

Jackson County Fire District 3

Minutes - Board of Directors

May 17, 2018 at 5:15 PM, Crater Lake Room, Administrative Building

ATTENDANCE

Board Present: Directors Harvey Tonn, Cindy Hauser, John Dimick, Steve Shafer, and Bill Leavens

Board Absent: None

Staff Present: Robert Horton, Mike Hussey, John Patterson, Dave Blakely, Stacy Maxwell, and Margie Calvert

Staff Absent: None

Visitors Present: Heather Halvorsen, Lorin Myers, Tanea Browning, Myron Harvey, Jason Allen, Junior Osorio-Perez, Nate Rose, Mike Calhoun, and Damonn Hoffman

President Tonn called the meeting to order at 5:17 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated May 10, 2018.

MINUTES

Motion by Director Leavens to approve the minutes of the April 19, 2018 meeting. Motion carried unanimously.

FINANCIAL REVIEW

Revenue for the month of April totaled \$185,093.

Expenditures for the month of April totaled \$951,300. Noteworthy expenditures were the final payment to ECSO for dispatch services, payment to construction consultant Mike House, final payment for Firewise fuels reduction at Madrone Hill Park, and expenditures toward the design work for the fire science classroom.

Motion by Director Dimick to approve the Accounts Payable and the Revenue/Expenditure reports for April 2018. Motion carried unanimously.

PUBLIC COMMENT

None.

INFORMATION ITEMS

EXECUTIVE REPORT

Fire Chief Horton shared that the budget committee met and approved the 2018/19 fiscal year budget which will be brought to the Board at the June meeting.

Horton shared that the Staff Battalion Chief process began yesterday with phone interviews inviting five (5) candidates to the assessment center slated for June.

Horton shared that he attended the OFCA Spring Conference with Chiefs Hussey and Blakely where he was elected to a three-year Board of Directors term with the OFCA, largely due to Chief Blakely's campaigning, and with support from the Rogue Valley Fire Chiefs Association as a representative from Southern Oregon. Horton also attended the Western Fire Chiefs Association Presidents Forum as a member of the public procurement group.

OPERATIONS

Deputy Chief Hussey presented the Classroom Response Kits that will be provided to each classroom in school District 9. The kits were obtained through a \$10,000 grant coordinated through Lake Creek Fire. School Resource Officers will be given a larger kit to be taken on field trips and

made available at events. This is in conjunction with the training in the District 9 schools beginning with White Mountain Middle School, including ALICE training, Exit Drill training, Hands on CPR, and Stop the Bleed. The schools will provide the public service messages and the District will provide the tools and the training.

FIRE AND LIFE SAFETY

Deputy Chief Patterson shared that the FLS department concluded the Long Mountain Target Hazard Tour, the department continues to inspect new construction in District cities, and they are involved in the new fire code adoption process through the state.

SUPPORT SERVICES

Deputy Chief Patterson shared an update on the fire science classroom, seismic upgrades, and the scenic avenue property.

TRAINING AND SAFETY

Division Chief Blakely shared that he met with each crew to discuss how the training program is doing, defining gaps and future needs. Underlying themes were identified and Administrative Assistant Cowan will gather and disseminate to the crews and Battalion Chiefs as a list of things to be accomplished.

Blakely shared that through the Serious Accident Review training a great deal of information was reviewed by the Safety Committee identifying weak areas in our processes. The committee will coordinate with Chief Administrative Officer Maxwell regarding the processes in place.

Blakely shared that the Long Mountain THT was a great training opportunity and recognized DFM Murdock who coordinated the tour.

Blakely introduced the final proof of the Rogue Valley Fire Rescue Protocols that was completed in collaboration between Medford Fire Rescue and the District. It should be complete and printed by July 1, 2018.

OLD BUSINESS

COUNTRY CROSSINGS BRIEFING

Fire Chief Horton shared the relationship with the promoters has been better this year. DC Patterson shared there will be crowd managers and better lighting at the venue. The District has made some inspection changes that will take place and next month there will be a coordinated meeting with all agencies involved.

