

# JACKSON COUNTY FIRE DISTRICT NO. 5



## BOARD MEETING AGENDA

September 10, 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 August 2024

5. PUBLIC COMMENT – 6:30 PM

6. STAFF REPORTS – 6:45 PM

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

*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)

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

*Audit - The Board of Directors will receive an update on the review of financial statements and completion of the 2022 Audit by Pauly Rogers and Co. P.C and the work being done by Brewsters CPA.*

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

*Contracts -The Board of Directors will receive an update on the contract with the City of Phoenix for the Government Public Safety Center.*

*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 and changes to deployment through the Fire District.*

*Property Follow Up - The Board of Directors will receive an update on property that was identified as being owned by the Fire District and the plan for obtaining it.*

## 7. ACTION ITEMS - 7:15 PM

*7.1 Resolution Regarding Signers on Bank Accounts for the Fire District*

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

*8.1 Proposal for Inquiry - Director Volkhart*

## 9. ANNOUNCEMENTS - 7:45 PM

## 10. LOCAL 2596 CORRESPONDENCE - 7:48 PM

## 11. JACKSON COUNTY FIRE DISTRICT No.5 VOL. ASSOCIATION CORRESPONDENCE - 7:55 PM

## 12. ADJOURNMENT - 8:00 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

*5811 South Pacific Highway Phoenix, OR. 97535*  
Phone (541) 535-4222 \* Fax (541)535-4226

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Jackson County Fire District 5

9/5/2024 3:16 PM

Register: 11030 Cash in Bank - General

From 08/01/2024 through 08/31/2024

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/01/2024	ACH	Recology Ashland Sa...	71000	Materials and ...	331.82		169.681.74
08/01/2024	ACH	Pacific Power	71000	Materials and ...	289.72		169.392.02
08/01/2024	ACH	InfoStructure	71000	Materials and ...	794.77		168.597.25
08/01/2024	ACH	Pacific Power	71000	Materials and ...	234.07		168.363.18
08/02/2024			40160	TAN Proceeds		250.000.00	418.363.18
08/02/2024			11031	Cash in Bank - ...	Funds Transfer	250.000.00	168.363.18
08/02/2024	epay	Southern Oregon Wir...	21000	Accounts Payable	8.895.00		159.468.18
08/07/2024	42856	Peoples's Bank of Co...	21000	Accounts Payable	9.622.99		149.845.19
08/07/2024	ACH	Max Mobile Storage	71000	Materials and ...	960.00		148.885.19
08/09/2024			11031	Cash in Bank - ...	Funds Transfer	50.000.00	98.885.19
08/13/2024	42857	Amazon Business	21000	Accounts Payable	552.63		98.332.56
08/13/2024	42858	Asante-ACCT REC-...	21000	Accounts Payable	4.800.00		93.532.56
08/13/2024	42859	Asante Physician Par...	21000	Accounts Payable	52.00		93.480.56
08/13/2024	42860	AT&T Mobility	21000	Accounts Payable	1.929.58		91.550.98
08/13/2024	42861	Cascade Fire Equipm...	21000	Accounts Payable	96.00		91.454.98
08/13/2024	42862	Daily Courier	21000	Accounts Payable	71.80		91.383.18
08/13/2024	42863	Doney Management ...	21000	Accounts Payable	1.982.50		89.400.68
08/13/2024	42864	Green Valley Pump	21000	Accounts Payable	245.44		89.155.24
08/13/2024	42865	Hays Oil Company	21000	Accounts Payable	218.22		88.937.02
08/13/2024	42866	Home Depot Credit S...	21000	Accounts Payable	15.81		88.921.21
08/13/2024	42867	Hughes Fire Equipm...	21000	Accounts Payable	303.08		88.618.13
08/13/2024	42868	Industrial Scientific ...	21000	Accounts Payable	449.75		88.168.38
08/13/2024	42869	Industrial Source	21000	Accounts Payable	215.44		87.952.94
08/13/2024	42870	Jackson County Roa...	21000	Accounts Payable	3.217.19		84.735.75
08/13/2024	42871	Les Schwab Wareho...	21000	Accounts Payable	118.79		84.616.96
08/13/2024	42872	Life Assist. Inc.	21000	Accounts Payable	103.70		84.513.26
08/13/2024	42873	Local Government L...	21000	Accounts Payable	8.122.50		76.390.76
08/13/2024	42874	Mercy Flights. Inc.	21000	Accounts Payable	521.25		75.869.51
08/13/2024	42875	NAPA AUTO PAR...	21000	Accounts Payable	22.64		75.846.87
08/13/2024	42876	Ontario Investments. ...	21000	Accounts Payable	5.325.37		70.521.50
08/13/2024	42877	Pacific Consulting an...	21000	Accounts Payable	7.298.46		63.223.04
08/13/2024	42878	PAPE	21000	Accounts Payable	27.08		63.195.96
08/13/2024	42879	Recology Ashland Sa...	21000	Accounts Payable	691.01		62.504.95
08/13/2024	42880	T'hallalisa Jackson	21000	Accounts Payable	2.675.00		59.829.95
08/13/2024	42881	Vector Solutions Sch...	21000	Accounts Payable	6.210.60		53.619.35
08/13/2024	42882	WCP Solutions	21000	Accounts Payable	230.98		53.388.37
08/13/2024	42883	Webfoot Truck & Eq...	21000	Accounts Payable	626.53		52.761.84
08/13/2024	42884	WHA Insurance	21000	Accounts Payable	902.00		51.859.84
08/16/2024			40160	TAN Proceeds		300.000.00	351.859.84
08/16/2024			11031	Cash in Bank - ...	Funds Transfer	300.000.00	51.859.84

Jackson County Fire District 5

9/5/2024 3:16 PM

Register: 11030 Cash in Bank - General

From 08/01/2024 through 08/31/2024

Sorted by: Date and Order Entered

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment C</b>	<b>Deposit</b>	<b>Balance</b>
08/26/2024			40150 · Donations/Gra...	Deposit		99,556.18	151,416.02
08/28/2024	ACH	City of Ashland	71000 · Materials and ...		28.95		151,387.07
08/30/2024			40160 · TAN Proceeds	Deposit		250,000.00	401,387.07
08/30/2024			11031 Cash in Bank - ...	Funds Transfer	250,000.00		151,387.07
08/31/2024	ACH	Great America Finan...	75000 · Debt Service:7...		2,983.65		148,403.42

# JACKSON COUNTY FIRE DISTRICT NO. 5



## Staff Report Documents

**Operations Report August 2024**

**Audit Update**

**Phoenix GPSC Budget Estimates**

**Letter Re. Property**

*5811 South Pacific Highway Phoenix, OR. 97535*

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

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**RE: Update on Audit**

Jeff Voreis &lt;JeffV@rascpas.com&gt;

Thu 9/5/2024 2:30 PM

To: Aaron Bustard &lt;bustard@jcf5.com&gt;

Cc: Gregory Costanzo &lt;Costanzo@JCF5.com&gt;; Laura Caceres &lt;LauraC@rascpas.com&gt;

Good afternoon Aaron,

The audit engagement is still in process. Last week we had an associate here working through the file, correspondence received, and support provided. This needs to be reviewed now by our compliance manager here Laura Caceres who is currently on vacation but is returning to the office on 9/10. The plan is that Laura will follow up soon afterwards once she has had the opportunity to fully review the file and draft exit memo.

Kind regards,

Jeff

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*Jeff Voreis, Associate  
Pauly, Rogers and Co., P.C.  
(971) 713-2585*

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**From:** Aaron Bustard [mailto:bustard@jcf5.com]  
**Sent:** Thursday, September 5, 2024 1:42 PM  
**To:** Jeff Voreis <JeffV@rascpas.com>  
**Cc:** Gregory Costanzo <Costanzo@JCF5.com>  
**Subject:** Update on Audit

Hi Jeff,

Can I get an update on the status of our audit? Thank you,

**Aaron Bustard****Acting Fire Chief****Jackson County Fire District No. 5**

5811 South Pacific Highway, Phoenix OR 97535

P: 541.535.4222 F: 541.535.4226

[bustard@jcf5.com](mailto:bustard@jcf5.com)

**Government and Public Safety Center  
City of Phoenix/Fire District 5 Shared Expenses  
Budget Estimates for Fical Year 2024-2025**

	Monthly	Annual	City Admin	Police	Fire District 5
<b>Shared Utilities</b>					
Avista/Pacific Power Estimate	\$ 1,600	\$ 19,200	\$ 9,600	\$	\$ 9,600
Hunter Estimate	\$ 200	\$ 2,400	\$ 800	\$ 800	\$ 800
Luman Elevator Estimate	\$ 50	\$ 600	\$ 300	\$	\$ 300
Sewer Estimate	\$ 50	\$ 600	\$ 200	\$ 200	\$ 200
Water Estimate	\$ 100	\$ 1,200	\$ 600	\$	\$ 600
Total Shared Utilities	\$ 2,000	\$ 24,000	\$ 11,500	\$ 1,000	\$ 11,500
Annual Premium Insurance Estimate		\$ 30,000	\$ 15,000		\$ 15,000
Maintenance Estimate		\$ 5,000	\$ 2,500		\$ 2,500
Debt Service Estimate		\$ 206,000	\$ 103,000		\$ 103,000
Total Shared Expense Estimate		\$ 265,000	\$ 132,000	\$ 1,000	\$ 132,000



