

FIRE PROTECTION SERVICES AGREEMENT

AMENDMENT #1

The following amendments have been agreed to and become effective once the amendment is fully executed by both parties.

- All references to JOSEPHINE COUNTY RURAL FIRE PROTECTION DISTRICT are replaced with MID ROGUE FIRE DISTRICT

The following are added to the agreement.

5 (c). Rural Metro Fire will assure its fire stations providing the Services in the district meet the definition of a fire station in ORS 478.702.

23. Required Reports. Rural Metro Fire shall report fire and emergency responses to the State Fire Marshal and assist the District in meeting the requirements of ORS 478.270.

24. Working with the Oregon State Fire Marshal, other Governmental Entities. The District authorizes the Rural Metro Fire Fire Chief or their designee to work with and represent the District with the Oregon State Fire Marshal. Further the District acknowledges the Rural Metro Fire Fire Chief will be the Districts Fire Chief as it relates to ORS 476.060, ORS chapters 476 and 478

25. Emergency Conflagration Act. The District authorizes the Rural Metro Fire Fire Chief or their designee as the representative of the District under the Emergency Conflagration Act as listed in ORS 476.530. If the District receives a request through the State Fire Marshal to provide resources to a declared Conflagration or the District requests assistance under the Emergency Conflagration Act, Rural Metro Fire is authorized to act as the representative for the District and respond to such requests and make such requests in accordance to the procedures set out in the Oregon State Fire Marshal Mobilization Plan.

26. Grants. Rural Metro Fire agrees to support and assist the District should the District seek any grants with any and all historical data available.

District:

MID ROGUE FIRE DISTRICT,
an Oregon rural fire protection district

Service Provider:

RURAL/METRO FIRE DEPT., INC.,
an Arizona corporation

By: _____

Name: Mark Jones

Title: President

By: _____

Name: Michael Ragone

Title: President

By: _____

Name: Vincent Ownbey

Title: Vice-President

By: _____

Name: Ralph Weidling

Title: Secretary / Treasurer

By: _____

Name: Tom McGowan

Title: Director

By: _____

Name: Roy Hauser

Title: Director

Fire District Director – Job Description

Position Title: Fire District Director

Department: Mid Rogue Fire Protection District

Reports To: Board of Fire Commissioners

Location: Josephine County, Oregon

FLSA Status: Exempt / Full-Time

Salary Range: \$100,000 – \$145,000 annually, depending on experience and district size

Position Summary

The **Fire District Director** serves as the **chief administrative and executive officer** for the newly established Mid Rogue Fire Protection District in Josephine County. Under the direction of the **Board of Fire Commissioners**, the Director is responsible for the overall management and coordination of district operations, administration, finance, and community relations.

This is a **foundational leadership role** — the Director will be instrumental in building the district’s organizational structure, policies, and systems, ensuring a solid framework for long-term operational success and community trust.

Essential Duties & Responsibilities

Administrative & Strategic Leadership

- Develop and implement the district’s strategic plan, administrative policies, and procedures in compliance with **ORS Chapter 478** (Rural Fire Protection Districts).
- Provide administrative leadership and professional advice to the Board of Fire Commissioners.
- Align administrative, fiscal, and operational goals.
- Oversee policy implementation, community relations, and interagency coordination.
- Represent the district at public meetings, local government sessions, and regional fire service collaborations.

Financial Management

- Develop, monitor, and manage the annual operating and capital budgets in compliance with **Oregon Local Budget Law (ORS 294)**.
- Ensure proper accounting, auditing, and financial reporting consistent with Oregon public agency standards.
- Pursue funding sources, including tax base, **grants, cost-sharing agreements, and intergovernmental partnerships**.
- Present clear and transparent financial reports to the Board and community.

Human Resources & Organizational Development

- Establish the district's HR framework, including personnel policies, classification systems, and compensation plans.
- Lead recruitment, onboarding, and performance management of administrative staff.
- Support leadership development, training, and retention initiatives for district personnel.
- Oversee labor relations, including union negotiations if applicable.
- Promote a culture of integrity, safety, inclusivity, and professional growth.

Operational Coordination

- Collaborate with the Board of Fire Commissioners, local and regional partners, to ensure effective emergency response, fire prevention, and public education programs.
- Oversee resource allocation, facilities management, and capital project planning.
- Ensure compliance with **OSHA, Oregon OSHA, NFPA, ISO, and DEQ** regulations.
- Maintain mutual and automatic aid agreements with neighboring districts and agencies.

Governance & Compliance

- Serve as the primary liaison between the Board of Fire Commissioners and district staff.
 - Prepare agendas, reports, and policy recommendations for Board review.
 - Ensure compliance with **Oregon Public Meetings Law and Public Records Law (ORS 192)**.
 - Implement Board directives and provide follow-up reporting on outcomes and performance measures.
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Minimum Qualifications

- Bachelor's degree in **Public Administration, Fire Service Administration, Business Administration**, or related field (Master's preferred).
 - **7–10 years of progressively responsible management experience** in fire service, emergency management, or public sector administration.
 - At least **3 years of executive or senior management experience** with budgetary and supervisory responsibility.
 - Thorough knowledge of Oregon's fire protection district laws, local government operations, and fiscal management practices.
 - Strong leadership, communication, and community engagement skills.
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Preferred Qualifications

- Experience starting up or reorganizing a **fire district or emergency services agency**.
- Certified Fire Officer or Chief Fire Officer designation.

- Familiarity with **Josephine County emergency services environment** and interagency partnerships (e.g., Grants Pass Fire Rescue, Rural Metro Fire).
 - Proven record of successful grant acquisition and public funding management.
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Compensation & Benefits

- **Salary Range:** \$100,000 – \$145,000 annually (DOE).
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Application Process

Interested applicants should submit a **cover letter, résumé, and list of professional references** to:

[Contact Name, Title]

[Name of Fire District]

[Email Address / Mailing Address]

Applications will be accepted until the position is filled. **First review of applications begins [Insert Date].**