



JACKSON COUNTY FIRE DISTRICT 4

21200 HWY 62 • SHADY COVE, OR • 97539 • (541) 878-2666

Board of Directors Meeting- Minutes

Held at the Shady Cove Public Library Conference Room

22477 OR-62, Shady Cove 97539

Minutes for June 14th, 2023 @ 10:00 AM

1. Meeting called to order at 10:00 am by President Hughes.
2. **Roll Call-** President Hughes- present, VP Krutsch- present/remote, Director Higgs- present, Director Mayer- present, Director Schumacher- present, Chief Crume- present.
3. **SWEARING IN-** Travis Crume was officially sworn in as the new Fire Chief of the District.
4. **VISION AND MISSION-** Director Schumacher
Vision: to reduce and/or eliminate risk from fire, rescue, and medical events in the Upper Rogue Communities we serve.
Mission: To protect life and property through all hazard emergency response services, public education and prevention activities.
5. **Minutes- May 10th, 2023** regular board meeting minutes were reviewed. Director Mayer made a motion to approve the minutes of the Regular Board of Directors Meeting of May 2023 as presented. Director Schumacher seconded the motion. A vote was cast and passed unanimously.
6. **Financial Review-** The Revenue, Expenditure, Accounts Payable, and Credit Card Ending balance reports for May 2023 were reviewed. Lalaina, accounts manager, made the following comments: section 1-40030 (Interest Income) and 1-40200 (Grants) are high due to funding received through grants. Section 1-58193 (Out of Class) is over due to OT for paid-leave coverage. Section 1-60254 (Maintenance and repair), 1-60278 (Property/Liability Insurance) and 1-60311 (Gas and propane) were over due to price increases. Chief Crume noted that our budget is well under the threshold in all categories and as we approach the new fiscal year, the numbers will be carried over. For the Check detail, President Hughes noted a missing amount for check #18265 (Hunter Communications), our account manager will rectify. President Hughes also noted a high bill from Napa Auto parts (Check #18269), Captain Erin clarified that the purchase was for (4) new headlights and housings and the price reflects accurately. One additional item was noted (check #18285) for Curtis Tools for Heroes- the cost was high due to the fact that PPE must be altered through a graded manufactures certification process. Director Schumacher made a motion to approve the Accounts Payable, Revenue, Expenditure and Credit Card Expenditure reports for May 2023 as presented. Director Higgs seconded the motion. A vote was cast and passed unanimously.
7. **Public comment-**
 - A. Captain Elder welcomed Fire Chief Travis Crume to the crew.
8. **Informative Items-**

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- a. Statistical Report for May 2023 was reviewed. Chief Crume noted that moving forward he will be altering the report to be more thorough and include a status report, as well as monthly goals. Director Mayer noted that the incidents do not add up throughout the report, ranging from 106-108 calls. Chief noted this could be due to incomplete reports in the system.
- b. ECSO Infrastructure Update- tax payers approved bond for new radio system plus all additional equipment. The bond is short for funding and stations will be expected to front a large portion of the bill for all additional electrical components The date to enact the switch has been pushed 2-3 years, Chief Crume noted an AFG Grant for assistance through FEMA. He would like to hire a consulting firm, Vickers Consulting out of Texas, due to their high success rate for securing grant funding. This matter is tabled for a later date.
- c. Chief Crume would like to outsource vehicle maintenance and testing to Caldera Fire located in White City- this company provides top notch, reliable and efficient services at a fraction of the cost compared to the City of Medford.
- d. OEM- Fire Grant for New Watercraft received. OEM will purchase, own and allocate to us- we will be responsible for maintenance costs. The unit will be roughly \$250,000, if it does not meet the needs of the station, the unit can be returned.
- e. Chief Crume tasked Captain Fitzpatrick with a light duty assignment of creating a Tier Type for water crafts to submit to the state for easier identification of classification for water crafts.
- f. CWRR- Grant received, to be shared with Prospect. Chief Crume would like to use the Alliance to establish grant management, this matter is tabled until Fall but Board will be updated next month.
- g. Chief Crume found a grant through the USDA to help fund infrastructure projects for rural fire stations. The station falls under Tier (2) which would mean 50% coverage of cost, financing options are also available through the USDA.
- h. Station has hired (2) seasonal workers and there is money in the budget for (2) more. The shift is (3)12-hour shifts alternating 3 on/ 3 off- the position would also provide emergency coverage as needed.
- i. Chief Crume would like to distance from social media due to the liabilities involved and hire a company to manage our web presence- he recommends "Streamline" as he's used them before and they specialize in working with Special Districts. Chief will continue to look into costs and benefits to present to the Board at a later date.

9. Old Business – None.

10. New Business-

- a. Business cards and emails for Board members were discussed, it was agreed to be in the best interests of the members to protect their personal and private information.
- b. Vehicle Purchase- District #3 has an outfitted 2016 Ford XLT for sale at \$27,500. The budget has already allocated funds for the purchase, and the board decided it was best to purchase the vehicle already upfitted and ready to work versus purchasing a new

- c. vehicle and being responsible for all upfitting costs. The current station vehicle will be used by all employees for any station business. Both vehicles will require new stickers. Director Schumacher proposed a motion to approve the purchase of District #3's surplus vehicle, and Director Mayer seconded the motion. A vote was cast and passed unanimously.
- d. Reviewed Resolution 23-02 in the matter of Adopting the Budget for the 2023/2024 fiscal year. Director Higgs proposed a motion to approve Resolution 23-02 as presented and Director Schumacher seconded the motion. A vote was cast and passed unanimously.
- e. Reviewed Resolution 23-03 in the matter of declaring unforeseen occurrence for the 2022/2023 fiscal year budget. Chief noted this was the easiest way to carry over funds received this year for next years budget, the numbers will be accounted for and moved over into the next fiscal year. Director Mayer proposed a motion to accept Resolution 23-03 as presented and Director Schumacher seconded the motion. A vote was cast and passed unanimously.
- f. Election Results for Board Member positions were reviewed- Elizabeth Higgs won position #1, Ericka Schumacher won position #4 and Mike Krutsch was reelected for the position of Vice President.
- g. Discussed Chief Crume's first paycheck- due to the hybrid nature of his contract, it was decided by the Board to compensate Chief Crume for his transitional training period in May prior to the start of his contract. Director Mayer proposed a motion to authorize payment for (80) hours of transitional training, at took place in May, to Chief Crume outside of his official employment contract. Director Higgs seconded the motion. A vote was cast and passed unanimously.
- h. Discussed Elizabeth Higgs becoming a check signer for the station. Director Mayer proposed a motion to approve Director Higgs as a check signer after she officially joins the Board effective July 1st. Director Schumacher seconded the motion. A vote was cast and passed unanimously.

11. Topics Following the Preparation of the Agenda- President Hughes

12. Good of the Order- President Hughes

- A. President Hughes noted she is pleased to see the New Chief taking strides in making improvements and his enthusiasm for the station to grow and flourish.

13. Individual Board Comments- President Hughes

- a. Director Mayer made the following comments: he would like to see improvement towards the process of orientating new Board Members, as well as new and updated binders for all members. He would also like to have Chief Winfrey meet with two Board Members to do a proper exit interview. It was decided that President Hughes and Director Schumacher would complete this. Director Mayer also inquired as to why a different wood chipper was purchased over what the Board had originally voted for, answer forthcoming.

14. Adjournment- President Hughes adjourned the Regular Board Meeting at 11:47 AM.

Minutes Submitted by: Briana Castle

Minutes Approved by: _____