

Jackson County Fire District 3

Minutes - Board of Directors

December 16, 2021 at 5:15 PM, Crater Lake Room, Administrative Building via ZOOM

ATTENDANCE

Board Present: Directors Harvey Tonn, John Dimick, and Steve Shafer

Board Absent: Tim Snaith, Bill Leavens

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

Staff Absent: John Patterson

Visitors Present: Mark Northrop, Samantha Didion, Steve Darnell, Sara Miller, John Rachor, Robert, Jason Allen, Josh Platt, Brian Mortensen, Manny Gobel, Connor Tacchini, Garret Byrd, Tom Kerley, Javier Lopez, Alex Cummings, and Travis Linville

President Tonn called the meeting to order at 5:18 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated December 11, 2021.

MINUTES

Motion by Director Dimick to approve the minutes of the Executive Session and the regular Board Meeting dated November 18, 2021 as presented. Motion carried unanimously.

FINANCIAL REVIEW

Revenue for the month of November totaled \$14,010,041 with the majority coming from current year taxes stating that almost 91% of the taxes have been collected.

Expenditures for the month of November totaled \$1,204,425 with personnel services at \$1,040,000, \$162,000 from materials services.

Accounts payable equated to \$289,622 with noteworthy items SCBA pack amplifiers, and the annual hose testing. Other payables were routine in nature.

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

PUBLIC COMMENT

None

INFORMATION ITEMS

EXECUTIVE REPORT

Fire Chief Horton reported that he has been in jury duty and that the staff and Board of Directors have been discussing 2022 staffing strategies. He will spend the next few weeks meeting with the crews to answer questions.

Horton reported he will join Captain Kassab at the National Fire Academy lecturing on community risk reduction programs sharing the Districts program and philosophies.

Horton reported the Rogue Valley Realtors Association would like to partner with the District. The goal is train realtors to understand defensible space and buying and selling homes in predictable areas. This program will roll out in the Spring to get ahead of fire season.

OPERATIONS

Deputy Chief Hussey reported that students Kellen Kerrigan, Joey Forrest, and Jevonte McKenzie graduated from the RCC program. Joey was the top scholar and Jevonte was the peer choice.

Hussey reported that the District signed an IGA to house a response vehicle at the Agate Lake station for Lake Creek Fire.

Hussey reported that the maintenance bill next month will be larger, and the Battalion Chief's and crews are getting out to help patrons.

TRAINING AND SAFETY

Division Chief Blakely congratulated Andy Cardinal on completing his Engineer probation. Blakely thanked Engineer Cardinal's crew as they helped him prepare. The District now has 12 members on probation.

Blakely reported the Civil Service Commission certified a Firefighter register of 31 candidates. 16 candidates will attend Chief's interviews and an academy is to begin on April 4, 2022.

FIRE AND LIFE SAFETY

Deputy Fire Marshal Northrop introduced Steve Darnell who promoted in the District from Administrative Assistant to Fire and Life Safety and Sara Miller who has come from Eagle Point Police Department Code Enforcement and has a background in planning. Northrop explained their training process.

Northrop reported on the Laurel Pines fire stating that the sprinkler system did a fantastic job. DFM Murdock worked to get the residents and workers in the Best Western Hotel while they took care of the fire.

Northrop reported on the Belushi fire and it is the opinion that the fire was caused by a positive battery terminal wire that arced on a side-by-side that was parked.

STRATEGIC SERVICES

Deputy Chief Bates reported the District received another SDAO Safety and Security Grant for the card lock system for the Fire Science Building.

Bates reported the three budget staff vehicles have been ordered with an undetermined arrival time.

Bates reported on the staffing changes in the administration office. There is a great amount of activity in the wildland urban interface (WUI). There is a great deal of grant funds that would be available.

OLD BUSINESS

REVIEW OF THE SDAO BEST PRACTICES CHECKLIST

Fire Chief Horton reported on the checklist that focused on cyber security.

BUDGET COMMITTEE EXPIRATION

Board President Tonn explained that since there has only been one application for two positions, it would be prudent to extend the application period until the January 2022 Board of Directors meeting. Staff has been tasked to continue advertising for the positions for review in January.

Motion by Director Shafer to extend the due date of the application period and retain the one application received.

NEW BUSINESS

ANNUAL COMPREHENSIVE FINANCIAL REPORT

The District's auditor, Rick Brewster, reviewed the Annual Comprehensive Financial Report prepared by the District and independent audit for the fiscal year ending June 30, 2021. Brewster shared the five points that he looks at between the previous and current years. 1) the District stayed within the legally adopted budget providing a clean and compliant audit; 2) showing an improvement of \$1.1 million dollar cash carryover; 3) revenue increased 8% through back tax collections, conflagration money, and grant funds; 4) cost increase was 8% consider the future increase in PERS and personnel costs; 5) property and equipment upgrades. Clean audit opinion, stayed within the budget. Brewster commented that CAO Maxwell does an excellent job producing the annual document and it is appreciated.

Motion by Director Shafer to approve the Annual Comprehensive Financial Report and independent audit for the fiscal year ending June 30, 2021 as presented. Motion carried unanimously.

2022 PROPERTY/CASUALTY INSURANCE RENEWAL

District insurance agent of record, Jeff Griffin with Wilson Heirgood presented the 2022 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 summary identifying the District increase was under the industry standard at less than 1%. The District qualified for the longevity credit and the best practices discount. Griffin identified the individual staff members who are engaged in the various departments of Special Districts who continue to help the District and other organizations in Oregon. The civil issues in the culture have caused increased challenges for the fire service, driving errors have increased, and cyber liability are three issues that agencies are facing. The supply chain issues are greater requiring greater future planning. The District continues to be risk sensitive and loss adverse. Griffin stated that the District shines in all areas.

Motion by Director Dimick to approve the 2022 Property, Casualty and Liability Insurance renewal with SDIS in the amount of \$94,562. Motion carried unanimously.

INFORMAL EVALUATION REVIEW AND ADDENDUM TO FIRE CHIEF EMPLOYMENT AGREEMENT

Board President Tonn explained that two Board members were unable to attend tonight's meeting and recommends that the Board complete the process in the next 30-days. This will be tabled until the January 2022 Board of Directors meeting with no action at this meeting.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

NONE

GOOD OF THE ORDER

Deputy Chief Hussey reported that Division Chief Blakely received the Lifetime Membership Award from the Rogue Interagency Training Association (RITA).

Captain TJ Lockwood was recognized as a Hometown Hero at the Portland Trailblazers.

INDIVIDUAL BOARD MEMBER COMMENTS

Steve Shafer stated this was a very good and informative meeting.

John Dimick recognized CEC Samantha Didion for her great job on the social media information.

Harvey Tonn congratulated DFM's Sara Miller and Steve Darnell. Liked the idea Steve was able to move up.

ADJOURNMENT

Motion to adjourn at 6:16 p.m. by Director Dimick. Motion carried unanimously.

APPROVED BY:

Submitted by:


Board of Directors


Margie Calvert, Scribe