NEW BUSINESS

CIVIL SERVICE COMMISSION TERM EXPIRATION

Fire Chief Horton advised the Board that Civil Service Commissioner Bill Littlefield's four-year appointed term will expire June 2018. Commissioner Littlefield is interested in continuing his service on the Commission. The Board would like to continue as past practice and asked staff to advertise for the position bringing to the Board all applications, including Bill Littlefield's intent, for review at the June board meeting.

AUTOMATIC AID IGA

Deputy Chief Hussey introduced the Intergovernmental Agreement with the City of Medford for Automatic Aid and Emergency Response Services. This is the official written document outlining

what is currently taking place as closest forces mutual aid. Hussey identified consistency between the two agencies in compatibility. This agreement does not change anything that is currently taking place; however it is now in writing. The City of Medford has reviewed the agreement with their legal counsel and it is currently being reviewed by Medford Fire's local labor group.

FIRE CHIEF PERFORMANCE APPRAISAL

The Board of Directors will begin the process to develop Fire Chief Horton's performance appraisal. Directors Dimick and Hauser were appointed to determine the process for the appraisal. Executive Assistant Calvert will assist as necessary.

RESOLUTION NO. 18-03 NON-BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2018/2019 FISCAL YEAR

Fire Chief Horton introduced the amended changes to the Non-Bargaining Unit Salaries and Benefits for the 2018/2019 fiscal year after a discussion with the wage and benefit committee. Amendments include the 1.5% cost of living adjustment, Chief Finance Officer Maxwell's title has been changed to more accurately represent her responsibilities to Chief Administrative Officer and the position salary has been moved to the Deputy Chief level, the vacation accrual was adjusted past 21 years, Duty Officer and Fire Investigator accrual has changed from eight to 10 hours to coincide with the 10-hour work day, the deferred compensation contribution titles were modified to stay consistent, and verbiage was added to make sure that physical fitness remained on District premises.

Director Hauser stated that she agrees with all of the changes and Director Shafer recognized that much of change was housekeeping.

Motion by Director Hauser to adopt Resolution No. 18-03 Non-Bargaining Unit Salaries and Benefits for the 2018/2019 fiscal year. Motion carried unanimously.

RESOLUTION NO. 18-04 BARGAINING UNIT SALARY AND BENEFITS FOR THE 2018/2019 FISCAL YEAR

Chief Finance Officer Maxwell shared the amendment to the Bargaining Unit Salaries and Benefits for the 2018/2019 fiscal year as a 1.5% cost of living adjustment per the labor agreement.

Motion by Director Shafer to adopt Resolution No. 18-0 Bargaining Unit Salaries and Benefits for the 2018/2019 fiscal year. Motion carried unanimously.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

None

GOOD OF THE ORDER

Chief Horton shared an email from Student Firefighter Brite expressing his thanks to the Training Department, Chief Blakely, and Administrative Assistant Cowan for helping him obtain his Firefighter I certification.

INDIVIDUAL BOARD MEMBER COMMENTS

Bill Leavens shared that it is nice to have two recovering Board Directors back in the seat. He appreciates the collaboration with Fire District 3 and School District 6 stating it is a great thing.

John Dimick apologized for not making it to the budget meeting as he was indisposed stating that if you have a good doctor, treasure him and take care of him.

Steve Shafer shared that he is proud to be a part of Fire District 3.

Cindy Hauser shared that she is also proud to be a part of Fire District 3.

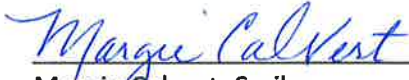
Harvey Tonn shared that he had hip replacement surgery and needed to call 911 for help. The FD3 crew of Tuers, VanWey and others, were great. Tonn appreciates how the crews treat everyone so well.

Harvey Tonn shared that the Crater Foundation gave two fire science scholarships to the one student who expressed interest in the fire service.

ADJOURNMENT

Motion to adjourn at 6:21 p.m. by Director Shafer. Motion carried unanimously.

Submitted by,


Margie Calvert, Scribe

APPROVED BY:


Board of Directors