

Jackson County Fire District 3

Minutes - Board of Directors

December 17, 2020 at 5:15 PM, Crater Lake Room, Administrative Building

ATTENDANCE

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

Board Absent: Cindy Hauser

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

Staff Absent: None

Visitors Present: Kelly Johnson, Heather Sears, Tom Kerley, Dave Newell, Jeff Griffin, Rick Brewster, Bryan Cohee

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 December 10, 2020.

MINUTES

Motion by Director Dimick to approve the minutes of the regular Board Meeting dated November 19, 2020 as presented. Motion carried unanimously.

FINANCIAL REVIEW

Revenue for the month of November totaled \$13,430,737. The majority is due to current taxes.

Expenditures for the month of November totaled \$1,248,000; \$1,043,000 for personnel services. All expenditures are where they should be at this time of the year. Accounts payable equated to \$324,973 all routine expenditures with the exception of the Arctic SCBA air compressor that was discussed at the November meeting and the Thermal Imagers which were budgeted items.

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

PUBLIC COMMENT

None

INFORMATION ITEMS

EXECUTIVE REPORT

Fire Chief Horton shared that he has continued dialogue with the Ashland City Administer Adam Hanks regarding any type of helpful partnership. Adam Hanks, City Administer and Brent, the President of the Ashland Firefighters Labor Group have expressed their thanks for the District's willingness to help and appreciate the collaboration.

Horton shared that due to the COVID restrictions, the District has asked some of the staff to work remotely while we navigate the distancing issues. DPSST has occupied office space in the warehouse and has had staff working remotely through a lease agreement with DPSST. The District has offered to relocate them to a different space so that we can utilize the warehouse space for the Community Care Unit utilizing a clause in the agreement with DPSST. We are grateful for the partnership with DPSST.

Horton shared that due to the timing of COVID, the County has asked to delay the work on the Ambulance Service Area (ASA) Ordinance. Since the ordinance is 98% completed and the team has asked for reconsideration. The team will continue to work on this and Mercy Flights has shown a willingness to invest in the CAD2CAD interface and this does not need to be done through the ordinance.

Horton thanked the Board for their flexibility and patience as we have had to adjust the strategic plan workshop process to January 14, 2021.

Horton shared that there is movement in the agency due to retirements of Battalion Chief's Myron Harvey and Mike Calhoun. Staff has been working diligently coordinating interviews for all ranks.

Horton shared that the District has not stopped working on wildfire issues. Chief Horton has been asked to be the Vice Chair of the Wildfire Policy Committee for the Western Fire Chief's Association, Mike Hussey is on the Oregon Fire Chief's Association Wildfire Policy Committee for the Oregon and Justin Bates is working on the Hazardous Vegetation Ordinance. We are grateful to represent Southern Oregon.

OPERATIONS

Deputy Chief Hussey shared that COVID has played a major role in how the crews function through their day-to-day activities in the stations and the community making creative and educated decisions. Chief Hussey is very pleased with the crews as they follow the necessary controls.

Hussey shared that in 2016 he brought forth the ODF Forest Land Classification. This is looking at every parcel of land in Josephine and Jackson County at a 40-acre level. This will be presented to the District in the future.

Hussey shared that Motorola has been declared the awarded vendor for the radio project. Meetings begin for the next four years to complete this project.

TRAINING AND SAFETY

Division Chief Blakely shared that COVID has been taking a lot of time and thanked Stacy and the Safety Committee for all the work that has been put in to meeting all of the benchmarks and identifying the different changes that the employees have accommodated. The work continues as we update the Exposure Control Plan and specific policies.

Blakely shared that on Monday we will have the final skill evaluation for the four probationary firefighters.

FIRE AND LIFE SAFETY

Fire Marshal Patterson shared that the department continues to move forward with the ImageTrend adding data transfers, occupancy records, inspection schedules, formatting inspection worksheets, and flow of fire investigation reports.

Patterson shared the Department is working on required training for fire investigations and fire code classes. IT Rydings is also working on how to implement the self-inspection program.

Patterson shared that the City of Eagle Point will add 260 homes to complete the Eagle Point Golf Course Phase 19 and 20 as well as 40 homes in White City and a 12,000 square foot building close to the Administration Building.

STRATEGIC SERVICES

Deputy Chief Bates gave a data update: November had 678 total incidents and January-November had 7,381 which is about 1,000 less calls than last year; 7701 (Central Point) was the busiest engine in November with 204 calls; also showing the data for mutual aid and hours committed with Medford Fire Department. Data was also given regarding the Fire and Life Safety inspections and Community Care referrals.

Bates shared that the next step for the Community Care Program is to change how the Unit will be dispatched to 911 calls. Chief Hussey and Bates have reviewed all the data to help change the dispatch centers ability to dispatch the low acuity calls. After the first of the year, the CCU will be dispatched to low acuity calls. Bates also shared that two EMT's are in the final stages of the background process and have received their conditional offers which will complete the unit. This will offer better coverage.

Bates shared the Local Mobile Emergency Planning Committee (LPSE) began prior to COVID. This committee is starting up again and there is a \$35,000 grant that will help develop an emergency plan, through great partnerships with Jackson County and private entities along with the District.

