

# JACKSON COUNTY FIRE DISTRICT NO. 5



## REVISED BOARD MEETING AGENDA

October 8, 2024

6:00 p.m. at Station 5

5811 S. Pacific Highway

Phoenix, Oregon 97535

If any member of the public wishes to speak on any item on the agenda, please sign in on the Public Comment sheet and submit it to the Secretary of the Board. Jackson County Fire District 5 ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend, and/or participate in District Board meetings due to a disability, to contact the Chief's office, (541) 535-4222, at least one business day before the meeting to ensure that the district may assist you.

### Join Zoom Meeting

<https://us02web.zoom.us/j/86597701595?pwd=RJD0bOp2rUJnBYGSYrQnp1ZnuyCu07.1>

Meeting ID: 865 9770 1595

Passcode: 8300

One tap mobile

+12532158782,,86597701595#,,, \*8300# US (Tacoma)

+13462487799,,86597701595#,,, \*8300# US (Houston)

1. CALL TO ORDER/ROLL CALL – 6:00 PM
2. PLEDGE OF ALLEGIANCE – 6:02 PM
3. CONFIRMATION OF AGENDA 6:05 PM
4. CONSENT AGENDA 6:10 PM

#### 4.1 APPROVAL OF MINUTES

None to approve at this time

#### 4.2 REVIEW OF FINANCIAL STATEMENT AND CHECK REGISTER

Approval of Statement and Register for September 2024

5. PUBLIC COMMENT – 6:20 PM
6. STAFF REPORTS – 6:35 PM

*Audit – The Board of Directors will receive an update on the review of financials and the work being done by Brewsters CPA.*

***5811 South Pacific Highway Phoenix, OR. 97535***

**Phone (541) 535-4222 \* Fax (541)535-4226**

# JACKSON COUNTY FIRE DISTRICT NO. 5



## 6. STAFF REPORTS (CONTINUED)

Operations – *Update on Fire District operations during September 2024*

Budget - *The Board of Directors will receive an update on the FY-2 Budget*

Grant Administration and Update – *The Board of Directors will receive an update on SAFER funding and status.*

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

Staffing Report – *The Board of Directors will receive an update on current staffing levels.*

## 7. ACTION ITEMS – 7:15 PM

### 7.1 CIVIL SERVICE COMMISSION VACANCIES

**ACTION REQUESTED:** Consider appointment of Chief Examiner and Civil Service Commission for the upcoming FF examination.

Doug Detling Chief Examiner

Dan Patterson Commissioner 6/27

Erik Bloemendaal Commissioner 6/25

Michael Parsons Commissioner 6/26

### 7.2 FIRE DISTRICT 3 INTERGOVERNMENTAL AGREEMENT - Acting Fire Chief Bustard

**ACTION REQUESTED:** Consider approval of Intergovernmental Agreement with Fire District 3.

## 8. FUTURE AGENDAS OR GENERAL BUSINESS – 7:30 PM

### 8.1 Restructure of Staffing Model and Reorganization

## 9. ANNOUNCEMENTS – 7:35

9.1 Fire District Open House October 19, 10-1130 at Station 5.

## 10. LOCAL 2596 CORRESPONDENCE – 7:40 PM

## 11. JACKSON COUNTY FIRE DISTRICT No.5 VOL. ASSOCIATION CORRESPONDENCE – 7:45 PM

## 12. ADJOURNMENT – 7:50 PM

*5811 South Pacific Highway Phoenix, OR. 97535*

**Phone (541) 535-4222 \* Fax (541)535-4226**

# JACKSON COUNTY FIRE DISTRICT NO. 5



## Consent Agenda Documents

Financial Statement & Check Register

**Jackson County Fire District 5 -- Revenues & Expenses**

|  | Sep-24        | 2023-2025 Budget        | 23-24 YTD        | 24-25 YTD        | Total PTD 23-25        | Variance        | %Budg        |
|--|---------------|-------------------------|------------------|------------------|------------------------|-----------------|--------------|
| <b>=====Revenue=====</b>                                 |               |                         |                  |                  |                        |                 |              |
| <b>Revenues</b>  |               |                         |                  |                  |                        |                 |              |
| Property Tax-Current                                     |               | 14,526,402              | 6,503,463        |                  | 6,503,463              | (8,022,939)     | 0.45         |
| Property Tax-Prior                                       |               | 361,375                 | 47,214           | 58,276           | 105,490                | (255,885)       | 0.29         |
| Interest   |               | -                       | 45,353           |                  | 45,353                 | 45,353          | #DIV/0!      |
| Special Distributions                                    |               | -                       | -                | -                | -                      | -               |              |
| Interest-LGIP Capital Savings                            |               | 35,000                  | 257              |                  | 257                    | (34,743)        | 0.01         |
| Fire Suppression Cost Recovery                           |               | 70,000                  | 35,000           | -                | 35,000                 | (35,000)        | 0.50         |
| Rescue Cost Recovery                                     |               | 12,000                  | -                | -                | -                      | (12,000)        | -            |
| Miscellaneous  |               | 30,000                  | -                | -                | -                      | (30,000)        | -            |
| Donations/Grants/SAFER Payroll Reimbursement             |               | 1,348,005               | 1,308,356        | 99,556           | 1,407,912              | 59,907          | 1.04         |
| Sale of Apparatus/Equipment                              |               | 50,000                  | -                | -                | -                      | (50,000)        | -            |
| Strike Team/Overhead Reimbursement                       |               | 200,000                 | 72,784           | -                | 72,784                 | (127,216)       | 0.36         |
| Insurance/COBRA Payments/Workers Comp Payments           | 12,069        | -                       | 556,566          | 14,702           | 571,268                | 571,268         |              |
| Debt/Lease Purchase Proceeds                             | 250,000       | 1,125,000               | 1,348,034        | 1,800,000        | 3,148,034              | 2,023,034       | 2.80         |
| <b>Beg. Fund Balance</b>                                 |               | 4,504,071               |                  |                  | -                      | (4,504,071)     | -            |
| <b>Total Revenue</b>                                     | 262,069       | 22,261,853              | 9,917,027        | 1,972,535        | 11,889,562             | (10,372,291)    | 0.53         |
| <b>Capital Projects Fund</b>                             | <b>Sep-24</b> | <b>2023-2025 Budget</b> | <b>23-24 YTD</b> | <b>24-25 YTD</b> | <b>Total PTD 23-25</b> | <b>Variance</b> | <b>%Budg</b> |
| SCBA   |               |                         |                  |                  |                        |                 |              |
| Fire Apparatus   |               | 990,000                 |                  |                  |                        | (990,000)       |              |
| Station 4 (ST2) Seismic Rehabilitation Project Completed | 190           | 1,148,005               | (630,541)        | 588              |                        | (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)       |              |
| <b>Total Capital Projects Fund</b>                       | 190           | 3,118,005               | (630,541)        | -                |                        | (3,118,005)     | -            |

