

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

Minutes - Board of Directors

October 21, 2021 at 5:15 PM, Crater Lake Room, Administrative Building via ZOOM

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## **ATTENDANCE**

**Board Present:** Directors Harvey Tonn, John Dimick, Tim Snaith, Bill Leavens, and Steve Shafer

**Board Absent:** None

**Staff Present:** John Patterson, Stacy Maxwell, Justin Bates, and Margie Calvert with Robert Horton via ZOOM

**Staff Absent:** Dave Blakely and Mike Hussey

**Visitors Present:** Stephanie Cowan, Shannon Deutschman, Dave Lacombe, Samantha Didion, Josh Platt, Scott Downing, Eric Merrill, Court Gordon, Neil Clooney, Brian Murdock, and Brian Mortensen via ZOOM

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 October 15, 2021.

## **MINUTES**

Motion by Director Dimick to approve the minutes of the regular Board Meeting dated September 16, 2021 as presented. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of September totaled \$51,053 with the majority coming from prior taxes.

Expenditures for the month of September totaled \$2,283,000 with personnel services at \$1,273,000, \$207,000 from materials services, and \$802,000 from the Capital fund.

Accounts payable equated to \$1,130,000 with noteworthy items being Blue Card instructor training, annual subscriptions for technology, and the two Pierce tactical water tenders.

CAO Maxwell explained the 2021/22 Fiscal Year Actual Assessed Valuations that have been certified by the County. During budget development, taxes were based on an estimated 4.8% increase. Actual assessed valuation came in at 3.96%, which extrapolates to taxes to be received.

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

## **PUBLIC COMMENT**

None

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton reported from the International Association of Fire Chiefs (IAFC) Executive Development Institute in Virginia where he is a guest lecturer.

Horton reported the fire season has ended and we are now working on mitigation efforts in the WUI. Horton has been working in collaboration with emergency management partners for a grant through environmental quality to build out a smoke plan addressing the negative effects of smoke in the valley.

Horton has participated in a city manager conference in Portland speaking on the community risk reduction efforts and the community care program.

### **OPERATIONS**

Administrative Assistant Deutschman reported a new resident volunteer will be at the Dodge Bridge station. He has an Associates Degree in Fire Science and has worked the past summers at ODF. There will be two full-time residents at the Dodge Bridge station.

Deutschman reported that she and Chief Hussey participated in a career day at Seven Feathers in Canyonville catering to high school juniors and senior on September 28<sup>th</sup>. There were 96 exhibitors in which Fire District 3 was the only structural firefighting agency. There were 29 schools in attendance as well as Veterans totaling 1,000 attendees.

Deutschman reported the Rogue Valley Fire Chief's Operations group is forming a task group with emergency managers and ODF to improve the evacuation and notification process.

Deutschman reported the Rogue Valley Emergency Resource Fair is this Saturday at the Expo. iPads will be available to assist the community to sign up for Community Connect and provide information on PulsePoint, wildfire resources, Community Care, and other programs that the District offers.

### **TRAINING AND SAFETY**

Administrative Assistant Cowan congratulated Firefighter Alex Cummings who recently passed his Acting in Capacity (AIC) Captain exam. This will make him eligible to work in the capacity of a Captain and makes him eligible to take the next Captain's promotional exam.

Cowan reported that the department is preparing to send out the 2022 training plan at the upcoming supervisors meeting. It will be good to get back to interactive training between crews and neighboring agencies.

Cowan reported that the District is actively recruiting for experienced and entry level Firefighters. The application period closes November 1<sup>st</sup> with screening interviews the week of November 8<sup>th</sup>.

### **FIRE AND LIFE SAFETY**

Fire Marshal Patterson reported that the Deputy Fire Marshal (DFM) hiring process has concluded. Evaluators from around the state interviewed 12 candidates. Eight candidates are on the DFM register and the top two candidates are currently in the background process. This will be an opportunity to evaluate the processes in the department using new technologies and innovations.

Patterson reported there have been a couple of larger fires to investigate.

### **STRATEGIC SERVICES**

Deputy Chief Bates reported that we interviewed three candidates for the Logistics Support Technician (LST) today and are moving two forward to an in-person interview.

Bates reported there is a Community Risk Reduction event on Long Mountain on November 8<sup>th</sup> and 22<sup>nd</sup> to help the community to clear the fuels on the property. A kiosk with a QR code has been placed in the area and there have been 80 unique hits, 10 RSVPs and a community member has been helping clear some entryways. There is a fuels coordination meeting next week with the different agencies to prioritize areas of need.

Bates reported that if it rains as reported, we will close the Dodge Bridge fuels sight until Spring. Burn season is now open since fire season has closed. The District continues to direct the community to register on Community Connect to obtain their burn permits; currently there are over 500 registrations.

## **OLD BUSINESS**

### **FIRE CHIEF PERFORMANCE APPRAISAL**

Board President Tonn made the correction that this year will be an informal review for the Fire Chief. The informal evaluation will be a meeting with the Chief in Executive Session to review the strategic plan, establish short-term goals, and review long-term goals. The Executive Session will be prior to the November Board meeting.

## **NEW BUSINESS**

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

Board Director Leavens has agreed to review the SDAO Best Practices Checklist with Fire Chief Horton. Executive Assistant Calvert will schedule an appointment with Director Leavens and Chief Horton.

### **WAGE AND BENEFIT COMMITTEE**

Director Dimick and Director Snaith were appointed to the wage and benefit committee to review the non-bargaining wages and benefits. Executive Assistant Calvert will arrange an appointment with Chief Horton.

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

NONE

## **GOOD OF THE ORDER**

NONE

## **INDIVIDUAL BOARD MEMBER COMMENTS**

Steve Shafer saw the new ladder truck at MFD. It is an amazing vehicle, but it is red. Shafer explained a new ceremony called a "first wash" where everyone in the audience was given a wash clothe and was able to participate in the truck's first wash.

Bill Leavens toasted the fact that fires season was over, stating he was more concerned this past year than ever before. Seemed that there was a different response and intensity this year.

Tim Snaith had a clarification question regarding the assessed valuation that CAO Maxwell shared. "How much of the evaluation is due to the fires that occurred last year and if these events had not occurred, do they look at that?" Maxwell explained the assessor's office works on the evaluation of properties throughout the year.

Harvey Tonn shared that Community Care Paramedic, Michelle Frazier spoke about the "Frazier Packs" at the Rotary lunch. She blew people away and it was an education for everyone. Some of the Rotarians were ready to help financially including the Rotary. Michelle made us proud to be a part of the Fire District and to have her as part of our District.

## **ADJOURNMENT**

Motion to adjourn at 6:13 p.m. by Director Dimick. Motion carried unanimously.

APPROVED BY:

  
Board of Directors

Submitted by:

  
Margie Calvert, Scribe