

JACKSON COUNTY FIRE DISTRICT NO. 5



BOARD MEETING AGENDA
February 6, 2024
3:30 p.m. at Station 5
5811 S. Pacific Hwy, Phoenix, Oregon
REMOTE

<https://us02web.zoom.us/j/7827134557?pwd=MjJ0Y1Z0bXYya0RaekFNN0NWQ2pQdz09&omn=85818447945>

Dial In# 253 205 0468 * Meeting ID: 782 713 4557* Passcode: 8300

If a member of the public wishes to speak on an agenda item, please sign in on the Public Comment sheet and submit it to the Secretary of the Board. Jackson County Fire Dist. 5 (“District”), in complying with the Americans with Disabilities Act (“ADA”), requests individuals who require special accommodations to access, attend, and participate in District Board meetings due to a disability please contact the District Office, (541) 535-4222, at least one business day prior to the scheduled Board meeting to ensure that the District may assist you.

1. CALL TO ORDER/ROLL CALL – 3:30 p.m.
2. PLEDGE OF ALLEGIANCE – 3:32 p.m.
3. CONFIRMATION OF THE AGENDA – 3:34 p.m.
4. CONSENT AGENDA – 3:35
 - 4.1 APPROVAL OF MINUTES
Approval of Meeting Minutes of the January 23, 2024, Regular Meeting
 - 4.2 REVIEW OF FINANCIAL STATEMENT AND CHECK REGISTER
Approval of Statement and Register for January 2024
5. PUBLIC COMMENT – 3:45 p.m.
6. STAFF REPORTS – 3:55 p.m.

Audit – The Board of Directors will receive an update on the review of financial statements and completion of the 133 Single Audit Requirements by Pauly Rogers and Co., P.C.

Budget – The Board of Directors will receive an update on the Fire Apparatus Lease Purchase.

Facility Master Plan/Facility Retrofit (Strategy 2018.5 & 2020.5) – The Board of Directors will receive an update on Capital Projects.

FEMA SAFER/BOLI Apprentice – The Board of Directors will receive an update on the funding status of the Firefighter Apprenticeship program and the SAFER Grant.

Annexations – The Board of Directors will receive an update on annexations within the Fire District.

7. FUTURE AGENDAS OR GENERAL BUSINESS – 4:05 p.m.
Board Policies (Discussion)

JACKSON COUNTY FIRE DISTRICT NO. 5



8. BOARD REPORTS OR CORRESPONDENCE – 4:20
Audit Survey – The Board will receive a survey provided by Pauly Rogers and Co., P.C.
9. ANNOUNCEMENTS – 4:25 p.m.
10. LOCAL 2596 CORRESPONDENCE – 4:30 p.m.
11. EXECUTIVE SESSION – 4:35 ORS192.660(2)(f) – *TO CONSIDER INFORMATION AND RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION.*
12. ADJOURNMENT – 5:00 p.m.

MINUTES

JACKSON COUNTY FIRE DISTRICT No. 5
MINUTES OF THE BOARD OF DIRECTORS MEETING
Station Five, 5811 South Pacific Hwy, Phoenix, Oregon
January 23, 2023, at 3:30 p.m.

MEMBERS PRESENT:

Director Volkart, Director Purslow, Director Winters, and Director Halligan. Also, present was Fire Chief Hanley.
 Absent was Director Pare-Miller.

CALL TO ORDER: Chair Purslow called the meeting to order at 3:30 p.m., and Director Halligan led the Pledge of Allegiance.

CONFIRMATION OF AGENDA: No changes from staff.

Director Volkart requested the protocol to add an item to the agenda. Director Purslow explained the protocol to Director Volkart.

CONSENT AGENDA:

4.1 APPROVAL OF MINUTES

Approval of Meeting Minutes of the regular December 2023 Board of Directors Meeting

4.2 REVIEW OF FINANCIAL STATEMENT AND CHECK REGISTER

Approval of Statement and Register for December 2023

Director Purslow made a motion to approve the Consent Agenda 4.1 and 4.2. The motion was passed unanimously.

