

## **JACKSON COUNTY FIRE DISTRICT No. 3**

**Minutes – BOARD OF DIRECTORS**

**March 18, 2010 - 5:15 p.m.  
8383 Agate Road, White City  
CRATER LAKE ROOM**

### **ATTENDANCE**

**Board Present:** Directors Lois Wilson, John Curtis, Cindy Hauser, Colin Fagan, and Jim Gillin.

**Board Absent:** None

**Staff Present:** Stacy Maxwell, Greg Winfrey, Lauri Wilkerson, Hugh Holden, Jim Tuttle, Scott Tuers, Arlen Blenkush, and Lorin Fenner.

**Staff Absent:** Dave Hard, Tamara Nunez

**Visitors Present:** Lorin Myers, Nancy Leonard, Tom Sugden, Tim Burke, Dennis Jordan, Glenn Eary, Bryan Bumgartner, Orville Eary, Mark Burns, Jason Allen, Ian Kassab, Kenny Herinckx, Patrick Haynes, Don Manning, Analisa McKinley, Dustin Hoffman, Don Hickman.

President Curtis called the meeting to order at 5:15 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune, dated March 14, 2010.

### **MINUTES**

Motion by Director Fagan to approve the minutes of the January 21, 2010 Regular Board Meeting.

Motion by Director Hauser to approve the minutes of the February 18, 2010 Regular Board Meeting with the noted changes. Director Wilson requested that the terminology concerning approval of the Accounts Payable and Revenue/Expenditure reports read, "Vice-President Wilson declared a *potential* conflict of interest and she did not vote." Motion carried.

Motion by Director Gillin to approve the minutes of the February 9, 2010 Executive Board Meeting.

### **FINANCIAL REVIEW**

CFO Maxwell directed attention to page one of the AP report, noting that \$889.60 went to ODE to apply for the Energy Tax Credit for the WC Remodel Project. The awarded amount could be as high as \$33,900 which would serve as a pass-through benefit to the District. CFO Maxwell commented that Avista Gas has a similar program which the District also applied for.

CFO Maxwell explained that a high grade industrial vinyl was used to re-floor the Central Point station dining area, which now matches up to the kitchen and will withstand wear better than the carpet.

Currently 89% of budgeted tax revenue is collected.

President Curtis noted the over budget expense for the electricity of the Administration Building. The budget will be adjusted for next year. CM Tuttle noted that the Training Center is reflected in the increase since it functions together with the Administration Building now.

Motion by Director Fagan to approve the February 2010 accounts payable and revenue/expenditure reports. Motion carried unanimously.

**AUDIENCE RESPONSE**

President Curtis began the audience response portion of the meeting with an introduction of the Emergency Services Consulting International representative Mr. Dave Austin. It was mentioned that Mr. Austin would be addressing the meeting later in the agenda.

Mr. Orville Eary (320 Latigo Lane, CP) expressed personal concern that six of the Administrative Office employees have experienced administrative leave during the past several months. He feels these changes leave the taxpayers to speculate concerning the affairs of the District. Mr. Eary holds the Board responsible but is confident the firefighters will continue to perform their duties. However with the Interim Operations Chief acting as Fire Chief there is sure to be some negative impact. Directors Curtis, Fagan and Hauser all commented appreciatively to Mr. Eary and assured him that they are working as swiftly as possible toward resolution.

Director Curtis utilized the opportunity to assure the audience that the Board is working very quickly to transition and he commended the staff for all of their hard work and diligence during this transition period. He agreed with Mr. Eary that the crews are doing great work providing services to our community patrons.

Director Fagan and Director Hauser both supported President Curtis' comments and mentioned their desire to expedite the process efficiently.

Mr. Bryan Bumgartner (6345 Foothill Rd, CP) began his statement mentioning that he had met President Curtis and received a letter stating that the ombudsman report document was exempt from disclosure according to ORS 192501.12 and 192502.1. He expressed the concern that the current ESCI report would be submitted to the attorneys in which case the public would be unaware of any of its conclusions.

Director Curtis replied that no, the ESCI conclusions would not be routed through the attorneys in its entirety. There would be at least a portion of the summary made public. It is understood that due to the confidential nature of the majority of the data collected there would be a separate more inclusive report that would be protected on behalf of the contributing members.

Mr. Bumgartner continued commenting about the communication of the Board and various documents. His concern primarily related to the recent ombudsman summary report. Mr. Bumgartner cautioned the Board as to the possible miscommunication concerning documents and their location in the process of review. President Curtis called for order during the discussion and ruled the continuing conversation to be non productive and out of order.

Mr. Mark Burns (3458 New Ray Road) commented concerning former Operations Chief Hoffman's retirement. He asked the Board to review Retired Chief Hoffman's employment history and review the situation including the cause of his retirement and try to make it right with Retired Chief Hoffman.

Director Wilson commented on how fortunate retired Operations Chief Hoffman is to have such a good friend in Mr. Burns.

