

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

Minutes - Board of Directors

November 18, 2021 at 5:15 PM, Crater Lake Room, Administrative Building via ZOOM

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## **ATTENDANCE**

**Board Present:** Directors Harvey Tonn, John Dimick, Tim Snaith, Bill Leavens, and Steve Shafer

**Board Absent:** None

**Staff Present:** Robert Horton, John Patterson, Mike Hussey, Justin Bates, Dave Blakely, and Margie Calvert

**Staff Absent:** Stacy Maxwell

**Visitors Present:** Janey Giles, Jason Allen, Stephanie Cowan, Shannon Deutschman, Josh Platt, Samantha Didion, Lorin Myers

President Tonn called the meeting to order at 5:49 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated November 12, 2021.

## **MINUTES**

Motion by Director Dimick to approve the minutes of the regular Board Meeting dated October 21, 2021 as presented. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of October totaled \$52,640 with the majority coming from prior taxes.

Expenditures for the month of October totaled \$1,132,892 with personnel services at \$883,074, \$242,089 from materials services, and \$7,728 from the Capital fund.

Accounts payable equated to \$376,657 with noteworthy items being six Zoll AED's, mannequins for training, four recliners for WC station and BC office, renewal for FirstDue preplanning software, and chain-link fencing for the Scenic park.

Motion by Director Shafer to approve the Accounts Payable and the Revenue/Expenditure reports for October 2021. Motion carried unanimously.

## **PUBLIC COMMENT**

Chaplain Myers thanked the Board and Staff for the opportunity to attend the National Federation of Fire Chaplains in Dallas, Texas, spending 37 hours in training.

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton reported he attended the Western Fire Chief's Association in Arizona, presenting on SB762 with other chiefs from around the state.

Horton reported Board President Tonn and he presented at the Oregon Fire Districts Directors Association (OFDDA) presenting on Chief and Board of Directors collaboration.

Horton thanked Community Engagement Coordinator Didion with the great work she is doing on the videos along with Administrative Assistant Deutschman.

Horton reported on a project proposal that was submitted prior in the year in collaboration with the Oregon State Fire Marshals office to explore evidence-based solutions for community risk reduction in the wildland urban interface. Projects from around the nation were submitted for consideration and the District was selected as one of the 12 finalists to receive six months of technical support. From this, the District was selected as the competition winner and will receive funds that will pass through the District to the OSU's policy analysis laboratory to design a study to inform the state Fire Marshal's office on evidence-based practices to determine the wisest and most strategic investment of the \$25,000,000 funds from SB762. This is a multi-phase project.

Horton participated on a hiring panel for the vacant Southwest ODF District Forrester position.

## **OPERATIONS**

Deputy Chief Hussey reported on the apparatus renumbering that types vehicles similarly through Jackson County and offering capacity into Josephine County. The new numbering standardizes all apparatus and personnel throughout the valley.

Hussey reported the recruitment retention coordinator has four volunteers that will go to the RITA academy. The District is seeing greater participation from the volunteers and students. Hussey shared how a single resident at the Dodge Bridge station had improved response in that area.

Hussey reported calls are in a seasonal norm yet the hospitals are backing up the system due to capacity issues.

Hussey reported the purchased AED's will be distributed to the remaining verified responders that will make 12 outfitted verified responders.

## **TRAINING AND SAFETY**

Division Chief Blakely reported the new training plan was introduced and thanked the Battalion Chief's for their coordination and planning of the program. Captains and crews will lead the training for the next year.

Blakely reported we continue the Firefighter process with 37 candidates invited to the interview and presentation process at the end of November. The Register will be certified on December 6, 2021.

## **FIRE AND LIFE SAFETY**

Fire Marshal Patterson reported the Deputy Fire Marshal (DFM) hiring process is complete. The District has promoted FLS Administrative Assistant Steve Darnell and hired Sara Miller from Eagle Point Police Department as the two DFM's and will introduce them next meeting.

