

Jackson County Fire District 3

Minutes - Board of Directors

June 15, 2023 at 5:15 PM, Crater Lake Room, Administrative Building via ZOOM

ATTENDANCE

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

Board Absent: None

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

Staff Absent: None

Visitors Present: Lorin Myers, Jeff Griffin, Michelle Matthews, Alexzandria Hinton, Michelle Frazier, Bryan Cohee,

President Tonn called the meeting to order at 5:17 p.m. pursuant to ORS 192.640 and advertised in the Rogue Valley Times on June 13, 2023.

Fire Chief Mike Hussey introduced Administrative Assistants Alexzandria Hinton and Michelle Matthews to the Board of Directors.

MINUTES

Motion by Director Dimick to approve the minutes of the regular Board Meeting and the Executive Session dated May 18, 2023 as presented. Motion carried unanimously.

FINANCIAL REVIEW

Revenue for the month of May totaled \$139,068 with the majority coming from current year taxes and interest income.

Expenditures for the month of May totaled \$1,165,812 with personnel services at \$ 947,373 and materials and services at \$197,300 and capital fund at \$21,140.

Accounts payable equated to \$347,000 with noteworthy items being suppression hose and Class A foam, fencing at the Central Point station, sealing of the asphalt and a generator at the Sams Valley station, fuel reduction efforts, and a change order for both water tenders.

Motion by Director Shafer to approve the Accounts Payable and the Revenue/Expenditure reports for May 2023. Motion carried unanimously.

PUBLIC COMMENT

None

INFORMATION ITEMS

FIRE CHIEF HUSSEY

Fire Chief Hussey shared Fire District 3 represented at the Fire District legislative day in Salem with BC Clelland bringing the new BC vehicle which gathered a lot of interest. Fire District 3 has a great brand.

Hussey shared the background process for the Training Chief is complete and will onboard in July.

Hussey shared the Rogue Valley Music Festival is this weekend with great involvement from the District as BC Cohee has had an integral part of the coordination process. The District appreciates his efforts.

DEPUTY CHIEF BATES

Deputy Chief Bates shared the recruit academy begins on Monday with four Firefighters. This is a 10-week academy.

Bates shared there have been a couple of grass fires although the area has had a fairly wet spring.

Bates shared that he and Mike were at FORCE training this past week. This is a conference offered through the Western Fire Chiefs by invite only, bringing in speakers to discuss the future in the fire service. It is good to see that Fire District 3 is already in a forward-thinking space.

DIVISION CHIEF PATTERSON

Division Chief Patterson shared the District has seen Greenway fires due to those who are living on the Greenway. It isn't always possible to help those living on the Greenway, but it is possible to help those who live around the Greenway with defensible space.

Patterson shared the District helped 80 debris pile burning the past month in the old Upton area of Central Point. Would like to continue participating in work like this.

Patterson shared the Dodge Bridge fuel site has had over 40 positive responses.

Patterson shared the District will begin adding more fire season declaration signs so the community becomes aware that it is fire season and burning is not allowed.

OLD BUSINESS

NONE

NEW BUSINESS

RESOLUTION No. 22-05 ADOPTION OF THE 2023/24 FISCAL YEAR BUDGET

Chief Administrative Officer Maxwell shared a summary review of the 2023/24 fiscal year budget and recommended changes at adoption:

General Fund revenue has increased by \$562,000 due to adjustments in the prior year ending balances. On the expenditure side, budget increases are reflected in Administration, Response Services, Risk Reduction, and Support Services due to salary computation adjustments and budgetary expenditures. The Transfer to the Capital Fund has increased by \$172,000. Total revenue balances with expenditures. In the Capital Fund, revenue has increased by \$168,000 along with corresponding expenditures.

PUBLIC HEARING ON THE APPROVED 2023/24 FISCAL YEAR BUDGET

President Tonn opened a public hearing at 6:14 p.m. for comments or objections to the approved 2023/24 Fiscal Year Budget as required by state law. No comments or objections were made, and the public hearing was closed at 6:15 p.m.

Motion by Director Leavens to adopt Resolution No. 23-05, adopting the budget for the 2023/24 Fiscal Year in the sum of \$31,061,000 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 2023/24 upon the assessed value of all taxable property within the District. Motion carried unanimously.

