

Jackson County Fire District 3

Minutes - Board of Directors

May 19, 2022, at 5:15 PM, Crater Lake Room, Administrative Building via ZOOM

ATTENDANCE

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

Board Absent: None

Staff Present: Robert Horton, Stacy Maxwell, Justin Bates, John Patterson, and Margie Calvert

Staff Absent: Mike Hussey

Visitors Present: Shannon Deutschman, David LaCombe, Scott Downing, Josh Platt, and Brian Anders via Zoom

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 May 13, 2022.

MINUTES

Motion by Director Dimick to approve the minutes of the Executive Session and the regular Board Meeting dated April 21, 2022, as presented. Motion carried unanimously.

FINANCIAL REVIEW

Revenue for the month of April totaled \$73,606 with the majority coming from current year taxes.

Expenditures for the month of April totaled \$1,323,852 with personnel services at \$997,000 and \$326,000 from materials services. The general fund is showing 35% remaining at month 10 of the fiscal year.

Accounts payable equated to \$464,000 with noteworthy items being the last quarterly payment to ECSO for dispatch services, OSB plywood purchase for the recruit academy training props, a field mower, various apparatus bay door repairs, the HVAC system repairs in the Administration building, the purchase of three MDCs, and the 911Eye subscription fee.

Motion by Director Shafer to approve the Accounts Payable and the Revenue/Expenditure reports for April 2022. Motion carried unanimously.

PUBLIC COMMENT

None

INFORMATION ITEMS

EXECUTIVE REPORT

Fire Chief Horton shared the District hosted a community focus group with 10 engaged patrons in attendance. Chief Horton thanked Administrative Assistant Deutschman for her work on the website and shared various programs the District has available to the community.

Horton shared that the Tri-District Alliance survey went to each Board Director of Fire District 1, 4, and 3.

Horton expressed his appreciation to the Board for supporting the District and the team as the next fiscal year budget was presented.

Horton shared several members including BC Clelland, attended the Oregon Fire Chiefs Association in Bend. The State received recognition for the work that our District has been involved in.

Horton shared that he represented the District at both the Crater Foundation and District 9 scholarship events.

OPERATIONS

Administrative Assistant Deutschman shared the Triennial Airport Drill which is a mock simulation of an airplane fire which is a three-year requirement. Many outside agencies were involved. BC Cohee was the incident commander with a number of District members participating.

Deutschman shared that on April 27th, the District participated in a career fair at the Expo hosted by Project Youth Plus, bringing over 3,000 high schoolers, with hands-on activities. District attendees were Marisa Lehnerz, Samantha Didion, Travis Linville, and on-duty crews.

TRAINING AND SAFETY

Administrative Assistant Deutschman shared the recruit academy continues and all seven recruits have passed their mid-term written and practical assessments. Firefighters Bailey and Swillinger are doing a great job of keeping the days full of learning and skill reinforcement. Everyone is on track to graduate on June 9th.

Deutschman reported that a new position description is advancing for the vacancy in the Training Department.

FIRE AND LIFE SAFETY

Fire Marshal Patterson shared that DFM Darnell and DFM Miller have sent in their applications for Fire Investigator and Inspector which is part of their probationary year requirements. Both are currently on the Duty Investigation rotation with back up.

Patterson reported shared information regarding previous approved annexations and new home developments in the District.

STRATEGIC SERVICES

Deputy Chief Bates reported the hiring process continues for two of the three Community Care positions with a start date in June.

Bates reported the District hosted Rogue Valley Fire Chiefs pre-fire season meeting with agencies from the Rogue Valley. There was a great turnout. A major concern throughout the valley is the staffing challenges and navigating more apparatus.

Bates reported that CCP Frazier represented FD3 at the rodeo and volunteers sold 50/50 raffle tickets raising over \$1,500 which will create 51 more Frazier bags.

OLD BUSINESS

NONE

NEW BUSINESS

CIVIL SERVICE COMMISSION TERM EXPIRATION

Fire Chief Horton shared that Commissioner Bill Littlefield's 4-year term expires in June 2022 noting that he has been involved in the Civil Service Commission since 1991. He has chosen not to seek re-appointment.

Staff has been directed to continue with past practice and advertise for Commissioner and accept all applications to be reviewed for appointment at the June meeting.

FIRE DISTRICTS 3 ANNUAL REPORT

Fire Chief Horton shared the Annual Report for 2021 to the Directors. Due to the Covid pandemic there wasn't an Annual Report for 2020.

RESOLUTION No. 22-02 NON-BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2022/23 FISCAL YEAR

CAO Maxwell shared the changes to the Non-Bargaining Unit Salaries and Benefits for the 2022/2023 Fiscal Year as a 3.00% cost of living adjustment with other adjustments that are reflective of the financial changes. The significant change is allowing conversion of members sick leave to their 401b plan. This was reflected in the budget that was approved at the Budget Committee meeting on May 10, 2022.

Motion by Director Leavens to adopt Resolution No. 22-02: Salary and Benefits Schedule for Non-Bargaining Personnel 2022/23 Fiscal Year. Motion carried unanimously.

ANNEXATION REQUEST 7171 BEAGLE ROAD, WHITE CITY

Deputy Chief Patterson addressed the annexation request for 7171 Beagle Road, White City. 7171 Beagle Road meets all five conditions as outlined.

Motion by Director Snaith to approve the request to annex the property listed as 7171 Beagle Road, White City into the District. Motion carried unanimously.

ANNEXATION REQUEST NORTH ROXY DRIVE, MEDFORD

Deputy Chief Patterson addressed the annexation request for North Roxy Drive in Medford. North Roxy Drive meets all five conditions as outlined.

Motion by Director Snaith to approve the request to annex the property listed as North Roxy Drive, Medford into the District. Motion carried unanimously.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

NONE

GOOD OF THE ORDER

NONE

INDIVIDUAL BOARD MEMBER COMMENTS

John Dimick he shared his concern about the growing grass.

ADJOURNMENT

Motion to adjourn at 6:18 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:


Board of Directors

Submitted by:


Margie Calvert, Scribe