



RECREATION DIVISION ADVISORY COMMITTEE BUSINESS MEETING AGENDA

July 17, 2025

1195 E Main Street, The Grove, Otte-Peterson Classroom – 4:00 PM

To attend the meeting or to provide public testimony, see participation instructions.

I. CALL TO ORDER

- a) Land Acknowledgement

II. ROLL CALL

III. APPROVAL OF MINUTES

- a) Recreation Division Advisory Committee Meeting Minutes May 15, 2025

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. BUSINESS

- a) APRC Liaison Report (Commissioner Bachman)
- b) Staff Reports
- c) APRC Charge for RDAC (Deputy Director Dials)
- d) PROS Plan Data (Director Houston)
- e) Daniel Meyer Pool Protocols (Recreation Manager Flora)

VII. UPCOMING MEETING DATES

- a) October 16, 2025, 4 PM @ The Grove **Changed from September 18, 2025*

VIII. ADJOURNMENT

- a) Adjourn at 5:30 PM

If you need special assistance to participate in this meeting, please contact Lonny Flora at lonny.flora@ashlandoregon.gov or 541-552-2250 (TTY phone number 1-800-735-2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act.

Participation Instructions

This meeting will be held in-person in Council Chamber 1175 E. Main St. Those who wish to provide oral testimony must attend the meeting, fill out a speaker request card, and give it to a staff member before the meeting begins. If you would like to give testimony electronically, please contact Lonny Flora at lonny.flora@ashlandoregon.gov by 10:00 AM the morning of the meeting. Please include **"Virtual Public Testimony"** in the subject line.

Written testimony will be accepted via email sent to lonny.flora@ashland.or.us. Please include **"Public Testimony"** in the subject line. Written testimony submitted by 11:00 AM the Tuesday before the meeting will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meeting minutes.

IMPORTANT: Any citizen may orally address the Parks Commission on non-agenda items during the Public Forum. Any citizen may submit written comments to the Commission on any item on the Agenda, unless it is the subject of a public hearing and the record is closed. Time permitting, the Presiding Officer may allow oral testimony. If you wish to speak, please out the Speaker Request Form located near the entrance to the Council Chambers. The chair will recognize you and inform you as to the amount of time allotted to you, if any. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to speak, and the length of the agenda.



MINUTES-DRAFT

ASHLAND PARKS & RECREATION COMMISSION Recreation Division Advisory Committee (R-DAC) May 15, 2025; 4– 5:30pm In-person Meeting at 1195 E. Main St. Ashland, OR 97520

Present:

*RDAC Advisory Committee Members: Risa Buck, Cori Grimm, Sophia Blanton, Michael Dotson, John Spitzley, Catherine Danner and Julia Chapman
Recreation Manager; Lonny Flora, Deputy Director; Rachel Dials, Parks and Recreation Director; Rocky Houston, Environmental Education Manager, Kirsten Came*

Absent: Commissioner Jim Bachman

4:00 p.m.

CALL TO ORDER

Meeting called to order by Chair Grimm at 4:01 pm

APPROVAL OF MINUTES

- Minutes from November 21, 2024, Meeting. Buck moved to approve. Blanton 2nd. Dotson abstained. All yes.

ADDITIONS OR DELETIONS TO THE AGENDA

- NONE

PUBLIC PARTICIPATION

- NONE

STANDING REPORTS

- **Recreation Division Updates: Lonny Flora, Recreation Manager**
 - Daniel Meyer Pool opening planned for June 10; staffing and certification in progress.
 - Wheel the World toured accessible recreation equipment including David's Chair and Para-Golfer Chair.
 - SOU student tour of Lithia Park focused on public health, passive and active recreation opportunities.
 - Questions from Risa and Cori about SOU outreach and pool season.
- **Environmental Ed Updates: Kirsten Came**
 - Nature Center repairs and barn reorganization are underway
 - Community Garden bed restoration and improved signage

