

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

Minutes - Board of Directors

June 21, 2018 at 5:15 PM, Crater Lake Room, Administrative Building

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## **ATTENDANCE**

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

**Board Absent:** None

**Staff Present:** Robert Horton, Mike Hussey, Dave Blakely, Stacy Maxwell

**Staff Absent:** Margie Calvert, John Patterson, Dave Blakely

**Visitors Present:** Heather Halvorsen, Mike Calhoun, Lorin Myers, Brian Murdock, Ian Kassab, Tanea Browning

President Tonn called the meeting to order at 5:15 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated June 14, 2018.

## **MINUTES**

Motion by Director Hauser to approve the minutes of the May 17, 2018 meeting. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of May totaled \$104,643. The majority being current taxes.

Expenditures for the month of May totaled \$275,900. Noteworthy expenditures were the annual purchase of 15 turnout sets replacing 15-20 sets each year, Phoenix helmet parts purchased for cancer prevention methods mitigate exposure, Technical Rescue Team (TRT) combat shirts, and newsletter and postage costs.

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

## **PUBLIC COMMENT**

None.

## **PUBLIC HEARING ON THE APPROVED 2017/18 FISCAL YEAR BUDGET**

President Tonn opened a public hearing at 5:20 p.m. for comments or objections to the proposed 2018/19 Fiscal Year Budget as required by state law. No comments or objections were made public hearing was closed at 5:21 p.m.

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton shared that the District will provide an operational cost to Jacksonville if they were to engage in our service delivery and standards of cover in the future.

Horton spoke to the coordination with the School District 6 casting a net around the neighborhood inviting the community to engage with the District and school district regarding the future plans for the station. The community meeting will take place at Scenic Middle School sometime in July.

Horton shared the opportunity for a student intern from SOU to help with our strategic priorities. The District welcomes Cora Jacobi as the intern beginning July 2<sup>nd</sup> and will continue through the end of the year.

Horton shared that he was elected to be Vice Chair for ECSO and will be out next week for his first meeting with OFCA.

## **OPERATIONS**

Deputy Chief Hussey shared that the new tactical tender, Unit 54, will be receiving all warranty repairs and is expected to go back into service on Monday. Hussey appreciates Hughes integrity and doing the right thing. Hussey explained the subsequent damage and repairs that were necessary.

Hussey stated that fire season is ramping up, expect it to go to moderate on Saturday. Energy release components are going up, pointing to a longer fire season and a more volatile fire season. In preparation crews are inspecting all of the rural water supply locations.

Hussey recognized student firefighter Cameron Deupree who graduated and is on a helicopter crew with ODF.

## **FIRE AND LIFE SAFETY**

Deputy Fire Marshal Brian Murdock shared the increase in fire and life safety requests for rural settings. The department began the fire safety inspections for fireworks displays, targeting tents with RV's, making sure they have working smoke alarms.

Murdock share that the Juvenile fire-setters out of the area are being brought forward and the program is working very well.

## **SUPPORT SERVICES**

Deputy Chief Hussey shared that the tin from the Scenic property will be repurposed for the Sams Valley school chicken coop, the well has been refilled, and conceptual drawings have been completed.

Hussey shared that the RCC classroom subs have been selected and we hope to see dirt moving in July for a possibly winter term opening up. Seismic project RFPs are in final review. There is much positive movement on projects.

Hussey shared that IT Paul Rydings has been instrumental creating maps to depict what calls in the Scenic area would look like.

## **TRAINING AND SAFETY**

Deputy Chief Hussey shared that he is happy to report on Chief Blakely's behalf that the first rendition of the Fire Rescue Protocols compiled. 61 protocols mutually agreed upon with a signature by both fire chiefs.

## **OLD BUSINESS**

### **COUNTRY CROSSINGS BRIEFING**

Fire Chief Horton shared that there is not a great deal to report. The fire and life safety plan looks great, Deputy Chief Patterson has done a great job. Parking changes to occur; an exercise to simulate a public safety hostile event was practiced. There will be marketing at school districts for parking with 1,200 parking spaces utilizing the school parking. Drop offs will be acceptable this year. ODOT has plans on how pedestrians will get across I-5, there will be lots of traffic control.

