



JACKSON COUNTY FIRE DISTRICT 4

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

Board of Directors Meeting- Minutes

Held at the Jackson County Fire District 4 Station, 21200 Hwy 62, Shady Cove 97539

Minutes for February 26th, 2024 @ 11:00 AM

1. Meeting called to order at 11:00 AM by President Krutsch.
2. **Roll Call-** President Krutsch- present, VP Mayer- present, Director Hughes- present, Director Higgs- present, Director Schumacher- absent, Chief Crume- tardy due to emergency.
3. **VISION AND MISSION-** reviewed
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.
4. **Minutes- January 10th, 2024** regular board meeting minutes were reviewed. Director Higgs made a motion to approve the minutes of the Regular Board of Directors Meeting of January 2024 as presented. Director Mayer seconded the motion. A vote was cast and passed unanimously.
5. **Financial Review-** The Revenue, Expenditure, Accounts Payable, and Credit Card Ending balance reports for January 2024 were reviewed. A clerical adjustment was noted for SDIS check amount, the budgeted versus actual is wrong and will be updated. Director Higgs made a motion to approve the Accounts Payable, Revenue, Expenditure and Credit Card Expenditure reports for January 2024 as modified. Director Hughes seconded the motion. A vote was cast and passed unanimously.
6. **Public comment-** None.
7. **Informative Items-**
 - a. Monthly status report was reviewed by Chief Crume. He discussed plans for the Awards Banquet coming up on March 9th. Chief Crume also went over details relating to fire station maintenance and the hiring process for fire fighters- three Personnel Policies have been updated.
8. **Old Business –**
 - a. Policies and procedures- Lexipole
 - b. Storage Shed- build almost complete.

Mailing Address • P.O. Box 1400 • Shady Cove, OR • 97539-0394



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- c. BOD Workshop- January 17th, 2024 summarization.

9. New Business-

- a. SDAO Conference Review- overall well received and educational.
- b. BOD Code of Conduct- discussed requirements and recommendations.
- c. Director Hughes proposed a motion to appoint Chief Crume as a Budget Officer for the 2024-2025 fiscal year. Director Higgs seconded the motion. A vote was cast and passed unanimously.
- d. Director Mayer proposed a motion to approve the Budget Calendar for the 2024-2025 Fiscal Year. Director Hughes seconded the motion. A vote was cast and passed unanimously.

10. Topics Following the Preparation of the Agenda- President Krutsch

- a. President Krutsch will be participating in the production of the monthly Board Meeting Agenda, meeting with Chief Crume a week prior to each meeting.

11. Good of the Order-

- a. The Budget Committee is in need of one new member. President Krutsch and Director Schumacher would like to have a list of expectations generated for Budget Committee Members.
- b. The next levy will be voted on in May of 2025.

12. Individual Board Comments- President Krutsch

13. Adjournment- President Krutsch adjourned the meeting at 1:19 PM

Minutes Submitted by: Briauna Castle

Minutes Approved by:
