

JACKSON COUNTY FIRE DISTRICT No. 3

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

Minutes – BOARD OF DIRECTORS

ATTENDANCE

Board Present: Directors Lois Wilson, John Curtis, Colin Fagan, and Jim Gillin

Board Absent: Cindy Hauser

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

Staff Absent: Greg Winfrey

Visitors Present: Loris Fenner, Lorin Myers, Scott and Julie Downing

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 November 14, 2010.

MINUTES

Motion by Director Fagan to approve the minutes of the October 21, 2010 meeting.
Motion carried unanimously.

FINANCIAL REVIEW

Director Wilson inquired about the expenditure to Action Security for perimeter security at the Davis Finish fire. Fire Marshal Holden explained that this is not a common expense. The District requested security to preserve the investigation site which was out of the scope of the insurance coverage.

Motion by Director Gillin to approve the October 2010 accounts payable reports.
Motion carried unanimously.

Motion by Director Gillin to approve the October 2010 revenue/expenditure reports.
Motion carried unanimously.

2009/10 FY AUDIT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT

The District's Auditor, Rick Brewster, distributed and reviewed the audit report.

Motion by Director Curtis to approve the 2009/10 Audit and Comprehensive Annual Financial report. Motion carried unanimously.

AUDIENCE RESPONSE

None.

INFORMATION ITEMS

MONTHLY STATISTICAL REPORTS

Fire Marshal Holden provided the details of the report noting that there were fewer grass fires this year than last.

DIVISION CHIEF/TRAINING AND SAFETY

Fire Chief Petersen informed the Board that 17 applications have been received. The closing of applications is November 19 at 5:00 pm. The assessment center is scheduled for December 15 with the Chief's interview on December 16.

BUDGET COMMITTEE VACANCIES

Two Budget Committee terms expire December 31, 2010. These positions were advertised and two applications were received. The Board decided to invite the applicants to the December board meeting and if applicable, appoint them at that time.

RESOURCE DEPLOYMENT

Due to Operations Chief Winfrey's status, this was tabled to the December board meeting.

SDAO BEST PRACTICES ANNUAL SELF-ASSESSMENT

The committee met to complete the SDAO Best Practices Survey. The results will be presented at the December board meeting. By completing this assessment, the District has the potential to receive a 9% credit on insurance premiums.

OFDDA/OFCA CONFERENCE

Fire Chief Petersen and Director Wilson gave an overview of the conference.

OLD BUSINESS

None.

NEW BUSINESS

ORGANIZATION REORGANIZATION

Fire Chief Petersen discussed the office reorganization memo explaining the necessity for Resolution 10-12; authorizing the salary and benefit schedule for fiscal year 2010/11, the revised job descriptions for the Administrative and Staff Assistants.

RESOLUTION 10-12; AUTHORIZING THE SALARY AND BENEFIT SCHEDULE FOR FISCAL YEAR 2010/11

Motion by Director Fagan to adopt Resolution 10-12; authorizing the salary and benefit schedule for fiscal year 2010/11. Motion carried unanimously.

JOB DESCRIPTIONS

Motion by Director Fagan to approve Board policy 5.3 (1g) Staff Assistant and 5.3 (1f) Administrative Assistant with the suggested grammatical changes. Motion carried unanimously.

ORGANIZATIONAL CHART

The organizational chart was presented as a supporting document to the office reorganization memo.

STRATEGIC PLANNING

Fire Chief Petersen discussed the strategic planning memo. The resource deployment and financial analysis presentations will be presented at the December board meeting. Staff will continue to report the progress on the annual goals and objectives quarterly.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

None.

GOOD OF THE ORDER

President Wilson was honored for 20 years of dedication to the District as a Board member and was presented a District certificate and 20 year pin from OFDDA.

Firefighter Scott Downing was awarded the Youth Traffic Advocate award at the 2010 Oregon Transportation Safety Conference. Firefighter Downing gave an overview of this award. Firefighter Downing is very active with the District's safety prevention and child seat programs.

The District received the Exempt Status certificate from the State Fire Marshal's Office. Fire Marshal Holden explained this was received for the District's comprehensive fire prevention, fire investigations, and fire safety education programs. There are only two Fire Districts state-wide that possess Exempt Status.

A thank you card was received from a patron thanking a crew for their thoughtfulness during a recent loss. After hearing about this family's loss, the Eagle Point crew, consisting of Mark Minor, Myron Harvey, Brian Simonsen and Andrew Burns, took it upon themselves to make them dinner.

INDIVIDUAL BOARD MEMBER COMMENTS

Director Fagan gave praise to Deputy Fire Marshal Don Hickman for his professionalize and communication skills at a recent investigation.

ADJOURNMENT

Motion to adjourn at 6:27 p.m. by Director Curtis. Motion carried unanimously.

Submitted by,

APPROVED BY:

Tamara Nunez, Scribe

Board of Directors