

JOSEPHINE COUNTY FIRE PROTECTION COMMITTEE

December 10, 2019

5:30 p.m.

Community Corrections
Marie Hill Conference Room

510 NW 4th Street
Grants Pass, OR 97526

MINUTES

Present:	Scott Blower, Charlie Chase, Bryan Hawkins, Mike Jones, Vivian Kirkpatrick-Pilger, Janet Lancaster, Harry Mackin, Dave Matthews, John Maupin, Richard Wharton, Jeffery Wolf (by phone at 6:20p.m.), Dorothy Yetter, Austin Prince – Rural Metro, Mariana Ruiz-Temple – Oregon State Fire Marshal, Mike McLaughlin – Fire Defense Board Chief, Lily Morgan – Commissioner, Annette Sorensen – Staff, Sara Rubrecht
Absent:	Rick McClintock, Dan Trader – County Fire, Dave Larson - ODF
Public Attendees:	Sue Densmore, Rich Holloway, Ryan Bradbeer
Recorder	Annette Sorensen

1. Opening

The meeting was called to order by Chairman Wharton and established a quorum was present.

2. Review / Approval of Minutes from 12/03/19

Mike McLaughlin had a change to the minutes on page 2, fifth section down. He made a recommendation to strike “the local Fire Chiefs and NFPA” to the Fire District Chief and remove the wording NFPA. Scott Wolf made a motion to approve the minutes with the change. Harry Mackin seconded the motion. The motion was approved by majority.

3. Board of Commissioner Liaison Report

Commissioner Morgan introduced Chief Deputy State Fire Marshal, Mariana Ruiz-Temple. She offered to be a resource for this committee.

- a. Boundaries Service Definitions or Differences
Commissioner Morgan was referred by Legal Counsel to the Oregon Revised Statutes (ORS) 478.155 Tax Zone Statute, where you can find the difference between boundaries and service area. Ordinance 478.310 was also referenced. There are 4 chapters in the Oregon Revised Statutes that discuss fire service, conflagrations, wildland fire fighting and districts, ORS 475, 476, 477 and 478. There is also a chapter that discusses fire districts.
- b. November 2020 Ballot Timeline
Due to staffing levels, Legal Counsel will not be able to provide a timeline until after the first of the year. However, Commissioner Morgan thinks that the RFP process should be wrapped up by June if you want it on the 2020 November ballot.

Commissioner Morgan received clarification from the Board of Commissioners that they would like the group to focus on an RFP. The RFP should have the third party do a full feasibility study and look at options available. This group would be the stakeholder group working with the organization. This group would develop the components of the RFP and the BCC would put out the RFP. The consultant would be chosen based on the lowest cost of the most qualified applicants. Wally provided six fire related RFP's that Annette will send out as examples.

John asked if the feasibility study could include the permanent rate, cost per thousand, service level and delivery method that will be on the ballot. Commissioner Morgan confirmed that it could include all of that information including looking at options. Commissioner Morgan shared that the Board believes that if all of the options are not explored, it will not have answered enough questions for the voters to trust the ballot. The goal is to find the option that best meets the needs of the community and the support of the community.

Mariana offered that as it pertains to the RFP, this committee is the stakeholder group that is providing the information of what is important to this county and making up the components. This group would also be part of the vendor selection process and a component of the RFP could be that this group wants to be evaluated by the consultant and then receive the report. Then they would make a recommendation to the Board of Commissioners.

Janet confirmed with Commissioner Morgan that the committee could draft an RFP for the Board to approve and send it in. The group would make a recommendation to the Board of which vendor to choose and the Board would make the final decision. The group would provide input to the consultant.

Commissioner Morgan said this group could write an RFP or can identify the components they would like to include and the staff can write it.

The Chairman asked Mariana to share her history and background. She shared that her department provides assistance and is interested in helping this committee work through whatever is needed. She has worked with the office of State Fire Marshal for 25 years, the last 15 years has been around response.

Vivian asked if this proposed district have anything to do with fighting wildfires. Commissioner Morgan explained that this is a structural district but it could have mutual aid with ODF.

4. Open Meeting Law Related to Subcommittees

Chairman Wharton explained that the open meeting law allows public bodies to provide subcommittees as long as they only provide information to a group and do not have the ability to make a decision. Dorothy has offered to do chair work on subcommittees when we get to that point.

