

JACKSON COUNTY FIRE DISTRICT No. 3

Minutes – BOARD OF DIRECTORS

**October 21, 2010 - 5:15 p.m.
8383 Agate Road, White City
CRATER LAKE ROOM**

ATTENDANCE

Board Present: Directors Lois Wilson, Cindy Hauser, Colin Fagan, and Jim Gillin

Board Absent: John Curtis

Staff Present: Dan Petersen, Stacy Maxwell, Greg Winfrey, Hugh Holden, Jim Tuttle, Scott Tuers, Mike Hussey and Tamara Nunez

Staff Absent: None

Visitors Present: Michelle Fuss, Bryan Baumgartner, and Jennifer Petersen

President Wilson called the meeting to order at 5:15 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated October 17, 2010.

PUBLIC HEARING

President Wilson opened the public hearing at 5:16 p.m. to hear Ordinance No. 19; adopting fire codes and standards for Jackson County Fire District No. 3 and repealing Ordinance No. 18. This is the second and final reading of this ordinance. President Wilson read this ordinance by title only and with no audience response; the hearing was closed at 5:17.

MINUTES

Motion by Director Hauser to approve the minutes of the September 16, 2010 regular meeting, the September 8, 2010 and September 14, 2010 executive meetings. Motion carried unanimously.

FINANCIAL REVIEW

Chief Finance Officer Maxwell brought to the Board's attention the Rogue Interagency Training Association item expense for the Fire Officer I classes in the amount of \$4,125. Chief Winfrey gave an overview of this course informing the Board the District has 15 employees attending this course. This course will help employees obtain their NFPA Fire Officer I certificate which is a job qualification for the upcoming Captain's exam in January.

Motion by Director Hauser to approve the September 2010 accounts payable reports. Motion carried unanimously.

Motion by Director Hauser to approve the September 2010 revenue/expenditure reports. Motion carried unanimously.

AUDIENCE RESPONSE

Resident Bryan Baumgartner congratulated the Board for making critical decisions for the District and District personnel in the past months. He also congratulated the new Fire Chief and encouraged him to keep the District moving forward.

INFORMATION ITEMS

MONTHLY STATISTICAL REPORTS

Fire Marshal Holden provided the details of the report. There was a discussion on the formatting of future reports and the information the Board needs to be in alignment with the District's goals and objectives.

HISTORICAL WORKLOAD

Fire Marshal Holden presented an emergency response workload PowerPoint presentation highlighting the District's response and call volumes.

FIRST QUARTER GOALS AND OBJECTIVES REPORT

Fire Chief Petersen discussed the first quarter goals and objectives report identifying on-target or completed assignments.

TRAINING CHIEF POSITION

Fire Chief Petersen discussed the need to reclassify the Training Chief to a Division Chief and be part of the Chief's Executive Team. Training has been an issue in the District and this position needs to have the power and influence to make a difference while serving all departments. This is the best position for succession planning which needs to have power over the training budget.

Motion by Director Fagan to reclassify the Division Chief/Training and Safety as proposed in the October 21, 2010 draft which supersedes the 7/10 version under job classification policy 5.3. Motion carried unanimously.

Motion by Director Fagan to approve Resolution 10-11; in the Matter of Authorizing the Salary and Benefit Schedule for Fiscal Year 2010/11 (Administrative, Clerical, and Maintenance Personnel). Motion carried unanimously.

BOARD TRAINING OPPORTUNITIES

Upcoming training opportunities for the Board are the SDAO class on October 27, 2010 in Medford and the OFDDA/OFCA joint conference in Bend on November 11-13.

OLD BUSINESS

None

NEW BUSINESS

ORDINANCE NO. 19; AN ORDINANCE ADOPTING THE 2010 OREGON FIRE CODE

Motion by Director Wilson to adopt Ordinance No. 19; an ordinance adopting the 2010 Oregon Fire Code. Motion carried by Director's Fagan, Wilson and Gillin.

RESOLUTION 10-10; REVISIONS TO THE 2010/11 FISCAL YEAR FUND AND FINANCIAL POLICY

This resolution adds Fire Chief Petersen as a signer on the District's checking account and enables him to serve as the District's Registered Agent and Budget Officer.

Motion by Director Wilson to adopt Resolution 10-10; in the matter of authorizing 2010-2011 fiscal year funds and financial policies. Motion carried by Director's Fagan, Wilson and Gillin.

SDAO BEST PRACTICES ANNUAL SELF-ASSESSMENT

President Wilson appointed Director Gillin to participate in the completion of the 2011 Best Practices Self-Assessment.

BUDGET COMMITTEE VACANCIES

The Board Policy 3.6 states when making citizen appointments, the District is to advertise the vacancy to identify applicants. The applications will be reviewed and qualified applicants will be interviewed if necessary.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

None

GOOD OF THE ORDER

A letter and certificate of appreciation to the District from the Fire Chief of Ashland Fire for assistance at the Oak Knoll Fire.

Fire Chief Petersen announced that Administrative Assistant Tamara Nunez has completed levels I, II, and III of the Oregon Fire Service Office Administrators accreditation program.

INDIVIDUAL BOARD MEMBER COMMENTS

Director Fagan acknowledged Firefighter Downing's recent award for his part in the Child Seat coalition. Firefighter Downing represents District 3 in a very professional manner. This kind of involvement helps mitigate EMS risks which accounts for roughly 80% of our calls.

ADJOURNMENT

Motion to adjourn at 6:25 p.m. by Director Hauser. Motion carried unanimously.

Submitted by,

Tamara Nunez, Scribe

APPROVED BY:

Board of Directors