

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

**Minutes – BOARD OF DIRECTORS**

**July 15, 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, Hugh Holden, Lauri Wilkerson, Scott Tuers, Arlen Blenkush and Tamara Nunez

**Staff Absent:** Jim Tuttle

**Visitors Present:** Rob English, Nate Smith, Pat Haynes, Loris Fenner, Lorin Myers, Bryan Baumgartner and Nancy Leonard

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 July 11, 2010.

### **MINUTES**

Motion by Director Fagan to approve the minutes of the June 10, 2010 meeting. Motion carried unanimously.

### **ELECTION OF 2010/2011 BOARD OFFICERS**

Director Hauser moved to nominate Director Wilson for President. Director Fagan moved the nominations to be closed. Motion carried unanimously.

Director Fagan moved to nominate Director Curtis for Vice-President. Director Wilson moved the nominations to be closed. Motion carried unanimously.

Director Curtis moved to nominate Director Hauser for Secretary/Treasurer. Director Wilson moved the nominations to be closed. Motion carried unanimously.

### **FINANCIAL REVIEW**

Fire and Life Safety account had a positive balance of \$1,176.55 due to health premium credits. There were many project related expenditures including station supplies, maintenance and repair, and landscaping the front of the administration building.

Motion by Director Curtis to approve the June 2010 accounts payable reports. Motion carried unanimously.

The surplus sale revenue of \$38,123.10 is listed under the General Funds account. The quarterly tax payment was received in the amount of \$437,509.40.

Motion by Director Curtis to approve the June 2010 revenue/expenditure reports. Motion carried unanimously.

## **AUDIENCE RESPONSE**

Resident Bryan Baumgartner inquired about the Board's decision to pursue the hiring of the Battalion Chief Training position. Director Curtis replied that the Board was in agreement to move forward with the hiring of this position since it is such a vital position to the District. Mr. Baumgartner also inquired about the follow-up to the ESCI survey and was informed the follow-up process will be addressed by the new Fire Chief.

## **INFORMATION ITEMS**

### **PROMOTIONS**

Interim Fire Chief Iverson recognized the recent promotions of Operations Chief-Greg Winfrey; Battalion Chief-Mike Hussey; Captain-Rob English; Engineer-Kenny Hernickx; and Deputy Fire Marshal-Michelle Fuss, and the re-classification of Battalion Chief Volunteers-Scott Tuers.

### **MONTHLY STATISTICAL REPORTS**

Fire Marshal Holden provided a detail of the report. He stated there was an error on the Incident Type graph where the total percentage changed should be 1%.

### **MERCY FLIGHTS MEMBERSHIP RENEWAL**

Membership dues paid last year will expire July 31, 2010. The deadline for renewing or enrollment for the current year is July 23, 2010.

### **BOARD OF DIRECTORS GENERAL DUTIES/ACTIVITIES CALENDAR**

A monthly calendar outlining general Board of Director duties and activities was provided to the Board members.

## **OLD BUSINESS**

### **CONFLICT OF INTEREST & CODE OF ETHICS POLICIES**

Motion by Director Hauser to adopt the Directors Code of Ethics, Board Policy 3.3. Motion carried unanimously.

### **ADOPTION OF UPDATED BOARD POLICY MANUAL**

After a lengthy discussion regarding the formatting of the manual, a motion by Director Curtis to adopt the Board Manual and its current formatting was made. Motion carried unanimously.

### **CIVIL SERVICE COMMISSION APPOINTMENT**

The Civil Service Commission Committee position was advertised and one application was received. Motion by Director Wilson to accept Bill Littlefield's application as appointee to the Civil Service Commission Committee. Motion carried unanimously.

## **NEW BUSINESS**

### **CONTRACT WITH JACKSON COUNTY FOR PHYSICIAN SUPERVISOR SERVICES**

There was a 2½% rate increase from last year. Adoption is recommended by Interim Fire Chief Iverson. Motion by Director Curtis to approve the contract with Jackson County for Physician Supervisor Services. Motion carried unanimously.

**CONTRACT WITH RICHARD BREWSTER C.P.A. FOR THE 2010/11 FISCAL YEAR FINANCIAL AUDIT SERVICES**

There is a fee increase of 14% from the previous year. The District performs annual Agent record reviews in January and it was agreed to receive bids for auditor services. Chief Finance Officer Maxwell recommended renewal of this contact.

Motion by Director Fagan to approve the contract with Richard Brewster C.P.A. Motion carried unanimously.

**CONTRACT WITH EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON (ECISO) FOR DISPATCH SERVICES FOR THE 2010/11 FISCAL YEAR**

Operations Chief Winfrey stated the contract is similar to previous years apart from for the increased rate for services. Operations Chief Winfrey gave an overview of the rate factor and what constituted the District's portion.

Motion by Director Hauser to approve the contract with Emergency Communications of Southern Oregon. Motion carried unanimously.

**ESCI INTERIM FIRE CHIEF CONTRACT**

The ESCI personal services contract for employment of Interim Fire Chief Iverson will conclude the end of July. This contact will now be converted to a month-to-month contract.

Motion by Director Hauser to approve the amendment for the personal service with ESCI for Interim Fire Chief Iverson. Motion carried unanimously.

**RESOLUTION NO. 10-09; ADOPTING THE FUNDS AND FINANCIAL POLICIES FOR THE 2010/11 FISCAL YEAR**

Changes to this resolution include the deletion of rental of the safe deposit box and cancellation of Business Costco cards to all but two employees.

Motion by Director Fagan to adopt Resolution 10-09; Adopting the Funds and Financial Polices for the 2010/11 Fiscal Year. Motion carried unanimously. Expire

**TOPICS FOLLOWING PREPARATION OF THE AGENDA**

Interim Fire Chief Iverson discussed the goals and objectives document presented to the Board. The idea is to provide this as a quarterly report to show the progress accomplished on each goal and objective.

Interim Fire Chief Iverson thanked the crews and the multiple agencies that assisted the District with the Davis Finish Products fire that occurred on July 9, 2010.

**GOOD OF THE ORDER**

Two thank you cards were received from residents for public education assistance crews performed.

**INDIVIDUAL BOARD MEMBER COMMENTS**

Director Wilson commented that the seminar that she and Director Curtis attended was very informative. There was a great deal of information in a short period of time.

**ADJOURNMENT**

Motion to adjourn at 6:17 p.m. by Director Fagan. Motion carried unanimously.

Submitted by,

APPROVED BY:

\_\_\_\_\_  
Tamara Nunez, Scribe

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