| =====<br>Expenditures<br>=====                   | Sep-24         | 2023-2025<br>Budget | 23-24 YTD        | 24-25 YTD        | Total PTD<br>23-25 | Variance         | %Budy       |
|--|----------------|---------------------|------------------|------------------|--------------------|------------------|-------------|
| <b>Personnel Services</b>                        |                |                     |                  |                  |                    |                  |             |
| Fire Chief                                       |                | 346,000             | 177,626          | 22,203           | 199,829            | 146,171          | 0.58        |
| Administrative Analyst                           | 6,600          | 165,000             | 81,165           | 30,948           | 112,113            | 52,887           | 0.68        |
| Battalion Chief - 3/Acting Chief 1               | 45,691         | 930,000             | 457,213          | 136,754          | 593,967            | 336,033          | 0.64        |
| Captains   | 71,007         | 1,730,000           | 885,279          | 213,022          | 1,098,301          | 631,699          | 0.63        |
| Engineers  | 50,823         | 1,754,000           | 842,094          | 152,470          | 994,564            | 759,436          | 0.57        |
| Firefighters                                     |                | 320,000             |                  |                  | -                  | 320,000          | -           |
| FEMA Firefighters                                | 61,483         | 1,505,250           | 863,320          | 199,664          | 1,062,984          | 442,266          | 0.71        |
| BOLL Firefighters                                | 18,580         | 802,600             | 395,928          | 74,695           | 470,623            | 331,977          | 0.59        |
| Longevity  |                | 191,000             | 87,757           |                  | 87,757             | 103,243          | 0.46        |
| OT - AA  |                | 20,000              |                  |                  | -                  | 20,000           | -           |
| OT - Emergency Backfill                          | 8,764          | 800,000             | 564,356          | 94,044           | 658,400            | 141,600          | 0.82        |
| OT - Strike Team Reserve                         |                | 20,000              |                  |                  | -                  | 20,000           | -           |
| EMT Incentive Pay                                | 9,638          | 220,000             | 132,723          | 28,915           | 161,638            | 58,362           | 0.73        |
| Out of Class/Standby Pay                         | 776            | 160,000             | 49,758           | 8,075            | 57,833             | 102,167          | 0.36        |
| Leave Sell Back                                  |                | 194,000             | 145,368          |                  | 145,368            | 48,632           | 0.75        |
| Payroll Expenses                                 | 1,099          | 140,000             | 68,323           | 4,060            | 72,383             | 67,617           | 0.52        |
| Educational Incentive                            | 1,416          | 50,000              | 25,470           | 5,173            | 30,643             | 19,357           | 0.61        |
| Retirement/PERS (FTE, FEMA, BOLL)                | 127,145        | 2,330,000           | 1,865,056        | 489,325          | 2,354,381          | (24,381)         | 1.01        |
| Health, Life, LTD, HRA Veba, Work Comp Insurance |                | 1,800,000           | 1,214,931        | 168,543          | 1,383,474          | 416,526          | 0.77        |
| OR Revenue Workers Comp                          |                | 6,400               | 1,015            |                  | 1,015              | 5,385            | 0.16        |
| Volunteer Disability Insurance                   |                | 4,000               | 902              |                  | 902                | 3,098            | 0.23        |
| Seasonal, OSFM, Colestin                         |                | 200,000             |                  |                  | -                  | 200,000          | -           |
| Vacation/Severance Payout                        |                | 200,000             | 28,073           | 64,408           | 92,481             | 107,519          | 0.46        |
| Holiday Pay                                      |                | 120,000             |                  |                  | -                  | 120,000          | -           |
| Unemployment                                     |                | 10,000              | 610              | 342              | 952                | 9,048            | 0.10        |
| Medicare   | 3,558          | 100,000             | 62,594           | 13,488           | 76,082             | 23,918           | 0.76        |
| Social Security                                  |                | 8,000               |                  | 626              | 626                | 7,374            | 0.08        |
| Deferred Compensation 501a                       | 12,530         | 300,000             | 190,401          | 39,506           | 229,907            | 70,093           | 0.77        |
| <b>Total Personnel Services</b>                  | <b>419,111</b> | <b>14,426,250</b>   | <b>8,139,962</b> | <b>1,746,260</b> | <b>9,886,222</b>   | <b>4,540,028</b> | <b>0.69</b> |





|   | Sep 24  | 2023-2025 Budget | 23-24 YTD  | 24-25 YTD | Total PTD 23-25 | Variance   | %Buddg  |
|---|---------|------------------|------------|-----------|-----------------|------------|---------|
| <b>Contingency</b>                                |         |                  |            |           |                 |            |         |
| Contingency                                       |         | 1,450,000        | -          | -         | -               | 1,450,000  | -       |
| <b>Total Contingency</b>                          |         | 1,450,000        | -          | -         | -               | 1,450,000  | -       |
|   |         |                  |            |           |                 |            |         |
|   |         |                  |            |           |                 |            |         |
|   |         |                  |            |           |                 |            |         |
| <b>Debt Service</b>                               |         |                  |            |           |                 |            |         |
| Station 1 - Principal (US Bank)                   |         | 235,000          | 115,000    | -         | 115,000         | 120,000    | 0.49    |
| Station 1 - Interest/Fees (US Bank)               |         | 35,270           | 19,637     | -         | 19,637          | 15,633     | 0.56    |
| TAN Interest & Fees (Short-term)                  | 15,099  | 100,000          | 12,844     | 27,387    | 40,232          | 59,768     | 0.40    |
| PIERCE Engines - Principal (Wash Fed)             |         | 125,000          | 91,348     | -         | 91,348          | 33,652     | 0.73    |
| PIERCE Engines - Interest/Fees (Wash Fed)         |         | 22,000           | 17,188     | -         | 17,188          | 4,812      | 0.78    |
| Lease (Great America) MDC                         | 2,984   | 70,000           | 35,804     | 8,951     | 44,755          | 25,245     | 0.64    |
| Capital Lease Principal                           |         | -                | -          | -         | -               | -          | #DIV/0! |
| Capital Lease Interest                            |         | -                | -          | -         | -               | -          | #DIV/0! |
| E-One Apparatus Loan - Principal                  |         | 175,000          | 85,497     | -         | 85,497          | 89,503     | 0.49    |
| E-One Apparatus Loan - Interest                   |         | 45,000           | 23,132     | -         | 23,132          | 21,868     | 0.51    |
| Fire Equip/PPE Lease - Principal (USBancorp)      |         | 68,000           | 33,798     | 16,484    | 50,282          | 17,718     | 0.74    |
| Fire Equip/PPE Lease - Interest (USBancorp)       |         | 14,300           | 1,202      | 1,427     | 2,629           | 11,671     | 0.18    |
| MDC Equipment Lease (Ontario)                     |         | 12,000           | 7,341      | 1,161     | 8,502           | 3,498      | 0.71    |
| 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                                    |         | -                | 850,000    | -         | 850,000         | (850,000)  | -       |
| Operation Loan Interest                           |         |                  |            |           |                 |            |         |
| Apparatus Loan - Principal (Bank)                 |         | 90,000           | 5,415      | -         | 5,415           | 84,585     | 0.06    |
| Apparatus Loan - Interest (Bank)                  | 12,969  | 25,000           | 15,224     | 25,937    | 41,161          | (16,161)   | 1.65    |
| <b>Total Debt Service</b>                         | 31,051  | 1,126,170        | 1,544,168  | 81,347    | 1,625,515       | (499,345)  | 1.44    |
|   |         |                  |            |           |                 |            |         |
|   |         |                  |            |           |                 |            |         |
|   |         |                  |            |           |                 |            |         |
| <b>Totals</b>                                     | 521,733 | 22,283,925       | 11,199,894 | 2,072,489 | 13,272,383      | 11,084,031 | 0.50    |



**Jackson County Fire District 5**  
**Check Detail Board**  
**September 2024**

| Num       | Date       | Name                   | Memo             | Account                | Paid Amount |
|-----------|------------|------------------------|------------------|------------------------|-------------|
| ACH       | 09/16/2024 | Rogue Valley Sewe...   | Sewer            | 11030 Cash in Ban...   |             |
|           |            |                        | Sewer            | 71017 Utilities        | -84.01      |
| TOTAL     |            |                        |                  |                        | -84.01      |
| ACH       | 09/25/2024 | City of Ashland        | Water            | 11030 Cash in Ban...   |             |
|           |            |                        | Water Line       | 71017 Utilities        | -28.95      |
| TOTAL     |            |                        |                  |                        | -28.95      |
| ACH       | 09/30/2024 | Great America Fin...   | MDC Equip L...   | 11030 Cash in Ban...   |             |
|           |            |                        | MDC Equipm...    | 75200 · IT Lease Pa... | -2,983.65   |
| TOTAL     |            |                        |                  |                        | -2,983.65   |
| epay      | 09/03/2024 | City of Talent         | Power            | 11030 Cash in Ban...   |             |
| 6/19/2... | 08/01/2024 |                        |                  | 71017 Utilities        | -677.21     |
| TOTAL     |            |                        |                  |                        | -677.21     |
| 42885     | 09/11/2024 | Don's Lock LLC         | Re-key statio... | 11030 Cash in Ban...   |             |
| 709390    | 09/06/2024 |                        | Commercial S...  | 71012 Station Maint... | -529.00     |
| TOTAL     |            |                        |                  |                        | -529.00     |
| 42886     | 09/11/2024 | Asante Physician P...  | VOID:            | 11030 Cash in Ban...   |             |
| TOTAL     |            |                        |                  |                        | 0.00        |
| 42887     | 09/11/2024 | AT&T Mobility          | Acct# 287289...  | 11030 Cash in Ban...   |             |
| Sept P... | 08/11/2024 |                        | District Phones  | 71017 Utilities        | -1,929.58   |
| TOTAL     |            |                        |                  |                        | -1,929.58   |
| 42888     | 09/11/2024 | Connecting Point       | 2 ipad Pro6      | 11030 Cash in Ban...   |             |
| C1898...  | 08/22/2024 |                        |                  | 71001 Office Suppli... | -2,799.98   |
| TOTAL     |            |                        |                  |                        | -2,799.98   |
| 42889     | 09/11/2024 | Crystal Fresh Bottl... | Bottled Wate...  | 11030 Cash in Ban...   |             |
| 711976    | 07/31/2024 |                        |                  | 71017 Utilities        | -120.00     |
| TOTAL     |            |                        |                  |                        | -120.00     |
| 42890     | 09/11/2024 | HME INC.               | 3 Seats with ... | 11030 Cash in Ban...   |             |
| 5130449   | 08/22/2024 |                        |                  | 71009 Apparatus M...   | -6,120.04   |
| TOTAL     |            |                        |                  |                        | -6,120.04   |

