

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

Minutes - Board of Directors

June 17, 2021 at 5:15 PM, Crater Lake Room, Administrative Building via ZOOM

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## **ATTENDANCE**

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

**Board Absent:** Steve Shafer

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

**Staff Absent:** Justin Bates

**Visitors Present:** Kelly Johnson, Lorin Myers, and Will Clelland

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 June 10, 2021.

## **MINUTES**

Motion by Director Dimick to approve the minutes of the regular Board Meeting dated May 20, 2021 as presented. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of May totaled \$92,142 with 102% collected the majority coming from current taxes which is over budget.

Expenditures for the month of May totaled \$1,187,000 the majority is from personal services at \$951,000 with 12 percent remaining and \$148,000 from materials services with 20 percent remaining. Over all funds the District is trending 43 percent of budget.

Accounts payable equated to \$356,000 with noteworthy items being the Spring Newsletter including postage, contract work through LEPC, the card access and camera security system at Gold Hill, the HVAC system at Table Rock, extrication equipment that is a budgeted Capital expense, and a down payment for the BC command unit.

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

## **PUBLIC COMMENT**

None

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton reported that SB762 is in the ways and means committee, this is a comprehensive approach to fighting wildfire in the wildland regions. HB2927 which puts the office of emergency management into its own department and allows the Oregon State Fire Marshal's office to be a stand along department. Fire services are in support of this bill.

Horton reported that he will be the Board of Director Chair for ECSO this next year.

Horton reported that OSFM has determined to grant \$150,000 for the CAD2CAD that will be housed through ECSO covering the implementation cost. As of last month, this grant was declined.

Horton shared he has been speaking to other agencies regarding the past fires.

### **OPERATIONS**

Deputy Chief Hussey shared that the Project Youth students completed their pack test at Denman Park. The students are punctual, polite, and eager.

Hussey shared the District has been preparing for wildfire season and the Type 3 is now in service.

Hussey shared the District has entered an IGA with ODF to house the helitac detail crew at the Dodge Bridge station. The District began the preliminary work on a helipad at the Agate Lake.

### **TRAINING AND SAFETY**

Division Chief Blakely shared the District still has 13 people on probation.

Blakely shared that the District concluded a successful Engineer Exam and the Civil Service Commission certified the register on June 10<sup>th</sup> with three Engineers.

Blakely shared that he is working on the wildfire smoke and heat illness rule advisory committees (RAC) with OR-OSHA. These two committees are intended to protect employees from heat in the summer months and smoke during wildfire season. There have been several comments associated with both draft rules and OR-OSHA is working through them. We are working actively engaging locally and at the state level to help OR-OSHA understand the impacts of the rules on the Oregon fire service.

Blakely shared that the District has relaxed the COVID-19 restrictions and continues to monitor as the state moves closer to the 70% requirement by the state.

Blakely shared BC Will Clelland, along with the 5 other Battalion Chiefs from the District and Medford Fire, have coordinated the first true multi-agency training since the pandemic. The training is two-thirds complete and is focused on rapid intervention team pre-activation, making a safer fireground for all personnel. It has been a pleasure to see the teamwork and enthusiasm of all crews involved.

### **FIRE AND LIFE SAFETY**

Fire Marshal Patterson shared that Western Valley Cutstock roof fire safety has been installed and was tested working exactly as it should.

Patterson shared that DFM Brian Murdock has worked with MADGE to help with an illegal marijuana grows.

Patterson shared the department has been on fire investigations. The crews have done a great job knocking out the fires.

### **STRATEGIC SERVICES**

Fire Marshal Patterson shared that the Wildland Urban Interface (WUI) grant for the chipper was awarded at \$40,000 stating this will be a great resource for the District in the fuel's reduction efforts, community events, and Bear Creek Greenway projects to name a few.

Patterson shared that the District is currently holding a hiring process to replace Community Care Provider Chad LaFlamme who was hired as a Firefighter with Rogue River Fire Department and the Logistics Support Technician, with interviews taking place at the end of June.

Patterson shared that the Dodge Bridge fuels collection site is officially closed and the focus is now to getting that space cleaned up. Biomass will be going out next week.

## **OLD BUSINESS**

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

The District advertised for the position expiration for Civil Service Commissioner. Two applications were submitted and reviewed by the Board from Mike House and sitting Commissioner Erik Bloemendaal. This appointment will expire June 2025.