PUBLIC COMMENT: None.

STAFF REPORTS:

Audit - The Board of Directors received an update from Fire Chief Hanley and Chair Purslow on the review and completion of the Audit requirements by Pauly Rogers and Co., P.C.

Budget – The Board of Directors received an update on the annual line of credit and the Fire Apparatus Lease Purchase.

Fire Prevention (Strategy 2018.6)-The Board of Directors received an update on fire prevention activity and various permits in process within the Fire District.

FEMA SAFER/BOLI Apprentic – The Board of Directors received an update on the funding status of the Firefighter Apprenticeship program and the SAFER Grant.

Annexations – The Board of Directors received an update on annexations within the Fire District.

OPERATIONS BRIEFING:

The Board of Directors received updates on daily operations and Fire and EMS activity.

FUTURE AGENDAS AND GENERAL BUSINESS:

- Civil Service Commission Appointment

The Board of Directors reviewed two (2) Civil Service applications. Applicant Richard Randleman joined the meeting to share his experience and interests in joining the Civil Service Commission. The board of Directors had a discussion regarding both applications. Director Winters made a motion to move forward and accept Richard Randleman's application for the position of Civil Service Commissioner. One (1) NO, four (4) YES. The motion passed.

- Budget Committee Member Appointment

The Board of Directors reviewed one (1) Budget Committee Member Application.

Applicant Joi Reiley joined the meeting to share her experience and interests in joining the Budget Committee.
Director Volkart moved to appoint applicant Joi Riley as a Budget Committee Member.
The motion passed unanimously.

The meeting was adjourned at 4:34 p.m.
Submitted by Tina Maziarski

FINANCIALS

Jackson County Fire District 5
Check Detail Board
January 2024

02/01/24

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Paid Amount</u>
01/25/2024	Abbey Carpet & Floor	11020 Cash in Bank - General		
01/25/2024		71012 Station Maintenance	Hallway Carpet Repair - Station 5 Kitchen water da...	-719.60
TOTAL				-719.60
01/01/2024	Absolute Realty	11020 Cash in Bank - General		
01/01/2024		76300 · St. 4 Seismic Rehabilita...	Seismic Relocation Rental	-2,250.00
TOTAL				-2,250.00
01/24/2024	Ashland City	11020 Cash in Bank - General		
		71017 Utilities		-28.95
TOTAL				-28.95
01/11/2024	AT&T Mobility	11020 Cash in Bank - General		
01/11/2024		71017 Utilities	Station Phones/Internet for MDC'S	-3,751.90
TOTAL				-3,751.90
01/10/2024	Avista	11020 Cash in Bank - General		
		71017 Utilities		-1,392.72
TOTAL				-1,392.72
01/25/2024	Billy Thompson Floor Covering	11020 Cash in Bank - General		
01/25/2024		71012 Station Maintenance	Station 5 Kitchen Water damage	-875.00
TOTAL				-875.00
01/10/2024	Bustard, Aaron	11020 Cash in Bank - General		
01/09/2024		71034 Training/Meetings	Employee Meeting Reimb.	-26.38
TOTAL				-26.38
01/25/2024	Bustard, Aaron	11020 Cash in Bank - General		

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Jackson County Fire District 5 Check Detail Board January 2024

Date	Name	Account	Memo	Paid Amount
01/24/2024		71034 Training/Meetings	Tuition and Books for 6 Month Term - Business Ad...	-4,067.72
TOTAL				-4,067.72
01/25/2024	Charter Communication	11020 Cash in Bank - General		
01/01/2024		71017 Utilities		-2,091.68
TOTAL				-2,091.68
01/11/2024	Chemeketa Community College Business	11020 Cash in Bank - General		
01/11/2024		Apprentice Training Supplies	Apprentice Education	-586.00
TOTAL				-586.00
01/25/2024	City of Grants Pass	11020 Cash in Bank - General	3662	
01/08/2024		71034 Training/Meetings	Fire Chief Christmas Lunchin	-21.70
TOTAL				-21.70
01/30/2024	Crystal Fresh Bottled Water	11020 Cash in Bank - General		
11/30/2023		71017 Utilities		-64.00
TOTAL				-64.00
01/24/2024	Ferrellgas	11020 Cash in Bank - General		
		71017 Utilities		-1,185.43
TOTAL				-1,185.43
01/02/2024	Great America Financial Services	11020 Cash in Bank - General		
		75200 · IT Lease Payment		-2,983.65
TOTAL				-2,983.65
01/25/2024	HMK Company	11020 Cash in Bank - General		

