

# ***Jackson County Fire District 3***

Minutes - Board of Directors

January 19, 2017 at 5:15 PM, Crater Lake Room, Administrative Building

---

## **ATTENDANCE**

**Board Present:** Directors Jim Gillin, Harvey Tonn, Cindy Hauser, and John Dimick

**Board Absent:** Colin Fagan

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

**Staff Absent:** None

**Visitors Present:** Nicole Hazelbaker, Lorin Myers, Ashley Lara, Will Clelland, Ian Kassab, Brian Anders, Andy Cardinal, Tanea Browning,

President Gillin called the meeting to order at 5:17 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated January 13, 2017.

## **MINUTES**

Motion by Director Dimick to approve the minutes of the December 21, 2016 Board meeting and the December 21, 2016 Executive Session. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of December 2016 totaled \$380,760.

Expenditures for the month of December totaled \$2,257,558. Noteworthy expenditures included the financial audit review to Rick Brewster, the seismic rehabilitation grant engineering study, the property casualty insurance to Special Districts, rock work and purchase of a storage shed at the Sams Valley station, window replacement at the Eagle Point station, video conferencing annual support, and the purchase of the burn containers.

Motion by Director Tonn to approve the Accounts Payable and the Revenue/Expenditure reports for December 2016. Motion carried unanimously.

## **PUBLIC COMMENT**

None.

## **LOBBYIST PRESENTATION**

District Lobbyist, Nicole Hazelbaker of Bravio Communications provided an update on the current legislative issues that are relevant to the District. Annexation, urban renewal and property taxes are some of the issues that Hazelbaker will be watching. The legislation session convenes February 1, 2017. Hazelbaker will remain in contact with CEO Maxwell as new bills and information comes to fruition.

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Interim Chief Executive Officer Maxwell shared that the District has begun the 2017/18 Fiscal Year Budget development with the first budget meeting on April 20, 2017 followed by the regular Board of Directors meeting. A second budget meeting is proposed for May 4, 2017 in which the Chief Officers will present the departmental budget requests and programs. EA Calvert will send emails next week to the Budget Committee.

CEO Maxwell also shared that the District received an official letter of intent from the Local 1817 to open up the negotiation process. The current labor agreement expires June 30, 2017. The Executive Team will represent the District in the negotiation process.

## **OPERATIONS**

Deputy Chief Hussey shared that it has been a year since the District separated services from Mercy Flights. The Board supported a policy that ensures the District had the ability to provide a high level of service and maintain the vehicles appropriate allowing for transportation. The past month the District has had the need to transport due to Mercy Flights inability to capture the surge of needs for various reasons. One of the action items in Strategic Plan is to evaluate the level cooperation and report with Mercy Flights, the District currently has a good working relationship with Mercy Flights. The District is trying to find solutions to meet the needs of all agencies that are involved regarding response times and availability.

#### **FIRE AND LIFE SAFETY**

Deputy Chief Patterson shared that the PulsePoint Agency internal launch will take place next week. The community launch will be February 1, 2017 at the Expo Mace Building at 12:00. During the PulsePoint launch, Jackson County agencies are also instituting the HeartMap Challenge that allows all agencies to have a list of AED's in the county involving the community. This has been a nationwide event and very successful. Patterson also shared that Fire and Life Safety Specialist Lara has done a fantastic job working on fuel's reduction funds and are currently looking at sites around the Jackson County Expo. Patterson also gave an update on the fire that occurred this past weekend that resulted in a death.

#### **SUPPORT SERVICES**

Deputy Chief Patterson shared a possible rendering of the RCC classroom design. Representatives from RCC and the District will continue to meet as the project moves forward. Patterson shared that the expense for the Eagle Point station windows was for the failure of the originally installed windows.

#### **TRAINING AND SAFETY**

Division Chief Blakely shared that the Firefighter process is complete with a register of 29. Blakely announced that the Captain promotional opened today. Blakely is confident that the District will have enough candidates to keep the process in house and invited members of the Board to consider participating in the process on the interview panel.

### **OLD BUSINESS**

#### **FIRE CHIEF PROCESS UPDATE**

Board Directors Harvey Tonn shared that 18 applicants have applied for the Fire Chief position that has been advertised nationally. The recruitment posting will close on January 31, 2017. After the application process has closed the candidate field will be narrowed and the confidentiality of candidates will remain until it is no longer feasible.

#### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

CEO Maxwell shared the cost to expand the program for the remainder of this fiscal year would be approximately \$12,000 and a total yearly cost approximately \$26,000. The District believes this is a positive move toward helping the members of the District.

Motion by Director Tonn to approve the proposed enhancements to the District's Employee Assistance Program (EAP) as presented. Motion carried unanimously.

#### **SPECIAL DISTRICTS INSURANCE SERVICES GRANT**

Division Chief Blakely shared the District received a letter stating the District will receive the grant funds. After discussion the District has chosen not to move forward with the Hoyer lifts. Chief Blakely thanked the Board for support of this grant.

## **NEW BUSINESS**

### **RESOLUTION NO. 17-01; APPROPRIATION OF GRANT REVENUE FROM DARBY HEART FUND AND WEST FAMILY FOUNDATION**

Motion by Director Dimick to adopt Resolution No. 17-01; Appropriation of Grant Revenue from Darby Heart Fund and West Family Foundation. Motion carried unanimously.

### **RESOLUTION NO. 17-02; APPROPRIATION OF GRANT REVENUE FROM JACKSON COUNTY TITLE 3 FUNDS**

Motion by Director Tonn to adopt Resolution No. 17-02; Appropriation of Grant Revenue from Jackson County Title 3 Funds. Motion carried unanimously.

### **RESOLUTION NO. 17-03; FUNDS AND FINANCIAL POLICIES**

Motion by Director Dimick to adopt Resolution No. 17-03; Funds and Financial Policies. Motion carried unanimously.

### **STRATEGIC PLAN UPDATE**

CEO Maxwell shared the update of the Strategic Plan as of January 12, 2017 sharing the action items that have been completed.

## **TOPICS FOLLOWING PREPARATION OF THE AGENDA**

None.

## **GOOD OF THE ORDER**

### **ANNUAL AWARDS BANQUET ON JANUARY 28, 2017**

#### **FIREFIGHTER BRITE**

Acting Battalion Chief Clelland shared that Medford Captain John noticed Firefighter Leroy Brite purchasing wool socks at Blackbird for a well-known homeless man. Captain John thought Fire District 3 would like to know that our members

## **INDIVIDUAL BOARD MEMBER COMMENTS**

John Dimick realizes that Dan Petersen's legacy will live on through the members of District 3.

Cindy Hauser shared that her guide dog, Arlene will have a career change and no longer attend our Board meetings.

## **ADJOURNMENT**

Motion to adjourn at 6:31 p.m. by Director Dimick. Motion carried unanimously.

APPROVED BY:

  
Cynthia Hauser  
Board of Directors

Submitted by,

  
Margie Calvert, Scribe