Motion by Director Dimick to re-appoint Erik Bloemendaal to a four-year term on the Civil Service Commission. Motion carried unanimously.

## **NEW BUSINESS**

### **WORKERS' COMPENSATION INSURANCE RENEWAL FOR THE 2021/22 FISCAL YEAR**

Jeff Griffin of Wilson Heirgood presented a review of the workers' compensation stating that the District is at a 61% experience mod rating, which is a decrease of 8% from the previous year, 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.

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 Hauser to approve the workers' compensation insurance renewal coverage with Special Districts Insurance Services for the 2021/22 Fiscal Year in the amount of \$80,975 taking advantage of the pre-payment discount. Motion carried unanimously.

### **CONTRACT WITH RICHARD BREWSTER C.P.A. FOR THE 2021/22 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 \$12,500 which is a 4.2% increase from the previous year due to the fact Brewster has been charging below market.

Motion by Director Leavens to approve the contract with Richard Brewster C.P.A. for the financial audit services for fiscal year 2021/2022. Motion carried unanimously.

### **BOARD OF DIRECTORS ELECTION ABSTRACT CERTIFICATION**

County Clerk Christine Walker has signed the election abstract certifications for Tim Snaith to position 2, and Stephen Shafer to position 4. Staff requests the Board approve the elected results.

Motion by Director Dimick to approve the results of the May 18, 2021 Board of Director Election accepting Tim Snaith to position 2, and Stephen Shafer to position 4. Motion carried unanimously.

### **ANNEXATION REQUEST 4137 DRY CREEK ROAD, MEDFORD**

Deputy Chief Patterson addressed the annexation request for 4137 Dry Creek Road in Medford. 4137 Dry Creek meets all five conditions as outlined.

Motion by Director Dimick to approve the request to annex the property listed as 4137 Dry Creek Road, Medford into the District. Motion carried unanimously.

### **ANNEXATION REQUEST 6562 EAST ANTELOPE, EAGLE POINT**

Deputy Chief Patterson addressed the annexation request for 6562 East Antelope, Eagle Point. 6562 East Antelope meets all five conditions as outlined.

Motion by Director Dimick to approve the request to annex the property listed as 6562 East Antelope, Eagle Point into the District. Motion carried unanimously.

### **PUBLIC HEARING ON THE APPROVED 2021/22 FISCAL YEAR BUDGET**

President Tonn opened a public hearing at 6:34 p.m. for comments or objections to the proposed 2021/22 Fiscal Year Budget as required by state law. No comments or objections were made, and the public hearing was closed at 6:35 p.m.

### **RESOLUTION 21-07 ADOPTION OF THE 2021/22 FISCAL YEAR BUDGET**

Chief Administrative Officer Maxwell shared a summary review of the 2021/22 fiscal year budget and recommended changes at adoption:

In the General Fund, the budget for Beginning fund balance increased \$120,000 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 \$143,500 due to the incoming transfer from the General Fund offset by a reduction in beginning fund balance. Reserve for future decreased \$85,000 respectively.

Motion by Director Leavens to adopt Resolution No. 21-07, adopting the budget for the 2021/2022 Fiscal Year in the sum of \$28,442,600 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 2021/2022 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 this meeting is Board Director Cindy Hauser's last day of service as a Director. Staff thanked Director Hauser for her service, commitment and dedication, contribution and encouragement, and wished her well.

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

Harvey Tonn shared that Cindy was elected in 2009 as a Board Director during a difficult time in the District helping the District turn around and function at a high level serving the patrons at a high level. Director Hauser's comments and support have always been in the best interest of the District and have never wavered and have been truly committed.

Director Hauser thanked everyone and shared that the Board is only as good as the staff that does incredible work. Director Hauser appreciates the fact that everyone does everything for the interest of the patrons. She looks forward to having Tim Snaith take her place brining in law enforcement to the Board. Hauser also thanked Executive Assistant Calvert for what she does to help make things easier.

Bill Leavens shared that Director Hauser has always added balance to the Board and thanked her.

John Dimick shared in the previous accolades for Director Hauser and also that he is a firm believer of the "dog principle" and if the dog likes you, you in.

The next Board of Director's meeting is July 15, 2021.

#### **ADJOURNMENT**

Motion to adjourn at 6:52 p.m. by Director Hauser. Motion carried unanimously.

APPROVED BY:



Board of Directors

Submitted by:

  
Margie Calvert, Scribe