

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

## **Minutes - Board of Directors**

June 16, 2022, at 5:15 PM, Crater Lake Room, Administrative Building via ZOOM

---

### **ATTENDANCE**

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

**Board Absent:** None

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

**Staff Absent:** None

**Visitors Present:** David LaCombe, Josh Platt, Jeff Griffin, and Brian Mortenson via Zoom

President Tonn called the meeting to order at 5:16 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated June 14, 2022.

### **MINUTES**

Motion by Director Dimick to approve the minutes of the regular Board Meeting dated May 19, 2022, as presented. Motion carried unanimously.

### **FINANCIAL REVIEW**

Revenue for the month of May totaled \$83,994 with the majority coming from current and prior year taxes.

Expenditures for the month of May totaled \$1,148,000 with personnel services at \$980,000 and \$168,000 from materials and services.

Accounts payable equated to \$301,000 with noteworthy items being fuels reduction work.

Motion by Director Shafer to approve the Accounts Payable and the Revenue/Expenditure reports for May 2022. Motion carried unanimously.

### **PUBLIC COMMENT**

Eagle Point City Council member Dave LaCombe stated that all of the hard work that the District does is noticed. From our social media to presenting ourselves in the community is top-notch. Dave is excited to come to the Board meetings and he reports back to the Eagle Point City Council all that the District does.

### **INFORMATION ITEMS**

#### **EXECUTIVE REPORT**

Fire Chief Horton shared he has participated in pre-fire season preparation meetings.

Horton shared the District held our annual recognition awards night and recruit graduation of seven Firefighter recruits. The Alliance will have their first meeting next week.

#### **OPERATIONS**

Deputy Chief Hussey shared the personnel changes including the resignation of Captain Tom Kerley, promotion of Engineer Eric Merrill to Captain, Firefighter Connor Tacchini to Engineer, and mentioned that Battalion Chief Jeff Bancroft will retire at the end of the month.

Hussey shared that in collaboration with the Local 1817, the District has established two Administrative Battalion Chief positions focusing on special operations and training. This process is currently open.

Hussey shared information on the zones for the City of Medford with Zonehaven. This looks at main arterials and transportation routes determining what makes sense for different zones and integrating boundaries.

## **TRAINING AND SAFETY**

Deputy Chief Hussey recognized Firefighters Levi Swillinger and Patrick Bailey along with Battalion Chief Bryan Cohee for their support and guidance of the 22-01 Recruit Academy. This has been a stellar group with a strong group of recruits.

Hussey mentioned that the District will host the Southern Oregon Wildfire School (SOWS) on June 25<sup>th</sup>-26<sup>th</sup>. This is funded by DPSST and offers the opportunity for individuals to complete task books.

## **FIRE AND LIFE SAFETY**

Fire Marshal Patterson shared that the City of Central Point and City of Eagle Point will have fireworks displays including a safe firework area located at the EXPO. Eagle Point will also have a vender fair associated with the Fourth of July.

Patterson reported shared he has been working with the OSFM office to help with the enforcement aspect of the defensible space ordinance rules. This is not a hazardous vegetation ordinance; this is about the responsibility of the landowner to keep their own space safe.

## **STRATEGIC SERVICES**

Deputy Chief Bates shared that Samuel Franklin from Mercy Flights and Jacob Petty from the Portland area will begin as the Community Care Providers in the next couple of weeks. The third candidate is currently in the background process.

Bates reported that the department is looking to add to the volunteer group to help with community risk reduction efforts. June 28<sup>th</sup> a hands-only community CPR class is being offered at the Scenic station.

## **OLD BUSINESS**

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

The District advertised for the open Civil Service Commissioner position. One application was submitted and reviewed by the Board from Michael Parsons. This appointment will expire June 2026.

Motion by Director Dimick to appoint Michael Parsons to a four-year term on the Civil Service Commission. Motion carried unanimously.

## **NEW BUSINESS**

### **WORKERS' COMPENSATION INSURANCE RENEWAL FOR THE 2022/23 FISCAL YEAR**

Jeff Griffin of Wilson Heirgood presented a review of the workers' compensation renewal stating that the District is at a .83 experience mod rating, which is an increase of 20% from the previous year and determined by analyzing all fire agencies in the state. The District's increase is due to a greater number of claims and an increase in payroll. Fire District 3 is still one of the safest districts in Oregon and SDIS is proud of the work the District is doing.