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Jackson County Fire District 5 Check Detail Board January 2024

Date	Name	Account	Memo	Paid Amount
01/13/2024		76300 · St. 4 Seismic Rehabilita...		-5,532.00
TOTAL				-5,532.00
01/18/2024	Hunter Communications	11020 Cash in Bank - General		
01/18/2024		71017 Utilities		-855.87
TOTAL				-855.87
01/25/2024	Image Trend, Inc.	11020 Cash in Bank - General		
01/25/2024		71002 IT/Website Maintenance		-8,610.00
TOTAL				-8,610.00
01/25/2024	Industrial Source	11020 Cash in Bank - General		
01/25/2024		71089 Fire Equipment		-943.91
01/25/2024		71089 Fire Equipment		-161.66
TOTAL				-1,105.57
01/11/2024	InfoStructure	11020 Cash in Bank - General		
		71017 Utilities		-760.53
TOTAL				-760.53
01/25/2024	Jack Burns Construction	11020 Cash in Bank - General		
01/04/2024		76300 · St. 4 Seismic Rehabilita...	Neil Creek Storage Container Pad	-9,000.00
TOTAL				-9,000.00
01/25/2024	Jackson County Roads Administration	11020 Cash in Bank - General		
01/04/2024		71006 Fuels		-1,847.40
TOTAL				-1,847.40
01/25/2024	Les Schwab Warehouse Center	11020 Cash in Bank - General		
01/05/2024		71009 Apparatus Maintenance		-300.58

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Jackson County Fire District 5 Check Detail Board January 2024

Date	Name	Account	Memo	Paid Amount
01/06/2024		71009 Apparatus Maintenance		-283.49
TOTAL				-584.07
01/25/2024	Local Government Law Group	11020 Cash in Bank - General		
01/01/2024		71013 Legal		-2,889.00
TOTAL				-2,889.00
01/10/2024	Mattress Land-Medford	11020 Cash in Bank - General		
01/11/2024		71003 Station Supplies	ST. 4 Mattresses	-3,032.00
TOTAL				-3,032.00
01/10/2024	Medford Mobile Storage	11020 Cash in Bank - General		
01/04/2024		Station Three Storage/Supplies		-960.00
TOTAL				-960.00
01/26/2024	Medford Mobile Storage	11020 Cash in Bank - General		
		76300 · St. 4 Seismic Rehabilita...	Station 4 Storage for Seismic Relocation	-475.00
TOTAL				-475.00
01/11/2024	Mercy Flights, Inc.	11020 Cash in Bank - General		
01/11/2024		71043 Rescue/EMS		-310.10
01/11/2024		71043 Rescue/EMS		-185.00
TOTAL				-495.10
01/25/2024	Mercy Flights, Inc.	11020 Cash in Bank - General		
12/29/2023		71043 Rescue/EMS		-46.16
01/12/2024		71043 Rescue/EMS		-15.59
01/12/2024		71043 Rescue/EMS		-66.29
01/12/2024		71043 Rescue/EMS		-27.04
01/12/2024		71043 Rescue/EMS		-32.85
01/12/2024		71043 Rescue/EMS		-51.18
01/12/2024		71043 Rescue/EMS		-91.46

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Jackson County Fire District 5 Check Detail Board January 2024

