

Rogue River Rural Fire Protection District 1

Minutes – Board of Directors Regular Session

Meeting of September 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, Randy Cort, John Ellis and Craig Berry, all present.

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

GOOD OF THE ORDER: Discussion of explanatory statement language— Jim Stearns concerns about the verbiage on the SEL803 form. Stating it may be misleading regarding use for apparatus and equipment; request to focus on operations and personnel. Union Representative, Lane Augustson, presented the board of directors of the union's argument in favor of the tax levy.

FY24-25 AUDIT PRESENTATION: Rick Brewster presented the board of directors with the annual audit for FY24-25.

- Audit report presented; district received a clean audit opinion with no material misstatements or concerns.
- Assets as of June '25: \$1,913,000 (down \$54,000 from prior year); cash reserves remain healthy, roughly six months of operations.
- Revenues higher than budgeted, expenditures lower, resulting in stronger-than-expected financial position (funds went down by \$107K instead of budgeted \$1.08M).
- Grant funds and their tracking discussed; \$416,000 in restricted funds (grants/capital), about \$1.5M unrestricted.
- Emphasis on continuing internal controls, segregation of duties, and annual review as staff changes.
- PERS rates noted as increasing, and benefits constitute a large portion of payroll costs (over a third).

MINUTES:

Jim Stearns made a motion to accept the safety committee meeting minutes of August 12, 2025. John Foster 2nd, motion passed. Jim Stearns made a motion to accept the minutes of the regular board of directors meeting on August 13, 2025. Craig Berry 2nd, motion passed. John Foster voiced there was no follow-up email sent to board members in regards to solar grant. As per minutes of July 9th 2025 an email was to be sent to all board members. Craig Berry made a motion to accept the minutes of the board of directors' workshop on August 11, 2025. Randy Cort 2nd, motion passed.

FINANCE:

Financial report reviewed. Randy Cort made a motion to accept the finance report for August 2025. Noting he would like management to provide regular, detailed breakdowns of grant expenditure, Jim Stearns 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:

➤ *Solar Project Grant*

- City council provided a strong letter of support for the fire district's solar panel and battery backup grant application.
- Several board members and community members expressed confusion/misinformation about the solar project, particularly regarding whether it would provide power to the broader community (it will only support the fire facility).
- Technical details requested (capacity, equipment types, safety features, maintenance, visual impact). Board requested a full written proposal and grant information at the next meeting.
- Agreement that project and communications require more board and public transparency; outreach needed to correct misunderstandings.

➤ *Strategic Plan*

- Strategic Plan for 2025–2028 reviewed; board supports it as a living document with annual review.

➤ **Local Option Levy**

- Fact sheet about the levy was created and sent for legal review (Safe Harbor), aiming to ensure proper, non-promotional language.
- Plan to do mass mailing and community outreach (city council, Kiwanis, potentially Chamber of Commerce) timed with ballot mailings.
- Clarification requested for voters about the financial impact if levy does not pass—specifically, the loss of the current \$0.50 per \$1,000 levy (approx. \$390,000), not just the \$0.80 increase.
- Emphasis on developing clear talking points and separating the solar project from the levy to avoid public confusion.

➤ **Columbia Bank Line of Credit Resolution**

Board approved line of credit (as financial safety net for cash flow), with controls on usage and annual review of necessity. Randy Cort made a motion to accept Resolution R25-26#4 to secure a \$200,000 line of credit with Columbia Bank. Jim Stearns 2nd. Roll call vote: John Foster-Yes, Jim Stearns-Yes, John Ellis-Yes, Randy Cort-Yes, Craig Berry- No; citing strong current financial position and decision is premature. Motion passed.

NEW BUSINESS:

Update on District 3 regionalization study: funded by grant, no district expenditure at this stage.
Encouragement for board members to attend neighboring district meetings for relationship building.
Participation in OFDDA conference encouraged for directors.

CHIEF COMMENTS:

Chief Hammond presented his monthly report to the board.
Discussing recent and upcoming trainings and update on grant application statuses.
OSHA inspection had minor findings—all correctable; upcoming committee efforts to address legislative changes regarding fines.
Wards Creek Restoration Initiative grant will launch project work in October, with community info sessions planned.

MONTHLY REPORTS:

Monthly reports were reviewed. Craig Berry made a motion to approve the monthly reports as presented, Randy Cort 2nd. Motion passed.

ITEMS THAT CAME UP AFTER AGENDA POSTED: None

PUBLIC COMMENT: Questions about budget committee.

SUGGESTED FUTURE AGENDA ITEMS: Solar grant

DISTRICT ACTION ITEMS:

- Prepare and distribute a written, detailed proposal and grant documents for the solar project at the next board meeting.
- Finalize and circulate talking points and fact sheet for the local option levy, with emphasis on financial impacts and separation from unrelated projects.
- Provide board members with regular, detailed grant expenditure breakdowns (spreadsheet format) for transparency and reporting.
- Continue annual review of internal financial controls as personnel change.
- Ensure mass mailing for levy info is targeted as closely as possible to district residents, and coordinate outreach activities as planned.
- Bring up the topic of OSHA legislative advocacy at the upcoming OFDDA conference.
- Board members to submit or update bios for district website.

ADJORNMENT: Motion to adjourn at 9:14 a.m. by Craig Berry, 2nd by Randy Cort. Motion passed.



Jenna Kurzyniec
Clerk to the Board



Craig Berry
Secretary/Treasurer - Board of Directors