# MILLER & WAGNER LLP

Trial Lawyers  
2210 N.W. Flanders Street  
Portland, Oregon 97210-3408  
(503) 299-6116 Fax (503) 299-6106

David K. Miller  
Robert S. Wagner  
Tamara X Arthur  
Conor M. Jones

Kenneth D. Renner  
(1939 - 2008)

August 26, 2024

*Via First Class Mail & Facsimile (541) 535-4226*

Greg Costanzo, Board Chair  
Aaron Bustard, Interim Fire Chief  
Jackson County Fire District #5  
5811 S Pacific Hwy  
Phoenix, OR 97535

**Re: Mike Winters**

Dear Mr. Costanzo and Chief Bustard:

I represent Mike Winters who, as you know, is a former Board member of Fire District #5.

On or about August 7, 2024 Jefferson Public Radio reported that the current District #5 Board has "concerns" about "potential impropriety" by an "unnamed former board member who had potentially used property that belonged to the district in a private manner." The report goes on to state that the Board is "looking into" the matter.

Mr. Winters has never been contacted by anyone connected with the District regarding any "potential impropriety" regarding District property, but because there are not many "former board members" and because he has been storing certain items belonging to the District on his land in Ashland, he asked me to contact you.

In 2023 Fire District #5 bought four 40-foot metal shipping containers. As Chief Bustard is well aware, he and then-Chief Hanley asked Mr. Winters if he would be willing to store those containers on his property until the District was ready to use them.

Not surprisingly, given his history of donating time, services, equipment and materials to the District, Mr. Winters not only agreed to store the four containers, but to do so at no expense to the District.

Chief Bustard and then-Chief Hanley met Mr. Winters on his land at 1577 N. Valley View Road so he could select an appropriate location for placement of the shipping containers. The District subsequently paid someone to move them onto Mr. Winters' land, where they have been sitting ever since.

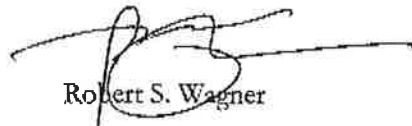
The containers have been fully accessible to the District since they were delivered to Mr. Winters'

Greg Costanzo, Board Chair  
Aaron Bustard, Interim Fire Chief  
August 26, 2024  
Page 2

land. They have remained unused and empty, save for the addition of a 32 gallon plastic bag containing public records related to the District Mr. Winters placed inside one container so they could be readily retrieved by District personnel.

Given the Board's "concerns" about "potential impropriety", as reported by Jefferson Public Radio, Mr. Winters is no longer willing to continue storing the District's containers on his land. Kindly have them removed no later than 30 days from today.

Regards,



Robert S. Wagner

RSW:dls

# JACKSON COUNTY FIRE DISTRICT NO. 5



## Action Items Documents

Action Item 7.1 Resolution No. R-4-2024

*5811 South Pacific Highway Phoenix, OR. 97535*

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

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**RESOLUTION NO. R -4 -2024**

**RESOLUTION AUTHORIZING DISTRICT PERSONNEL TO SIGN BANK DOCUMENTS**

**WHEREAS**, the District has accounts with financial institutions ; and

**WHEREAS**, it is in the District’s best interest to delegate several District officials and personnel with the authority to sign financial documents and conduct other District business with financial institutions, while ultimate fiscal responsibility remains with the District Board; and

**WHEREAS**, the District Board, by this resolution, wishes to delegate signing authority to certain District officials and personnel.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF JACKSON COUNTY FIRE DISTRICT No. 5 AS FOLLOWS:**

**Section 1.** The Board of Directors designates the following District officials and personnel with signing authority when conducting business with financial institutions on behalf of the District:

- Fire Chief/Interim Fire Chief/Acting Fire Chief
- Designee of the Fire Chief/Interim Fire Chief/Acting Chief
- Board Chair
- Board Vice Chair

**Section 2.** This resolution is effective immediately upon its enactment by the Board of Directors.

**PRESENTED AND PASSED** this 10th day of September, 2024.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

\_\_\_\_\_  
Greg Costanzo  
Chair of the Board

DATE \_\_\_\_\_

\_\_\_\_\_  
Witness

DATE \_\_\_\_\_