Date	Name	Account	Memo	Paid Amount
01/12/2024		71043 Rescue/EMS		-39.53
01/12/2024		71043 Rescue/EMS		-24.94
01/12/2024		71043 Rescue/EMS		-48.14
01/12/2024		71043 Rescue/EMS		-171.40
01/12/2024		71043 Rescue/EMS		-257.79
01/12/2024		71043 Rescue/EMS		-103.20
01/12/2024		71043 Rescue/EMS		-40.67
TOTAL				-1,016.24
01/25/2024	OFDDA	11020 Cash in Bank - General		
01/02/2024		71024 Dues/Memberships	Oregon Fire Districts Association Dues	-1,500.00
TOTAL				-1,500.00
01/25/2024	Ontario Investments, Inc.	11020 Cash in Bank - General		
01/01/2024		75300 · MDC Equipment Lease		-1,835.37
TOTAL				-1,835.37
01/25/2024	Oregon Volunteer Firefighters Association	11020 Cash in Bank - General		
01/10/2024		71024 Dues/Memberships	Volunteer Firefighter Association - 2 Members for 2...	-52.00
TOTAL				-52.00
01/25/2024	Overhead Door Co.	11020 Cash in Bank - General		
01/04/2024		71012 Station Maintenance	Bay Door Repairs	-202.00
TOTAL				-202.00
01/24/2024	Pacific NorthWest Moving	11020 Cash in Bank - General		
01/24/2024		76300 · St. 4 Seismic Rehabilita...	Moving Company for Seismic Relocation	-2,662.00
TOTAL				-2,662.00
01/25/2024	Pacific Office Automation, Beaverton OR.	11020 Cash in Bank - General		
12/30/2023		71001 Office Supplies/Equip	Large Copy Machine	-1,004.48
01/03/2024		71001 Office Supplies/Equip	505089	-33.09

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Jackson County Fire District 5
Check Detail Board
January 2024

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Paid Amount</u>
01/11/2024		71001 Office Supplies/Equip	Copy Machine Ink	-34.50
TOTAL				-1,072.07
01/11/2024	Pacific Office Automation, Philadelphia	11020 Cash in Bank - General		
		71001 Office Supplies/Equip	Small Copy Maachine Lease	-383.90
TOTAL				-383.90
01/04/2024	Pacific Power	11020 Cash in Bank - General		
		71017 Utilities	Station 4 - 40 Neil Creek	-363.90
TOTAL				-363.90
01/09/2024	Pacific Power	11020 Cash in Bank - General		
		71017 Utilities	Station 4 - 3380 Siskyou	-135.84
TOTAL				-135.84
01/09/2024	Pacific Power	11020 Cash in Bank - General		
		71017 Utilities	Station 5	-404.27
TOTAL				-404.27
01/02/2024	Recology Ashland Sanitary	11020 Cash in Bank - General		
		71017 Utilities		-320.51
TOTAL				-320.51
01/25/2024	Rogue Valley Fire Chiefs Association	11020 Cash in Bank - General		
01/25/2024		71024 Dues/Memberships	Rogue Valley Fire Chiefs Association Dues	-50.00
TOTAL				-50.00
01/25/2024	Rogue Valley Sewer Services	11020 Cash in Bank - General		
01/01/2024		71017 Utilities		-69.41

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Jackson County Fire District 5 Check Detail Board January 2024

Date	Name	Account	Memo	Paid Amount
TOTAL				-69.41
01/25/2024	S.O. Backflow Techs	11020 Cash in Bank - General		
01/09/2024		71012 Station Maintenance	Annual Backflow Assembly Test	-120.00
TOTAL				-120.00
01/25/2024	SDIS	11020 Cash in Bank - General		
01/03/2024		71021 Insurance	Property/ Casualty 2024	-97,357.00
TOTAL				-97,357.00
01/25/2024	Secure Com	11020 Cash in Bank - General		
01/01/2024		71017 Utilities	Fire Quarterly Monitoring System	-170.31
TOTAL				-170.31
01/17/2024	Signs Now	11020 Cash in Bank - General		
01/17/2024		St. 4 Seismic Related Expenses	Seismic Building Plaque	-1,250.00
TOTAL				-1,250.00
01/08/2024	Southern Oregon Apparatus Works	11020 Cash in Bank - General		
		71009 Apparatus Maintenance		-2,706.50
TOTAL				-2,706.50
01/24/2024	Southern Oregon Signs LLC	11020 Cash in Bank - General		
		71009 Apparatus Maintenance	2x3 Full Color Coro	-93.00
TOTAL				-93.00
01/26/2024	Specialty Fleet Consulting	11020 Cash in Bank - General		
01/26/2024		Management and Consulting	HME - T-1 Engine Inspection - Pre Delivery	-3,660.00
TOTAL				-3,660.00

