

JACKSON COUNTY FIRE DISTRICT NO. 5



REVISED BOARD MEETING AGENDA

November 12, 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

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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

October 8th, 2024

4.2 REVIEW OF FINANCIAL STATEMENT AND CHECK REGISTER

Approval of Statement and Register for October 2024

5. STAFF RECOGNITION – 6:15 PM

Battalion Chief Steve Maziarski will be recognized for his years of service and retirement.

6. PUBLIC COMMENT – 6:20 PM

7. STAFF REPORTS – 6:30 PM

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

Operations – Update on Fire District operations during October 2024 and ongoing reorganization.

Grant Administration and Update – SAFER Firefighter and grant opportunities.

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8. ACTION ITEMS – 6:40 PM

8.1 BUDGET COMMITTEE VACANCIES – Acting Fire Chief

ACTION REQUESTED: Direct staff to conduct recruitment for three positions on the Budget Committee.

8.2 RESOLUTION NO. R-5-2024 - Acting Fire Chief

ACTION REQUESTED: Approve Resolution No. R-5-2024

9. FUTURE AGENDAS OR GENERAL BUSINESS – 6:45 PM

10. ANNOUNCEMENTS – 7:00 PM

11. LOCAL 2596 CORRESPONDENCE – 7:05 PM

12. JACKSON COUNTY FIRE DISTRICT No.5 VOL. ASSOCIATION CORRESPONDENCE – 7:10 PM

13. ADJOURNMENT – 7:15 PM

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Consent Agenda Documents

October 8, 2024 Meeting Minutes

JACKSON COUNTY FIRE DISTRICT NO. 5



BOARD STUDY SESSION MINUTES

October 10, 2024

3:00 p.m. at Station 5

5811 S. Pacific Highway

Phoenix, Oregon 97535

1. CALL TO ORDER/ROLL CALL

Meeting called to order by Chairman Gregory Costanzo

Directors present: Karns, Luz, Volkhart

Directors absent: Pare-Miller

2. PLEDGE OF ALLEGIANCE

3. DISCUSSION OF PHOENIX GOVERNMENT AND PUBLIC SAFETY CENTER LEASE AGREEMENT

Chair Costanzo laid out ground rules for sharing and participation.

Director Chris Luz outlined how the district has progressed.

Chair Costanzo introduced the team from City of Phoenix:

- Terry Baker, Mayor of Phoenix
- Eric Swanson, City Manager of Phoenix
- David McKay, HMK Consultant on project

The team gave an overview of the firehouse project, including

- Timeline
- Methodology
- Communications and Updates
- Costs and Funding Sources
- Terms of the Lease Agreement between City of Phoenix and JCFD5
 - Obligations of each party.
 - Financing of the shortfall.
 - Compliance contract review meeting annually.
 - Expense split (some joint, some solely the responsibility of City of Phoenix or JCFD5). *Note: all costs are estimates until station is occupied.*

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- Questions submitted by the BOD regarding the station construction
 - Clarified maintenance costs and cleaning fees.
 - Clarified the difference between change orders and overruns. *Note: there were no change orders that increased the cost of the project.*
 - How the initial project cost estimate increased as the project was designed and scoped.
 - The authorization of the former JCFD5 Chief to negotiate a lease agreement.
 - Clarified how the cost split was determined.
 - Loan funding for the remainder of the financing.

Also list of questions was addressed by HMK in separate packet.

- What was decided
- What was accomplished
- What was agreed, and what are the actions for the attendees

Additional discussion between the BOD and the City of Phoenix Team:

David McKay walked through project time line:

- Overview of collaboration with three architecture firms to present to legislature
- Then put together funding package, to bring to legislators
- Put together a funding package and it was funded by legislature in 2021
- Then started design services with RFP 9/2021
- ORDW architect was selected to be design firm 1/2/2022
- RFP for construction manager/general contractor in December 2021, contract signed in Feb 2022
- Developed guaranteed maximum price amendments with firm, accelerated building by preparing for wet weather site.
- Clarification of the three construction elements/phases: horizontal construction, long lead, vertical construction
 - Generator was ordered in 2022 and still waiting for delivery
 - Clarified that vertical construction was completed March 2023
- Explained Construction Manager/General Contractor design process.
- At end of construction design, realized significant budget shortfall of \$3.5m
- City Council and fire district entered discussions to find alternatives and came up with guaranteed maximum price.
- Did monthly reports from October 2021 to May 2024, including schedule and budget updates.
- Also had a social media website for communications.

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- Had an executive team to drive project:
 - Eric Swanson, Phoenix City Manager
 - Joe Slaughter, Phoenix Assistant City Manager
 - Garrett Volker, Phoenix Chief of Police
 - Chief Hanley, JCFD5
 - David McKay, HMK Consulting
 - Richard Randall, HMK Consulting
- Showed summary budget: talked through 19.8m budget
 - House Bills 5006, 5202
 - FEMA
 - Grants and other funding
 - Borrowing
- Director Volkart asked for clarification of dates:
 - Design costs finalized in April 2022
 - House bill 5006 (2021), 5202 (2022)
- Chair Costanzo asked if design was assessed to size smaller footprint
 - McKay outlined that the project met standard design requirements for the station needs/function. Can't just cut project design; must meet industry design standards.
- City Manager Swanson outlined Special Public Works Fund Financing through Business Oregon state agency.
 - Summarized loan terms on slide.
 - Borrowed through state at significant savings
 - At present, closer to the \$2.5m funding amount rather than \$3.5m.
- Chair Costanzo; clarify dates of first payment;
 - City expected first payment 12/1/2025
 - Fire district expected first payment date 1/1/2026
- Chair Costanzo: clarify \$1m savings
 - McKay: managed to program, not budget. Predicting shortfall will be \$2.5m not \$3.5m.
- Director Volkart: In July 2023, Hanley presented \$3m. Per Swanson, that was at the advice of Business Oregon so as not to understate.
- McKay added that HMK looked for other grants/alternate funding.
- Swanson: Built with the intent of installing solar as a long term sustainable savings and offset emergency power.
- Swanson walked through the City of Phoenix and JCFD5 lease agreement parameters and shared costs.
 - Stated that city and district loans are independent and can be refinanced.

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- Annual meeting first quarter of each year; review contract compliance and maintain partnership
- Utilities are shared outlined estimated amounts since station not fully operational.
- Director Luz: asked for clarification of how utilities split; these are only estimates. Per Swanson, the exact amounts will be sent each month once station is occupied.
- Director Volkart: This doesn't have police department broken out, as it was in May figures. Swanson: This is city hall plus police plus fire. It was simpler to show this way as the City of Phoenix writes the check for all their departments.
- Chair Costanzo: Confirm that the financing numbers are hard costs based on 3.5 m, so if the actual costs are \$2.5m the district's share of costs would drop to \$71k. Confirmed. (reference to Slide 5)
- Director Karns: understand that a 50% of cost overrun is district responsibility. Confirm how was that determined and what square footage of the building is occupied by JCFD5. Swanson: Last slide outlines how the figure was determined and split of facility square footage. (reference to Slide 9)
- Director Volkart: On 50/50 split, when Hanley came to board in May 2023, he stated that the cost split was already been determined prior to that date. Do you (Swanson and McKay) know exactly when the determination was made. Concern that what was presented to the board was correct at the time.
- Director Luz: the occupancy split is closer to 60% City and 40% fire district.
- Chair Costanzo clarified with General Counsel (Lori Cooper) that Chief Hanley had legal authority and guidance to negotiate lease in good faith. This was vetted with City of Phoenix legal counsel as well.
- Chair Costanzo noted that Chief Hanley was designated the program executive as a single point of contact.
 - City Council put together project plan and specific roles in the project.
 - McKay clarified that Hanley was program executive and given authority to sign contracts and budgetary authority.
 - When Hanley left, authority moved to Swanson and executive team. There were biweekly project meetings to track budget and progress.
 - BOD, Swanson and McKay discussed whether it is normal to give project executive title to someone outside of their jurisdiction of authority; i.e., Chief Hanley who is not subject to Phoenix City Council oversight. McKay: this is unique project due to three agencies working together. But there is a program manager as a single point of contact.
- Chair Costanzo and Director Luz discussed that there were monthly briefings for the city council, but not for the fire district. This needs to be improved in the future. Per McKay, HMK was not asked to present monthly updates to the fire district. However, Hanley was present for most of the City Council meetings but did not consistently inform the BOD.

