

Rogue River Rural Fire Protection District 1

Minutes – Board of Directors Regular Session

Meeting of December 10, 2025 at 7:30am



CALL TO ORDER:

The meeting was called to order at 7:30 a.m. by President, John Ellis.

PLEDGE OF ALLEGEANCE

ROLL CALL:

John Foster, Jim Stearns, John Ellis, Randy Cort and Craig Berry, present

Also in attendance: Mike Hammond, Jenna Kurzyniec, Jeni Darr, Kaci Carder and guest Tom Zimmer.

GOOD OF THE ORDER: None

PUBLIC HEARING: President John Ellis opened the public hearing at 7:32am for discussion on the fire districts name change from Rogue River Rural Fire Protection District to Jackson County Fire District 1. No public comment. Public hearing was closed at 7:33am.

MINUTES:

President Ellis brought up Craig Berry voting no on safety minutes at past meetings, due to bullying by the fire chief. Ellis requests Craig Berry to submit in writing, by next meeting, what has occurred so the issue can be addressed.

-***Safety Committee Minutes of November 5, 2025*** – Jim Stearns made a motion to accept the minutes, Randy Cort 2nd. Craig Berry not in favor, voting no. Motion passed.

-***Regular BOD session of November 12, 2025*** – Randy Cort made a motion to accept the minutes, John Foster 2nd. All in favor, Craig Berry not in favor, voting no. Motion passed.

FINANCE:

Financial report reviewed. Chief Hammond discussed election costs totaled \$12,385 (slightly over the \$10,000 budgeted) due to \$9,885 for the bill and \$2,500 for mass mailing, but considered worthwhile and close to estimate. Recent major repair expenses included \$2,100 for the breathing air compressor (first major repair in 15 years) and replacement of rear wheels and parts on the first out ambulance due to loose lug nuts; checks and procedures added to prevent recurrence. Reimbursement received for Alder Springs fire. Payroll transfer error corrected and will show in next month's financials. Bank notified them immediately of the issue. Jim Stearns made a motion to accept the finance report of November 2025, John Foster 2nd. Roll call vote: John Foster-yes, Jim Stearns-yes, John Ellis- yes, Randy Cort-yes, Craig Berry-yes. Motion passed.

CORRESPONDENCE: None

OLD BUSINESS:

- ***Ending Fund Balance*** – Chief presented the board policy requires an ending fund balance of 25% of general fund operating revenues and 10% contingency of materials and services; current balances exceed these standards.
- ***Organizational Review*** - Five-year capital plan reviewed, including future large expenses (notably an \$800,000 engine purchase in 2029/30). Plan is to set aside funds annually to cover big purchases. Request made for a running balance to show projected fund levels after expenditures for transparency; will be added to future reports. Discussion on whether to transfer excess general fund money to capital fund or keep in general fund due to spending restrictions on capital funds. Board requests staff to consult auditor about proper account structures and reserve handling.
- ***Lexipol policy update:*** 175 policies, each being assessed for relevance, duplication, and necessity. Approximately halfway through the review.

NEW BUSINESS:

- ***Budget Calendar*** – Jim Stearns made a motion to approve the presented FY26-27 budget calendar, Randy Cort 2nd, all in favor, motion passed.
- ***Resolution R25-26-007*** – Randy Cort made a motion to approve Resolution R25-26-007 for \$100.00 to employee incentives, Craig Berry 2nd. Roll call vote: John Foster-yes, Jim Stearns-yes, John Ellis- yes, Randy Cort-yes, Craig Berry-yes. Motion passed.

CHIEF COMMENTS:

Chief Hammond presented his monthly report to the board. Firefighter hiring process update: 54 applicants, 28 brought for assessment, 21 passed (including 4 paramedics and 7 paramedic students). Three openings to be filled in January; most new hires will require significant training and overtime coverage. Some new staff are experienced, but none ready for immediate full duties. Discussion on challenges in attracting lateral applicants, with pay and ambulance staffing seen as contributing factors. New ambulance nearly ready for service, pending licensing and electronics installation; effort underway to acquire a third power gurney at a reduced cost.

MONTHLY REPORTS:

Monthly captain's reports were reviewed. Group discussed 30+ home assessments will be scheduled for Brookside Village; department views this as positive community engagement. Jim Stearns made a motion to approve the monthly reports as presented, John Foster 2nd. All in favor, motion passed.

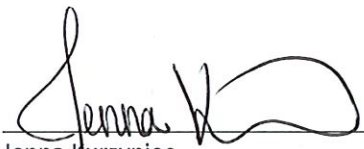
PUBLIC COMMENT: Discussion raised by public on the installation of a new water tank, hydrant access, and technical questions about water system pressure and utility in emergencies. Concern about town evacuation plans and access routes, particularly outdated or insufficient plans, bottlenecks, and vulnerability if bridges are lost. Suggestions to invite county emergency services coordinator and possibly city resources to a future meeting or workshop to review evacuation planning and inter-agency coordination. Updates sought regarding Gold Hill Bridge work and its effect on fire district response; Fire District 3 may request mutual aid during closures.

ITEMS THAT CAME UP AFTER AGENDA POSTED: None

SUGGESTED FUTURE AGENDA ITEMS:

- Appointment of budget officer
- Evacuation plan update
- Gold Hill Bridge project dates and mutual aid planning with Fire District 3
- Five-year capital plan running balance projection on document

ADJORNMENT: Motion to adjourn at 8:24 a.m. by Jim Stearns, 2nd by Randy Cort. Motion passed.



Jenna Kurzyniec
Clerk to the Board



Craig Berry
Secretary/Treasurer - Board of Directors

Voted NO