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Jackson County Fire District 5 Check Detail Board January 2024

Date	Name	Account	Memo	Paid Amount
01/08/2024	Tactical Business Group	11020 Cash in Bank - General		
		Contract Services	Grant Writer - Contractual services	-8,000.00
TOTAL				-8,000.00
01/23/2024	Tekmanagement, Inc.	11020 Cash in Bank - General		
		71002 IT/Website Maintenance	IT Contract Payment	-5,325.50
TOTAL				-5,325.50
01/26/2024	Tekmanagement, Inc.	11020 Cash in Bank - General		
		71002 IT/Website Maintenance	Computer Hard drive Replacement	-342.22
TOTAL				-342.22
01/03/2024	TYREE	11020 Cash in Bank - General		
		71006 Fuels		-1,153.31
TOTAL				-1,153.31
01/10/2024	USbancorp St. Louis	11020 Cash in Bank - General		
01/04/2024		75050 · Apparatus Loan (Quint)...	Quint/SCBA	-85,497.33
		75051 · Apparatus Loan (Quint) ...		-23,131.67
TOTAL				-108,629.00
01/10/2024	WCP Solutions	11020 Cash in Bank - General		
01/03/2024		71003 Station Supplies		-115.50
TOTAL				-115.50
01/25/2024	WCP Solutions	11020 Cash in Bank - General		
01/25/2024		71003 Station Supplies		-341.05
TOTAL				-341.05

Jackson County Fire District 5 -- Revenues & Expenses

=====Revenue=====	Jan-24	2023-2025	23-24 YTD	24-25 YTD	Total PTD	Variance	%Budg
Revenues		Budget			23-25		
Property Tax-Current	-	14,526,402	5,980,720	-	5,980,720	(8,545,682)	0.41
Property Tax-Prior	-	361,375	39,545	-	39,545	(321,830)	0.11
Interest-LGIP Capital Reserve	-		126				
Interest	-		25,491				
Special Distributions	-	-	-	-	-	-	-
Interest-LGIP Capital Savings	-	35,000	47	-	47	(34,953)	0.00
Fire Suppression Cost Recovery Fees	-	70,000	35,000	-	35,000	(35,000)	0.50
Rescue Cost Recovery	-	12,000	-	-	-	(12,000)	-
Miscellaneous	-	30,000	-	-	-	(30,000)	-
Donations/Grants	240,646	1,348,005	699,670	-	699,670	(648,335)	0.52
Sale of Apparatus/Equipment	-	50,000				(50,000)	-
Strike Team/Overhead Reimbursement	-	200,000	49,530	-	49,530	(150,470)	0.25
Insurance/Cobra Payments	12,410	-	474,862	-	474,862	474,862	
Debt/Lease Purchase Proceeds	-	1,125,000	848,034	-	848,034	(276,966)	0.75
Beg. Fund Balance	-	4,504,071	-	-	-	(4,504,071)	-
Total Revenue	253,056	22,261,853	8,153,025	-	8,153,025	(14,108,828)	0.37
Capital Projects Fund	Jan-24	2021-2023	21-22 YTD	22-23 YTD	Total PTD	Variance	%Budg
		Budget			23-25		
SCBA							
Fire Apparatus	-	990,000	-	-	-	990,000	-
Station 4 (ST 2) Seismic Rehabilitation Project	21,169	1,148,005	678,097	-	-	1,148,005	-
Fire Equipment	-	200,000	-	-	-	200,000	-
Extrication	-	80,000	-	-	-	80,000	-
Defibrillators	-	150,000	-	-	-	150,000	-
Communications	-	50,000	-	-	-	50,000	-
Training Tower	-	500,000	-	-	-	500,000	-
Total Capital Projects Fund	21,169	3,118,005	678,097	-	-	1,628,005	-

