

**JOSEPHINE COUNTY FIRE PROTECTION  
COMMITTEE**

*January 14, 2020  
5:30 p.m.  
Community Corrections  
510 NW 4<sup>th</sup> Street  
Grants Pass, OR 97526*

**MINUTES**

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

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**1. Opening**

Chairman Wharton called the meeting to order at 5:30 p.m.

**2. Review / Approval of Minutes**

Jeff Wolf stated that a transition plan was discussed Chair Wharton confirmed that the need for a transition plan was discussed last week. Mike McLaughlin wanted to clarify his explanation of the FMAG under Subcommittee Reports. He would like his explanation of the FMAG corrected on the minutes to remove the section “will fall potentially under that conflagration will be covered” The group approved the minutes as corrected. Scott Blower made a motion to accept the minutes as submitted, Rick McClintock and Harry Mackin seconded the motion. The majority voted to accept the minutes as changed.

Chair Wharton wanted clarification from the Board of Commissioners Liaison Report. Commissioner Morgan responded that we have until the end of the year to submit something to the legislature.

**3. BCC Liaison Report**

Commissioner Morgan reported that she was in Salem yesterday and spoke to Senator Baertschiger’ s Chief of Staff regarding this situation and clarified that we are asking for a legislative fix to allow us to use the money for a feasibility study. She also has a meeting with Senator Baertschiger next week to follow-up. The Legislative Session starts at the beginning of February. The Commissioners are aware that they will have to decide what to do if the money is not available early. We are receiving positive responses that this may be attainable.

Legal Counsel is recommending an RFQ (Request for Qualifications) for this process. With an RFQ, applicants submit their qualifications, the group will make a recommendation on which contractor appears to be the most qualified and the County then negotiates the cost for the product and enters into a contract. Copies of an RFQ template created by Legal Counsel were handed out to the group. There are two portions that can be edited by the group, Section 1.1, Description of Project and Section 1.2, Scope of Work. The group can add an addendum for 1.2, if needed. Commissioner Morgan suggested this be completed sooner than the end of February if possible. This may not allow enough time for the contractor to complete this on time. Commissioner Morgan explained that if something is going on the November ballot, it has to be completed around June.

**4. Subcommittee Reports**

### **a. Recap on SWOT**

Bryan had difficulties working with some of the responses from the group. He discussed the specific items and asked the members that submitted the items to rewrite their responses with more clarification and/or information so they can be understood as a standalone paragraph and send them to him. Bryan would like to have the answers by noon on Friday 1/10/20. It's about 95% completed. Bryan handed out the first generation draft of the SWOT he has been working on. He would also like the group to read and forward the comments to him by Friday. Please send to his regular email [hawkvideo@charter.net](mailto:hawkvideo@charter.net) and copy Annette. Bryan asked that the group not send him opinions or editorial comments, he would like information he can add straight to the document. This should create a final draft to reviewed at the next meeting. Annette will send electronic copy to the group. Bryan suggested that the group not put this information out in the wind out of fairness to everyone until the group agrees that this reflects the information that this group gathered.

### **b. Recap on RFP**

Dorothy provided a draft that was handed out to the group. It was based upon the Grants Pass RFP that they sent out for their last proposition, with the information that we have been working on. Members of the subcommittee, Mike, Scott, Rich and Charlie provided feedback, that feedback has been incorporated except Scott's and Mike's which was received after it was sent to Annette. This was written going towards a fire protection district offering full service. We should have something a little looser allowing for other alternatives. Sara explained that the RFQ is an attorney's standard template and should be modified. Sections 1.3 is the standard language that is in all RFQ's. Sections 1.1 and 1.2 can be modified and we can add items as an appendix. Annette will send out the electronic version and Dorothy would like the group to go through it paragraph by paragraph and make changes. At the end, the group can take a vote and close it. The group agreed. Dorothy suggested that maybe two months is enough time. The presentation to Board could be in May which would make the June timeframe. Sara explained the difference between an RPQ which asks for qualifications based on the job then a price is negotiated, where and PRP asks for a proposal for price for the services requested. She shared that Legal said that there is some legal language based on what we are asking the contractor to do, that they prefer we do an RFQ instead of an RFP because we are asking for a process instead of a product. The group can propose a timeline for the RFQ. Scott suggested that a 30-day response for an RFQ should be adequate. We should put a perceived timeline for the whole project. Mike McLaughin shared that in 2007 for the ballot measure in 2008, it took 80 days total. Dorothy added that we currently have 90 days, which should be reasonable. Sara mentioned that the City of Grants Pass also had 90 days for their feasibility study. Dorothy would like comments sent to her by Saturday.

### **c. Recap on Objective**

Chair Wharton stated that Commissioner Morgan mentioned last week after the meeting that the County has four options that they could exercise for different levels of service for a County option. These options do not need to be approved by the voters and could be done by the consultant. The group may have time to go through these options.

- Zone 2
- County contracting
- County franchise
- County forming a district w/no taxing authority

Chair Wharton suggested that the group do a SWOT on the options that were discussed last week, sometime in the future.

John Maupin explained that service level is what is provided, delivery options are a standard fire department, contracting or consolidation.

Chair Wharton explained that a franchise is typically sole source done by the county, for a single entity for delivery of services. A contract can be multiple entities for services in geographical areas.

It was further explained that the County would be paying for a contract, a franchise agreement with the county sets standards, requirements and those receiving services pay for services.

No further work will be done on the options until clarification is received from Commissioner Morgan if they should continue to work on the options.

Mike McLaughlin reminded the group that consolidation cannot occur unless a fire district has been formed.

The group discussed the number one entry on Principles of Agreement from last week. Discussion ensued about the potential rate to include on option 1 – Rate cannot be more than current rate. Charlie made a motion to remove item 1. and keep the remaining 7 options. In favor - Charlie, Mike Jones, Rick and Scott. Opposed - Dave, Dorothy, John, Jeff, Harry and Janet. Abstain – Vivian. Motion failed.

Dorothy made a motion to reword option 1 to “Permanent rate must reflect a rate that the public will support”. Charlie seconded the motion. In favor – Dave, Dorothy, John, Mike, Jeff, Charlie, Harry, Rick, Bryan, Scott, Janet. None opposed, Vivian Abstain.

Next week we will finish the SWOT and RFQ.

**Options Workshop adjourned at 7:28.**