OLD BUSINESS

BUDGET COMMITTEE EXPIRATION

Board President Tonn shared that Budget Committee members Ken Cummings and Tim Snaith's three (3) year term will expire in December of 2020. Both Committee members are interested in another term and would like to be considered. Staff received two new applications: Michael Parsons and Kathleen Flanagan-Clark. The Board reappointed Ken Cummings and Tim Snaith to the three year term on the Budget Committee expiring December 2023 recognizing the two new applicants. Fire Chief Horton will reach out to Parsons and Flanagan-Clark.

Motion by Director Leavens to reappoint Ken Cummings and Tim Snaith to the three year term on the Budget Committee expiring December 2023.

NEW BUSINESS

COMPREHENSIVE ANNUAL FINANCIAL REPORT AND AUDIT FOR FISCAL YEAR END JUNE 30, 2020

The District's auditor, Rick Brewster, reviewed the Comprehensive Annual Financial Report (CAFR) prepared by the District and independent audit for the fiscal year ending June 30, 2020. Brewster shared the five points that he looks at between the previous and current years. Brewster shared that the District stayed within the legally adopted budget providing a clean and compliant audit, showing better cash carryover, advised the District to be careful on revenue and payroll costs, and stated the District is right on schedule with capital upgrades. Brewster commented that CAO Maxwell does an excellent job producing the CAFR and it is appreciated.

Motion by Director Leavens to approve the Comprehensive Annual Financial Report and independent audit for the fiscal year ending June 30, 2020 as presented. Motion carried unanimously.

2021 PROPERTY/CASUALTY INSURANCE RENEWAL

District insurance agent of record, Jeff Griffin with Wilson Heirgood presented the 2021 Property, Casualty and Liability Insurance renewal provided through Special Districts Insurance Services (SDIS). Griffin shared that insurance agencies continue to look to the future for insurance cost predictions.

Griffin shared a presentation explaining the transitions in insurance explaining the events that contribute to the instability of insurance costs around the United States and in Oregon. Griffin identified trends and situations that Special Districts focuses on while predicting future costs. Griffin identified the individual staff members who are engaged in the various departments of Special Districts. The District continues to be risk sensitive and loss adverse. The District is doing all things correctly with the longevity and best practices credits, continual training to staff on safety, adjust the rates on new and older apparatus, and increase the rates on buildings. The total renewal amount is not to exceed \$105,000.

Motion by Director Shafer to approve the 2021 Property, Casualty and Liability Insurance renewal with SDIS in an amount not to exceed \$105,000. Motion carried unanimously.

POSITION STATEMENT FOR HAZARDOUS VEGETATION ORDINANCE

Fire Chief Horton shared the draft document of the Hazardous Vegetation and Combustible Material Abatement that has been endorsed by the Rogue Valley Fire Chief Association and would be presented to the County Commissioners. All municipalities have a weed abatement ordinance, however the County does not. The position statement is in support of the concept of the ordinance to move forward to the county. Chief Horton will be asking the cities of the District to sign in support of the ordinance.

The ordinance is complicated and offers a beginning towards a solution of the broader discussion to those pieces of land that are governed by the county without abatement enforcement. This is to be applicable to all land no matter who owns the property in the county.

Motion by Director Dimick to approve the position statement for the Hazardous Vegetation and Combustible Material Abatement Ordinance. Motion carried unanimously.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

None

GOOD OF THE ORDER

Community Engagement Coordinator Heather Sears shared that Saturday, December 19th the Central Point Fire Engine Santa Ride includes Chaplain Myers as Santa and Tuesday December 22nd at 6:00 pm there will be a "Zoom with Santa from the North Pole" event provided by Coca Cola. Retired Engineer Bart Qualls will do a special reading on December 24th.

Fire Chief Horton recognized Battalion Chief Myron Harvey retired after 25 years with the District. Battalion Chief Mike Calhoun has announced he will retire at the end of December after 26 years of service with the District.

Fire Chief Horton recognized patron Dave Newell as a 25-year retired Assistant Chief from Santa Cruz County, California.

INDIVIDUAL BOARD MEMBER COMMENTS

Bill Leavens had a question regarding the dead trees in the corridor along I-5 from the September fires. The trees have been evaluated and some will be removed and others will be left for future assessment. Leaven wished everyone have a very Merry Christmas and great New Year.

Steve Shafer commented to Stacy Maxwell that the CAFR is amazing, wishing everyone Merry Christmas.

John Dimick asked everyone to be safe and reserved in your relationships with people and Merry Christmas and Happy New Year.

Harvey Tonn shared that he is proud of the organization as we have handled and dealt with difficult and different things this past year. He is proud to be a part of the District. Tonn commented to Stacy Maxwell that the CAFR was really well done and that the video for Myron's retirement was well done by Heather.

The next Board of Director's meeting is January 21, 2020.

ADJOURNMENT

Motion to adjourn at 7:17 p.m. by Director Dimick. Motion carried unanimously.

APPROVED BY:

Submitted by:



Board of Directors



Margie Calvert, Scribe