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- Director Volkart asked Mayor Baker if he remembered details of the negotiations and when they took place. Per Swanson and General Counsel, the negotiations continued up until the agreement was signed in July 2023.
- Chair Costanzo clarified that the building belongs to the City of Phoenix, but JCFD5 was the author of the lease agreement. Swanson confirmed that Chief Hanley and Government Law Group and Carrie Conley (legal counsel) worked together on the agreement.
- Chair Costanzo asked for clarification of the signature process. McKay explained:
- All major contracts went to city council for approval;
- The contracts were reviewed by HMK;
- Sent to Hanley for electronic signature.
- Then change orders put in project accounting system and invoices sent to the city for payment.
- Contingencies were built into the project budget to manage risks and change orders. No change order increased project budget, but managed within budget.
- Money is set aside for unforeseen issues and changes. McKay gave examples of unforeseen conditions. Funds are moved from a contingency account to cover change once approved by Hanley/project executive.
- Chair Costanzo confirmed that this is so that there is a check-and-balance on project funds.
- Director Volkart asked for confirmation of the budget numbers. McKay clarified:
 - Original \$13.421067
 - Current \$15.446781
 - These are close to the March 2024 estimates.
 - Budget shortfall is difference between funding and expenses is ~\$2.5m.
 - The above are actual construction costs, not total costs of the project
 - HMK was told not to go back to the legislature for additional money

Chair Costanzo asked what is the mitigation process for citizens about how the building impacts them. Swanson stated that the project zoning and permitting standards were met. He also mentioned that there was an appeals process and no appeals were made.

Ran through Q&A questions in PowerPoint deck (slides 9 and 10).

- There is no maintenance person nor fee. Cleaning of the fire station portion of the building is the responsibility of JCFD5. This is not part of the lease agreement as all agencies will maintain their own space.
- No questions on definition of change order and overrun and project costs, these were addressed earlier in the meeting.
- Lori Cooper, counsel, confirmed that Chief Hanley had authority to sign contracts based on what was presented to the BOD in July 2023.

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- No questions on 50/50 split of costs.

Chair Costanzo asked for closing comments from participants:

Mayor Baker; meeting provided a lot of clarification and this is a mutually beneficial partnership. The information shared goes a long way towards answering constituent concerns.

Eric Swanson: Happy to assist with communications and questions and better serve needs of district population as the city grows especially as the city rebuilds after the fire.

Chief Bustard: Thanks to all for meeting and getting the information communicated.

Captain Graham: Firefighters are excited to get back into the station at Phoenix.

Director Volkart: Thanks for being here.

Director Karns: Appreciate presence and willingness to putting yourselves in the hot seat.

Director Luz: Asked for further clarification of budget

Swanson: Whole project benefits multiple agencies: 8% City, 8% by fire district, which will be less now.

Director Luz: Old lease was \$1, to \$71k. Fire district paid own bills for other costs. The higher lease is irrelevant to building costs.

Chair Costanzo: The information is relevant to citizens and those needing services.

Director Luz: Now that information is shared/available, social media will quiet down.

4. ADJOURNMENT

Chair Costanzo adjourned the meeting.

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JACKSON COUNTY FIRE DISTRICT NO. 5



BOARD OF DIRECTOR MEETING MINUTES

October 8, 2024

6:00 p.m. at Station 5

5811 S. Pacific Highway Phoenix, Oregon 97535

Join Zoom Meeting

<https://us02web.zoom.us/j/7827134557?pwd=MjJ0Y1Z0bXYya0RaekFNN0NWQ2pQdz09&omn=85348751885>

Dial In: 2532050468

Meeting ID: 782 713 4557

Passcode: 8300

One tap mobile

+12532050468,,7827134557#,,,,*8300# US

Find your local number: <https://us02web.zoom.us/j/7827134557?pwd=MjJ0Y1Z0bXYya0RaekFNN0NWQ2pQdz09&omn=85348751885>

1. CALL TO ORDER/ROLL CALL

Present: Luz, Karns, Volkart, Costanzo

Sam Francisco Miller joined the meeting at 6:15.

2. PLEDGE OF ALLEGIANCE

3. CONFIRMATION OF AGENDA

Director Volkart: Add new agenda item 7.3 – Occupancy of Phoenix Fire Station #3

All directors present approved new agenda item

4. CONSENT AGENDA

4.1 APPROVAL OF MINUTES

None to approve at this time

4.2 REVIEW OF FINANCIAL STATEMENT AND CHECK REGISTER

No questions from BOD.

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5. PUBLIC COMMENT

Chair Costanzo laid out the ground rules and logistics for speakers.

Public Commenter #1 Cindy Parks Landis – As a medical professional, response time is very important. What is the plan for timely response, both medical and fire. How are we going to be served as taxpayers?

Public Commenter #2 Brian Baumgartner/Pearl Baumgartner – Retired battalion chief provided statement and history of JCFD#5. Also read statement on staffing levels, district administration, response time and the Station #4 brown out.

Chair Costanzo gave two responses to Baumgartner's statement:

- He stated that the administrative leave of former Chief Hanley cannot be discussed due to possible criminal charges and an ongoing investigation.
- Budgetary constraints preventing full staffing Station #4. This has been mentioned in several BOD meetings.

Acting Chief Acting Chief Bustard: Union constraints and contract govern how many staff are assigned to trucks and stations.

Public Commenter #3: Renee Owen – The district approved higher taxes to keep Station #4 open. Also knows that the district is contracting with District #3 for administrative staff and the fire chief will be located in White City. This is not OK for the chief to be in a district that pays lower taxes. Our insurance will go up. Understands budgetary concerns, but budgetary concerns have been a long time concern in the district. It is critical to have region covered and not depend on other agencies.

Public Commenter #4: Lawrence Offler – Recent transplant to Ashland. One reason he bought his house because it was close to the fire station. He is aware of the high fire danger in the area. Had to evacuate recently and it was a concerning experience. It is also about emergency medical services and insurance coverage. This is very uncomfortable and don't feel adequately protected.

Public Commenter #5 - Alan Van Patten – How come the community was not told about the station brown out in August. How many lives are acceptable to lose because the station is closed. It is criminal to have the station closed. Fix this problem.

Chair Costanzo: No lives are acceptable.

Public Commenter #6 - Alan Hart McArthur – President of Friends of the Green Springs. Greens Springs Fire District does not come further west than the Keene Reservoir. Previously well covered by volunteers in conjunction with District #5. The closure of Neil Creek station is dramatic. Think outside of the box for staffing, such as probable collaboration with ODF, to be available to cover the area. Please come up with some creative solutions.

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Public Commenter #7: Will Storm – Some years ago, a neighbor’s house was on fire and fire department showed up in a matter of minutes. His smoke alarm went off, which calls the fire department automatically. The fire department showed up in a matter of minutes. This is critical.

Public Commenter #8: Elizabeth – Has there been a cost analysis of rebuilding rather than prevention.

Chair Costanzo: Did cost analytics but can’t get to the level of detail requested due to cost (at least \$100k).

Chair Costanzo further explained that the station closure was a surprise him until May when he learned more details. Director Costanzo sincerely apologized to all the citizens and community. The board and staff are attempting to fix this, but there is no money to staff Station #4. Later in the meeting, we will have a briefing from Chief Hussey on how we are working together with District 3. Hopefully this will answer the community’s questions on the future of the district.

Public Commenter #9: Jerry Lehman – Several incidents happened that were addressed timely because Station #4 was staffed. Response was generally within 2 – 3 minutes which saved several properties. There are many people that are not aware Station #4 is closed. Engines are still parked there, giving the impression that the station is still staffed. Signage should be clear that the station is closed. Gave some statistics about number of calls in district area. Suggest that you assign two people to the station.

Acting Chief Bustard: Historically we had two staff members staffed through out the district. Now have to have three staff members per truck per union contract. Two engines we have now both have three staff members assigned to them. Making changes to staffing to free up more staff from administration. We are also reactivating our volunteer program.

Lehman: There were several calls in the area that should be covered. There also issues with the truck traffic and burning brakes that ODOT does not have the resources to address.

Public Commenter #10: Anne Smith – Transformer blew at her house and started trees on fire. When transformer blew, she did not have pumps to fight the fire with her well water. Luckily, the fire department responded in two minutes so the fire did not spread. When she went to renew burn permit, she+ found out station is closed. Was told just to change date on expired burn permit. Lack of concern about permit and communication about the station closing are troubling. Agrees with previous commenter about problem spot on the interstate. It is a tinderbox.

Public Commenter #11: Rafael Gonzales – Has lived all his life in the Station #4 area. This location is crucial and strategic to fighting fire in that area. Everyone is concerned about another Almeda Fire. Had to evacuate recently and if the wind had picked up, then Ashland might have had another incident. Strategically having a fire station in the south Ashland area protects not only Ashland, but the entire southern end of the valley. If a fire goes through Ashland, then both his business and home would be lost, which is scary. The location is key for extinguishing fires and for medical response in that area.

Chair Costanzo read a statement from a citizen: Lived in fire district for thirty years and has three recommendations:

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1. Don't sell capital assets to pay operating expenses
2. Keep real property and equipment
3. Mutually fair termination agreement and proceed with IGA (inter-governmental agreement)

Public Commenter #12: Brian Frasier - Thanks for having the meeting. Had a fire on January 1 that FD did a good job of fighting it. The September 4th fire was concerning, was the cause determined?

Acting Chief Bustard: no final report yet but a power pole was on fire.

Frasier: Another concern is with trucks coming down I-5, in the past two years, there have been at least four truck fires. There should be funding from the state to answer those calls as well as responding to medical calls.

Public Commenter #13: Rebecca MacGregor – She works for insurance company in Ashland. Without a manned fire station within 5 miles a lot of people in the area will not be able to get insurance or have to pay a much higher rate. Not a hard, fast rule but an industry standard.

Chair Costanzo: brown out is not the same as closing out a station. Not my understanding but will check that is not case. Do not want to put out bad information. He stated he will check whether his understanding is correct. He also asked Director Karns if that was also his understanding.

Director Karns: That is correct.

Public Commenter #14: Charles Avery – Heard about district troubles in May and now it's October; do not understand the delay in communication. Many people would be happy to volunteer to protect their homes and supplement station staffing. The communication could be better. We're paying taxes for the district, and it feels like we don't count.

Acting Chief Bustard: Volunteer program is picking up. Working with volunteer coordinators in District 3. There are interviews scheduled for this week.

Public Commenter #15: Larry Stuart – At Emigrant Lake, this is another blow to the community along with the removal of the full time ranger, non-response by the county sheriff. Increasing instances of illegal fires, dumping, fireworks, driving off road illegally, etc. The one consistency has been the station. By being there, they prevented fires. The communication has been inconsistent from agencies and lives have been endangered. There has been a lack of patrols by law enforcement. Why not have one engine at #5 and one at #4 instead of two at #5. Rapid response time from the station will prevent fires from getting out of control.

Chair Costanzo: any other questions from attendees:

1. Explain brown out

Acting Chief Bustard: We have some limitations due to the union contract. There is some staffing but not full level, which requires three staff members. We can only take certain equipment with lesser staff. When the station has fewer staff, it is "browned out" on some days it is not staffed, it is closed.

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Public Commenter #16: Christine Mastafini – Concerned about response times for fire and medical. Her ideas for improvement: Have an engine in Ashland. Work with ODF to staff creatively and closer to Ashland and rural area.

2. What happened to funding for supporting Station #4. We pay more in taxes to station than to local school. There has been a lack of community service for a long time, dating back at least 12 years.

Chair Costanzo: What took years to create is not going to be fixed in a few months. The infrastructure of FD5 was bloated so much based on grant funding that the money is gone. The BOD will fix it, but not within 60 days. He also lives in this area and fully understands the importance and urgency. Willing to talk funding with anybody that wants to in a different setting and give the background.

3. Are the board minutes posted on the website?

Acting Chief Bustard: The agendas, minutes and recordings are on the website. The old website will point to the new one as there are issues with the old website.

4. How do you communicate when the station is staffed?

Acting Chief Bustard: On a day to day basis, finding the best way to communicate. It is dictated by staffing and how many are available. Changing roles from management to staff officer will allow more staffing as well.

Chair Costanzo: This will also be more information on staffing during the report out part of the meeting, if you can stay.

Public Commenter #17: Tony Chavez - Lost house in Almeda fire, lives next to firehouse in Phoenix. Understands sense of loss and how important fire service is.

Public Commenter #18 – Bill Robertson: He is a former board member. You got the government you voted for. This meetings used to be sparsely attended and only 17% voter turn out. Keep coming out and being active in the community.

6. STAFF REPORTS

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

Chair Costanzo introduced Richard Brewster, auditor for FD5. Has a long relationship with the district and audits most fire districts in the county.

Under the previous administration, overhead, such as firefighters and equipment were added, depleting ready cash. The highest expense in most districts is people (staffing), usually about 50% to 70% of budget.

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The district produces about \$6m in property tax revenue and cost of operations is \$8m to \$9m, so it is necessary to get grants and funding to cover the shortfall. Most districts depend on tax anticipation notes for funding. The district does not have the funds for carryover from year to year. Expenses are higher during fire season from July to October.

The audits for June 2022, June 2023 and June 2024 are not complete. In a new budget and don't know district financial status without completed audit.

Rick is working with staff to get information to complete audit. Hoping to complete the 2022 audit by next meeting. Areas that they are looking into:

- Payroll
- Grants and contracts

Working with District #3 is a good idea to pool resources. Rick's completion of the audit will enable better decision making around operational costs going forward.

Inflation is impacting costs and overhead. Property taxes are not going up at the same rate as inflation.

Director Volkart: Clarifying waiting on June 2022 audit being done by Pauly Rogers.

Acting Chief Bustard: Responding to requests for information to complete June 2022 audit. They have not given us a timeframe when it will be done.

Director Luz: Reviewed the numbers to determine the beginning fund balance as of July 1, 2023. It was listed as \$2.7m but actual cash was \$1.2m. Is this a mistake or said purposely so the district could start spending?

Brewster: Don't know if it was on purpose or by accident. Just know that it was way off from reality. For anyone involved in the budget process, what documents were used to come up with the numbers?

Director Luz: Three board budget members were not involved in current budget, so saw the discrepancies and could not explain.

Director Volkart: Joined the board in June, so not part of budget process. Will have a process June of next year. He commented at last month's budget meeting that there were discrepancies in the numbers; for example, the chief's salary was \$149k allocated but actual pay was \$248k or \$264k the following year. It was difficult to understand.

Chair Costanzo: How is audit different than forensics, and tell the BOD what you can have ready by November.

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Brewster: Getting books audit ready and adjust to the real numbers. The auditor has to substantiate that the numbers are correct and calculate expenditures. Aiming to be ready with 2023 in November and 2024 in December.

Chair Costanzo: Clarify that you will give the board a clear and accurate status.

Brewster: Give you June 2023 and June 2024 adjusted numbers; for example, what your beginning numbers really were.

Director Volkhart: Still not clear on what a forensic audit is.

Brewster: We are giving an opinion on whether your financial statements are accurate. A forensic audit is looking for fraud. It is more investigative.

Operations - Update on Fire District operations during September 2024

Acting Chief Bustard: Dashboard in packet, so won't discuss. Crews have been active in the community and at schools.

Ambulance partnership in works in City of Phoenix station. The ambulance service would lease part of the station and post staff there. In talks with the city and legal counsel. By next meeting, will have more information on the agreement.

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

Acting Chief Bustard: Last meeting had concerns about payroll budget through October. Have worked with the local (union) and cut spending, so the district still has approximately \$407k left on the line of credit. The district has \$302k in bank account and submitting \$309k in reimbursement from SAFER. Fairly secure bridge until tax revenue comes in November.

Chair Costanzo: How much more is on the TAM loan?

Acting Chief Bustard: \$406,900

Miller: Is FEMA reimbursing the district?

Acting Chief Bustard: Not yet, we are waiting on that. We have worked through the process with FEMA and submitted. Working with Union President Graham to get completed.

Chair Costanzo clarified that this is money to get back from the vendor.

Director Luz: Is there a cost to keep the loan open?

Acting Chief Bustard: The loan has a limited time, it closes after 9 months.

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

Acting Chief Bustard: Opening SAFER funding in November or December. There is an additional opportunity to obtain funding.

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

Acting Chief Bustard: Motors have been in installed at Station #3, inspector will be out at end of week. There are some minor issues, but will not impact ability to man the station.

Temporary generator in place

Temporary Certificate of occupancy in place.

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

Acting Chief Bustard: Actively working to bring on additional volunteers. Volunteer interviews this week for four candidates. Also have a volunteer interested in the resident program at Station #4.

Chair Costanzo: Can we post the volunteer contact at Neil Creek to pursue volunteers.

Acting Chief Bustard: Working on other marketing activities we can take to ramp up program. Application is also posted on the JCFD5 website.

7. ACTION ITEMS

7.1 CIVIL SERVICE COMMISSION VACANCIES

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

Acting Chief Bustard: The terms of the Civil Service Commission expired in June and to have a valid, certified test, the district needs an active commission. He has been working with Chief Hussey of District 3 to see if their Civil Service Commission could work for both agencies. Recommends having the existing commission cover both districts.

Chief Hussey: Conducting a joint recruitment and must have valid Civil Service commission in place.

Chair Costanzo asked about posting openings and testing dates on social media. Chief Hussey confirmed that testing days are on their website.

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JACKSON COUNTY FIRE DISTRICT NO. 5



Acting Chief Bustard: We have received over 100 applications and are working with district #3 to recruit and test. FD5 had three commissioners, FD3 has four. Confirmed for Director Volkhart that all terms expired in June, even though they were appointed at different times. Outgoing chair of commission supported joint commission of both districts.

Chief Hussy explained District #3 has chief examiner want to keep separate from rest of administration and from other commissioners. Helped rewrite civil service rules. Makes sure it's fair and equitable. Handles complaints with chair of commissions.

Director Luz: Move that we adopt District #3 commission for District #5 commission.

Unanimously passed by BOD.

7.2 **FIRE DISTRICT 3 INTERGOVERNMENTAL AGREEMENT (IGA)-Acting Fire Chief Acting Chief Bustard** **ACTION REQUESTED: Consider approval of Intergovernmental Agreement with Fire District 3.**

Acting Chief Bustard: Starting in June, reached out to other districts, including District #3. Highly recommend that the board approve it, even though \$15k a month to have the IGA, we would cut costs that we pay elsewhere, such as payroll and would ultimately save money. Will also have the Chief from District #3 manage District #5.

Chief Hussey: Encouraging to hear community outpouring, since we have common ground to build on.

We did a similar arrangement with District #4 several years ago. It will take some time, but can get back on solid footing. Can set up a sustainable budget moving forward. The biggest priority is understanding current financial position. Also focus on personnel and building the workforce. There is a big suite of services that District #3 can scale out, such as web pages and newsletters, to communicate with the community.

FD #3 board, administration and union support the IGA.

Director Luz: Why wait until January to do IGA.

Chief Hussey: Need time to set up administration, including an additional person to help with financial workload. Need to make sure technology in both districts is compatible.

Director Luz to Counsel Lori Cooper: Section 3, Services to be Provided clarify Regulations of District – which district?

Counsel Cooper confirmed it should read regulation of the **District #5**.

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JACKSON COUNTY FIRE DISTRICT NO. 5



Director Luz: Section 8 on page 3 clarify the sentence hold harmless and indemnify each of the District 5 **elected** officials vs. District 5 Board.

Counsel Cooper explained that even though three of the board members were appointed, normally they would be elected, so the wording is OK.

Director Luz: Section 12 Termination: Ties to the requirements of Section 8, but should be Section 10. Confirmed by Counsel Cooper that it needs to be changed.

Chair Costanzo: Is January the strict start date, or are you ramping up now.

Chief Hussey: We are working on meshing services already, starting with website and reaching out to our community. Also working on other social media platforms and will get demographics and a communication plan. Confirmed that this is handled by a data systems specialist that manages their suite of software.

Chair Costanzo: How do you envision rolling this out to the community?

Chief Hussey: I want to talk through this with the board to do this in person and on social media. Will send a copy of the District #3 communication plan next week.

Director Luz: Does the BOD have right to terminate the fire chief?

Counsel Cooper: Only terminate agreement, not employment.

Director Luz: Can we terminate the agreement without a long period of time?

Chief Hussey: This is a sixth month agreement, but can be terminated earlier if mutually agreed upon.

Director Luz: You want this signed and executed by 10/17. Chief Hussey confirmed that the entire BOD needs to sign by 10/17, the date of the District 3 board meeting.

Director Volkart: Can term for cause or without cause?

Counsel Cooper: Confirmed can be terminated with or without cause.

Chair Costanzo: Move to adopt IGA as outlined in packet, with revisions requested by Director Luz, and enable Chief Hussey to get back to his board on 10/17.

Motion passed unanimously.

7.3 OCCUPANCY OF PHOENIX FIRE STATION

Acting Chief Bustard stated that the station is fully operational. The earlier study session cleared up a lot of the financial questions about the station. He recommended occupation of station and asked for BOD approval.

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JACKSON COUNTY FIRE DISTRICT NO. 5



Director Karns: Is the alerting system working? Acting Chief Bustard confirmed it is.

Chair Costanzo: I have a few legal questions. Is the lease valid or can it be negotiated?

Counsel Cooper: After legal review and negotiation, lease is legally sound. However, the lease could be renegotiated in the future.

Chair Costanzo: Would occupying the station hinder possible renegotiation? Counsel Cooper stated it would not.

Chair Costanzo: Why would the future station tenant, Fire Chief Hanley, negotiate/write the lease?

Counsel Cooper: Maybe not the best option, but no legal issue.

Director Volkart: Chief Hanley came the BOD on July 18, 2023 and stated that the BOD has agreed to share the additional \$3m cost of the station. Was he authorized to enter this contract?

Counsel Cooper: Board should have questioned it then if there were issues. If that wasn't the case, it would be hard to prove legally now.

Chair Costanzo: When the lease is signed does District 5 become the landlord or the tenant. Do we need additional paperwork to name final lease amount.

Counsel Cooper: It would be a good idea to add an amendment clause that we can set up with the final amount since there are not specific figures in the agreement right now.

Director Volkart: Was Carrie Connelly working with District 5. Counsel Cooper confirmed that she was the main lawyer at the time. Acting Chief Bustard added that Carrie Connelly set up the loan documents.

Director Volkart: At what point do you feel hindered by representing other attorneys.

Counsel Cooper: The agreement is with the firm as a whole, not specific attorney/attorneys.

Miller: Any other communications between board chair and Carrie, please share. Counsel Cooper agreed to research.

Director Luz asked if the request to occupy the station would be as soon as possible. Acting Chief Bustard confirmed. Director Luz moved that BOD authorizes District 5 to occupy the Phoenix station as soon as possible.

Director Miller asked for more information about the lease. Chair Costanzo outlined tenants of lease based on the study session:

- City of Phoenix gave Chief Hanley full authority as Executive Officer of the project.
- He had signing authority for change orders and other paperwork.

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JACKSON COUNTY FIRE DISTRICT NO. 5



- The district's lawyers reviewed the lease and it signed a 30 year lease at 4% at \$2.5 million, not \$3.5 million. The district payment will be \$71k not \$103k.
- It was negotiated to be 50% cost by the district with 24/7 coverage.
- Payment will start January 2026.

Director Volkart is not comfortable occupying and paying the lease without more information and occupancy commits the district to the lease and additional costs. Four percent of \$3.5 million.

Chair Costanzo clarified \$71k plus utilities for 30 years or \$2.1m. This includes interest.

Director Karns stated that the district was paying the utilities before and this will continue.

Director Volkhart asked for total over 30 years. Director Luz estimates that if the district pays 60 (Phoenix)/40 (District) split of loan rather than 50/50, the district would be paying \$14k less per year. Director Luz did a calculation of \$71k over 30 years and stated \$3.13 million over the life of the loan. This includes interest.

Director Volkart: Plus utilities plus cost of administration.

Chair Costanzo asked if any other questions/comments.

Director Karns: It is important to occupy the station as soon as possible.

Chair Costanzo: We have an amount but it can change. 71k year + utilities, starting January 2026

Counsel Cooper: Amounts not documented legally.

Chair Costanzo: Need to get documented legally, but the motion is just for occupancy, not finalizing the lease amounts.

Counsel Cooper: Occupancy implies acceptance of initial terms of lease.

Director Karns: May even come in lower, once HMK has final costs.

Director Volkart: Asked Acting Chief Bustard if he would staff Station #3 before Station #4, based on public input earlier in meeting.

Acting Chief Bustard: Staffing on Station #3 never went away, they were just housed at station 5 since Station #3 burned down. We have not shut down Station #4 to staff Station #3. Stations 3 and 5 were temporarily housed in the same station.

Director Luz: Staffing of station is imperative; staff is available. Even if there are other directors who are not comfortable with the decision.

Director Luz restated his motion to occupy Station #3 as soon as possible.

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JACKSON COUNTY FIRE DISTRICT NO. 5



Directors Karns, Luz, Miller, Costanzo: Yes

Director Volkart: No

Motioned passed on majority vote.

Acting Chief Bustard to work with Counsel Cooper on formalizing legal documentation of amounts, and bring back to the BOD for approval.

8. FUTURE AGENDAS OR GENERAL BUSINESS

8.1 Restructure of Staffing Model and Reorganization

Acting Chief Bustard presented a plan and document to restructure district with keeping an Operations Chief, and reducing Battalion Chief positions. That would allow for more firefighter staffing. This would enable putting two staff at Station #4 most days. Most of overtime has gone to BC staffing; this will also lead to reduced costs.

Battalion Chief coverage on emergencies would be covered by either the Operations Chief during their hours of work or by mutual aid from Ashland, Medford or FD#3.

BC reclassified as administrative captain to do fire prevention. Have the flexibility to have this position cover staffing as well.

Two BCs retiring, two others reclassified as inspector and shift captain.

Chair Costanzo: Who selects the administrative captain and how (interview?).

Acting Chief Bustard: Currently there are two BCs handling aspects of this position and Acting Chief Bustard interviewed both. Some of these positions may be temporary depending on staff and District 3's direction when they take over administration of District 5. One BC is not interested in the position, but the other, who already handles most of the duties, is interested.

Chair Costanzo: Is there an additional process for that.

Acting Chief Bustard: Will need to work with the labor group as this position is in the contract but not previously filled.

Director Luz: Is it true that Ashland does not respond to calls in St. 4 area?

Acting Chief Bustard: Ashland has staffing level issues as well. They often have have browned out stations due to staffing shortages. The two districts depend on each for mutual aid as staffing allows.

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JACKSON COUNTY FIRE DISTRICT NO. 5



Director Luz: How to send two staff to Station #4, what kind of staffing is that.

Acting Chief Bustard: Can send two staff to St. 4 as water tenders under union contract.

Director Volkart: How does Ashland communicate brown out when Station 2 is down.

Acting Chief Bustard: Chief meeting daily across agencies to coordinate staffing. Exploring cross-staffing options with Ashland.

Director Karns: Clarified that Ashland usually can't respond because responding to another incident and cannot communicate that station is browned out.

9. ANNOUNCEMENTS

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

Acting Chief Bustard: Having a pared down open house, open to the community in conjunction with other agencies. BOD welcome to attend.

10. LOCAL 2596 CORRESPONDENCE

President Graham thanked the board for addressing his request from last meeting that gives staff an idea of future of structure of district.

Agrees with Chief Hussey's comment that it is great to hear from the public on staffing Station #4. The local is willing to have a working session to help with the IGA transition. Local does not object to IGA and would like to offer input and be part of the solution for the future.

Chair Costanzo stated that the Local needs to work with Chief Hussey and Acting Chief Bustard as a collaboration, as district operations are not governed by the BOD.

Worked with Chief Acting Chief Bustard on getting federal funds. Took a lot of effort with the IAFF, but it is moving forward.

Chair Costanzo offered to have BOD members attend union meetings if necessary to communicate.

11. JACKSON COUNTY FIRE DISTRICT No.5 VOL. ASSOCIATION CORRESPONDENCE

No comments or report out.

12. ADJOURNMENT

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Consent Agenda Documents

Financial Statement & Check Register

Jackson County Fire District 5 -- Revenues & Expenses

	Oct-24	2023-2025 Budget	23-24 YTD	24-25 YTD	Total PTD 23-25	Variance	%Budg
=====Revenue=====							
Revenues							
Property Tax-Current	13,176	14,526,402	6,503,463		6,503,463	(8,022,939)	0.45
Property Tax-Prior		361,375	47,214	84,373	131,587	(229,788)	0.36
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	2,836	-	556,566	17,538	574,104	574,104	
Debt/Lease Purchase Proceeds	420,000	1,125,000	1,348,034	2,270,000	3,618,034	2,493,034	3.22
Beg. Fund Balance		4,504,071			-	(4,504,071)	-
Total Revenue	436,012	22,261,853	9,917,027	2,471,467	12,388,494	(9,873,359)	0.56
	Oct-24	2023-2025 Budget	23-24 YTD	24-25 YTD	Total PTD 23-25	Variance	%Budg
Capital Projects Fund							
SCBA						-	
Fire Apparatus		990,000				(990,000)	
Station 4 (ST2) Seismic Rehabilitation Project Completed	190	1,148,005	(630,541)	778		(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	190	3,118,005	(630,541)	-		(3,118,005)	-

	Oct-24	2023-2025	23-24 YTD	24-25 YTD	Total PTD	Variance	%Budg
===== Expenditures ===		Budget			23-25		
Personnel Services							
Fire Chief		346,000	177,626	22,203	199,829	146,171	0.58
Administrative Analyst	9,900	165,000	81,165	40,848	122,013	42,987	0.74
Battalion Chief - 3/Acting Chief 1	70,115	930,000	457,213	206,869	664,082	265,918	0.71
Captains	106,511	1,730,000	885,279	319,533	1,204,812	525,188	0.70
Engineers	76,235	1,754,000	842,094	228,704	1,070,798	683,202	0.61
Firefighters		320,000			-	320,000	-
FEMA Firefighters	92,943	1,505,250	863,320	292,606	1,155,926	349,324	0.77
BOLI Firefighters	28,336	802,600	395,928	103,031	498,959	303,641	0.62
Longevity		191,000	87,757		87,757	103,243	0.46
OT - AA		20,000			-	20,000	-
OT - Emergency Backfill	26,531	800,000	564,356	120,576	684,932	115,068	0.86
OT - Strike Team Reserve		20,000			-	20,000	-
EMT Incentive Pay	14,457	220,000	132,723	43,372	176,095	43,905	0.80
Out of Class/Standby Pay	1,621	160,000	49,758	9,696	59,454	100,546	0.37
Leave Sell Back		194,000	145,368		145,368	48,632	0.75
Payroll Expenses	1,715	140,000	68,323	5,775	74,098	65,902	0.53
Educational Incentive	2,069	50,000	25,470	7,242	32,712	17,288	0.65
Retirement/PERS (FTE,FEMA,BOLI)	116,473	2,330,000	1,865,056	605,528	2,470,584	(140,584)	1.06
Health,Life,LTD,HRA Veba, Work Comp Insurance	152,637	1,800,000	1,214,931	328,440	1,543,371	256,629	0.86
OR Revenue Workers Comp	538	6,400	1,015	538	1,553	4,847	0.24
Volunteer Disability Insurance		4,000	902		902	3,098	0.23
Seasonal, OSFM. Colestin		200,000			-	200,000	-
Vacation/Severence Payout		200,000	28,073	64,408	92,481	107,519	0.46
Holiday Pay		120,000			-	120,000	-
Unemployment	9,109	10,000	610	9,451	10,061	(61)	1.01
Medicare	5,563	100,000	62,594	19,052	81,646	18,354	0.82
Social Security		8,000		626	626	7,374	0.08
Deferred Compensation 501a	12,530	300,000	190,401	52,036	242,437	57,563	0.81
Total Personnel Services	727,283	14,426,250	8,139,962	2,480,534	10,620,496	3,805,754	0.74

	Oct-24	2023-2025 Budget	23-24 YTD	24-25 YTD	Total PTD 23-25	Variance	%Budg
Materials/Services							
Administrative Support							
Office Supplies/Daily Requirements	193	36,000	15,233	14,136	29,369	6,631	0.82
Information Technology		170,000	94,474	17,885	112,359	57,641	0.66
Legal		25,000	49,761	8,194	57,955	(32,955)	2.32
Labor Negotiations		2,000	-		-	2,000	-
Accounting & Audit		40,000	3,482	9,120	12,602	27,398	0.32
Election Expense		7,000	2,957		2,957	4,043	0.42
Postage/Freight	307	4,000	690	429	1,119	2,881	0.28
Misc Bus Exp/Prof Svc, Professional Services	4,985	270,000	149,439	39,260	188,699	81,301	0.70
Misc Materials & Services - Other	5,614					-	
Awards/Incentives		2,000			-	2,000	-
Apparatus							
Fuels	2,522	150,000	50,887	14,767	65,654	84,346	0.44
Maintenance, Service Contract & Repair	520	400,000	254,103	34,840	288,943	111,057	0.72
Communications							
Dispatch Contract (ECSO)		350,000	171,637	88,393	260,030	89,970	0.74
Equipment, Service and Repair		45,000	3,318		3,318	41,682	0.07
Conferences & Trainings							
Training	671	90,000	76,367	6,762	83,129	6,871	0.92
Dues/Memberships		50,000	30,625	946	31,571	18,429	0.63
Books & Periodicals		2,000	-	-	-	2,000	-
Emergency Medcial Services (EMS)							
Equipment	896	50,000	16,870	5,885	22,755	27,245	0.46
CPR Program	1,020	1,500	(305)	1,020	715	785	0.48
Physician / Advisor (CQI)		10,000	4,800	-	4,800	5,200	0.48
Facilities							
General Liability Insurance		160,000	104,398	902	105,300	54,700	0.66
Maintenance & Repair/ Lease (Station 3)		250,000	71,228	5,703	76,932	173,068	0.31
Station Supplies	1,252	50,000	75,951	4,579	80,530	(30,530)	1.61
Utilities	4,128	190,000	99,548	31,430	130,978	59,022	0.69
Firefighting Equipment & Support (CAREER, FEMA,BOLI)							
Equipment	530	170,000	28,202	4,821	33,023	136,977	0.19
Personal Protective Ensemble (PPE)		85,000	-	-	-	85,000	-
Technical Rescue		10,000	-	-	-	10,000	-
SCBA Maintenance & Repair		10,000	2,496	-	2,496	7,504	0.25
Wildland Fire Equipment		3,000	-	-	-	3,000	-
Fireline Meals		6,000	1,568	-	1,568	4,432	0.26
Fire Prevention							
Community Outreach		8,000	-	-	-	8,000	-3

