



JACKSON COUNTY FIRE DISTRICT 4

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

Board of Directors Meeting- Minutes

Held in the Shady Cove Public Library Conference Room

22477 OR-62, Shady Cove 97539

Minutes for December 18th, 2025 @ 10 AM

1. Meeting called to order at 10:00 AM by President Krutsch.
2. **Roll Call-** President Krutsch- present, Vice President Higgs- present, Director Schumacher- absent, Director Winfrey- present, Director Krupa- present, Chief Crume- present.
3. **VISION AND MISSION-**
 - **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-** November 19, 2025 regular board meeting minutes were reviewed. Director Krupa proposed a motion to approve the minutes of the Regular Board of Directors Meeting of November 2025 as presented. Director Winfrey seconded the motion. President Krutsch, Vice President Higgs, Director Winfrey and Director Krupa voted unanimously to approve the minutes as presented.
5. **Financial Review-** The Revenue, Expenditure, Accounts Payable, and Credit Card Ending balance reports for November 2025 were reviewed. Vice President Higgs proposed a motion to approve the Accounts Payable and Credit Card Expenditure reports for November 2025 as presented. The Revenue and Expenditure report has been tabled for review next month. Vice President Higgs seconded the motion. President Krutsch, Vice President Higgs, Director Winfrey and Director Krupa voted unanimously to approve the reports as presented.
6. **Public comment-** Captain Elder introduced students to the board.
7. **Informative Items-**
 - a. Monthly status report was reviewed by Chief Crume.
 - b. CWRR Update- Tabled until next month.
8. **Old Business –**
 - a. Policy Review: Code of Conduct- tabled for further review.
 - b. E30 Update- engine will be ready to go by the end of January.

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



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- c. Civil Service Commission Recruitment: Sue Krupa's application was reviewed. Director Winfrey proposed a motion to approve her application as presented, and Vice President Higgs seconded the motion. President Krutsch, Vice President Higgs, Director Winfrey and Director Krupa voted unanimously to approve Sue Krupa as a member of the Civil Service Commission.
- d. Chief Crume informed the board that JCFD4 does not have terms listed for the Civil Service Commissioner positions and presented new documentation listing terms. Vice president Higgs proposed a motion to approve the document, and Director Winfrey seconded the motion. President Krutsch, Vice President Higgs, Director Winfrey and Director Krupa voted unanimously to approve the document as presented.
- e. JCFD4 Strategic Plan- tabled for further review.
- f. SDAO Conference in February: Director Schumacher is interested in attending. Room will be booked.
- g. PLO Policy: Chief Crume presented the proposed PLO Policy 2.11 to the Board of Directors. Vice President Higgs proposed a motion to approve the policy as presented with proposed adoption at the January 2026 board meeting, and Director Krupa seconded the motion. President Krutsch, Vice President Higgs, Director Winfrey and Director Krupa voted unanimously to approve the reports as presented.

9. New Business-

- a. Security Cameras installed and WIFI replaced
- b. E31 (1987 GMC): Surplus apparatus, the board considered donating to Prospect. Director Winfrey proposed a motion to approve the donation; Director Krupa seconded the motion. President Krutsch, Vice President Higgs, Director Winfrey and Director Krupa voted unanimously to approve the donation as presented.

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

- a. The next board meeting will be held January 14th, 2026 at the regular place and time.

11. Good of the Order- Awards banquet will be held March 7th, 2026.

12. Individual Board Comments- VP Higgs will be absent from next board meeting.

13. Adjournment- President Krutsch adjourned the meeting at 11:37 AM

Minutes Submitted by: **Briauna Castle**

Minutes Approved by: