

MINUTES
JEFFERSON RURAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS' BOARD MEETING AND ORDINANCE HEARING

Date: February 21, 2018

Jefferson Fire Station - Jefferson, OR

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Board President Jones.

FLAG SALUTE: President Jones led the Pledge of Allegiance.

ATTENDANCE: Director Steele, Director Gonzalez, Director McKibben, Director Jones, Fire Chief Hendricks, Louis Gisler Training/Maintenance Officer, Assistant Fire Chief Shepherd, and Administrative Assistant Tammy Robbins (Absent: Staff Assistant Deb Keehn, Director Linhart, Logistics Supervisor Stephanie McClung) Visitors: Bob Rossiter City Liaison, and Justin Guinan.

REVISIONS TO AGENDA: None

APPROVAL OF MINUTES – January 11, 2018 – Regular Business Meeting.

MINUTES: Motion made by Director Gonzalez, seconded by Director McKibben, to approve the minutes from the January 11, 2018 Regular Business Meeting. All in favor. Motion passed.

FINANCIAL ASSETS as of January 31, 2018

▪ Check Register Balance	\$ 21,946.55
▪ Local Government Inv. Pool	\$925,181.92
▪ Petty Cash	\$ 150.00
▪ CD	\$ 11,085.86
▪ Ambulance Account	\$ 67,296.93
▪ Community Service Account	\$ 1,203.48
▪ Total	\$1,026,864.74

RESEARCH GROUP REPORTS

FINANCE: (Director McKibben and Director Gonzalez) – None

BUILDING & EQUIPMENT: (Director Steele and Director Jones) – Louis will set up a meeting.

POLICY: (Director Gonzalez and Linhart) – Chief Hendricks talked to the attorney regarding 1.2 Board Policy. Currently we must go through the same process we are currently doing with the ordinance to revise policy. Which requires us to consult with the attorney. This is very expensive. Per our attorney we can revise this so it's only for ordinances and resolutions. Chief Hendricks gave all the Board members information regarding making this change. We would like to approve this revision at the next meeting.

Staff: None

VISITOR COMMENT: City Liaison Bob Rossiter stated how appreciative he is to see some of the items on our Facebook page that we post. Trying to be pro-active like the CPR Class etc.,

OLD BUSINESS:

- a) Fire Chief Position – Chief Hendricks stated at our last meeting that all the board members were given a document showing many different options for the Fire Chief position. After some discussion Director McKibben made a motion to hire Chief Hendricks as a Part-time Chief (20 hrs./week) as of July 1, 2018 if he was willing to stay on. Director Gonzalez seconded that motion. All in favor. Motion passed. Chief Hendricks agreed to this. The Board will discuss salary and benefits at a later date.
- b) Workshop – Millersburg – Chief Hendricks stated everyone received a packet with all the notes from the workshop. This document is currently Version 1.1. This is a living document and as we proceed with the budget and suggestions in this document there will be revisions to the document. The document will be updated accordingly. To know if you have the most current copy always look at the date at the bottom of the document and that will be your latest version.

NEW BUSINESS:

- a) Fire Med Fee 2018 – Chief Hendricks requested that we increase this fee due to the fact the fee hasn't been increased in many years and the cost of service has increased greatly. Director McKibben made a motion to raise the Fire Med fee to \$60.00, Director Gonzalez seconded this request. All in favor. Motion passed. This increased fee will be explained in the renewal letter.
- b) Present Budget Calendar – Chief Hendricks stated everyone received the budget calendar. It's basically the same as last year.
- c) EMS Mutual Aid Agreement – Assistant Fire Chief Shepherd asked if there were any comments or concerns. This is something we must ask every year due to having two private ambulance companies in our county. There were none.
- d) 1st Reading of Ordinance No. 2018-001 – Director Gonzalez motioned to read this ordinance by title only, seconded by Director McKibben. All in favor. Motion passed. Director Jones opened the hearing at 6:20 p.m. He read the ordinance by title and asked for any comments. There were none. The first reading was closed to public hearing at 6:22 p.m.
- e) SDAO Percentage Rate – Chief Hendricks commented that the district receives a percentage savings based on several things SDAO requests of the district, ie; attending classes, conference, pictures of the stations etc. There is a percent savings we could receive on a maintenance policy training and monitoring on a daily, monthly, and quarterly basis. Director Hendricks did some number crunching and stated that the amount of work to up keep the requirements in this policy is not worth the savings.

There is a 4% percent savings we can receive if we have SDAO come present a training to the Board of Directors. This can be done at a Board meeting. We have asked to be put on the calendar but wanted to know if the Board was in agreement. All agreed to go ahead and schedule this. Assistant Chief Shepherd will let everyone know when we receive confirmation from SDAO.

ALARMS: See attached

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of January: \$136,653.10; General Fund Payable-\$62,074.93 Payroll-\$37,161.87, Ambulance Fund Payable-\$10,090.15, Payroll- \$26,945.13 Grant Fund Payable-\$381.02, Payroll-\$0, Equipment Reserve Fund-\$0.

DIRECTOR COMMENTS/GOOD OF THE ORDER: Chief Hendricks commented that there was a joint meeting with the school. The meeting went very well. The City will be helping with the cost of getting water lines to the new school building.

The Board reviewed the accounts payable. Motion by Director McKibben, seconded by Director Gonzalez to pay the bills. All in favor. Motion carried.

With no further business to be brought before the Board of Directors, it was moved by Director Gonzalez, seconded by Director McKibben to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 6:30 p.m.

Board President

Administrative Assistant

Date