

**JOSEPHINE COUNTY FIRE PROTECTION  
COMMITTEE**

*December 17, 2019*

*5:30 p.m.*

*Search and Rescue Conference Room*

*250 Tech Way*

*Grants Pass, OR 97526*

**MINUTES**

<b>Present:</b>	Scott Blower, Charlie Chase, Bryan Hawkins, Mike Jones, Janet Lancaster (via phone), Harry Mackin, Dave Matthews, John Maupin, Rick McClintock, Richard Wharton, Jeffery Wolf, Dorothy Yetter, Austin Prince – Rural Metro, Mike McLaughlin – Fire Defense Board Chief (via phone), Lily Morgan – Commissioner, Annette Sorensen – Staff, Sara Rubrecht - Staff
<b>Absent:</b>	Vivian Kirkpatrick-Pilger, Dan Trader – County Fire, Mariana Ruiz-Temple – Oregon State Fire Marshal, Dave Larson - ODF
<b>Public Attendees:</b>	Sue Densmore,
<b>0</b>	Annette Sorensen

**1. Opening**

Chairman Wharton called the meeting to order at 5:32 p.m.

**2. Review / Approval of Minutes**

Scott Blower made a motion to approve the minutes dated December 10, 2019 and amended minutes dated December 12, 2019. Dorothy Yetter seconded the motion. The motion passed unanimously by a show of hands.

**3. Board of Commissioner Liaison Report**

Commissioner Morgan answered John Maupin's questions explaining that the Committee would be involved through the RFP process deciding the components of the RFP, vetting applicant responses and making a recommendation to the Board of the consultant with the best value. The Committee will be the stakeholder group. Once the recommendation is made, this group's role is done. Based on state ethics laws, the committee cannot endorse a ballot measure. The Committee can make a recommendation of the ballot narrative, but it has to be approved by the Board and must meet certain criteria.

Commissioner Morgan stated that feasibility studies must be done for any district formation per the Legislature. John Maupin understands that the reason for requiring this is to insure that the permanent rate proposed is adequate to cover the services required.

**4. Subcommittee Report**

A motion was made by Jeff Wolf and seconded by John Maupin to include the standards that the Committee has reviewed at the last meeting, in the packet to be given to the contractor awarded the RFP and be included in the feasibility study. The Committee does not have the authority to adopt these standards as the County standards. This is the authority of the future fireboard or fire chief.

**5. Ex Officio Report**

Chairman Wharton thanked Austin Prince a detailed package answering questions given. It was decided that any information that the Committee produces be included as part of the package given to the contractor awarded the RFP. County Fire has not responded to the questions. Annette will contact County Fire and see if they intend to answer the questions. Bryan Hawkins forwarded a new questionnaire to Co. Fire. Dorothy wanted to clarify that the Committee is a customer of the consultant. Chairman Wharton said the Committee would keep moving forward even if we do not get the information from County Fire.

Scott Blower stated that it is important to understand the same information from County Fire and Rural Metro to ground truth to understand the current situation across the County.

Jeff Wolf reminded everyone that the SWOT will tell us a lot before we get to the RFP.

## **6. Comments from Committee Members**

Mike Price asked what input the Committee members have on the use of the grant money awarded. Commissioner Morgan said that grant money use is contingent on a district formation. Senator Baertschiger will be asking that we be given permission to use it for the feasibility study, during the short session. At this time, the district formed has the authority to spend the money on startup costs.

## **7. RFP Tentative Material**

Dorothy handed out paper on the RFP process for the Committee's review. She suggested to start an RFP subcommittee. Her goal is to have the RFP completed by the beginning of February. She would like the Board start publicizing the RFP to get the information to the public for those that may be interested. Chairman Wharton mentioned that this will not be done before the SWOT is completed. Chairman Wharton told the group that they may contact Dorothy about concerns or additions. Charlie wanted to be clear that this committee will not be addressing future costs of districts such as employee benefits. It will look at the scope of services. The subcommittee members will be Dorothy Yetter, Scott Blower and Mike Price.

Chairman Wharton asked the group to consider any other components that might be available to present to the Board and the public.

Commissioner Morgan thanked the Committee for their time and effort in this committee.

**Business meeting adjourned at 6:19 p.m.**

**SWOT Workshop began at 6:19 p.m.**

Bryan Hawkins and Sue Densmore facilitated the SWOT workshop.

Bryan worked with Committee members to pick different SWOT items on the list to expand on the meaning. Committee members will send the 1-2 sentence explanations to him and cc: Annette for record keeping purposes. Dorothy suggested that if anyone renames titles to put the original title in parenthesis. Bryan will compile and organize the information and get a draft out before the next meeting for discussion at the next meeting. Annette will send them to the ex officio members.

Sue worked with the group adding new ideas for the SWOT.

Mike McLaughlin suggested the group look up the Oregon Conflagration Act. He will send address to Sara Rubrecht (on the webpage).

Marianna will give a presentation on the Governor's Wildfire Council at the next meeting.

Sara Rubrecht gave a tour of the website she created for the Committee. She is open to changes or other ideas. If you want to share something else, send it to Annette.

Austin Prince will not be available to attend the next two meetings. Rich Holloway will be attending on his behalf and is to receive any information or questions on his behalf.

**SWOT Workshop adjourned.**