

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

Minutes - Board of Directors

February 18, 2021 at 5:15 PM, Crater Lake Room, Administrative Building via ZOOM

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## **ATTENDANCE**

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

**Board Absent:** Bill Leavens

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

**Staff Absent:** None

**Visitors Present:** Heather Sears, Mark Northrop, Mark Tomasello, Bryan Cohee, and Lorin Myers

President Tonn called the meeting to order at 5:27 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated February 12, 2021.

## **MINUTES**

Motion by Director Dimick to approve the minutes of the Executive Session and the regular Board Meetings dated January 21, 2021 as presented. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of January totaled \$435,930 with the majority from current year taxes.

Expenditures for the month of January totaled \$1,296,000; the majority is from personal services at \$793,000. Debt services equated to \$335,000. Accounts payable equated to \$616,000 and noteworthy items are the property casualty insurance brokerage fee and the scheduled debt service payments.

Motion by Director Shafer to approve the Accounts Payable and the Revenue/Expenditure reports for January 2021. Motion carried unanimously.

## **PUBLIC COMMENT**

None

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton shared that the District is working with ECSO and other partners to begin the installation of the CAD2CAD program. Immediate public safety partners involved are Josephine County 911, Oregon State Police, Oregon Department of Transportation (ODOT), Oregon Department of Forestry (ODF), and Public Works. All will be able to integrate into the program for seamless information flow and resource management. Other partnerships will enter into the program in the future. At this time Mercy Flights is slow to join the process.

Horton shared the Strategic Plan is going to print soon.

Horton provided testimony to the House Special Committee on wildfire recovery on behalf of the District and as the Defense Board Chief during the Almeda Fire. He spoke on future priorities and was encouraged by the efforts and interest of the committee.

Horton shared that County Administrator Danny Jordan reached out regarding the Hazardous Vegetation Ordinance to begin drafting a mutual agreement.

### **OPERATIONS**

Deputy Chief Hussey shared that the Operations Department is finishing support assignments and preparing for the upcoming budget season.

Hussey shared that the BC vehicle is still in development with Captain Jason Allen leading this assignment. The Type III vehicle training has been completed and it will be seen in the community soon.

Hussey shared Captain Don Manning will assume the Technical Rescue Team lead as BC Calhoun retires.

Hussey shared that an interview process was conducted for the Recruitment and Retention Coordinator. Six candidates were interviewed, two have been invited to a follow-up interview and one will go into backgrounds with an April start date. The Volunteer program will see five new volunteers that will eventually come under this new position.

### **TRAINING AND SAFETY**

Division Chief Blakely shared that Firefighter Rob Miller will lead Recruit Academy 21-01 to begin this March.

Blakely shared that by the time everyone is hired we will have 11 people on probation. The department is updating task books and programs.

Blakely shared that training nights will begin again for the volunteers who will meet at the training center.

### **FIRE AND LIFE SAFETY**

Fire Marshal Patterson shared the 2020 Fire and Life Safety output categories including inspections, low, medium, and high hazard occupancies and inspections, and fire investigations.

Patterson shared that next month he plans to show how the fire department is involved in a large development process which is soon to begin as the Grange Co-op in White City is looking to build a new facility and complex.

### **STRATEGIC SERVICES**

Deputy Chief Bates shared the 2020 Annual Statistics Report for the District. A few highlights are 10,461 individual apparatus responses to 8,045 incidents and 4,328 dedicated hours mitigating emergencies and assisting patrons. There were 3,111 fire related calls and 4,934 medical related calls. Bates explained the remainder of the data includes station response, fire and life safety data as well as training inputs.

Bates shared the Community Care Unit is functioning very well. The Community Connect program through First Due has 65 District patrons signed up and this will also be the platform that the community can get their burn permits for the District.

Bates shared that the Local Emergency Planning Committee (LEPC) program has been implemented with a contractor. The District is hiring the contractor on behalf of the committee as the committee cannot receive or disperse funds.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **RESOLUTION No. 21-01 CONTINGENCY TRANSFER FOR COVID-19 RELATED EXPENSES**

Chief Administrative Officer Maxwell explained the Resolution is to transfer funds out of Contingency into various departments to offset COVID-19 expenses for equipment and supplies to mitigate exposure to our employees. These expenditures are going to be submitted to FEMA for reimbursement.

The Resolution is to transfer \$56,000 out of the General Fund Contingency:

- \$26,000 to Operations for Personal Protection Equipment (PPE)

- \$20,000 to Strategic Services for Clorox disinfectant machines
- \$10,000 to Technology for mobile radios

The Resolution also recommends to transfer \$18,500 out of the Capital Projects Fund into Department Equipment for the FIT respirator machine.

Motion by Director Hauser to adopt Resolution No. 21-01 Contingency Transfer of funds from Contingency to the General Fund in the amount of \$56,000 and to the Capital Projects Fund in the amount of \$18,000 for COVID-19 related expenditures. Motion carried unanimously.

**RESOLUTION No. 21-02 SUPPLEMENTAL BUDGET (No. 1) TO APPROPRIATE EXPENDITURES RELATED TO THE NEW VOLUNTEER RECRUITMENT AND RETENTION COORDINATOR POSITION**  
Chief Administrative Officer Maxwell explained the Resolution is to appropriate expenditures related to the new Volunteer Recruitment and Retention Coordinator position. FEMA is the funding source for this SAFER grant. This position was not originally in the budget so the line items need to be developed and appropriated in the Operation Department.

Motion by Director Dimick to adopt Resolution No. 21-02 Supplemental Budget No.1 to appropriate expenditures related to the new Volunteer Recruitment and Retention Coordinator position in the amount of \$12,000. Motion carried unanimously.

**RESOLUTION No. 21-03 APPROPRIATED GRANT REVENUE IN THE 2020/2021 FISCAL YEAR FROM THE OREGON OFFICE OF STATE FIRE MARSHAL**

Chief Administrative Officer Maxwell explained the Resolution is to appropriate Local Emergency Planning Committee (LEPC) funds for a \$35,000 grant in which a consultant will be retained to develop a regional LEPC Plan.

Motion by Director Shafer to adopt Resolution No. 21-03 to appropriate grant revenue in the 2020/2021 Fiscal year from the Oregon Office of State Fire Marshal to establish a Local Emergency Planning Committee (LEPC) in the amount of \$35,000. Motion carried unanimously.

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

None

#### **GOOD OF THE ORDER**

Fire Chief Horton shared that this year's annual recognition and appreciation event will be virtual. Awards will be given with a look back at 2020. Tune in on February 25<sup>th</sup> at 5:00 p.m. on the District's YouTube page. A link will be provided if you are unable to join live at 5:00 p.m.

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

Steve Shafer confirmed that the wildfire town hall meetings at 7:00 p.m. today.

Cindy Hauser says this is her fourth zoom meeting today at seven hours today alone.

John Dimick shared his friend in Texas said no one has any idea how hard it is after the unseasonable snow and ice. There is no propane, gasoline or power in the town of Fredericksburg.

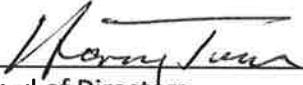
The next Board of Director's meeting is March 18, 2021.

#### **ADJOURNMENT**

Motion to adjourn at 6:41 p.m. by Director Dimick. Motion carried unanimously.

APPROVED BY:

Submitted by:

  
Board of Directors

  
Margie Calvert, Scribe