

# **Jackson County Fire District 3**

Board of Directors Monthly Agenda  
May 17, 2012 at 5:15 PM, Crater Lake Room, Administrative Building

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1. **CALL TO ORDER** – President Gillin
2. **ROLL CALL OF DIRECTORS** – Administrative Assistant Nunez
3. **APPROVAL OF MINUTES** – President Gillin
  - A. Regular Board Meeting – April 19, 2012
4. **FINANCIAL REVIEW** – President Gillin
  - A. Approval of Accounts Payable Report
  - B. Approval of Revenue and Expenditure Reports
5. **AUDIENCE RESPONSE** – President Gillin
6. **INFORMATION ITEMS** – Fire Chief Petersen
  - A. **EMERGENCY RESPONSE HIGHLIGHTS** – Deputy Chief Bontemps will provide an overview of significant emergencies over the last 30 days.
  - B. **BATTALION CHIEF/RURAL COMMUNITY UPDATE** – Fire Chief Petersen will provide an update on the Battalion Chief/Rural Community process.
  - C. **ENGINEER EXAM** – Division Chief Blakely will provide an update on the Engineer exam.
7. **OLD BUSINESS** – President Gillin
  - A. **FACILITIES/FLEET MAINTENANCE** – Deputy Chief Bontemps will review the progress on the recommendations from this report. No action is required.
8. **NEW BUSINESS** – President Gillin
  - A. **DEPUTY FIRE MARSHAL RECRUITMENT** – Fire Marshal Holden will report on the upcoming process. A revised Deputy Fire Marshal job description adds components mandated by the state and adequately defines the role of the Deputy Fire Marshal for the District. The Civil Service Commission will review the revised job description on May 15<sup>th</sup>. A copy is *included in your packet*.

**ACTION REQUESTED:** Approve the proposed Deputy Fire Marshal job description.
  - B. **CONTRACT WITH FIRE DISTRICT NO. 4 FOR FINANCIAL ACCOUNTING SERVICES** – Chief Finance Officer Maxwell will review the proposed addendum to the contract *included in your packet*.

**ACTION REQUESTED:** Approve the proposed addendum to the contract with Fire District No. 4 for Financial Accounting Services for Fiscal Year 2012/13.

**C. RESOLUTION NO. 12-05; SALARY and BENEFIT SCHEDULE FOR THE 2012/13 FISCAL YEAR (IAFF LOCAL #1817)** – In conjunction with the Labor Agreement, Resolution No. 12-05 authorizes the salary and benefit schedule for the Bargaining Group for the 2012/13 Fiscal Year. A copy will *be provided at the meeting*.

**ACTION REQUESTED:** Adopt Resolution No. 12-05; In The Matter of Authorizing The Salary and Benefit Schedule for Fiscal Year 2012/13 (IAFF Local #1817-Firefighter Bargaining Unit Personnel).

**D. RESOLUTION NO. 12-06; SALARY and BENEFIT SCHEDULE FOR THE 2012/13 FISCAL YEAR (Administrative, Clerical and Maintenance Personnel)** – The Wage and Salary Committee have met and recommendations are reflected in Resolution No. 12-06; Salary and Benefit Schedule for the 2012/13 Fiscal Year. A copy will *be provided at the meeting*.

**ACTION REQUESTED:** Adopt Resolution No. 12-06; In The Matter of Authorizing The Salary and Benefit Schedule for Fiscal Year 2012/13 (Administrative, Clerical and Maintenance Personnel).

9. **TOPICS FOLLOWING PREPARATION OF AGENDA** – President Gillin
10. **GOOD OF THE ORDER** – Fire Chief Petersen
11. **INDIVIDUAL BOARD MEMBER COMMENTS** – President Gillin
12. **ADJOURNMENT** – President Gillin