- Programs: Creature Quest, scavenger hunts, interpretive tags, Art Walks, Track Trails, Drum Camp.
- Questions from Risa Buck about Ashland Parks Foundation helping with funding, which was explained that they did help fund the Nature Play.
- **Admin Updates: Rachel Dials, Deputy Director:**
 - 7 summer concerts by Epic Ashland & Folk Collective
 - Election of New Officers for RDAC
 - Michael Dotson was nominated by Risa Buck to be Chair of RDAC, he accepted, Sophia Blanton 2nd, and everyone unanimously approved.
 - Cori Grimm was nominated by Michael Dotson to be Vice Chair, Sophia Blanton 2nd, and everyone unanimously approved.
- **APRC Liaison Report: Rocky Houston**
 - APRC is now Ashland Parks and Recreation Department.
 - Director Rocky Houston spoke about the budget process, and said the new budget will be adopted June 3rd 2025, and will go into effect July 1st, 2025.
 - 723 survey responses from initial survey, and more focus groups to come.
 - Explained that RDAC's role is to review, question and help align the PROS plan.

NEW BUSINESS

- **RDAC Charge & Bylaws Update – Rachel Dials**
 - Will be moving to a 4-year term cycle for committee members to match the standard set by the city.
 - Rachel will be drafting new charge to be adopted in next RDAC meeting in July, 2025.

Next Meeting July 17, 2025.

Meeting adjourned at 5:32pm



RECREATION DIVISION ADVISORY COMMITTEE MEETING

AGENDA BRIEF

July 17, 2025

Agenda Item	VII.2. PROS Plan – Level of Service / Priorities	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SITUATION

The Parks, Recreation, Open space & Senior services strategic plan (PROS) will be establishing a Level of Service for recreation services.

ASSESSMENT

There is no Level of Service recommendation by Oregon Parks & Recreation for recreation programming and services. As such, staff are working on developing a Level of Service model by comparing amenities and services offered by comparable communities across Oregon.

Director Houston will provide RDAC members with updated information and an opportunity for discussion and input about the current PROS Plan data from the community survey and focus groups administered earlier this year. Information is available to the public via the City of Ashland Website, www.ashlandoregon.gov

The data we have gathered so far through the PRO'S planning process is:

- APR should address field usage and concerns including partnering with the School District, more available fields to grow programs, address any safety issues on fields within the parks system.
- more available courts for pickleball and bike polo while also exploring options to reduce noise infractions. Explore multi-use courts without nets.
- a better balance between youth and the older adult programming. More of a focus on youth and look at increasing those programs.
- The Oak Knoll Golf Course still needs improvements including tee boxes, fairways, water storage and use. Attract more golfers.
- APR should partner with other public and private agencies.
- Feel safer in parks, more dog friendly, hiking maps and wayfinding, rule signage and interpretation signage in parks. The current infrastructure needs improvement.

- More events, more programs, a new multi-use community center/pool.
- Long term funding of Parks and Recreation.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

- Does RDAC want to develop a sub-committee to review staff's initial Level of Service model for recreation?
- Are there other Level of Service data elements we should review?

POLICIES, PLANS & GOALS SUPPORTED

PROS Plan (in process)

FINANCIAL CONSIDERATIONS

Not applicable.

ATTACHMENTS

Links to Survey Data:

- [PROS_Survey_1-Summary-Data](#)
- [Recreation-Focus-Group-Summary](#)
- [South-Neighborhood-Group-Summary](#)
- [Central-Neighborhood-Group-Summary](#)
- [North-Neighborhood-Group-Summary](#)

PREPARED BY: Rachel Dials



RDAC REGULAR MEETING AGENDA ITEM BRIEF

July 17, 2025

Agenda Item	Daniel Meyer Pool protocols and discussion	
Presenter	Lonny Flora	Recreation Manager
Item Type	Action ☐ Information ☒	

SUMMARY

Manager Flora will provide background and accept feedback on proposed protocols to be reviewed by the Ashland Parks and Recreation Commission regarding operations at the Daniel Meyer Memorial Pool.

POLICIES, PLANS & GOALS SUPPORTED

The protocols are designed to support efforts to conserve limited budget resources and support management decisions regarding pool operations and staffing levels.

FINANCIAL CONSIDERATIONS

The protocols will not require any additional expenses from the City of Ashland budget.

PROPOSED ACTIONS OR MOTION(s)

None

ATTACHMENTS

2.04.001 Daniel Meyer Pool Staffing Protocol

2.04.002 Daniel Meyer Pool Daily Closure and Schedule Extension Protocol

PREPARED BY:

Recreation Manager Flora



PROTOCOL

PROTOCOL:	2.04.001 Daniel Meyer Pool Staffing		
EFFECTIVE:		CANCELS:	
DIVISION(S):	Recreation	NEXT REVIEW:	
KEY TERMS:	Lifeguard, Pool Manager, Head Lifeguard, Swimmer-to-lifeguard ratio, Staff conduct, On-duty responsibilities, Staffing adjustments.		
APPROVED:	Name, Director		Name, City Attorney

I. PURPOSE

- a. This protocol outlines the guidelines for staffing the Daniel Meyer Pool facility to ensure optimal safety for patrons, efficient operations, and effective resource management. Adherence to these guidelines is mandatory for all pool staff. The goal of these adjustments is to optimize staffing levels for patron safety, cost-effective operations, and responsible resource allocation.

II. SCOPE

- a. This protocol applies to all staff members at the Daniel Meyer Pool facility, including lifeguards, front desk staff, first aid station personnel, cleaning staff, and swim lesson instructors.

III. REFERENCES

- a. The following Oregon Health Authority Rules help inform this staffing protocol for safe and efficient pool operation.
 - i. [OAR 333-060](#) and [OAR 333-062](#)

IV. DEFINITIONS

- a. **Lifeguard:** A certified individual responsible for the supervision of swimmers and ensuring safety at the pool facility.
- b. **Pool Manager:** The individual with primary authority for overseeing pool operations and staff.



- c. **Head Lifeguard:** A senior lifeguard with authority to make real-time staffing adjustments under the Pool Manager.
- d. **Swimmer-to-lifeguard ratio:** The minimum number of certified lifeguards required per number of swimmers present in the water or on the pool deck.

V. PROTOCOL

- a. Swimmer-to-Lifeguard Ratios
 - i. **Standard Ratio:** A minimum of one (1) certified lifeguard must be on deck and actively supervising the pool for every twenty-five (25) swimmers present in the water or on the pool deck.
 - ii. **Maximum On-Deck Lifeguards:** The total number of lifeguards actively supervising the pool deck at any given time shall not exceed four (4), regardless of swimmer count, unless an emergency or specific event requires additional approved staffing.
- b. Staffing Adjustments and Managerial Authority
 - i. **Authority:** The Pool Manager and/or the Head Lifeguard on duty hold the authority (with support from APR Recreation Manager or administrators) to make real-time adjustments to staff scheduling, including ending shifts early or calling in additional staff.
 - ii. **Conditions for Adjustment:** These decisions will be made based on, but not limited to, the following conditions:
 - 1. Significant fluctuations in current swimmer numbers.
 - 2. Changes in the local weather forecast that may impact attendance (e.g., sudden storms, prolonged heat, smoke, cold fronts).
 - 3. Anticipated increases or decreases in attendance based on historical data, events, or observed trends.
- c. Staff Conduct and On-Duty Responsibilities
 - i. **Breaks:** All staff members are entitled to designated breaks.
 - 1. During breaks, staff are expected to be out of public view and within the designated staff areas inside the facility.
 - 2. Staff on break should not be interacting with patrons, supervisors, or co-workers in a work capacity.
 - ii. **On-Duty Attentiveness:** When on duty, staff are expected to be attentive and engaged in their assigned work duties at all times. This includes, but is not limited to:
 - 1. **Lifeguard Duties:** Constant dedicated scanning of the pool, proactive communication with patrons, emergency readiness.