### **CIVIL SERVICE COMMISSION TERM EXPIRATION**

The District advertised for the position expiration for Civil Service Commissioner. One application was received from sitting commissioner, Bill Littlefield, who would like to continue serving. This appointment will expire June 2022.

Motion by Director Dimick to appoint Bill Littlefield to a four year term on the Civil Service Commission. Motion carried unanimously.

#### **AUTOMATIC AID IGA**

Deputy Chief Hussey introduced the Intergovernmental Agreement with the City of Medford for Automatic Aid and Emergency Response Services. This is the official written document outlining what is currently taking place as closest forces mutual aid. Hussey identified consistency between the two agencies in compatibility. This agreement does not change anything that is currently taking place; however it is now in writing. The City of Medford has reviewed the agreement with their legal counsel and their Labor group.

Chief Hussey reported that it had its first reading two weeks ago with a 5-2 vote and will be re-introduced tonight at the city council meeting at 1800. He believes it will pass tonight.

Motion by Director Leavens to approve the Intergovernmental Agreement for Automatic Aid and Emergency Response Services with the City of Medford. Motion carried unanimously.

#### **NEW BUSINESS**

##### **WORKERS COMPENSATION INSURANCE RENEWAL FOR THE 2018/19 FISCAL YEAR**

Chief Finance Officer Maxwell presented on behalf of Jeff Griffin of Wilson Heirgood. Maxwell reported on the loss history summary, stating that the District's experience mod is down to a .68, which is the lowest it has ever been. The District has an average of 8.6 claims per year. Maxwell's recommendation is to prepay the amount of \$96,818.31 in full by July which will provide a discount of \$22,000. Predictions are that this reduction is short lived due to the continued possibility of cancer and PTSD claims. Maxwell shared that Special Districts is introducing an EAP program to help smaller agencies reduce PTSD claims.

Motion by Director Shafer to approve the Worker's Compensation Insurance Renewal coverage with Special District Insurance Service for the 2018/19 Fiscal Year in the amount of \$96,818.31. Motion carried unanimously.

##### **CONTRACT WITH RICHARD BREWSTER C.P.A FOR THE 2018/19 FISCAL YEAR FINANCIAL AUDIT SERVICES**

Chief Finance Officer Maxwell shared that each year the District is bound to have a contract with an auditor. This year the cost is \$9,100 dollars which is a 4.6% increase from last year.

Motion by Director Hauser to approve the contract with Richard Brewster C.P.A. for the financial audit services for fiscal year June 30, 2018. Motion carried unanimously.

##### **BOARD POLICY 2.1: VISION AND MISSION STATEMENT**

Fire Chief Horton explained that during the Strategic Planning session, the mission of the District was revised to state: "To preserve quality of life and protect property through public education, prevention activities, and emergency response services." The Board validated the revision of Board Policy 2.1: Vision and Mission Statement. Staff will republish the policy with a review date of June 21, 2018.

Motion by Director Dimick to adopt revised Board Policy 2.1: Vision and Mission Statement. Motion carried unanimously.

##### **ANNEXATION REQUEST FOR 4400 KANE CREEK**

Fire Chief Horton addressed the annexation request for 4400 Kane Creek and Deputy Fire Marshal Murdock explained the process and uniqueness of the request. 4400 Kane Creek meets

all five conditions as outlined with a home under construction. Director Harvey added that the previously denied requests did not meet all specifications.

Motion by Director Leavens to approve the request to annex the property listed as 4400 Kane Creek into the District. Motion carried unanimously.

#### **ANNEXATION REQUEST FOR 16800 JONES ROAD**

Fire Chief Horton addressed the annexation request for 16800 Jones Road and Deputy Fire Marshal Murdock explained the process and uniqueness of the request. 16800 Jones Road meets all five conditions and also has a home and a water source on the property. The District has previously responded to this address proving the ability to do so. This is a 200 acre property that is accessible and provides a reliable water supply.

