

Jackson County Fire District 3

Minutes - Board of Directors

December 20, 2018 at 5:15 PM, Crater Lake Room, Administrative Building

ATTENDANCE

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

Board Absent: None

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

Staff Absent: None

Visitors Present: Jeff Griffin, Rick Brewster, Jason Allen, Mike Calhoun, Damonn Hoffman, Tanea Browning, Amber Patterson, and Tom Kerley

President Tonn called the meeting to order at 5:15 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated December 13, 2018.

MINUTES

Motion by Director Dimick to approve the regular Board minutes dated November 15, 2018. Motion carried unanimously.

FINANCIAL REVIEW

Revenue for the month of November totaled \$12,455,000. A significant portion came from property taxes.

Expenditures for the month of November totaled \$1,865,000. Noteworthy expenditures were the quarterly payment to ECSO for dispatch services, annual hose testing, and student program expenses.

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

PUBLIC COMMENT

None

INFORMATION ITEMS

EXECUTIVE REPORT

Fire Chief Horton shared a memo distributed through ECSO providing information and a comparative analysis of the different funding options that exist for the agency. The memo addressed three of the six options: becoming a County Service District, 911 Special District, or an ORS 190 Intergovernmental Agency. Currently ECSO is an ORS 190 Intergovernmental Agency. There will be a special meeting in February in which County Administrator Danny Jordan, will offer the counties preference.

OPERATIONS/SUPPORT SERVICES

Deputy Chief Hussey shared that the District took delivery of the two new engines which were on display in the parking lot. Crews are diligently working to outfit the engines and hope to bring into service in approximately four weeks.

Hussey shared that the District's supervising physician, Paul Rostykus will be retiring. Chief Bates with Medford, Chief Shepherd with Ashland, and Chief Hussey representing the fire agencies have diligently sought a new supervising physician that has the time and desire to commit to the field work and the differing agency needs. Asante Rogue Regional has been open to a partnership with the fire agencies and talks have been positive. Dr. Kelleher is looking at the possibility of working with the fire service.

Hussey also thanked the Board for supporting the chance to give special assignment opportunities to line members to help perform functions in the administrative office. Engineer Tom Kerley is on special assignment helping IT Rydings with the District's data and reporting.

FIRE AND LIFE SAFETY

Deputy Chief Patterson shared that the hemp processing has completed however the marijuana processes continue. Hazardous extraction processes continue and more people are requesting permits to grow and/or extract.

Patterson shared that the DEQ burn ban extends to the end of February. The District continues to receive calls of illegal burning and unknown type fires in the area.

Patterson shared that the Brycer compliant software has proven to be a fantastic program that alerts the District to potential problems in hazardous business's and helps maintain inspection compliance.

Patterson shared that he continues to work with the OFMA and the building codes division to help create codes for residential construction requirements for new homes in the wildfire hazard zones. Currently the OFMA supports the standards but not where the codes are applicable.

CONSRUCTION PROJECTS

Deputy Chief Patterson shared the RCC/FD3 Educational Building is coming along. The hope is to be open at the end of January. Patterson extended the opportunity to tour the building at the January Board meeting.

Patterson shared that Sams Valley station is the last seismic rehabilitation project to be completed. An unexpected roof issue at the Dodge Bridge station will require replacement of the entire roof.

Patterson shared that the District has applied for two zone changes from low density city residential to civic use for the Scenic property. District 6 Superintendent Steele authorized permission for the zone change and will begin the land transfer for the property from the school district to Fire District 3. The design of the building is currently in progress.

TRAINING AND SAFETY

Division Chief Blakely shared that the District is currently burning in the containers. Captain Allen shared that it was good and valuable training.

Blakely shared that DPSST maintenance recertification is nearing completion. This is a two-year required man-hours certification. Administrative Assistant Cowan has put a great deal of time into the reports which have been received by DPSST.

Blakely shared that through the Safety and Health Section the District has been working on an exposure tracker that will give the ability for individuals in the fire service to track the times they are exposed to smoke. This is to benefit all members who may need to prove that a serious illness is due to exposure. The tracker moves with the member at any agency they work at.

OLD BUSINESS

BUDGET COMMITTEE VACANCY

Staff advertised for one Budget Committee position and received one new application from John Rachor.

Motion by Director Leavens to appoint John Rachor to the Budget Committee. Motion carried unanimously.

NEW BUSINESS

COMPREHENSIVE ANNUAL FINANCIAL REPORT AND AUDIT FOR FISCAL YEAR END JUNE 30, 2018

The District's auditor, Rick Brewster, reviewed the Comprehensive Annual Financial Report prepared by the District and independent audit for the fiscal year ending June 30, 2018. Brewster shared that the District stayed within the legally adopted budget.