Director Fagan spoke up that he is aware of Mr. Burns reputable standing with the community and his expertise in the area of operations in the Medford Fire Department, with which he is employed.

## **INFORMATION ITEMS**

### **MONTHLY STATISTICAL REPORTS**

Fire Marshal Holden provided a report to Directors.

### **UPDATE ON WHITE CITY STATION REMODEL PROJECT**

Chief Mechanic Tuttle reported that the remodel is going smoothly. Projected completion continues to be first week of June. Painting is started and electrical is in the process with plans to install the electrical switch within the next two weeks.

### **INTERN FIREFIGHTER**

Acting Chief Winfrey introduced a new intern firefighter program. More information will be shared by CoV Tuers at the Budget Committee meeting.

### **FOURTH QUARTER 2009 FIRE & LIFE SAFETY REPORT**

Fire Marshal Holden reviewed the report with Directors.

### **CIVIL SERVICE COMMISSION**

Acting Chief Winfrey explained that two meetings of the Commission have occurred. The interviewing process for Chief Examiner was successful. The Commission agreed to hire Margie Calvert for the upcoming firefighter testing process. The process will begin toward the end of April.

## **OLD BUSINESS**

### **MANAGERIAL ASSESSMENT REVIEW**

Dave Austin of Emergency Services Consulting International (ECSI) spoke briefly concerning the process of the District wide assessment. Mr. Austin stated it is very early in the process, but he has been pleased with the response to the confidential online survey. The District had 70 survey respondents in addition to his 18 personal interviews. The process will proceed through evaluation of the written comment portion of the online surveys followed by the preparation of a draft summary. Mr. Austin commended the Board for their involvement and stated that he looks forward to working with the District to organize a "Work Plan" to help the District move forward.

### **STRATEGIC PLAN**

Acting Chief Winfrey stated that the current Strategic Plan was intended to be revised in January, but due to the current events, it is his recommendation that the current plan either be rolled into a two-year plan or expire June 30th. Staff would present to the Board an operational plan with revised goals and objectives that would be incorporated into the 2010/11 FY Budget. President Curtis asked if the Budget Committee would be involved in the review of the draft and Chief Winfrey confirmed. Director Fagan requested reviewing the draft document before deciding if the Board needed to meet to discuss this particular topic further as a group.

## **NEW BUSINESS**

### **WAGE COMPENSATION**

The Board discussed Acting Chief Winfrey's compensation during his interim as Acting Fire Chief. President Curtis confirmed with CFO Maxwell that she was prepared to present the compensation data. Acting Chief Winfrey's compensation would increase by \$1,615 per month with a difference of \$9.32 per hour when compared to his current rate of pay as interim Operations Chief.

Motion by Director Fagan to accept the increased compensation as stated by CFO Maxwell and confirmed it will be retroactive to his first day as Acting Chief. Motion carried unanimously.

### **STATISTICAL EXCEPTION REPORT**

FM Holden explained to the Board the process that is undertaken as he gathers the data for the exception report each month. He recommended generating this report quarterly or collating different data that is more easily accessible. The Board expressed interest in the report and asked that it be continued in some form that could be collected in a less tedious manner. The Board requested FM Holden research other possible processes for acquiring the important data.

Director Fagan motioned to table the topic until next month. Motion carried unanimously.

### **DELEGATION OF AUTHORITY**

Acting Chief Winfrey proposed to the Board that he be added as a check signer. FM Holden and Chief Winfrey would be the primary electronic signers, with CFO Maxwell as the backup. In regards to the appointment of the Budget Officer for the 2010/11 FY Budget, President Curtis indicated that he spoke with both Chief Winfrey and CFO Maxwell about serving in this capacity for the short term, and both were open to the idea based on the Boards desire. Director Fagan appointed CFO Maxwell. In regards to the Registered Agent for the District, CFO Maxwell stated that an appointment needed to be made and reflected on the Funds and Financial Policy Resolution as another housekeeping item. Consensus was made to appoint Chief Winfrey as Registered Agent. CFO Maxwell passed out Resolution No. 10-04 reflecting the above changes. Motion by Hauser to adopt revised Funds and Financial Policy Resolution No. 10-04; adding Chief Winfrey as a check signer and Registered Agent and CFO Maxwell as Budget Officer. Motion carried unanimously.

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

Chief Winfrey mentioned there is a board training opportunity in Applegate Valley at the Applegate River Lodge. He recommended contacting OM Wilkerson to make arrangements if Board members are interested in attending.

### **GOOD OF THE ORDER**

A letter was received from The American Red Cross Commending the District on reaching its goal with the recent blood drive.

A note from patrons Roger and Barbara Hansen was received expressing gratitude to the District for a quick response to their care.

### **INDIVIDUAL BOARD MEMBER COMMENTS**

Director Hauser commented on the wonderful awards banquet organized by OM Wilkerson.

### **ADJOURNMENT**

Motion to adjourn at 6:38 p.m. by Director Fagan. Motion carried unanimously.

Submitted by,

APPROVED BY:

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Loris Fenner, Scribe

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Board of Directors