

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

Minutes - Board of Directors

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

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## **ATTENDANCE**

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

**Board Absent:** Bill Leavens and Cindy Hauser

**Staff Present:** Robert Horton, Mike Hussey, John Patterson, and Margie Calvert

**Staff Absent:** Dave Blakely and Stacy Maxwell

**Visitors Present:** Janey Giles, Tanea Browning, Weston Browning, and Myron Harvey

President Tonn called the meeting to order at 5:17 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated October 11, 2018.

## **MINUTES**

Motion by Director Dimick to approve the regular Board minutes and the Executive Session minutes dated September 20, 2018. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of September totaled \$61,625. The majority from prior year taxes and reimbursement from OSFM for the Graham Fire in Redding.

Expenditures for the month of September totaled \$885,865. Accounts Payable expenditures totaled \$232,532. Noteworthy expenditures were the replacement of the well pump at the Sams Valley station and septic tank improvements at the Gold Hill station. Significant Capital project expenses toward equipment for the two new engines and the RCC Educational Facility.

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

## **PUBLIC COMMENT**

None

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton shared a strategic plan update with the Board outlining the tasks that have been completed and those that are in process as of September 2018. Horton highlighted specific objectives and the work that is being accomplished to achieve the tasks identified under the five different initiatives. Horton recognized IT Rydings and the work accomplished on a performance measurement reports to meet the objective to produce and relay readily available data for the organizations management, District Intern, Cora Jacobi who is identifying the District's changing needs with social media, and Chief Hussey who has been very successful engaging positive communication and dialogue with the District's law enforcement agencies.

Horton shared he attended a conference hosted by the Western Fire Chief's Association focusing on succession planning.

### **OPERATIONS/SUPPORT SERVICES**

Deputy Chief Hussey shared that student Joshua Brite will take residency of the second Dodge Bridge house. All current locations have residents.

Hussey shared that the High School Academy will begin next week with positive interest from the Eagle Point, Crater, North Medford, and Phoenix High Schools.

Hussey shared that a team will go to Wisconsin for the final inspection of the engines and the final specs for the Type 3 engines for the initial quote will go out in the near future.

Hussey shared one of the budgeted radio cache's that can be taken to fire incidents allowing crews to have full communication capabilities with incidents.

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

Deputy Chief Patterson shared the September recap of the Fire and Life Safety Department.

Patterson shared that next month the Target Hazard Tour will be at Northwest Coatings on November 26<sup>th</sup>, 27<sup>th</sup>, and 29<sup>th</sup>.

Patterson shared that CPR Anytime classes have been scheduled and the elementary education classes are almost completed.

#### **CONSTRUCTION PROJECTS**

Deputy Chief Patterson shared that the RCC Educational Facility is moving along with the hope to occupy the building at the end of January.

Patterson shared that Chief Horton signed the architectural contract for Scenic Avenue Fire Station with Soderstrom Architects stating the amount is not to exceed the for time and materials rather than a gross maximum price.

Patterson shared that the Eagle Point seismic is complete, the Central Point seismic is in process, and the Agate Lake seismic began today.

#### **TRAINING AND SAFETY**

Deputy Chief Hussey shared that 97% of District personnel have completed the 2018 OR-OSHA mandatory training during the 3<sup>rd</sup> quarter.

Hussey shared that the Safety Committee has evaluated new brush gear that can be worn on response to medical aids, technical rescue events, MVC's, and vehicle fires. The Safety Committee also experienced a noticeable improvement in reporting and documenting injury events based on the changes made to the reporting practices and thanked CAO Maxwell, Finance Assistant Giles, and the committee for their work in updating the forms and the process.

Deputy Chief Hussey gave an update on the Firefighter exam process; The District received 75 applications, 59 candidates have been invited to participate in the physical agility test (PAT). The top 48 candidates will proceed to the skills assessment center November 5-8, 2018.

#### **OLD BUSINESS**

##### **REVIEW SDAO BEST PRACTICES CHECKLIST**

Chief Horton, Director Hauser, and Executive Assistant Calvert reviewed the SDAO Best Practices Checklist. Chief Horton shared the District has received the full 10% credit on next year's SDIS property/casualty insurance contribution.

#### **NEW BUSINESS**

##### **ANNEXATION REQUEST FOR 4640 KANE CREEK**

Deputy Chief Patterson addressed the annexation request for 4640 Kane Creek Road in Central Point. 4640 Kane Creek meets all five conditions as outlined with a home under construction.

Motion by Director Dimick to approve the request to annex the property listed as 4640 Kane Creek Road, Central Point into the District. Motion carried unanimously.

**ANNEXATION REQUEST FOR 4664 KANE CREEK**

Deputy Chief Patterson addressed the annexation request for 4664 Kane Creek Road in Central Point. 4664 Kane Creek meets all five conditions as outlined with a home under construction.

Motion by Director Shafer to approve the request to annex the property listed as 4664 Kane Creek Road, Central Point into the District. Motion carried unanimously.

**ANNEXATION REQUEST FOR 9889 OLD STAGE ROAD**

Deputy Chief Patterson addressed the annexation request for 9889 Old Stage Road, Gold Hill. 9889 Old Stage Road meets four out of five conditions as outlined.

Motion by Director Dimick to approve the request to annex the property listed as 9889 Old Stage Road, Gold Hill into the District. Motion carried unanimously.

**TOPICS FOLLOWING PREPARATION OF THE AGENDA**

None

**GOOD OF THE ORDER**

Fire Chief Horton and Director Dimick attended the Crater Foundation where they were able to witness Board President Tonn's second induction to the Crater Foundations Hall of Fame for lifetime achievement. Congratulations to Board President Harvey Tonn.

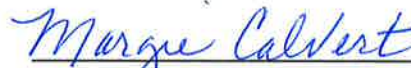
**INDIVIDUAL BOARD MEMBER COMMENTS**

John Dimick shared that during President Tonn's acceptance speech, he made profound and very genuine heartfelt comments about being involved in the community and how important Fire District 3 is to him.

**ADJOURNMENT**

Motion to adjourn at 6:00 p.m. by Director Dimick. Motion carried unanimously.

Submitted by,



Margie Calvert, Scribe

APPROVED BY:

  
Board of Directors