Motion by Director Leavens to approve the workers' compensation insurance renewal coverage with Special Districts Insurance Services for the 2022/23 Fiscal Year in the amount of \$126,599.12 taking advantage of the pre-payment discount. Motion carried unanimously.

### **CONTRACT WITH RICHARD BREWSTER CPA FOR FISCAL YEAR ENDING JUNE 30, 2022 FINANCIAL AUDIT**

Chief Administrative Officer Maxwell shared that each year the District is required to have a third-party municipal audit. Rick Brewster CPA has provided the District a contract for his auditing services in the amount of \$13,750 which is a 10% increase from the previous year.

Motion by Director Shafer to approve the financial audit contract with Richard Brewster CPA for fiscal year ending June 30, 2022 in the amount of \$13,750. Motion carried unanimously.

**RESOLUTION No. 22-03: BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2022/23 FISCAL YEAR**

CAO Maxwell shared the changes to the Bargaining Unit Salaries and Benefits for the 2022/2023 Fiscal Year as a 3% cost of living adjustment and an MOA of an extension on the current labor agreement of one year. This was reflected in the budget that was approved by the Budget Committee on May 10, 2022.

Motion by Director Leavens to adopt Resolution No. 22-03; Salary and Benefits Schedule for Bargaining Unit Personnel for the 2022/23 Fiscal Year. Motion carried unanimously.

**RESOLUTION No. 22-04: AUTHORIZATION OF THE APPLICATION FOR THE SOLAR GRANT**

Deputy Chief Bates explained that there is grant opportunity to support the solar carport that is designated in the next fiscal year budget as well as master plan for future integration of the District facilities towards solar energy. This grant opportunity is through the Department of Energy and requires Board approval.

Motion by Director Dimick to adopt Resolution No. 22-04, approving the application for the solar grant. Motion carried unanimously.

**RESOLUTION No. 22-05 ADOPTION OF THE 2022/23 FISCAL YEAR BUDGET**

Chief Administrative Officer Maxwell shared a summary review of the 2022/23 fiscal year budget and recommended changes at adoption:

General Fund revenue has decreased by \$262,000, all within beginning fund balance as actual spending is higher than original estimates. On the expenditure side, budget increases are reflected in Administration and Strategic Services (\$111,000) whereas Operations reflects a budget decrease of \$163,000. The Transfer to the Capital Fund has decreased by \$210,000 for total revenue to balance with expenditures.

In the Capital Fund, revenue has decreased by \$193,000 due to the incoming transfer from the General Fund offset by an increase in beginning fund balance. Expenditures have decreased by \$20,000 and the Reserve for Future category has decreased \$173,000 respectively.

**PUBLIC HEARING ON THE APPROVED 2022/23 FISCAL YEAR BUDGET**

President Tonn opened a public hearing at 6:10 p.m. for comments or objections to the proposed 2022/23 Fiscal Year Budget as required by state law. No comments or objections were made, and the public hearing was closed at 6:10 p.m.

Motion by Director Shafer to adopt Resolution No. 22-05, adopting the budget for the 2022/2023 Fiscal Year in the sum of \$27,590,000 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 2022/2023 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**

NONE

**INDIVIDUAL BOARD MEMBER COMMENTS**

John Dimick was pleased to hear the long-term weather forecast with temperatures under 100 degrees for the summer. He has shared information about Community Connect to a neighbor whose husband is disabled and who found this very easy to fill out the information and is sharing it with others.

Bill Leavens stated it is nice to hear the good report from Eagle Point Council Member LaCombe and commented that the Board appreciates his attendance.

Harvey Tonn stated he is looking forward to getting started with the Alliance next week and what may come out of it.

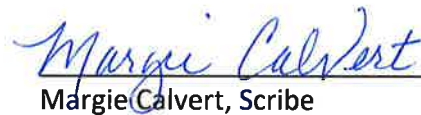
**ADJOURNMENT**

Motion to adjourn at 6:14 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:

  
\_\_\_\_\_  
Board of Directors

Submitted by:

  
\_\_\_\_\_  
Margie Calvert, Scribe