

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

Minutes - Board of Directors

June 18, 2020 at 5:15 PM, Crater Lake Room, Administrative Building

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## **ATTENDANCE**

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

**Board Absent:** None

**Staff Present:** Robert Horton, Stacy Maxwell, John Patterson, Mike Hussey, Justin Bates, Dave Blakely, and Margie Calvert

**Staff Absent:** None

**Visitors Present:** Eric Merrill, Junior Osorio-Perez, Ben Kennedy, Tom Kerley, Chad LaFlamme, Michelle Frazier, and Jeff Griffin, Heather Sears, Lorin Myers, and Tanea Browning via videoconference

President Tonn called the meeting to order at 5:16 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated June 11, 2020.

## **MINUTES**

Motion by Director Dimick to approve the minutes of the regular Board Meeting and Executive Session dated May 21, 2020 as presented. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of May totaled \$90,000. Revenue resulted from current year taxes.

Expenditures for the month of May totaled \$567,577. Expenditures were routine in nature.

Noteworthy expenditures were the Mitel phone system for the Eagle Point station and mobile radio equipment for the COVID command center and completion of the Scenic station. A grant is available for funds expended for COVID.

Motion by Director Shafer to approve the Accounts Payable and the Revenue/Expenditure reports for May 2020. Motion carried unanimously.

## **PUBLIC COMMENT**

None.

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton shared data graphics depicting the call volume due to COVID stating that the response has dropped to about half of the calls throughout the county; the community engagement analysis from CEC Sears depicting the social media accounts that maximize the outreach captured during peak times; and data from the new website that launched last month.

Horton shared the ASA Ordinance discussions continue. Deputy Chief Hussey recognized that the zone density areas recognized by the current ordinance are incorrect and need to be established by the population density offered through the Census Bureau. Eagle Point is one area that is misrepresented.

Horton shared that Dr. Alicia Bond will become the single supervising physician for Jackson County EMS agencies beginning July 1, 2020 and Dr. Kellerher will step down.

Horton thanked everyone who was able to attend the Scenic Station grand opening on June 10, 2020. The District looks forward to a community barbeque in the future.

Horton shared that the partners from Asante met and solidified the synergy of the reducing the unnecessary utilization of the emergency room as a positive direction to the community care providers.

Captain Tom Kerley introduced Michelle Frazier who comes from Mercy Flights and Chad LaFlamme who comes from AMR as the Community Care Providers - Paramedics. They have spent their time learning about the fire department and reaching out to the community determining where the need is and how we will make a difference. Captain Kerley thanked the Board for their support of this program.

Horton shared that the vacated Table Rock property has produced inquiries about the manufactured home. Jacksonville Fire Department will be remodeling their fire station and Interim Fire Chief Wayne Painter has reached out regarding the mobile home. Staff would like to help our neighboring agency and is looking into whether this will require Board action.

#### **OPERATIONS**

Deputy Chief Hussey shared the District received pet resuscitation kits comprised of three masks and tubing designed to assist pets that have been exposed to smoke and carcinogens. Fire District 3, Rural Metro, Wolf Creek, and Illinois Valley received the kits from a group of Masons.

Hussey shared that the Spec Committee traveled to Springfield to review the interface engine. The engine should arrive at the end of the month.

Hussey shared the due to recent weather the area is back at a seasonal norm with possibility of above average moisture and 7722 truck is back in service.

#### **TRAINING AND SAFETY**

Division Chief Blakely shared the Southern Oregon Wildfire School was this past weekend at the District with 42 participants. This was a successful event focusing on engine and helicopter operations with great media coverage.

Blakely shared the Safety Committee works with Stacy Maxwell and Human Resources to streamline the documentation process of reporting injuries.

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

Fire Marshal Patterson shared there are more county permits for inspections of residential construction in the wildland areas. There is also new construction in the Costco area in Central Point as well as new housing throughout the District.

#### **STRATEGIC SERVICES**

Deputy Chief Bates shared a summary of what the Community Care Providers have done in their first month which includes connecting with the patrons, making 25 contacts this first week, 6 crew referrals, and followed up on 19 patrons they identified as high utilizers.

Bates shared that Gold Hill will have another fuels reduction event on June 27-29, provided through a grant from Fire Adaptive Communities Learning Network. This same effort took place in the Craiglea Drive area with help from CareStream volunteers.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

##### **RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT WITH ROGUE VALLEY PROFESSIONAL FIREFIGHTERS – IAFF LOCAL 1817 FOR JULY 1, 2020 TO JUNE 30, 2023**

Fire Chief Horton shared that the Local 1817 has voted in favor of the collective bargaining agreement to commence on July 1, 2020. Chief Hussey did an extraordinary job as the lead negotiator for the District during the negotiation process and COVID.

Motion by Director Leavens to approve the Collective Bargaining Agreement with the Rogue Valley Professional Firefighters – IAFF Local 1817 for the period of July 1, 2020 to June 30, 2023.

**RESOLUTION No. 20-04 BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2020/21 FISCAL YEAR**

Fire Chief Horton presented the Bargaining Unit Salaries and Benefits Resolution for the 2020/2021 Fiscal Year. A 1.5% cost of living adjustment is reflected as negotiated between the District and RVPFF Local 1817.