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	1,320		1,320	28,680	0.04
Physicals		75,000	13,334	386	13,720	61,280	0.18
Uniforms: Acquisition		54,000	1,083	-	1,083	52,917	0.02
Total Materials/Service	22,637	2,813,500	1,323,467	289,457	1,612,924	1,200,576	0.57
	Oct-24	2023-2025	23-24 YTD	24-25 YTD	Total PTD	Variance	%Budg
Capital Outlay		Budget			23-25		
SCBA		-	162		162	(162)	#DIV/0!
Fire Apparatus		990,000	192,134		192,134	797,866	0.19
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	2		2	49,998	0.00
Training Tower		500,000			-	500,000	-
Total Capital Outlay - GF		2,468,005	192,298	-	192,298	2,275,707	0.08

	Oct-24	2023-2025 Budget	23-24 YTD	24-25 YTD	Total PTD 23-25	Variance	%Budg
Contingency							
Contingency		1,450,000	-	-	-	1,450,000	-
Total Contingency		1,450,000	-	-	-	1,450,000	-
Debt Service							
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)	39,286	100,000	12,844	66,673	79,518	20,482	0.80
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	11,569	47,373	22,627	0.68
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)	18,590	90,000	5,415	18,590	24,005	65,995	0.27
Apparatus Loan - Interest (Bank)		25,000	15,224	25,937	41,161	(16,161)	1.65
Total Debt Service	60,859	1,126,170	1,544,168	141,841	1,686,009	(559,839)	1.50
Totals	810,780	22,283,925	11,199,894	2,911,831	14,111,726	11,084,031	0.50

Jackson County Fire District 5 Check Detail Board October 2024

Num	Date	Name	Memo	Account	Paid Amount
	10/17/2024	Peoples's Bank of ...		11030 Cash in Ban...	
10/07/...	10/16/2024		Interest Paym...	75101 TAN - Interes...	-15,489.60
TOTAL					-15,489.60
ACH	10/07/2024	Hunter Communica...		11030 Cash in Ban...	
			Internet	71017 Utilities	-856.07
TOTAL					-856.07
ACH	10/11/2024	Avista		11030 Cash in Ban...	
				71017 Utilities	-144.94
TOTAL					-144.94
ACH	10/13/2024	Pacific Office Auto...		11030 Cash in Ban...	
			Lease Payme...	71001 Office Suppli...	-118.95
TOTAL					-118.95
ACH	10/14/2024	City of Ashland	Water	11030 Cash in Ban...	
			Water Line 8/...	71017 Utilities	-28.95
TOTAL					-28.95
ACH	10/15/2024	TYREE		11030 Cash in Ban...	
				71006 Fuels	-166.36
TOTAL					-166.36
ACH	10/16/2024	Rogue Valley Sewe...	Sewer	11030 Cash in Ban...	
			9/1/24 to 9/30...	71017 Utilities	-75.85
TOTAL					-75.85
ACH	10/29/2024	Wells Fargo Busin...		11030 Cash in Ban...	
				71009 Apparatus M...	-795.28
				71003 Station Suppli...	-263.02
				71034 Training/Meet...	-291.90
				71037 Postage	-102.76
				71006 Fuels	-24.22
				71085 Misc. Bus. Ex...	-48.97
				71017 Utilities	-642.23
				71003 Station Suppli...	-313.80
TOTAL					-2,482.18
ACH	10/31/2024	Great America Fin...	MDC Equip L...	11030 Cash in Ban...	
			MDC Equipm...	75200 · IT Lease Pa...	-2,983.65
TOTAL					-2,983.65

Jackson County Fire District 5
Check Detail Board
October 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
42912	10/03/2024	Connecting Point	Ipad Pro7	11030 Cash in Ban...	
C1901...	09/26/2024		Ipad Pro7	71001 Office Suppli...	-1,499.99
TOTAL					-1,499.99
42913	10/03/2024	Express Services Inc		11030 Cash in Ban...	
31352...	09/25/2024		Receptionist	71085 Misc. Bus. Ex...	-607.20
TOTAL					-607.20
42914	10/03/2024	Government Ethics...	AIE18961	11030 Cash in Ban...	
AIE20...	09/10/2024		AIE20879	71024 Dues/Membe...	-945.68
TOTAL					-945.68
42915	10/03/2024	Hawkins, Kandra	Aug/Sept Ac...	11030 Cash in Ban...	
Inv-10...	10/01/2024		Aug/Sept Acc...	71085 Misc. Bus. Ex...	-847.75
TOTAL					-847.75
42916	10/03/2024	Jackson County R...	Fuel	11030 Cash in Ban...	
115127	07/14/2024		Fuel	71006 Fuels	-2,580.53
TOTAL					-2,580.53
42917	10/03/2024	Pacific Office Auto...		11030 Cash in Ban...	
499622	09/03/2024		Copy Machine...	71001 Office Suppli...	-36.40
713639	09/11/2024		Cannon BLA...	71001 Office Suppli...	-37.95
TOTAL					-74.35
42918	10/03/2024	Southern Oregon ...	removed GT...	11030 Cash in Ban...	
7345	09/11/2024		removed GTA...	71009 Apparatus M...	-200.00
TOTAL					-200.00
42919	10/15/2024	Express Services Inc		11030 Cash in Ban...	
31386...	10/02/2024		Receptionist	71085 Misc. Bus. Ex...	-607.20
TOTAL					-607.20
42920	10/15/2024	Heigel, Devon		11030 Cash in Ban...	
Reimb	10/11/2024		Reimb UREM...	71034 Training/Meet...	-378.75
TOTAL					-378.75
42921	10/15/2024	Kanopy Kountry LLC		11030 Cash in Ban...	
071851	06/12/2024		Sidestep purc...	71009 Apparatus M...	-450.00
TOTAL					-450.00

Jackson County Fire District 5 Check Detail Board October 2024

Num	Date	Name	Memo	Account	Paid Amount
42922	10/15/2024	Overhead Door Co.		11030 Cash in Ban...	
W0-82...	08/02/2024		tightened coll...	71012 Station Maint...	-150.00
W0-85...	09/12/2024		Programmed ...	71012 Station Maint...	-150.00
TOTAL					-300.00
42923	10/15/2024	Pacific Office Auto...		11030 Cash in Ban...	
372631	07/11/2024		Cannon BLA...	71001 Office Suppli...	-37.95
382589	07/16/2024		Cannon CLR ...	71001 Office Suppli...	-54.83
424352	08/04/2024		Copy Machine...	71001 Office Suppli...	-36.40
TOTAL					-129.18
42924	10/15/2024	Southern Oregon ...	removed GT...	11030 Cash in Ban...	
7347	09/13/2024		removed GTA...	71009 Apparatus M...	-200.00
TOTAL					-200.00
42925	10/15/2024	Rogue Community ...		11030 Cash in Ban...	
2514	08/14/2024		BLS Instructor...	71034 Training/Meet...	-1,400.00
TOTAL					-1,400.00
42926	10/16/2024	Peoples's Bank of ...		11030 Cash in Ban...	
10/07/...	10/16/2024		Interest Paym...	75101 TAN - Interes...	-3,100.00
TOTAL					-3,100.00
42927	10/23/2024	Asante Physician P...		11030 Cash in Ban...	
4180025	09/30/2024			71054 Physical Exa...	-74.00
TOTAL					-74.00
42928	10/23/2024	CenturyLink		11030 Cash in Ban...	
	10/11/2024		Temp Station ...	76300 · St. 4 Seismi...	-189.99
TOTAL					-189.99
42929	10/23/2024	City of Talent		11030 Cash in Ban...	
8/26/2...	10/10/2024			71017 Utilities	-619.02
TOTAL					-619.02
42930	10/23/2024	Express Services Inc		11030 Cash in Ban...	
31416...	10/09/2024		Receptionist	71085 Misc. Bus. Ex...	-683.10
TOTAL					-683.10