=====Expenditures=====

Personnel Services	Jan-24	2023-2025 Budget	23-24 YTD	24-25 YTD	Total PTD 23-25	Variance	%Budg
Fire Chief - 1	13,664	346,000	102,476	-	102,476	243,524	0.30
Administrative Analyst - 1	6,222	165,000	46,668	-	46,668	118,332	0.28
Battalion Chief 1/ Assistant Chief - 4	34,634	930,000	263,054	-	263,054	666,946	0.28
Captains - 9	69,114	1,730,000	512,910	-	512,910	1,217,090	0.30
Engineers - 14	69,812	1,754,000	518,641	-	518,641	1,235,359	0.30
Firefighters	-	320,000	-	-	-	320,000	-
FEMA Firefighters	64,936	1,505,250	496,260	-	496,260	1,008,990	0.33
BOLI Firefighters	27,339	802,600	205,664	-	205,664	596,936	0.26
Longevity	-	191,000	87,757	-	87,757	103,243	0.46
Overtime	-	20,000	-	-	-	20,000	-
OT-Emergency Backfill	41,311	800,000	346,424	-	346,424	453,576	0.43
OT-Strike Team	-	20,000	-	-	-	20,000	-
EMT Incentive	10,751	220,000	80,634	-	80,634	139,366	0.37
Out of Class	2,531	160,000	24,845	-	24,845	135,155	0.16
Leave Sell Back	3,050	194,000	119,070	-	119,070	74,930	0.61
Payroll Expenses	1,381	140,000	60,677	-	60,677	79,323	0.43
Educational Incentive	1,946	50,000	14,629	-	14,629	35,371	0.29
Retirement/ PERS (FTE,FEMA,BOLI)	66,042	2,330,000	1,056,090	-	1,056,090	1,273,910	0.45
Health,Life,LTD,HRA Veba	87,553	1,800,000	611,968	-	611,968	1,188,032	0.34
Workers Compensation	379	6,400	207,908	-	207,908	(201,508)	32.49
Volunteer Disability Insurance	-	4,000	902	-	902	3,098	0.23
Life & Disability Insurance	-	0	-	-	-	-	-
Seasonal,OSFM,Colestin	-	200,000	-	-	-	200,000	-
Vacation/Severance Payout	-	200,000	5,771	-	5,771	194,229	0.03
Holiday Pay	-	120,000	-	-	-	120,000	-
Unemployment	-	10,000	610	-	610	9,390	0.06
Medicare	4,515	100,000	37,546	-	37,546	62,454	0.38
Social Security	-	8,000	-	-	-	8,000	-

Deferred Compensation	14,883	300,000	111,048	-	111,048	188,952	0.37
Total Personnel Services	520,064	14,426,250	4,911,552	-	4,911,552	9,514,698	0.34