**Jackson County Fire District 5**  
**Check Detail Board**  
**September 2024**

| Num       | Date       | Name                   | Memo             | Account                | Paid Amount |
|-----------|------------|------------------------|------------------|------------------------|-------------|
| 42891     | 09/11/2024 | Industrial Source      | 9 High Pres ...  | 11030 Cash in Ban...   |             |
| 2325968   | 08/31/2024 |                        |                  | 71043 Rescue/EMS       | -215.44     |
| TOTAL     |            |                        |                  |                        | -215.44     |
| 42892     | 09/11/2024 | Pacific Office Auto... | Canon Contr...   | 11030 Cash in Ban...   |             |
| 440458    | 08/11/2024 |                        | Cannon BLA...    | 71001 Office Suppli... | -37.95      |
| 479896    | 08/28/2024 |                        | Cannon BLA...    | 71001 Office Suppli... | -165.08     |
| TOTAL     |            |                        |                  |                        | -203.03     |
| 42893     | 09/11/2024 | Peoples's Bank of ...  | HME Truck I...   | 11030 Cash in Ban...   |             |
| 09/01/... | 08/27/2024 |                        | Interest Paym... | 75401 - 2024 HME ...   | -12,968.55  |
| TOTAL     |            |                        |                  |                        | -12,968.55  |
| 42894     | 09/11/2024 | Rogue Interagency ...  | Annual Mem...    | 11030 Cash in Ban...   |             |
| 20234...  | 08/13/2024 |                        |                  | 71034 Training/Meet... | -150.00     |
| TOTAL     |            |                        |                  |                        | -150.00     |
| 42895     | 09/16/2024 | Peoples's Bank of ...  | Line of Credit   | 11030 Cash in Ban...   |             |
| 09/07/... | 09/07/2024 |                        | Interest Paym... | 75101 TAN - Interes... | -15,098.70  |
| TOTAL     |            |                        |                  |                        | -15,098.70  |
| 42896     | 09/18/2024 | Cascade Fire Equi...   | 2 Zico Chock...  | 11030 Cash in Ban...   |             |
| INV13...  | 07/25/2024 |                        |                  | 71089 Fire Equipment   | -1,010.37   |
| TOTAL     |            |                        |                  |                        | -1,010.37   |
| 42897     | 09/18/2024 | City of Talent         | Power            | 11030 Cash in Ban...   |             |
| 7/23/2... | 09/04/2024 |                        |                  | 71017 Utilities        | -620.80     |
| TOTAL     |            |                        |                  |                        | -620.80     |
| 42898     | 09/18/2024 | Jackson Group Pet...   | Peterbilt        | 11030 Cash in Ban...   |             |
| 9725MD    | 08/31/2024 | epairs                 |                  | 71009 Apparatus M...   | -47.43      |
| TOTAL     |            |                        |                  |                        | -47.43      |
| 42899     | 09/18/2024 | Mercy Flights, Inc.    | EMT Equip        | 11030 Cash in Ban...   |             |
| INV467    | 08/27/2024 |                        |                  | 71043 Rescue/EMS       | -61.16      |
| TOTAL     |            |                        |                  |                        | -61.16      |
| 42900     | 09/18/2024 | National Heating & ... | Roof Exhuas...   | 11030 Cash in Ban...   |             |
| 48147     | 09/10/2024 |                        |                  | 71012 Station Maint... | -207.00     |
| TOTAL     |            |                        |                  |                        | -207.00     |

**Jackson County Fire District 5**  
**Check Detail Board**  
**September 2024**

| Num       | Date       | Name                   | Memo              | Account                 | Paid Amount |
|-----------|------------|------------------------|-------------------|-------------------------|-------------|
| 42901     | 09/18/2024 | Valley View Transf...  | Refuse Disp...    | 11030 Cash in Ban...    |             |
|           | 07/25/2024 |                        | 9 yard debris     | 71017 Utilities         | -136.40     |
| TOTAL     |            |                        |                   |                         | -136.40     |
| 42902     | 09/18/2024 | CenturyLink            | Internet          | 11030 Cash in Ban...    |             |
|           | 08/27/2024 |                        | Temp Station ...  | 76300 · St. 4 Seismi... | -189.99     |
| TOTAL     |            |                        |                   |                         | -189.99     |
| 42903     | 09/26/2024 | AT&T Mobility          | District Phon...  | 11030 Cash in Ban...    |             |
| Oct P...  | 09/24/2024 |                        | District Phones   | 71017 Utilities         | -1,855.46   |
| TOTAL     |            |                        |                   |                         | -1,855.46   |
| 42904     | 09/26/2024 | CenturyLink            | Internet          | 11030 Cash in Ban...    |             |
|           | 09/11/2024 |                        | Temp Station ...  | 76300 · St. 4 Seismi... | -189.99     |
| TOTAL     |            |                        |                   |                         | -189.99     |
| 42905     | 09/26/2024 | Crystal Fresh Bottl... | Bottled Water     | 11030 Cash in Ban...    |             |
| 712889    | 08/26/2024 |                        |                   | 71017 Utilities         | -128.00     |
| TOTAL     |            |                        |                   |                         | -128.00     |
| 42906     | 09/26/2024 | Jackson County R...    | Fuel              | 11030 Cash in Ban...    |             |
| 115712    | 09/04/2024 |                        |                   | 71006 Fuels             | -2,122.92   |
| TOTAL     |            |                        |                   |                         | -2,122.92   |
| 42907     | 09/26/2024 | Peoples's Bank of ...  | HME Truck I...    | 11030 Cash in Ban...    |             |
| 10/01/... | 09/24/2024 |                        | Interest Paym...  | 75401 · 2024 HME ...    | -12,968.55  |
| TOTAL     |            |                        |                   |                         | -12,968.55  |
| 42908     | 09/26/2024 | Recology Ashland       | Refuse Disp...    | 11030 Cash in Ban...    |             |
| 45456     | 08/30/2024 |                        | 25 yd debris p... | 71017 Utilities         | -328.48     |
| 08232...  | 08/31/2024 |                        | Neil Creek Rd     | 71017 Utilities         | -132.20     |
| TOTAL     |            |                        |                   |                         | -460.68     |
| 42909     | 09/26/2024 | T'hallalisa Jackson    | Payroll Contr...  | 11030 Cash in Ban...    |             |
| 2024-8    | 09/02/2024 |                        |                   | Contracted Payroll S... | -2,250.00   |
| TOTAL     |            |                        |                   |                         | -2,250.00   |
| 42910     | 09/26/2024 | Pauly, Rogers and ...  | Audit progre...   | 11030 Cash in Ban...    |             |
| 14704     | 09/26/2024 |                        | June 30, 2022...  | 71014 Audit/Accoun...   | -6,500.00   |
| TOTAL     |            |                        |                   |                         | -6,500.00   |