2. **Front Desk Management:** Greeting patrons, managing check-ins, answering inquiries, handling transactions.
3. **First Aid Station:** Maintaining readiness of first aid supplies, responding to incidents.
4. **Cleaning Duties:** Maintaining cleanliness and hygiene of the pool deck, restrooms, locker rooms, and common areas.
5. **Pool Operation Associated Work:** Assisting with chemical checks, equipment setup/takedown, and other tasks essential to pool operation as directed by management.
6. **Swim Lesson Instruction:** Preparation for swim lesson activities, leading activities, management and skill assessment of assigned participants, communication with managers and participants' guardians.

VI. GENERAL PRINCIPLES

- a. All staff are expected to uphold the highest standards of professionalism, vigilance, and customer service.
- b. Safety is the paramount concern, and all staffing decisions and on-duty actions must reflect this priority.


PROTOCOL

PROTOCOL:	2.04.002 Daniel Meyer Pool Daily Closure and Schedule Extension		
EFFECTIVE:		CANCELS:	
DIVISION(S):	Recreation	NEXT REVIEW:	
KEY TERMS:	Thunderstorms, Air Quality Index (AQI), Temperature, Swimmer Count, Inclement Weather, Schedule Extension, Management Discretion.		
APPROVED:	Name, Director		Name, City Attorney

I. PURPOSE

- a. This protocol outlines the Ashland Parks and Recreation (APR) criteria for temporary closure of the Daniel Meyer Memorial Pool facility (DMP) to ensure the safety and well-being of patrons and staff, as well as to maintain cost-effective operations. It also outlines the criteria under which the pool facility may extend its operating hours beyond the regularly scheduled (daily) closing time.

II. SCOPE

- a. This protocol applies to DMP and the management staff responsible for making decisions regarding its operation, including temporary closures and schedule extensions.

III. REFERENCES

- a. The following Oregon Health Authority Rules help inform this staffing protocol for safe and efficient pool operation.
 - i. [OAR 333-060](#) and [OAR 333-062](#)

IV. DEFINITIONS

- a. **Thunderstorms:** Weather conditions involving thunder and lightning.
- b. **Air Quality Index (AQI):** A measure of air quality, with "Unhealthy" typically defined as AQI 151+.



- c. **Swimmer Count:** The number of patrons actively in the pool.
- d. **Ambient Air Temperature:** The surrounding air temperature.
- e. **Inclement Weather:** Severe or unseasonable weather conditions, such as heavy rain or cold temperatures.
- f. **Management Discretion:** The authority of the APR Recreation Manager or administrator to make decisions based on their judgment and relevant factors.

V. PROTOCOL

a. DMP CLOSURE

This section outlines the criteria for temporary closure of the Daniel Meyer Memorial Pool facility (DMP). Decisions regarding pool closure will be made by APR Recreation Manager or administrative staff.

- i. The pool facility will be closed under any of the following conditions:

a. Thunderstorms

- i. **Criterion:** Thunderstorms are detected within a 10-mile radius of the pool facility.
- ii. **Action:** Upon detection, the pool will be immediately cleared of all swimmers and patrons, and operations will cease until 30 minutes after the last thunder or lightning strike within the 10-mile radius. Staff will monitor weather conditions using reliable weather tracking tools. APR Management may determine closure for the remainder of the day if storms are forecasted to continue through the remaining daily schedule.

b. Poor Air Quality Index (AQI)

- i. **Criterion A (Immediate Closure):** The Air Quality Index (AQI) reaches or exceeds the "Unhealthy" category (typically AQI 151+) as reported by official local air quality monitoring stations.
- ii. **Criterion B (Lingering Impact):** Even if the AQI drops below the "Unhealthy" category, if staff members report significant and widespread negative impacts on their tolerance (e.g., respiratory discomfort, eye irritation) due to lingering poor air quality, management reserves the right to close the facility for the safety and comfort of staff.

