unanimously.

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

None

## **GOOD OF THE ORDER**

Fire Chief Horton shared that there have been many public accolades of appreciation for the crews during the recent fires. Horton commended the crews who responded to the mandatory callback. Horton also commended Deputy Chief Hussey for his commitment to other agencies as

well as the District as he willingly shares his expertise. Horton shared a letter from a family who thanked 7701 A shift crew, Captain Clelland, Engineer Clark, Firefighter Cummings, and observer Shane McQuaid, for going beyond their duties to complete a project that was in progress when the homeowner was injured and called for 911 help.

#### **INDIVIDUAL BOARD MEMBER COMMENTS**

John Dimick stated it's always good to see our crews working at the fair and how good they are with all of the people.

Bill Leavens supports what Chief Horton said, regarding the crews.

Steve Shafer stated he is proud of our crews.

Harvey Tonn shared that although he wasn't in town, he was grateful that the Peninger fire didn't happen during the fair or the Country Crossings event. That it would have been disastrous. Everything he has heard is that our crews have done a great job. President Tonn also thanked the Board Directors for coming in early for the Executive session and appreciated their comments and input on the issues discussed.

#### **ADJOURNMENT**

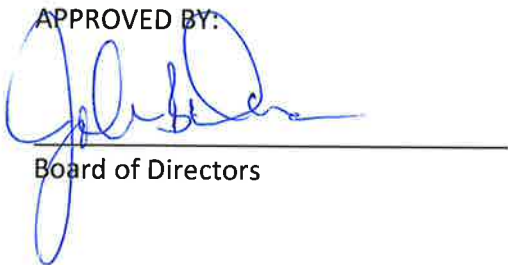
Motion to adjourn at 6:31 p.m. by Director Dimick. Motion carried unanimously.

Submitted by,



Margie Calvert, Scribe

APPROVED BY:

  
Board of Directors