# JACKSON COUNTY FIRE DISTRICT NO. 5



## Staff Report Documents

### Operations Report September 2024

*5811 South Pacific Highway Phoenix, OR. 97535*

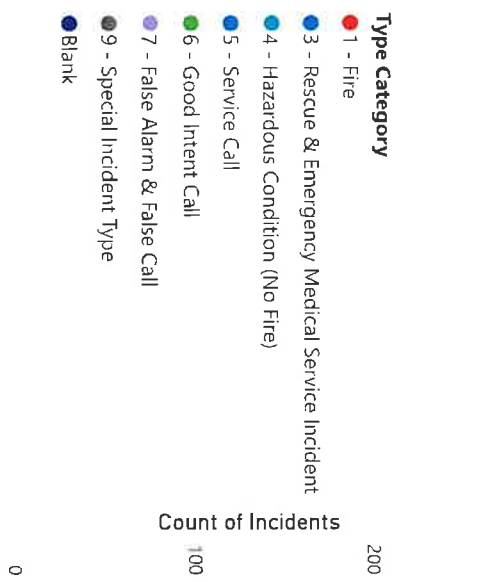
Phone (541) 535-4222 \* Fax (541)535-4226

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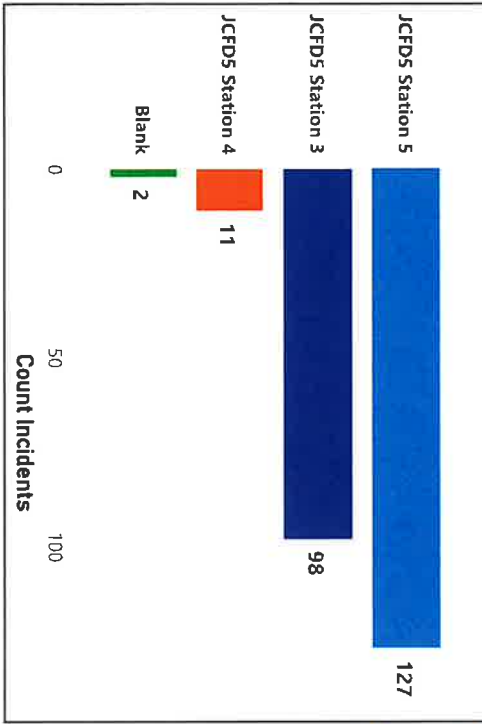
Month

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

### Count of Incidents by Month with Type Category



### Incidents by Station Name

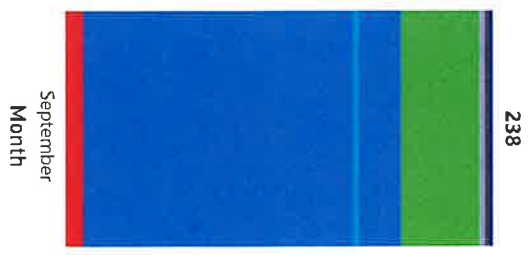


### EMS Response by Type

| EMS Response by Type                             | Incidents  |
|--|------------|
| 32 - Emergency medical service (EMS) Incident    | 121        |
| 31 - Medical assist                              | 28         |
| 30 - Rescue, emergency medical call (EMS), other | 1          |
| <b>Total</b>                                     | <b>150</b> |

### Fire Response by Type

| Fire Response by Type               | Incidents |
|-------------------------------------|-----------|
| 11 - Structure Fire                 | 1         |
| 15 - Outside rubbish fire           | 1         |
| 13 - Mobile property (vehicle) fire | 2         |
| 14 - Natural vegetation fire        | 6         |
| <b>Total</b>                        | <b>10</b> |



