

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

Minutes - Board of Directors

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

## **ATTENDANCE**

**Board Present:** Directors John Dimick, Steve Shafer, and Tim Snaith

**Board Absent:** Harvey Tonn and Bill Leavens

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

**Staff Absent:** None

**Visitors Present:** Lorin Myers, Josh Platt, Rick Brewster, Jeff Griffin, and Brian Mortensen

Director Dimick called the meeting to order at 5:15 p.m. pursuant to ORS 192.640 and as advertised online in the Mail Tribune dated December 9, 2022.

## **MINUTES**

Motion by Director Shafer to approve the minutes of the Executive Session and the regular Board Meeting dated November 17, 2022 as presented. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of November totaled \$ 14,912,000 with the majority coming from current year taxes, and lease agreements from DPSST and Rogue Community College.

Expenditures for the month of November totaled \$1,300,000 with personnel services at \$1,098,000 and \$120,000 from materials services and \$120,000 in capital.

Accounts payable equated to \$383,600 with all payable routine in nature with the purchase of three budgeted vehicles.

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

## **PUBLIC COMMENT**

None

## **INFORMATION ITEMS**

### **FIRE CHIEF HUSSEY**

Fire Chief Hussey shared that the District has transported patients seven times from October through November and are working with Mercy Flights for reimbursement for our transport. The District will bill Mercy monthly for the number of transports at a flat rate.

Hussey shared that during last legislative session a proposed bill requiring the annexation of unprotected communities is being brought back.

Hussey shared the District was unsuccessful for the SAFER grant for three firefighters.

### **DEPUTY CHIEF BATES**

Deputy Chief Bates shared that the Firefighter hiring process is complete and a register was certified. At this time there are no firefighter vacancies. The Administrative Assistant interview process has completed with two candidates moving to backgrounds.

### **DIVISION CHIEF PATTERSON**

Division Chief Patterson shared that Firefighter Brian Simonsen is working a special assignment with the Fire and Life Safety department.

Patterson shared that he is working with Captain Kassab looking to the future in the risk reduction programs as well as setting priorities with Facilities Logistics Technician Platt.

## **OLD BUSINESS**

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

Fire Chief Hussey and Board Director Shafer reported on the Best Practices Checklist that focused on Board training and participation in which the District received the full 10 percent discount that equates to just over \$9,000. Hussey thanked the Board for their participation.

#### **BUDGET COMMITTEE EXPIRATION**

The District received five separate applications for review. Fire Chief Hussey recommended that this agenda item be tabled until the January 2023 Board meeting when all Board Directors are in attendance.

### **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, 2022. 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 \$10 million dollar cash carryover \$5 million in general and \$5 million in capital; 3) property taxes are flat from last year; 4) cost increase was 6% consider the future increase personnel costs; 5) property and equipment upgrades. Brewster gives a clean audit opinion with the District staying 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, 2022 as presented. Motion carried unanimously.

#### **2023 PROPERTY/CASUALTY INSURANCE RENEWAL**

District insurance agent of record, Jeff Griffin with Wilson Heirgood presented the 2023 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 8% as predicted, however, the rates remained basically flat. The District qualified for the longevity credit and the best practices discount. The District is in great shape moving forward. Increased cost is due to Cyber liability that has been considered a bigger threat; violence towards our public employees is at an all-time high and theft is increased. The next year will be a difficult due to supply chains and budgeting will be challenging. Workers' compensation has seen more post-traumatic stress claims than cancer claims in the past year and SDIS is working towards a claims management system. Griffin stated that the District shines in all areas.

Motion by Director Shafer to approve the 2023 Property, Casualty and Liability Insurance renewal with SDIS not to exceed \$106,609. Motion carried unanimously.

#### **RESOLUTION NO. 22-08; AUTHORIZING 2022/2023 FISCAL YEAR FUNDS AND FINANCIAL POLICIES**

Resolution No. 22-08; Authorizing the 2022/23 Fiscal Year Funds and Financial Policies is an annual resolution that affirms our policy recognizing Michael Hussey as the Registered Agent and Budget Officer for the Fire District. There were no significant changes from the prior year.

Motion by Director Shafer to adopt Resolution No. 22-08: Authorizing the 2022/23 Fiscal Year Funds and Financial Policies. Motion carried unanimously.

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

None

### **GOOD OF THE ORDER**

Fire Chief Hussey shared that he received a letter from a resident commending Captain Tuers crew when they came to his aide after suffering cardiac distress stating he was impressed by their exemplary care, professional and competent approach, and their diagnosis was correct. The resident is a medical doctor.

Fire Chief Hussey shared that Chief Horton was named as Deputy Director of the Western Fire Chief Association.

### **INDIVIDUAL BOARD MEMBER COMMENTS**

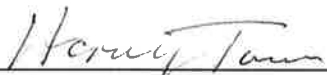
Steve Shafer shared that he wanted to volunteer with the District, however found out that we have a policy that doesn't allow him to participate. He would like to take an opportunity in the future to look at this policy. Shafer also thanked Stacy for a good job with the financial document.

John Dimick shared best wishes for a Merry Christmas and a happy new year.

### **ADJOURNMENT**

Motion to adjourn at 6:11 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:

  
Board of Directors

Submitted by:

  
Margie Calvert