JACKSON COUNTY
FIRE DISTRICT 3

RESOLUTION NO. 23-06

IN THE MATTER OF AUTHORIZING 2023-2024 FISCAL YEAR FUNDS AND FINANCIAL POLICIES

BE IT RESOLVED, that the BOARD OF DIRECTORS of JACKSON COUNTY FIRE DISTRICT 3 hereby authorizes that a **General Fund** and a **Capital Projects Fund** be established and used to record the financial affairs of the Fire District in accordance with the applicable laws and administrative rules of the State of Oregon;

BE IT FURTHER RESOLVED, that the Board of Directors adopts the following financial policies:

The District shall have a **checking account** with Wells Fargo Bank with money in excess of FDIC thresholds to be collateralized. Persons (any two) authorized to sign checks shall be **Mike Hussey, Justin Bates, John Patterson, and Stacy Maxwell.**

In accordance with ORS 294.460(4) the District may commingle cash balances from the General Fund and the Capital Projects Fund in terms of funds held with financial institutions; the combination of both fund balances at fiscal year end will be utilized for spending requirements during the months prior to receiving tax revenue; in accordance with ORS 294.460(4) the District will keep all commingled cash balances segregated in the budget and accounting records.

Tax revenues shall be collected by the Jackson County Treasurer's Office and be transferred to the **Local Government Investment Pool (LGIP)**. The Chief Administrative Officer and Finance Assistant are authorized to initiate transfers between the District's LGIP account and Wells Fargo checking account;

The District shall utilize electronic **payroll direct deposit** through Wells Fargo Bank's automated clearing house (ACH) system;

The District shall have **$500 petty cash** on hand with the **Chief Administrative Officer** responsible for monitoring same;

The District recognizes the **modified accrual basis of accounting and budgeting**;

The District shall maintain a **fixed assets** ledger for equipment, property, and buildings costing **$5,000** or more and of a life of at least one year, calculate depreciation expense utilizing the straight-line method, and maintain a policy for estimating the useful lives of depreciable assets.

The Fire Chief and Chief Administrative Officer have the authority to assign fund balance in accordance with Generally Accepted Accounting Principles and the District's minimum fund balance policy.

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(continued)

The District supports a **Length of Service Award Plan (LOSAP)** for volunteer firefighters after providing one year of volunteer service. Such volunteer shall become vested in the plan after three years of service with the District. All volunteers are eligible for reimbursement of actual expenses in accordance with the District's Accountable Plan policy guidelines. Student firefighters and resident volunteers are not eligible for LOSAP.

The District authorizes use of credit cards to the following positions as follows:

Wells Fargo Bank Credit Card – Fire Chief, Deputy Chief, Chief Administrative Officer, Division Chief, Battalion Chief, Facilities Technician, Information Technology Administrator, People Services Administrator, Executive Assistant, Community Care Paramedic, Risk Reduction Captain, Administrative Assistant, and Logistics Technician.

Mike Hussey, Fire Chief, will serve as the District's **Registered Agent** in accordance with ORS 198.340, and as **Budget Officer.** The District's registered office is located at 8383 Agate Road, White City, OR 97503.

Agents of Record shall be appointed as follows: **property and casualty insurance, workers' compensation insurance, and life insurance** – Jeff Griffin, Wilson-Heirgood Assoc.; **medical, vision, dental, and long-term disability insurance** – Larry Boeck, Boeck and Associates.

Other: **auditor** – Richard W. Brewster, CPA; **retirement** – Oregon Public Employees Retirement System (PERS); **attorney** – Local Government Law Group

Date adopted: July 20, 2023

BOARD of DIRECTORS

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