**238**  
Total Incidents

**1**  
Structure Fires

**6**  
Wildland Fires

**150**  
EMS Incidents

Month

January

February

March

April

May

June

July

August

September

October

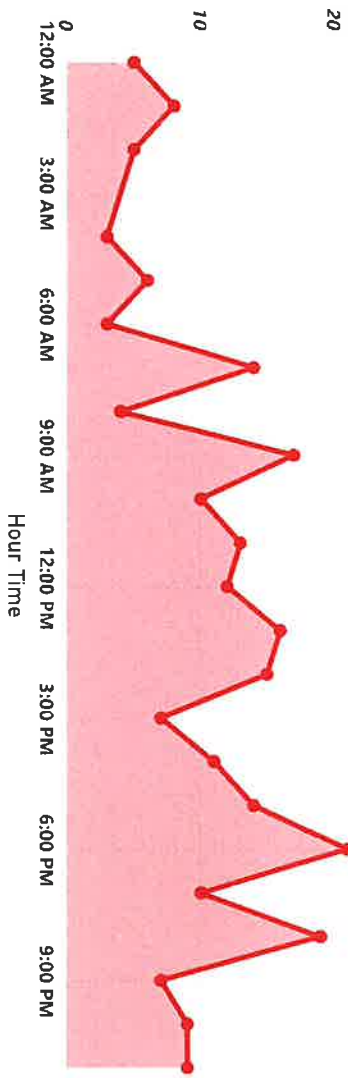
November

December

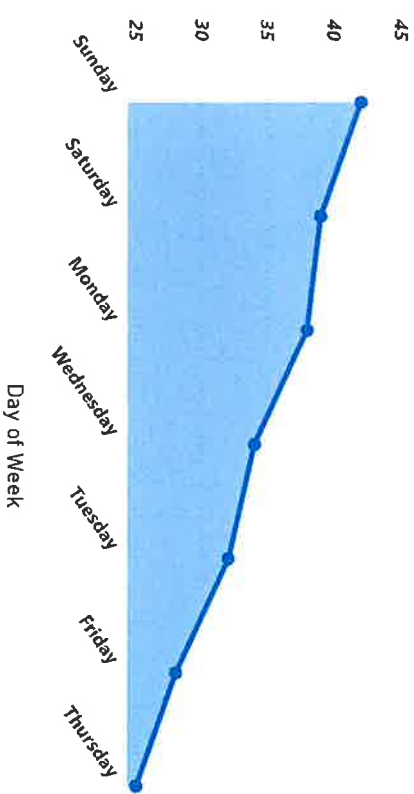
| Basic Incident Zone/District Number | Blank    | JCFDS Station 3 | JCFDS Station 4 | JCFDS Station 5 | Total      |
|-------------------------------------|----------|-----------------|-----------------|-----------------|------------|
| 83                                  | 2        | 74              | 8               | 113             | 197        |
| I5                                  |          | 7               | 2               | 7               | 16         |
| D2                                  |          | 9               |                 | 2               | 11         |
| 88                                  |          | 3               | 1               | 4               | 8          |
| 81                                  |          | 4               |                 | 1               | 5          |
| 77                                  |          | 1               |                 |                 | 1          |
| <b>Total</b>                        | <b>2</b> | <b>98</b>       | <b>11</b>       | <b>127</b>      | <b>238</b> |

| Shift        | Incidents  |
|--------------|------------|
| A Shift      | 78         |
| B Shift      | 89         |
| C Shift      | 71         |
| <b>Total</b> | <b>238</b> |

**Calls by Hour**



**Calls by Day**



| Month   |
|---|
| <input type="checkbox"/> January              |
| <input type="checkbox"/> February             |
| <input type="checkbox"/> March                |
| <input type="checkbox"/> April                |
| <input type="checkbox"/> May                  |
| <input type="checkbox"/> June                 |
| <input type="checkbox"/> July                 |
| <input type="checkbox"/> August               |
| <input checked="" type="checkbox"/> September |
| <input type="checkbox"/> October              |
| <input type="checkbox"/> November             |
| <input type="checkbox"/> December             |

| Response Mode to Scene                 | Count of Incidents |
|--|--------------------|
| Emergency                              | 146                |
| Non-Emergency                          | 83                 |
| Emergency, Downgraded to Non-Emergency | 7                  |
| Blank                                  | 2                  |
| <b>Total</b>                           | <b>238</b>         |

| Mutual Aid Given and Received | Count of Incidents |
|-------------------------------|--------------------|
| Mutual aid given              | 10                 |
| Automatic aid given           | 4                  |
| Automatic aid received        | 3                  |
| Mutual aid received           | 3                  |
| <b>Total</b>                  | <b>20</b>          |

| Mutual Aid Given                | Count of Incidents |
|---------------------------------|--------------------|
| Medford Fire Department         | 7                  |
| Ashland Fire & Rescue           | 4                  |
| Jackson County Fire District #3 | 3                  |
| <b>Total</b>                    | <b>14</b>          |

| Basic Primary Action Taken (FD1.48)             | Count of Incidents |
|---|--------------------|
| Provide basic life support (BLS)                | 75                 |
| Investigate                                     | 33                 |
| Provide advanced life support (ALS)             | 29                 |
| Provide manpower                                | 24                 |
| Cancelled en route                              | 23                 |
| EMS - Patient Refusal                           | 8                  |
| Assist physically disabled                      | 7                  |
| Assistance, other                               | 7                  |
| Cancelled on-scene                              | 6                  |
| Cancelled After Arrival                         | 3                  |
| Dispatched and canceled prior to going en route | 3                  |
| Fill-in or moveup                               | 3                  |
| Provide apparatus                               | 3                  |
| Blank   | 2                  |
| Extinguishment by fire service personnel        | 2                  |
| Fire control or extinguishment, other           | 2                  |
| Investigate fire out on arrival                 | 2                  |
| Provide first aid & check for injuries          | 2                  |
| Contain fire (wildland)                         | 1                  |
| Emergency medical services, other               | 1                  |
| Incident command                                | 1                  |
| Information, investigation & enforcement, other | 1                  |
| <b>Total</b>                                    | <b>238</b>         |

# JACKSON COUNTY FIRE DISTRICT NO. 5



## Action Items Documents

Action Item 7.2 Fire District 3 Intergovernmental Agreement

*5811 South Pacific Highway Phoenix, OR. 97535*

**Phone (541) 535-4222 \* Fax (541)535-4226**

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# **INTERGOVERNMENTAL AGREEMENT FOR MANAGEMENT SERVICES**

This agreement, by and between **Jackson County Fire District 5**, hereinafter referred to **District 5**, and **Jackson County Fire District 3**, hereinafter referred to as **District 3**, is made and entered into the 17<sup>th</sup> day of October 2024, for the purpose of having District 3 provide services for District 5.