Motion by Director Shafer to adopt Resolution No. 20-04 Bargaining Unit Salary and Benefits Schedule for the 2020/21 fiscal year. Motion carried unanimously.

**RESOLUTION No. 20-05 NON-BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2020/21 FISCAL YEAR**

Fire Chief Horton presented the Non-Bargaining Unit Salaries and Benefits for the 2020/2021 Fiscal Year. Through discussions with the Wage and Benefit Committee, a 1.5% cost of living adjustment is recommended and reflected.

Director Hauser and Director Leavens met with Chief Horton twice prior to this meeting to discuss the changes and are in support of the adjustments recommended.

Motion by Director Hauser to adopt Resolution No. 20-05 Non-Bargaining Unit Salary and Benefits Schedule for the 2020/21 fiscal year. Motion carried unanimously.

**FIRE CHIEF PERFORMANCE APPRAISAL AND EMPLOYMENT AGREEMENT**

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

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

**WORKERS' COMPENSATION INSURANCE RENEWAL FOR THE 2020/21 FISCAL YEAR**

Jeff Griffin of Wilson Heirgood presented a review of the workers' compensation stating that the District is at a .69 experience mod rating which is determined by analyzing all fire agencies in the state. It is extremely difficult to be under a 1.00 rating stating that the District is doing significantly better than most districts.

Griffin explained the Tactical Athletes program that help alleviate workers' compensation claims with firefighters. This agency is now in Oregon and SDIS will begin a pilot program.

Fire District 3 is the safest or at least one of the safest districts in Oregon and SDIS is proud of the work the District is doing.

Motion by Director Leavens to approve the workers' compensation insurance renewal coverage with Special Districts Insurance Services for the 2020/21 Fiscal Year in the amount of \$88,937.59 taking advantage of the pre-payment discount. 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 required to have a contract with an auditor. This year the cost for services is \$12,000 which is a 25% increase from the previous year due to the fact Brewster has been charging below market. All agencies will receive the same increase.

Motion by Director Shafer to approve the contract with Richard Brewster C.P.A. for the financial audit services for fiscal year 2019/2020. Motion carried unanimously.

## **PUBLIC HEARING ON THE APPROVED 2020/21 FISCAL YEAR BUDGET**

President Tonn opened a public hearing at 6:31 p.m. for comments or objections to the proposed 2020/21 Fiscal Year Budget as required by state law. No comments or objections were made and the public hearing was closed at 6:32 p.m.

## **RESOLUTION 20-06 ADOPTION OF THE 2020/21 FISCAL YEAR BUDGET**

Chief Administrative Officer Maxwell shared a summary review of the 2020/21 fiscal year budget and recommended changes at adoption:

In the General Fund, the budget for Beginning fund balance increased \$269,000 due to more funds across accounts and property tax collections exceeding earlier estimates. Personnel services across all departments increased \$3,000. Materials and services across all departments increased \$19,000. Due to the above adjustments, the net of \$247,000 has been allocated to the Transfer to Capital.

In the Capital Fund, revenue has increased by \$216,200 due to the incoming transfer from the General Fund offset by a reduction in beginning fund balance. Reserve for future increased \$216,000 respectively.

Motion by Director Dimick to adopt Resolution No. 20-06, adopting the budget for the 2020/2021 Fiscal Year in the sum of \$25,877,300 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 2020/2021 upon the assessed value of all taxable property within the District. Motion carried unanimously.

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

### **CONTRACT WITH EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON (ECSO) FOR DISPATCH SERVICES FOR THE 2020/2021 FISCAL YEAR**

Fire Chief Horton shared the annual subscription for dispatch services with Emergency Communications of Southern Oregon (ECSO) for the 2020/2021 fiscal year was received after the publication of the agenda. There will not be an increase this fiscal year.

Motion by Director Leavens to approve the 2020/2021 Fiscal Year Emergency Communications of Southern Oregon Telecommunications contract in the amount of \$421,825.99. Motion carried unanimously.

## **GOOD OF THE ORDER**

Fire Chief Horton thanked and praised John Patterson's fantastic work of carrying the torch during the building process of the Scenic station. He and Mike House have been excellent stewards of the taxpayer's money.

Fire Chief Horton shared that during the trying times of COVID-19 and the civil unrest the country is going through that the members of the District remain patient and caring of one another.

## **INDIVIDUAL BOARD MEMBER COMMENTS**

Bill Leavens stated he is proud and impressed to be at the Scenic Fire station during the grand opening and suggested that everyone should drive by at night, "It is really cool to see."

Cindy Hauser stated she will be in attendance next month!

John Dimick shared that the Central Point Garden Club might take advantage of the Scenic Fire Station conference room.

Steve Shafer stated that he is very happy.

Harvey Tonn thanked John Patterson for his leadership in the completion of the Scenic Fire Station.

The next Board of Directors meeting is July 16, 2020.

**ADJOURNMENT**

Motion to adjourn at 6:50 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:

  
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Board of Directors

Submitted by:

  
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Margie Calvert, Scribe