Jackson County Fire District 5
Check Detail Board
October 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
42931	10/23/2024	Industrial Source		11030 Cash in Ban...	
2337860	09/30/2024		High Pres Cyls	71043 Rescue/EMS	-215.44
TOTAL					-215.44
42932	10/23/2024	Jackson Group Pet...		11030 Cash in Ban...	
10011...	09/30/2024	epairs		71009 Apparatus M...	-1,588.63
TOTAL					-1,588.63
42933	10/23/2024	Johnson, Jimmy		11030 Cash in Ban...	
EMP. ...	10/18/2024		Station 3 kitch...	Station Three Storag...	-117.92
TOTAL					-117.92
42934	10/23/2024	Secure Com		11030 Cash in Ban...	
358097	10/01/2024		Fire Monitorin...	71017 Utilities	-170.31
TOTAL					-170.31
42935	10/23/2024	Southern Oregon ...	2 tone remot...	11030 Cash in Ban...	
7341	09/21/2024		2 tone remote...	71009 Apparatus M...	-8,428.50
TOTAL					-8,428.50
42936	10/23/2024	Vector Solutions S...		11030 Cash in Ban...	
INV10...	09/30/2024		Fire/EMS Soft...	71001 Office Suppli...	-1,342.28
TOTAL					-1,342.28
42937	10/29/2024	AT&T Mobility	Acct# 287289...	11030 Cash in Ban...	
Nov P...	10/11/2024		District Phones	71017 Utilities	-1,590.51
TOTAL					-1,590.51
42938	10/29/2024	Express Services Inc		11030 Cash in Ban...	
31449...	10/16/2024		Receptionist	71085 Misc. Bus. Ex...	-690.69
TOTAL					-690.69
42940	10/29/2024	Pacific Office Auto...		11030 Cash in Ban...	
773259	10/03/2024		Copy Machine...	71001 Office Suppli...	-36.40
787231	10/11/2024		Cannon BLA...	71001 Office Suppli...	-37.95
TOTAL					-74.35

Jackson County Fire District 5 Check Detail Board October 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
42941	10/29/2024	SeaWestern		11030 Cash in Ban...	
35292	08/28/2024		Scott RIT upg...	71089 Fire Equipment	-2,293.80
36291	10/09/2024		E3 Hose	71089 Fire Equipment	-529.84
TOTAL					-2,823.64
42942	10/29/2024	Oregon Employme...		11030 Cash in Ban...	
10069...	10/29/2024		Voucher ID 1...	70606 Unemployment	-9,109.00
TOTAL					-9,109.00
42943	10/29/2024	Jackson County R...		11030 Cash in Ban...	
116136	10/04/2024			71006 Fuels	-2,331.86
TOTAL					-2,331.86

JACKSON COUNTY FIRE DISTRICT NO. 5



Staff Report Documents

Operations Report October 2024

5811 South Pacific Highway, Phoenix, OR. 97535

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



Year to Date

2,505
Total Incidents

8.21
Avg Incidents per Day

21
Structure Fires

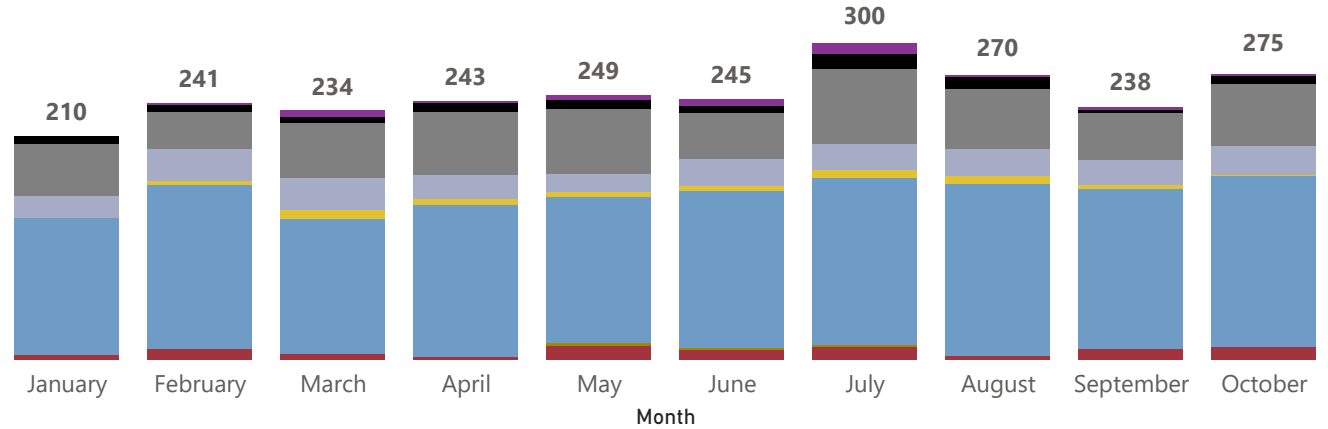
33
Wildland Fires

1,468
EMS Incidents

Incidents by Type

Type Category

- 1 - Fire
- 2 - Overpressure Rupture, Explosion, Overheat (No ...
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call
- 9 - Special Incident Type



EMS Response by Type

Incidents

32 - Emergency medical service (EMS) Incident	1125
31 - Medical assist	324
30 - Rescue, emergency medical call (EMS), other	12
35 - Extrication, rescue	4
33 - Lock-In	1
34 - Search for lost person	1
38 - Rescue or EMS standby	1

Total 1468

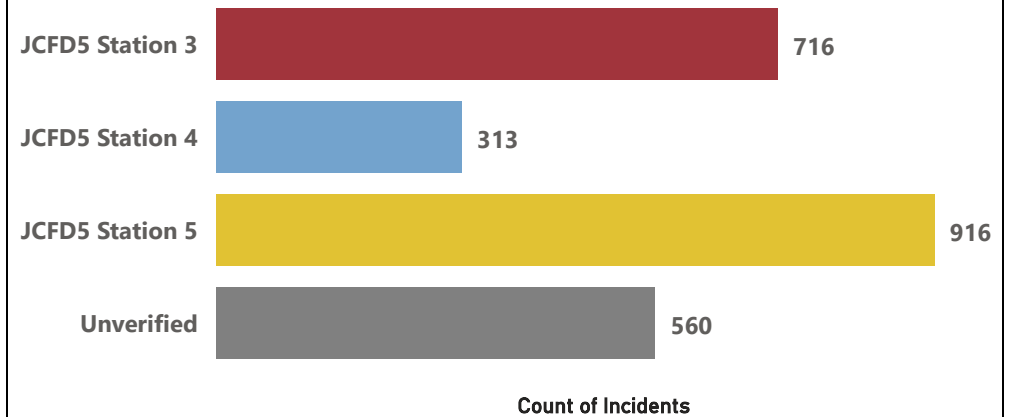
Fire Response by Type

Incidents

14 - Natural vegetation fire	32
13 - Mobile property (vehicle) fire	24
11 - Structure Fire	21
15 - Outside rubbish fire	10
25 - Excessive heat, scorch burns with no ignition	3
17 - Cultivated vegetation, crop fire	1
20 - Overpressure rupture, explosion, overheating, other	1