## **RECITALS**

**Whereas**, Oregon Revised Statutes (ORS) Chapter 190 authorizes units of local government to enter into written agreements with other units of local government for any or all of the functions and activities of a party to the agreement; and

**Whereas**, both Districts are organized rural fire protection districts established under ORS Chapter 478; District 3 and District 5 have a long history of mutual aid; and

**Whereas**, a contract for executive services, financial administration, personnel development and technology management services would provide both Districts an opportunity to serve their communities better;

## **AGREEMENT**

**NOW THEREFORE, IT IS AGREED AS FOLLOWS:**

### **SECTION 1 - PURPOSE**

The purpose of this Agreement is for District 3 to provide professional management services for District 5. District 3 offers such services cooperatively as accommodation to District 5 and not for monetary gain. District 5 remains accountable to the citizens it serves, and that burden is not shifted to District 3 by this Agreement.

Recognizing the purpose and the spirit with which this Agreement is entered into, District 3 and District 5 both agree to cooperate, consult, meet, and work together in resolving, to the mutual satisfaction of both parties, any question or problems which may hereafter arise in connection with the performance of this Agreement.

### **SECTION 2 - TERM**

This Agreement shall be effective from January 1, 2025 to June 30, 2029. The parties agree to meet prior to June 30, 2028, to determine whether to extend this Agreement.

### **SECTION 3 - SERVICES TO BE PROVIDED**

#### **Fire Chief Services:**

District 3 agrees to perform the executive functions and duties of Fire Chief as specified in the policies and procedures, rules, and regulations of the District, and as hereinafter set forth, and as prescribed or assigned by the Board of Directors of District 5 periodically. It shall be the discretion of District 3 to designate the Executive Staff assigned to assist District 5. The Board of Directors for District 5 vests

in the Fire Chief the day-to-day operational control of District operations, and in consult with the Fire Chief, reserves to the Board of Directors policy making authority and control over all matters of fiscal policy, budget, and financial matters.

The authority of the Fire Chief, consistent with state law, shall include but not be limited to overall management, administration, and direction of District 5 operations; the hiring, disciplining, and discharging of District 5 employees and volunteers; the execution and administration of District 5 policies within budget appropriations pursuant to District policy and ordinance or resolution; and policy advice to elected officials and open communication with the community so as to foster responsive and courteous public service. The Fire Chief will:

- Initiate, administer, and supervise the fire protection, fire prevention, and emergency medical activities and programs of District 5.
- Initiate, administer, and supervise all functions and programs of District 5.
- Supervise the maintenance and upkeep of any facilities and equipment owned or maintained by District 5 and recommend to the Board the acquisition of new or sale of used equipment and facilities.
- Keep and maintain proper financial records and accounting for District 5.
- Hire and terminate all personnel necessary to carry out the business of District 5, subject to the limitations of ORS 478.260 and the collective bargaining agreement.
- Do and perform all things necessary to be done to completely and fully administer District 5 and/or as otherwise directed by the Board of Directors of District 5; and
- Provide assistance or services to other fire districts when reasonable and practical, which is encouraged, but not required.

In doing so, the Chief shall be bound by all the rules, regulations, and policies now in existence or hereafter adopted by the Board of Directors of District 5 and shall administer the affairs of District 5 in accordance therewith and pursuant to the laws of the State of Oregon.

The Board of Directors of District 5 agrees to a principle of noninterference in District 5 administration necessary to the orderly and efficient implementation of District 5 policy as established by the District 5 Board of Directors. The District 5 Board of Directors shall ensure that individual members will direct their business-related concerns and communications to District 5 members through the Fire Chief. The Fire Chief shall respond promptly to all inquiries from members of the District 5 Board of Directors, whether made individually or collectively.

**Financial Services:**

Upon satisfactory review of third-party audits commissioned by District 5, District 3 agrees to provide:

- All phases of payroll processing including timecard calculations, quarterly reports, tax payments, PERS submission, and year-end W-2 generation and submittal. To maintain continuity, 2024 quarterly payroll reports and issuance of W2 and end of year reporting will be completed by District 5.
- All phases of accounts payable including year-end 1099 generation and submittal.

- All phases associated with general ledger including trial balance reconciliation, journal entries, month end reconciliation, and the preparation of monthly financial reports for District 5 Board approval.
- Financial management including LGIP reconciliation, bank statement reconciliation, cashflow and budget monitoring, financial transfers, cash receipts, and bank deposits.
- Preparation of annual budget: local budget forms, spreadsheets, forecasting, and fund balance projections.
- Assist independent auditor with the preparation of the annual financial audit.

**Information Technology:**

District 3 agrees to oversee District 5's technology, hardware, and network system to ensure operational stability and efficiency and provide technical support in management of software applications and data metrics.

**Training Services:**

District 3 agrees to provide a training plan and administrative oversight for the required compliance and certification training of all personnel affiliated with District 5.

Changes to the Standards of Cover goals will trigger a review of fees associated with compliance to meet the goals of the organization.

**SECTION 4 - COSTS**

In consideration of the services provided by District 3 under this Agreement, District 5 shall pay District 3 a sum of \$ 15,000 per month or \$ 90,000 for the remainder of fiscal year 2024/25 increasing by 8% each fiscal year thereafter.

District 5 agrees to make available the necessary office space and software platforms for executive and management staff to satisfactorily accomplish the duties outlined. Additionally, District 5 agrees to pay for the annual maintenance fee of the second database District 3 maintains for District 5's financial data and payroll system.

**SECTION 5 - REVIEW, EVALUATION, AND QUALITY ASSURANCE**

Both parties shall notify the other as soon as possible of incidents that affect the quality-of-service delivery under this agreement. Both parties agree to work diligently towards resolving any issues that may arise for the mutual benefit of the parties.