Materials/Services	Jan-24	2023-2025 Budget	23-24 YTD	24-25 YTD	Total PTD 23-25	Variance	%Budg
Administrative Support							
Office Supplies/Daily Requirements	451	36,000	4,293	-	4,293	31,707	0.12
Information Tech./Website Maint.	14,278	170,000	59,415	-	59,415	110,585	0.35
Legal	2,889	25,000	2,198	-	2,198	22,802	0.09
Labor Negotiations	-	2,000	-	-	-	2,000	-
Accounting & Audit	-	40,000	-	-	-	40,000	-
Election Expense	-	7,000	2,957	-	2,957	4,043	0.42
Postage & Freight	-	4,000	-	-	-	4,000	-
Misc. Bus. Exp./Prof. Svc, Professional Services	11,660	270,000	76,013	-	76,013	193,987	0.28
Awards/Incentives	-	2,000	-	-	-	2,000	-
Apparatus	-						
Fuels	3,001	150,000	32,964	-	32,964	117,036	0.22
Maintenance, Service Contract & Repair	3,384	400,000	127,930	-	127,930	272,070	0.32
Communications	-						
Dispatch Contract (ECISO)	-	350,000	128,728	-	128,728	221,272	0.37
Equipment, Service & Repair	-	45,000	2,511	-	2,511	42489.50	0.06
Conferences & Trainings							
Training	4,702	90,000	51,544	-	51,544	38,456	0.57
Dues/Memberships	1,602	50,000	11,097	-	11,097	38,903	0.22
Books & Periodicals	-	2,000	-	-	-	2,000	-
Emergency Medical Services (EMS)	-						
Equipment	1,465	50,000	8,714	-	8,714	41,286	0.17
CPR Program	-	1,500	(1,296)	-	(1,296)	2,796	(0.86)
Physician/Advisor (CQI)	-	10,000	4,800	-	4,800	5,200	0.48
Facilities							
General Liability Insurance	97,357	160,000	99,786	-	99,786	60,214	0.62
Lease (Station 3) Maintenance & Repair	1,917	250,000	52,444	-	52,444	197,556	0.21

Station Supplies	4,449	50,000	41,678	-	41,678	8,322	0.83
Station Utilities	11,531	190,000	64,978	-	64,978	125,022	0.34
Firefighting Equipment & Support (CAREER,FEMA, BOLI)							
Equipment	1,106	170,000	22,287	-	22,287	147,713	0.13
Personal Protective Ensemble (PPE)	-	85,000	-	-	-	85,000	-
Technical Rescue	-	10,000	-	-	-	10,000	-
SCBA Maintenance & Repair	-	10,000	591	-	591	9,409	0.06
Wildland Fire Equipment	-	3,000	-	-	-	3,000	-
Fireline Meals	-	6,000	320	-	320	5,680	0.05
Fire Prevention							
Community Outreach	-	8,000	-	-	-	8,000	-
Fire Investigation	-	1,000	-	-	-	1,000	-
Life Safety Inspections	-	3,000	-	-	-	3,000	-
Fire Support Services							
Student	-	1,000	-	-	-	1,000	-
Volunteer Expenses/CERT	-	3,000	-	-	-	3,000	-
Fitness	-	30,000	-	-	-	30,000	-
Physicals	-	75,000	(5,252)	-	(5,252)	80,252	(0.07)
Uniform Acquisition	-	54,000	36	-	36	53,964	0.00
Total Materials/Service	159,791	2,813,500	788,734	-	788,734	2,024,766	0.28
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SCBA	-	-	-	-	-	-	-
Fire Apparatus	-	990,000	-	-	-	990,000	-
Seismic Retrofit	-	1,148,005	-	-	-	1,148,005	-
Fire Equipment	-	50,000	-	-	-	50,000	-
Extrication	-	80,000	-	-	-	80,000	-
Defibrillators	-	150,000	-	-	-	150,000	-
Communications	-	50,000	-	-	-	50,000	-
Training Tower	-	500,000	-	-	-	500,000	-
Total Capital Outlay - GF	-	2,338,005	-	-	-	2,338,005	-
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Contingency	-	-	-	-	-	-	-
General Operating Contingency	-	1,450,000	-	-	-	1,450,000	-
Total Contingency	-	1,450,000	-	-	-	1,450,000	-
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Debt Service	Jan-24	2023-2025 Budget	23-24 YTD	24-25 YTD	Total PTD 23-25	Variance	
Station 1 Principal (US Bank)	-	235,000	115,000	-	115,000	120,000	0.49
Station 1- Interest & Fees (US Bank)	-	35,270	10,250	-	10,250	25,020	0.29
TAN Interest & Fees (Short-Term)	-	100,000	-	-	-	100,000	-
PIERCE Engines-Principal (Wash Fed)	-	125,000	60,372	-	60,372	64,628	0.48
PIERCE Engines - Interest & Fees (Wash Fed)	-	22,000	11,985	-	11,985	10,015	0.54
IT Lease (Great America)	2,984	70,000	26,132	-	26,132	43,868	0.37
Capital Lease Principal	-	-	-	-	-	-	-
Capital Lease Interest	-	-	-	-	-	-	-
E-One Apparatus Loan Principal	85,497	175,000	85,497	-	85,497	89,503	0.49
E-One Apparatus Loan Interest	23,132	45,000	23,132	-	23,132	21,868	0.51
Fire Equip/PPE Lease - Principal (USBancorp)	33,798	68,000	33,798	-	33,798	34,202	0.50
Fire Equip/PPE Lease - Interest (USBancorp)	1,202	14,300	1,202	-	1,202	13,098	0.08
MDC Equipment Lease (Ontario)	1,835	12,000	5,506	-	5,506	6,494	0.46
HME Apparatus Loan - Principal (USBancorp) TYPE 3	-	60,000	230,737	-	230,737	(170,737)	3.85
HME Apparatus Loan - Interest (USBancorp) TYPE 3	-	13,000	-	-	-	13,000	-
Fire Equip/PPE Lease - Principal (USBancorp '20)	-	34,000	-	-	-	34,000	-
Fire Equip/PPE Lease - Interest (USBancorp '20)	-	2,600	-	-	-	2,600	-
Operating Loan	-	-	-	-	-	-	-
Operation Loan Intrest	-	-	12,242	-	-	-	-
Apparatus Loan - Principal (Bank)	-	90,000	850,000	-	850,000	(760,000)	9.44
Apparatus Loan - Interest (Bank)	-	25,000	-	-	-	25,000	-
Total Debt Service	148,448	1,126,170	1,465,852	-	1,465,852	(339,682)	1.30
Totals	849,472	22,153,925	7,844,236	-	7,844,236	22,153,925	0.35