5. Subcommittee Report

a. Standards Subcommittee

Janet presented the information for the Standards Subcommittee. A document was handed out to the committee. She is also referencing two documents that they were given last week. The first one is from Rural Metro Fire answered by Austin Prince. The second document referenced is from Mike McLaughlin, the "Rogue Valley Fire Chief's Mobilization Plan". The document handed out is minimum eligibility standards are for private fire agency, government fire agency or annexation. The subcommittee is comfortable putting these standards in front of the group to consider. Mike McLaughlin clarified that the standards are to be determined by the fire chief and the fireboard. This document would a component for the RFP for feasibility study the consultant to look at. Mike McLaughlin recommended that the committee take the document home, review it, and bring back questions and come back next week for a vote or recommendation as a component or standard. Commissioner Morgan commented that standards are not necessarily, what you would see in fire district standards but they are the standards for mutual aid and some of those components. This item will be discussed at next week's meeting.

b. Service Level & Boundaries Subcommittee

Charlie Chase spoke for the subcommittee's result and referred to Mike McLaughlin for information. Mike confirmed that the two maps handed out at the last meeting were the most current. Based on his knowledge and Annette confirming with GIS, these maps are the current based on the most recent data we have. Commissioner Morgan clarified that the maps from 2008 are not current. She also pointed out that there are structures on the maps that do not necessarily correspond with where the service area will be. Dorothy questioned if we have a list of the tax lots that are included or legal description of location. Mike Jones also had a question about providing service for lots with structures on them. Commissioner Morgan said that would be a question on the feasibility study that could be defined under boundaries and service areas. Currently ODF covering properties 5 acres and above and a rural district could cover up to 5 acres. Currently, there are both coverages for properties that are 5 acres or more.

6. Ex Officio Update

Austin Prince handed out a document that answered questions that had Dorothy submitted. He is still working on the questions from Bryan. Chairman Wharton suggested that everyone review them to discuss next week. Austin explained that he went into depth describing service levels. He also described how a call they could get be handled and that bill based on what was delivered. Annette confirmed that this document was also sent to County Fire.

Chairman Wharton clarified a question from Bryan of how are we going to get the public to vote for this or expect a lesser service. They will vote based on what they are offered.

Austin confirmed that all of the services that are in the document are delivered. Those that received services in the unprotected areas and are not Rural Metro members are invoiced.

Rural Metro currently reports to accidents with AMR. Without that service, they would have to go back to previous practice of having assistance from tow trucks and attempting to remove people from vehicles their selves. Austin asked that the questions he's working on from Brian not be distributed to the group until County Fire has submitted their answers. Chairman Wharton reminded the group that ex officio member's response if voluntary.

Chairman Wharton reminded the committee that information for the next meeting has to be to Annette by Friday's at 10 a.m.

7. Future Meeting Dates

Sara offered the committee agreed to meet next Tuesday December 17, 2019 at the County Operations Center / Search and Rescue office at 5:30. Dorothy moved to meet next week at the facilities. Scott and Charlie seconded the motion. Motion was carried to meet on December 17th, Vivian Kirkpatrick-Pilger voted no.

Sara offered her location for future meetings if needed.

The committee agreed to a short business session in the first half hour of meeting next week and spend the remainder of time on the SWOT. Dorothy requested there be advanced write-ups and modifications can be made at the time.

Scott made a motion that at the next scheduled meeting next week that the committee adjust the agenda to minimize the business aspect of the agenda to focus a timespan from 1/1/2 hrs. to 2 hours on the SWOT. There needs to be an understanding on how much detail they need to have in the SWOT. Charlie Chase seconded the Motion. The motion passed unanimously.

8. SWOT Analysis

Chairman Wharton suggested to the group they have a facilitator help with the SWOT.

Janet notified the committee that she would not be at the meetings into January and will be on the phone.

Janet prepared a SWOT Analysis Focus document that was handed out to the committee. It explained the purpose, definitions and importance of a SWOT with examples.

Bryan handed out a document with his SWOT analysis with definitions. Brian would like people to explain their ideas of their SWOT input. This can help validate it.

Chairman Wharton clarified that he and Dorothy suggested that next week the group can decide if the group wants to keep the current SWOT entries or expand on the definition.

Bryan also suggested that when you put something in a category, look how it may belong in another category.

Some committee members were unable to open the files that Annette emailed. She will check with IT to have it resolved.

9. Comments from Committee Members

Chairman Wharton discussed that Dorothy suggested we move towards a subcommittee the RFP. We can discuss that at the next meeting.

Charlie wanted to clarify the purpose of the SWOT, it was stated that it will be a component of the RFP. It is also helpful for talking points with the public.

Annette will send out copies of RFP examples.

Meeting adjourned.