Motion by Director Leavens to approve the Comprehensive Annual Financial Report and independent audit for the fiscal year ending June 30, 2018. Motion carried unanimously.

2019 PROPERTY/CASUALTY INSURANCE RENEWAL

District insurance agent of record, Jeff Griffin with Wilson Heirgood presented the 2019 Property, Casualty and Liability Insurance renewal provided through Special Districts Insurance Services (SDIS). Loss cost is increasing across the country which will continue to drive the prices upward. The District's rates were flat, however the value to the facilities has increased. Future rates will continue to raise and positive changes with risk management will help. Griffin praised the Board and staff as each year the District maximizes the longevity and best practices credits. The total renewal amount is \$81,818 representing a 5.9% increase.

Motion by Director Shafer to approve the 2019 Property, Casualty and Liability Insurance renewal with SDIS in the amount of \$81,818. Motion carried unanimously.

ANNEXATION REQUEST FOR 11918 BLACKWELL ROAD

Deputy Chief Patterson addressed the annexation request for 11918 Blackwell Road in Central Point. 11918 Blackwell Road meets all five conditions as outlined with a home under construction.

Through this annexation, Chief Horton and Chief Patterson have begun to develop training for the property owner that would include training on the annexation process from start to finish, information on Fire District 3, and the resources offered through the District. President Tonn suggested the District develop a policy to go along with the training to be included in the annexation process to help the property owner and the District.

Motion by Director Shafer to approve the request to annex the property listed as 11918 Blackwell Road, Central Point into the District. Motion carried unanimously.

RESOLUTION NO. 18-08 – NON-BARGAINING UNIT SALARIES FOR THE 2018/19 FISCAL YEAR

Fire Chief Horton explained the revisions made to the Non-Bargaining Unit Salary and Benefits for fiscal year 2018/19. Chief Horton is asking that the Board reclassify the Staff Battalion Chief to Deputy Chief of Strategic Services. There will be no financial impact this year and approximately \$5,000-\$15,000 adjustment to next year's budget depending on certifications.

Horton explained the Staff Battalion Chief process concluded with one candidate that subsequently presented concerns during the background process. The District paused to reevaluate and reassess the needs of the District by attending to a comprehensive review. After observations of the growing complexities of the District, feedback from the line crews, and information from the labor partners, the position necessitates areas outside the recruitment of the Staff Battalion Chief.

Support areas include but are not limited to support functions, supply chain management, fleet facilities, software systems, and risk reduction that require a more proactive approach and leadership.

Horton asked for the Board's support to reclassify the Staff Battalion Chief vacant position to a Deputy Chief of Strategic Services position to lead the District's infrastructure and risk reduction efforts.

Motion by Director Hauser to adopt Resolution No. 18-08 with recommended revisions made to the Non-Bargaining Unit Salary and Benefits for the 2018/19 fiscal year. Motion carried unanimously.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

None

GOOD OF THE ORDER

Horton reminded the Board that the SDAO Conference will be in Sunriver, Oregon February 8-10, 2019.

Fire Chief Horton reminded the Board that the Appreciation Dinner will be held at the Schoolhaus Brewhaus in Jacksonville on January 26, 2019.

Horton invited the Board to look at the new engines out front.

INDIVIDUAL BOARD MEMBER COMMENTS

Cindy Hauser thanked everyone for all the work they do and wished everyone a Merry Christmas and a Happy New Year.

John Dimick echoed everything Cindy said and Merry Christmas. John has been thinking about the fires and he hopes that the power players downtown that keep track of the various properties realize that sooner or later we will have a problem to deal with.

Bill Leavens continued on what John said. He applauds the Mail Tribune for their focus on the fire season remaining on the front page. Bill said that the NIC sear coat building tour was an eye opener and found it to be a relationship building situation between the company and Fire District 3. NIC has hired someone to do the things that the fire district has asked them to do. This was a very positive thing. Stacy and Margie stay healthy so you can continue to do what you do.

Steve Shafer shared that the staff does an awesome job, and thank you.

Harvey Tonn shared that he appreciated getting the Christmas card from the Fire District 3 family. Harvey appreciates the Board members and the ability to work with them at the District. He has the utmost respect for the department and those he works with. Everyone have a Merry Christmas.

ADJOURNMENT

Motion to adjourn at 7:30 p.m. by Director Shafer. Motion carried unanimously.

Submitted by, .



Margie Calvert, Scribe

APPROVED BY:



Board of Directors