c. Temperature and Swimmer Count



- i. **Criterion:** The ambient air temperature drops below 75°F (24°C) AND there are fewer than 10 swimmers actively in the pool.
 - ii. **Action:** Management will assess the situation and may decide to close the facility for the remainder of the day or determine a re-opening schedule.
 - d. **No Swimmers / End of Daily Schedule**
 - i. **Criterion:** There are no swimmers in the pool for a continuous period of 30 minutes, AND there are less than 2 hours remaining in the daily scheduled operating hours.
 - ii. **Action:** The pool facility may be closed for the remainder of the day.
 - e. **Forecasted Inclement Weather at Opening**
 - i. **Criterion:** The weather forecast for the first 4 hours of the scheduled opening indicates both: A high probability of rain, AND A temperature below 75°F (24°C).
 - ii. **Action:** Management may decide to delay opening or close the facility for the entire day based on the severity of the forecast and potential impact on attendance and safety.
 - f. **Any Other Immediate Hazard**
 - i. **Criterion:** Following Facility Emergency Action Plan Procedures, if staff identify immediate threats that jeopardize staff and patrons health and safety can direct an immediate closure.
 - ii. **Action:** Management may the facility for the entire day based on the severity of the hazard and potential impact on attendance and safety.
- ii. **GENERAL GUIDELINES FOR CLOSURE**
 - a. **Decision Authority:** The decision to close the pool rests with the APR Recreation Manager or administrator.
 - b. **Communication:** In the event of a closure, staff will communicate the reason for closure clearly and courteously to all patrons. Information will be posted at the facility entrance and, if feasible, communicated with website updates.
 - i. Voicemail Greeting
 - ii. Website Update



- iii. Front Door Signage
 - iv. *Social media is generally an ineffective means to relay timely information to the community and will not be incorporated into communication plans for daily opening/closing schedule adjustments.*
- c. **Reopening:** The pool will only reopen once the conditions that led to the closure have demonstrably improved and meet the safety and operational standards.
- b. **DMP SCHEDULE EXTENSION**

This section outlines the criteria under which the pool facility may extend its operating hours beyond the regularly scheduled (daily) closing time. Decisions regarding daily pool hour extensions will be made by the designated APR management staff, prioritizing both community demand and cost recovery.

 - i. The pool facility may remain open for an extended period, not exceeding 2 hours past the regularly scheduled closing time, if *all* of the following conditions are met:
 - 1. **Temperature and Swimmer Count**
 - a. **Criterion:** The forecasted ambient air temperature is expected to remain at or above 90°F (32°C) for up to two hours past the regularly scheduled closing time.
 - b. **Criterion:** More than 20 swimmers are actively present in the pool within one hour of the regularly scheduled closing time.
 - 2. **Management Discretion**
 - a. **Criterion:** The APR Recreation Manager or administrator determines that it is in the best interest of cost recovery and/or community demand to extend the pool's operating hours. This decision will consider factors such as staffing availability, operational costs, and the overall benefit to the community.
 - ii. **GENERAL GUIDELINES FOR EXTENSION**
 - 1. **Decision Authority:** The final decision to extend pool hours rests solely with the APR Recreation Manager or administrator.
 - 2. **Communication:** If an extension is approved, staff will clearly communicate the new closing time to all patrons at the facility in advance of the original closing time.



- a. *Social Media is generally an ineffective means to relay timely information to the community and will not be incorporated into communication plans for daily opening/closing schedule adjustments.*
3. **Maximum Extension:** Under no circumstances will the pool remain open for more than 2 hours past its regularly scheduled closing time, regardless of conditions.
4. **Staffing:** Adequate and certified staff must be available to cover the extended operating hours, adhering to all safety regulations and lifeguard-to-swimmer ratios.