

Rogue River Rural Fire Protection District 1

Minutes – Board of Directors Regular Session

Meeting of August 13, 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, Cameron Deupree and Kaci Carder. Several members of the community also attended.

GOOD OF THE ORDER:

Solar Grant Application Discussion.

-Board discussed the re-opening of a state-funded solar grant, approximately \$500,000+, with a short application window.

-Previous grant attempt was unsuccessful; feedback indicated the need for greater community outreach and focus on disadvantaged/elderly communities.

-Letters of support have been secured from 911 dispatch and Senior Center; board suggested further outreach such as city council meetings and working with senior citizen organizations.

-Debate occurred over the value and longevity of the proposed solar system, with discussion about warranties, cost savings, and operational priorities during emergencies.

-The board agreed Craig Berry could pursue more community engagement and letters of support, and clarified emergency roles (e.g., storing perishables) at the fire station.

Jim Stearns made a motion for Craig to move forward with community outreach and grant writing as a representative of the district, Craig Berry 2nd. In Favor – Jim Stearns, John Ellis and Craig Berry. Not in favor - John Foster and Randy Cort, Motion passed.

PUBLIC HEARING:

Public hearing opened regarding Ordinance 2025-1 for adoption of a cost-based fee schedule for response and administrative services. The new ordinance allows future board changes to the fee schedule by resolution, streamlining updates.

After a summary and opportunity for public comment (none given), Jim Stearns made a motion to adopt Ordinance No. 2025-1, Craig Berry 2nd. Ordinance adopted unanimously by roll call. John Foster-Yes, Jim Stearns-Yes, John Ellis-Yes, Randy Cort-Yes, Craig Berry-Yes.

MINUTES:

Minutes from Safety Committee, regular session, and strategic plan workshop approved together by vote. Craig Berry made a motion to approve all minutes as presented, Jim Stearns 2nd, Motion passed.

FINANCE:

Financial report reviewed, noting that the district is within budget; clarification given on tire vendor and carryforward funds. Craig Berry made a motion to accept the finance report for July 2025, 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:

❖ Group clarified motions/approval of clerk and budget officer appointments, internal financial controls and Resolution R25-26-002 (\$200 donation) from prior meeting. Craig Berry made a motion to appoint Chief Hammond as Budget Officer, Jenna Kurzyniec as Clerk to the board, also approving changes to internal controls and Resolution R25-26-002, Randy, Cort 2nd, motion passed.

- ❖ Strategic Plan – Workshop was held to update the district's three-year strategic plan; goals and objectives reviewed and approved, with directive for the chief to write a narrative on implementation. Randy Cort made a motion to approve the 2025-2028 Strategic Plan, John Foster 2nd, all in favor. Motion passed.
- ❖ Chief's annual goals, including revitalizing volunteer program, discussed and approved. Jim Stearns made a motion to approve Chiefs Goals for FY25-26, John Foster 2nd, all in favor. Motion passed.

NEW BUSINESS:

- ❖ Local Option Levy: Workshop results shared: financial trends indicate a negative balance by 2027 without new revenue. Jim Stearns states he was pleasantly surprised by the community and their support on the increase. Jim Stearns made a motion to increase the Local Option Levy tax rate by \$0.30/\$1,000 assessed value, John Foster 2nd. Roll call vote: John Foster-yes, Jim Stearns-yes, John Ellis-yes, Randy Cort-yes, Craig Berry- no. Motion passed.
- ❖ Chief presented Umpqua Bank line of credit (\$200,000) as backup funding. Board discussed terms and required future board approval to draw funds. Motion passed with amendments ensuring board oversight. Jim Stearns made a motion to move forward with Umpqua Bank Line of Credit, John Foster 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.

Audit process is moving forward, with a draft provided for Secretary review and auditor to present soon.

Ambulance remount project update: new chassis acquired, progress expected within 4-6 weeks.

Wards Creek Restoration grant/project will begin in October (avoiding bird nesting season). District acts as fiduciary; discussion on the need for detailed tracking and reporting of project expenses included.

Noted that accepting a new \$1.3 million Community Wildfire Defense federal grant will trigger single audit requirements and limit use of the district's current auditor.

MONTHLY REPORTS:

Monthly reports were reviewed. Ongoing Firewise community outreach reported, with both successes and challenges in public engagement. Jim Stearns made a motion to approve the monthly reports as presented, John Foster 2nd. Motion passed.

ITEMS THAT CAME UP AFTER AGENDA POSTED:

Discussion on board member bios for website transparency; members agreed to submit background information to help the community know their leadership also for community transparency.

PUBLIC COMMENT:

Public questions addressed on ambulance policy (hospital destinations) and details about local tax levies and projected impacts of levy increase.

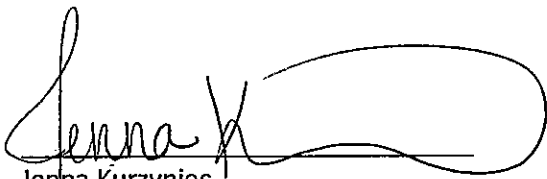
General support expressed for initiatives that reduce operational costs (e.g., solar panels).

SUGGESTED FUTURE AGENDA ITEMS: None

DISTRICT ACTION ITEMS:

- ❖ Craig to attend city council and community meetings for additional grant support letters and ideas on outreach.
- ❖ Chief to write strategic plan narrative incorporating approved goals.
- ❖ Add detailed Wards Creek Restoration grant reporting as a regular financial statement line item.
- ❖ Board members to submit bios/background info for website update.
- ❖ Management prepares for audit presentation at upcoming meeting.

ADJOURNMENT: Motion to adjourn at 8:32 a.m. by Craig Berry, 2nd by Randy Cort. Motion passed.


Jenna Kurzyniec
Clerk to the Board


Craig Berry
Secretary/Treasurer - Board of Directors