Patterson reported that Biomass has been able to improve their water use and are open to new technologies to help with Firewatch.

Patterson shared information an access issue on Meadows Road in Central Point that the District is currently dealing with.

## **STRATEGIC SERVICES**

Deputy Chief Bates reported that Kimberly Robison has been hired as the Logistics Support Technician.

Bates reported on "Chipper Days" sharing a video that was posted on social media. 50 yards of material was hauled away on November 8<sup>th</sup> and a second opportunity will be November 22<sup>nd</sup> on Long Mountain. This was a successful program that the District will try to duplicate in other areas.

Bates reported the department is currently working on many grant applications for the wildland urban interface.

## **OLD BUSINESS**

**NONE**

## **NEW BUSINESS**

### **RESOLUTION No. 21-09 BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2021/22 FISCAL YEAR**

Fire Chief Horton explained the changes for the Deputy Fire Marshal I, II, and III in negotiation with the labor union and subsequent hiring of two DFM I positions. This resolution reflects all positions changed.

Motion by Director Leavens to adopt Resolution No. 21-09, adopting the bargaining unit salaries and benefits for the 2021/22 fiscal year. Motion carried unanimously.

**RESOLUTION No. 21-10 NON-BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2021/22 FISCAL YEAR**

Fire Chief Horton explained that he worked with Directors Dimick and Snaith discussing the administration staff workflow and progress towards the strategic plan reclassification due to Administrative Assistant Darnell's promotion and in support of the new position, People Services Administrator. This resolution reflects the position and subsequent changes.

Motion by Director Shafer to adopt Resolution No. 21-10, adopting the non-bargaining unit salaries and benefits for the 2021/22 fiscal year. Motion carried unanimously.

**RESOLUTION No. 21-11 AUTHORIZING A SUPPLEMENTAL BUDGET (No. 1) FOR THE 2021/22 FISCAL YEAR IN ORDER TO APPROPRIATE EXPENDITURES RELATING TO STAFFING CHANGES.**

Fire Chief Horton explained the resolution authorizes the supplemental budget in order to appropriate the expenditures relating to the staffing changes in Resolution 21-09 and Resolution 21-10, funding both resolutions.

Motion by Director Dimick to adopt Resolution No. 21-11, authorizing the Supplemental Budget (No.1) to appropriate expenditures relating to staffing changes for the 2021/22 fiscal year. Motion carried unanimously.

**BUDGET COMMITTEE EXPIRATION**

Fire Chief Horton explained that Budget Committee member John Rachor's three (3) year term will expire in December of 2021. John Rachor expressed his appreciation of the time on the committee however is not interested in another term. Director Tim Snaith's position which expires in December 2023 is vacant due to election to the Board of Directors. The Board directed staff to advertise for two (2) positions, remaining within Board policy, and will consider all applications at the December meeting.

**TOPICS FOLLOWING PREPARATION OF THE AGENDA**

NONE

**GOOD OF THE ORDER**

Deputy Chief Hussey reported that the District has many probationary employees, mentioning the series of different evaluations of position expressed thanks for the support from all the line.

**INDIVIDUAL BOARD MEMBER COMMENTS**

Steve Shafer stated that we have the best medallion in the valley.

Bill Leavens realizes has a lot to be thankful for Thanksgiving.

John Dimick complimented Samantha for the professionalism of the "Chipper Days" video and complimented whoever came up with the renumbering systems. Good Job.

Harvey Tonn mentioned the privilege of presenting with Chief Horton at the OFDDA. He spoke on the hiring process of a Fire Chief that fits your community and District and the evaluation process of the Fire Chief using the document prepared in Board members. His presentation ended with words or statements that cause a collaborative relationship between the Board and the Fire Chief being openness, honesty, trust, transparency, and no micro-managing. This will make a District successful.

**ADJOURNMENT**

Motion to adjourn at 6:41 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:

Submitted by:

  
Board of Directors

  
Margie Calvert, Scribe