BOARD OF DIRECTORS ELECTION ABSTRACT CERTIFICATION

County Clerk Christine Walker has signed the election abstract certifications for Harvey Tonn to position 1, William Leavens to position 3, and John Dimick to position 5. Staff requests the Board approve the elected results.

Motion by Director Shafer to approve the results of the May 16, 2023 Board of Director Election accepting Harvey Tonn to position 1, Bill Leavens to position 3, and John Dimick to position 5. Motion carried unanimously.

RESOLUTION No. 23-03 NON-BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2023/24 FISCAL YEAR

CAO Maxwell shared the changes to the Non-Bargaining Unit Salaries and Benefits for the 2023/24 Fiscal Year as a 3% cost of living adjustment with other adjustments that are reflective of the financial changes. This was reflected in the budget that was approved at the Budget Committee meeting on May 4, 2023.

Motion by Director Dimick to adopt Resolution No. 23-03: Salary and Benefits Schedule for Non-Bargaining Personnel 2023/24 Fiscal Year. Motion carried unanimously.

RESOLUTION No. 23-04 BARGAINING UNIT SALARIES FOR THE 2023/24 FISCAL YEAR

CAO Maxwell shared the changes to the Bargaining Unit Salaries for the 2023/24 Fiscal Year as a 3% cost of living adjustment. This was reflected in the budget that was approved by the Budget Committee on May 4, 2023.

Motion by Director Snaith to adopt Resolution No. 23-04; Bargaining Unit Salaries for the 2023/24 Fiscal Year. Motion carried unanimously.

WORKERS' COMPENSATION INSURANCE RENEWAL FOR THE 2023/24 FISCAL YEAR

Jeff Griffin of Wilson Heirgood presented a review of the workers' compensation through Saif. The District has moved to Saif as Special Districts no longer provides workers' compensation coverage. The District has an 85-experience mod rating which is determined by analyzing all fire agencies in the state and is considered preferred. The District's increase is due to the change in providers.

Motion by Director Shafer to approve the workers' compensation insurance coverage with Saif for the 2023/24 Fiscal Year in the amount of \$183,929.65. Motion carried unanimously.

FINANCIAL AUDIT CONTRACT WITH RICHARD BREWSTER C.P.A. FOR FISCAL YEAR ENDING JUNE 30, 2023

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 \$14,500 which is a 5.5% increase from the previous year.

Motion by Director Leavens to approve the financial audit contract with Richard Brewster CPA for fiscal year ending June 30, 2023 in the amount of \$14,500. Motion carried unanimously.

DISPATCH SERVICES CONTRACT WITH EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON (ECSO) FOR THE 2023/24 FISCAL YEAR

Chief Administrative Officer Maxwell shared the annual contract for dispatch services with Emergency Communications of Southern Oregon (ECSO) for the 2023/24 fiscal year, representing 3% increase.

Motion by Director Snaith to approve the dispatch services contract with Emergency Communications of Southern Oregon (ECSO) for the 2023/24 fiscal year in the amount of \$460,940.65. Motion carried unanimously.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

NONE

GOOD OF THE ORDER

Chief Hussey acknowledged and thanked Division Chief Patterson and the Risk Reduction team as well as Community Care Provider Michelle Frazier for the planning and preparation work for the upcoming Rogue Music Festival.

Chief Hussey shared that Chief Administrative Officer Stacy Maxwell and Community Engagement Coordinator Samantha Didion awarded the two tenders through the online auction process in the amounts of \$28,000 and \$29,000. One recipient is local and one is from Yreka.

Chief Hussey acknowledged the work that Community Engagement Coordinator Samantha Didion has done and wished her luck on her next adventure.

INDIVIDUAL BOARD MEMBER COMMENTS

Steve Shafer thanked CAO Stacy Maxwell for the good job on the budget recognizing that most of the work is on her shoulders. Steve also commented that he had a nice meeting with Chief Mike Hussey.

John Dimick also stated he had a good meeting with Mike and found a good coffee spot in Eagle Point.

Tim Snaith questioned Stacy about Paid Leave Oregon asking if the District has the state directing it. Stacy shared that the District has opted for an equivalent plan rather than using the state plan.

Bill Leavens stated he hopes this weekend goes well and shared his interest in the legislative information that Chief Hussey has sent.

ADJOURNMENT

Motion to adjourn at 6:44 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:


Board of Directors

Submitted by:


Margie Calvert