Motion by Director Shafer to approve the request to annex the property listed as 16800 Jones Road into the District. Motion carried unanimously.

#### **RESOLUTION 18-05; SCHEDULE OF FEES**

Chief Finance Officer Maxwell shared that Resolution 18-05 replaces Resolution 16-09. Significant changes include additions to Stand-By Services adding the rates charged for a wildland unit, command staff, and fire code enforcement. Adding a rate for care facility lift assist allows the District flexibility. The hourly rate for code compliance is increased to \$100 per hour for services provided which is assessed by the Fire Marshal maintaining flexibility for cost recover, such as the Rodeo and other events. Fire Chief Horton expressed that the District is trying to deter the inappropriate use of services and the first step was to add this to our resolutions.

Motion by Director Dimick to adopt Resolution No. 18-05; Schedule of Fees. Motion carried unanimously.

#### **INTERAGENCY AGREEMENT FOR PROVISION OF FINANCIAL SERVICES WITH FIRE DISTRICT 4 FOR THE 2018/19 FISCAL YEAR**

Chief Finance Officer Maxwell stated that Fire District 3 is assessing a 4.4% increase for a total contract of \$26,000 dollars for the accounting focused duties. The District has maintained this contract with Fire District 4 since 2003 and no other changes have been made. The Fire District 4 Board of Directors have already agreed to this and signed the agreement. Director Tonn commented that we need to address this in the future.

Motion by Director Leavens to approve the Interagency Agreement for Provision of Financial Services with Fire District 4 for the 2018/2019 Fiscal Year in the amount of \$26,000.

#### **RESOLUTION 18-06: ADOPTION OF THE 2018-19 FISCAL YEAR BUDGET**

Chief Finance Officer Maxwell shared a summary review of the 2018/19 fiscal year budget for a total of \$28,637,000.

Motion by Director Shafer to adopt Resolution No. 18-06: Adopting the budget for the 2018/2019 Fiscal Year in the sum of \$28,637,000 and certifying a tax rate of \$3.1194 per \$1,000 of assessed value and that the taxes are hereby imposed and categorized for tax year 2018/2019 upon the assessed value of all taxable property within the District. Motion carried unanimously.

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

None

### **GOOD OF THE ORDER**

Fire Chief Horton shared that Eagle Point School District 9 presented Fire District 3 the Outstanding Community Group Award noting Deputy Chief Hussey and Captain Lockwood's instrumental and valuable service of the Stop the Bleed program.

Horton shared thank you booklets from Hoover Elementary School classes, thank you notes from scholarship recipients from Crater High School, a nice letter from a resident of Medford that is recognizing the great work that first responders do, and the Chiloquin Fire and Rescue Department sent a nice letter in appreciation of our donation of the 2002 Durango.

### **INDIVIDUAL BOARD MEMBER COMMENTS**

John Dimick commented that living in the rural interface causes him to get really nervous this time of the year and it looks like it is going to be a long summer.

Bill Leavens commended CFO Maxwell on the clear, seamless budget process and presentation. Noting this is his first time through the budget process; it was a very, very good job.

All Directors were unanimous in their appreciation of CFO Maxwell and her work on the budget.

### **ADJOURNMENT**

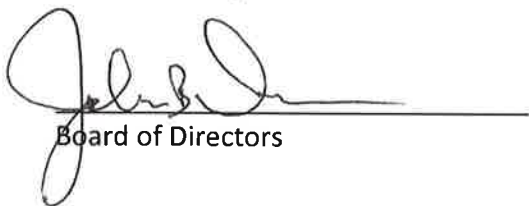
Motion to adjourn at 6:21 p.m. by Director Hauser. Motion carried unanimously.

Submitted by,

Heather Sears

Heather Sears, Scribe

APPROVED BY:

  
Board of Directors