Total 92

Incidents by Station Name



144
Mutual Aid Given

55
Mutual Aid Received

October 2024 AT A GLANCE

275
Total Incidents

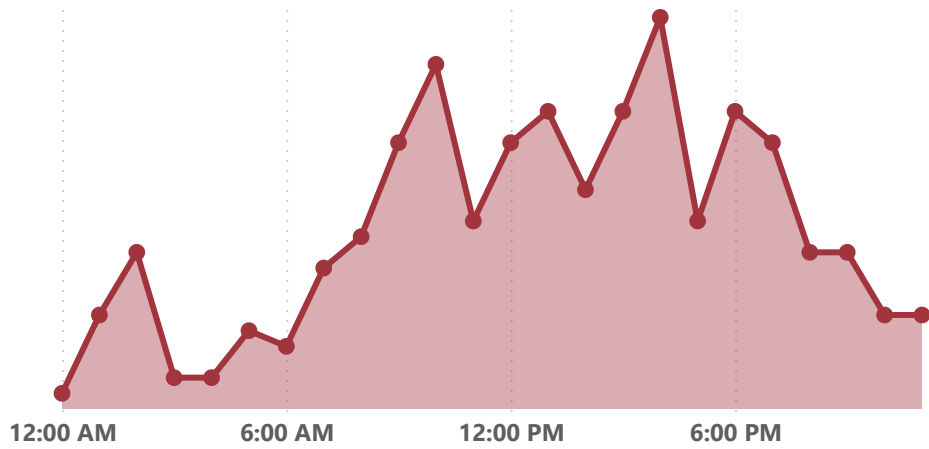
8.87
Avg Incidents per Day

4
Structure Fires

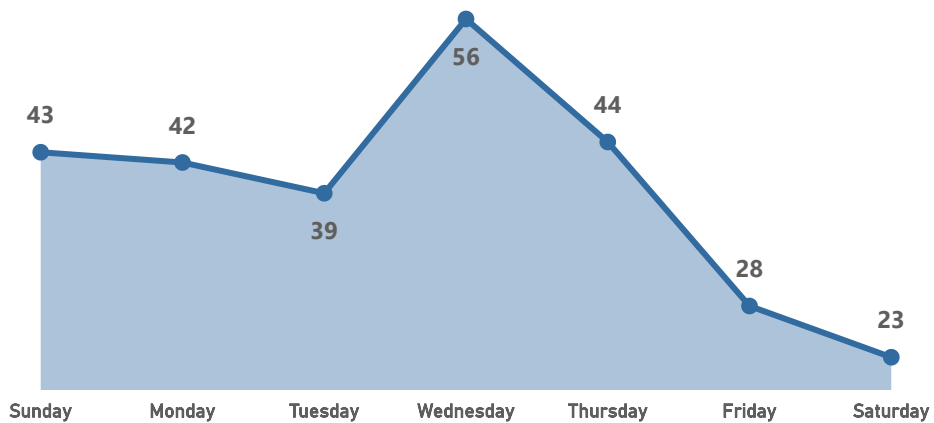
2
Wildland Fires

161
EMS Incidents

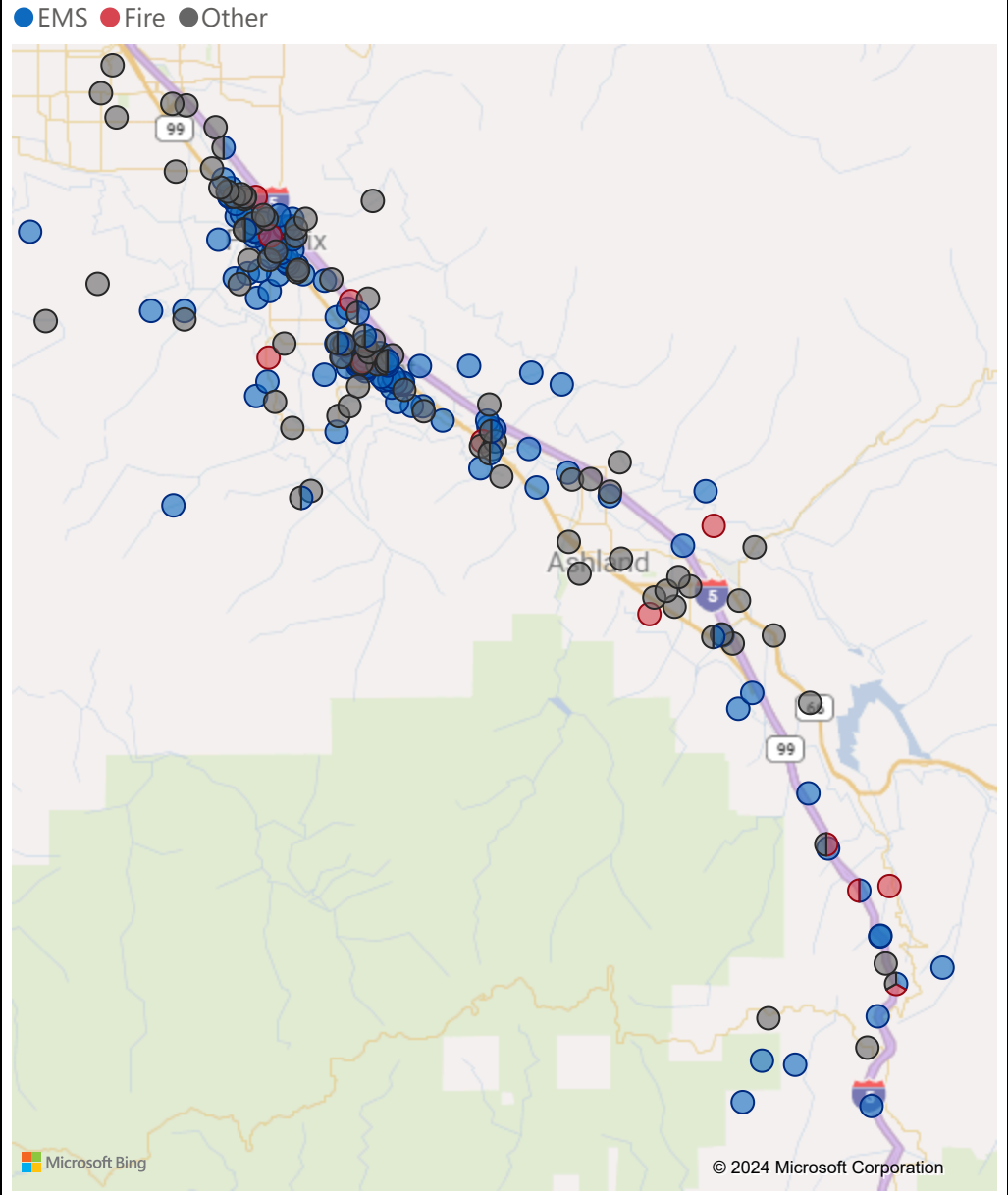
Incidents by Hour of Day



Incidents by Day of Week



Map of Incidents (including Mutual Aid)





Action Item Documents

Resolution No. R-5-2024

JACKSON COUNTY FIRE DISTRICT No. 5



RESOLUTION NO. R-5-2024

IN THE MATTER OF ADOPTING THE JACKSON COUNTY FIRE DISTRICT No. 5 ADDENDUM TO THE JACKSON COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN

WHEREAS, Jackson County Fire District 5 recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

WHEREAS, undertaking hazard mitigation actions will reduce the potential for harm to people, property, and infrastructure from future hazard occurrences; and

WHEREAS, an adopted Natural Hazards Mitigation Plan (NHMP) is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

WHEREAS, the District has fully participated in the FEMA prescribed mitigation planning process to prepare the Jackson County, Multi-Jurisdictional Natural Hazards Mitigation Plan, which has established a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

WHEREAS, the District has identified natural hazard risks and prioritized a number of proposed actions and programs needed to mitigate the vulnerabilities of the District to the impacts of future disasters within the Jackson County, Multi-Jurisdictional Natural Hazards Mitigation Plan; and

WHEREAS, these proposed projects and programs have been incorporated into the Jackson County, Multi-Jurisdictional Natural Hazards Mitigation Plan that has been prepared and promulgated for consideration and implementation by the participating cities and special districts of Jackson County; and

WHEREAS, the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the Jackson County, Multi-Jurisdictional Natural Hazards Mitigation Plan and pre-approved it (dated, January 9, 2024) contingent upon this official adoption of the participating governments and entities;

WHEREAS, the NHMP is comprised of comprised of three volumes: Volume I - Basic Plan, Volume II -Appendices, and Volume III -Jurisdictional Addenda, collectively referred to herein as the NHMP; and

WHEREAS, the NHMP is in an on-going cycle of development and revision to improve its effectiveness; and

WHEREAS, Jackson County Fire District 5 adopts the NHMP and directs the Fire Chief to develop, approve, and implement the mitigation strategies and any administrative changes to the NHMP.

NOW, THEREFORE, BE IT RESOLVED, that Jackson County Fire District 5 adopts the Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan as an official plan; and

BE IT FURTHER RESOLVED, that Jackson County Fire District 5 will submit this Adoption Resolution to the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the Jackson County Multi-Jurisdictional Natural Hazards Mitigation Plan.

Board Chair

Witness