**SECTION 6 - LIABILITY/INDEMNITY**

To the extent permitted by the Oregon Tort Claims Act and the Oregon Constitution, District 3 shall defend, indemnify, and hold harmless District 5, and each of District 5's elected officials, officers, agents, and employees, from and against any and all losses, claims, actions, costs, judgments, damages, or other expenses resulting from injury to any person (including injury resulting in death) or damage to property (including loss or destruction), of whatever nature, arising out of or incident to the performance of this agreement by District 3, including, but not limited to, any acts or omissions of District 3's officers, employees, agents, volunteers, and others, if any, designated by District 3 to perform services under this Agreement.

District 3 shall not be held responsible for any losses, claims, actions, costs, judgments, damages, or other expenses directly, solely, and proximately caused by the negligence of District 5.

To the extent permitted by the Oregon Tort Claims Act and the Oregon Constitution, District 5 shall defend, indemnify, and hold harmless District 3, and each of its officers, agents, and employees, from and against any and all losses, claims, actions, costs, judgments, damages, or other expenses resulting from injury to any person (including injury resulting in death) or damage to property (including loss or destruction), of whatsoever nature, arising out of or incident to the performance of this Agreement by District 5, including but not limited to, the acts and omissions of District 5's employees, agents, volunteers, and others, if any, designated by District 5 to perform services under this Agreement.

District 5 shall not be held responsible for any losses, claims, actions, costs, judgments, damages, or other expenses directly, solely, and proximately caused by the negligence of District 3.

This section does not confer any right to indemnity on any person or entity other than the parties, waive any right of indemnity or contribution from any person or entity; or waive any governmental immunity.

#### **SECTION 7 - TECHNOLOGY**

District 5 shall provide the necessary hardware, software, suites, and subscriptions to fulfill the performance of duties. By agreement, District 3 will maintain the necessary technology.

#### **SECTION 8 - HOLD HARMLESS**

District 3 shall not be responsible for the liabilities, losses, claims, proceedings, judgments, suits, fines, penalties, demands, expenses, or contractual obligations that have occurred or shall occur as a result of performance or actions of board members or employees of District 5 prior to the signing of this agreement.

District 3 shall not settle any claim contract or action against District 5 without the written consent of their Board of Directors.

#### **SECTION 9 - SAVING CLAUSE**

If any part or portion of this Agreement shall be deemed by a court of competent jurisdiction or other competent authority to be illegal, invalid, or unenforceable, such shall not invalidate the remainder of the Agreement which shall remain in full force and effect as if an illegal, invalid, or unenforceable part or portion is not a part hereof.

#### **SECTION 10 - NOTICE**

Any notice required or allowed to be given by this Agreement shall be given by hand delivery or by placing said notice in the United States Mail, first class postage pre-paid, and addressed as follows:

To District 5 Board President and District 3 Fire Chief

Said notice shall be deemed to be received when hand delivered or, if mailed, three (3) days after said mailing. If the mailing address of either party changes, notice of the change of address shall be given to the other party in writing.

#### **SECTION 11 - DEFAULT**

A party to this Agreement who has cause to believe that the other party is in default of the terms or conditions of this Agreement, shall give the party alleged to be in default written notice of said default, and allow not less than ten (10) days for the default to be cured. If the default is not cured within that time, the following remedies are available to the parties:

- Declare this Agreement to be terminated, at which time the provisions of Section 9 of this Agreement shall be complied with.
- Request arbitration of any dispute pursuant to ORS 190.710 to ORS 190.180.
- If not resolved in arbitration, bring an action in the Jackson County Circuit Court to enforce any provision of this Agreement.

Each of the above remedies is deemed to be cumulative and non-exclusive of any other remedy.

#### **SECTION 12 - TERMINATION**

This Agreement may be terminated for cause after the terminating party has complied with the requirements of Section 8 herein.

This Agreement may be terminated by either party, without cause, by the terminating party giving the other party written notice of its intention to terminate this Agreement. Such notice shall be given at least six (6) months prior to the termination of this Agreement, although, by mutual consent of the parties, this Agreement may be terminated on shorter notice.

#### **SECTION 13 - ADDITIONAL COOPERATIVE SERVICES**

The Districts agree to continued evaluation of services provided and will develop additional agreements as suited. This ongoing commitment will focus on efficiencies gained in response, reduction of community risk, facilities, apparatus, equipment, logistics, and personnel.

The Districts agree to research the benefits gained by merger or annexation of District 5 territory into District 3. If pursued, this will be placed on the ballot for voter consideration no later than the November election prior to the expiration of this Agreement.

#### **SECTION 14 - ATTORNEY FEES**

In the event of an allowable legal action under the terms of this Agreement, the prevailing party shall be entitled to its reasonable attorney fees, in addition to its costs incurred therein, as determined by the Arbitrator or Court at trial or an appeal.

#### **SECTION 15 - ENTIRE AGREEMENT**

This written Agreement is the entire agreement of the parties hereto regarding the subject matter of this Agreement and contains all the terms and conditions of the agreement between the parties. All prior agreements, for the services aforementioned, understandings, or the like, whether written or verbal, are superseded by this Agreement and shall be of no force or effect whatsoever. Any amendment to this Agreement shall be in writing and signed by the representatives of the parties as duly authorized by the governing body of each party.

#### **SECTION 16 - EXECUTION**

The execution of this Agreement by each of the undersigned is done pursuant to the authorization of the

governing body of each party, voted upon in an open meeting in accordance with Oregon Law, and each person executing this agreement hereby certifies that they are authorized to execute this agreement on behalf of District 3 or District 5. In witness whereof, the parties, through their duly authorized representatives, have executed this Agreement on the date or dates set forth below.

**Jackson County Fire District 3**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mike Hussey, Fire Chief

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Harvey Tonn, Board President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
John Dimick, Board Vice-President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Tim Snaith, Board Secretary

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Bill Leavins, Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Steve Shafer, Director

**Jackson County Fire District 5**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Greg Costanzo, Board President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
John Karns, Board Vice-President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Derek Volkart, Board Secretary

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chris Luz, Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Sam Francsico Pare-Miller, Director