BOARD CORRESPONDENCE



JACKSON COUNTY FIRE DISTRICT NO. 5
GOVERNING BODY QUESTIONNAIRE
FISCAL YEAR ENDING 6/30/2022

(503) 620-2632

1. Do you know of or suspect any fraud in your organization? *If so, please describe your knowledge and concerns.*

2. Have you received any communications from employees, former employees, volunteers, grantors, contributors, regulators, or others alleging fraud or misconduct?

3. How do you communicate to your staff that fraudulent and unethical behavior will not be tolerated?

4. Are you aware of any pending or threatened litigation?

5. Do you regularly receive financial/operating reports from staff?
 - a. How often?
 - b. Do you review these reports?
 - c. What information do you find most useful in these reports?
 - d. What monitoring do you do to assure yourself that information given to you by your staff does not make things look better or worse than they really are?

6. Is there anything else we need to know to properly plan this audit? Is there any area you are concerned about where you would like us to focus?

The following questions relate to Related Parties. *If the answer to any question below is "yes," please explain in the space provided.*

Related parties include members of the governing body, administrative officials; immediate families of administrative officials, and members of the governing body; and affiliated governmental units not included in the financial statements, such as a metropolitan water and sewer system.

7. Have you or any related party of yours had any material interest, direct or indirect, in any of the following or pending transactions since the beginning of the fiscal year to which the entity was, or is to be, a party?

	<u>Yes</u>	<u>No</u>
Sale, purchase, exchange, or leasing of property?	<input type="checkbox"/>	<input type="checkbox"/>
Receiving or furnishings of goods, services, or facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Transfer of receipt of income or assets?	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of bank balances as compensating balances for the benefit of another?	<input type="checkbox"/>	<input type="checkbox"/>
Other transactions?	<input type="checkbox"/>	<input type="checkbox"/>

8. Have you or any related party of yours been indebted to or had a receivable from the entity at any time since the beginning of the fiscal year? Please exclude amounts due for ordinary travel and expense advances.

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input type="checkbox"/>

Name

Date