

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

Date: January 11, 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.

**REVISIONS TO AGENDA:** Director Jones introduced guest Bob Rossiter, City Council Liaison. Bob gave a brief introduction as to how he became a City Councilman. He's looking forward to working with the Jefferson Fire District.

**ATTENDANCE:** Director Steele, Director Gonzalez, Director Linhart, Director Jones, Director McKibben, Fire Chief Hendricks, Louis Gisler Training/Maintenance Officer, Assistant Fire Chief Shepherd, Administrative Assistant Tammy Robbins, and Staff Assistant Deb Keehn. (Absent: Logistics Supervisor, Stephanie McClung). Visitors: Justin Guinan, Scott Decker, Travis Powers, Ryan Campbell, and Toni Halvardson.

**APPROVAL OF MINUTES – November 9, 2017 – Regular Business Meeting.**

**MINUTES:** Motion made by Director Gonzalez, seconded by Director Steele, to approve the minutes from the November 9, 2017 Regular Business Meeting. All in favor. Motion passed.

**FINANCIAL ASSETS** as of December 31, 2017

▪ Check Register Balance	\$ 17,336.72
▪ Local Government Inv. Pool	\$1,101,864.54
▪ Petty Cash	\$ 150.00
▪ CD	\$ 11,085.86
▪ Ambulance Account	\$ 63,977.82
▪ Community Service Account	\$ 1,203.48
▪ <b>Total</b>	<b>\$1,195,618.42</b>

**RESEARCH GROUP REPORTS**

**FINANCE:** (Director McKibben and Director Gonzalez) – The Finance Committee has a meeting scheduled later this month. The auditor will review the audit report. The Finance Committee will report back.

**BUILDING & EQUIPMENT:** (Director Linhart and Director Jones) – None

**POLICY:** (Director Gonzalez and Steele) – None

**Staff:** None

**VISITOR COMMENT:** None

**OLD BUSINESS:**

- a) Workshop – Millersburg – Just a reminder the workshop is scheduled for January 27 from 9:00 a.m. – 3:00 p.m. Lunch will be provided. Kevin explained there will be separate groups that will separate and brainstorm. The groups will reconvene and review with the rest of the group. This workshop is just to come up with ideas not to make any decisions or changes. Tammy will send out a reminder to everyone a few days prior.
  
- b) Non-Resident Ordinance - Kevin explained to everyone that they received a copy of the ordinance for review and make any changes. He has been working with the attorney and it was suggested to incorporate ambulance billing. If we do this, then when we want to change a fee we can do this by resolution instead of an ordinance. At this time, we are hoping to schedule the first reading to accept the ordinance in March and the final shortly after. Staff had a discussion to charge ALS fees for non-residents in Millersburg and Scio. After some discussion a motion was made by Director Gonzalez to remove A&B non-resident line item. There will be just one fee. The motion was seconded by Director McKibben. All in favor. Motion passed.

**NEW BUSINESS:**

- a) Target Solutions – Kevin explained that the district purchased a new on-line training program that will allow volunteers, staff, and medics to complete training on-line that normally would have to be done in a classroom setting. This will allow more time for hands-on training during drill time. Also for anyone who misses training, they will be able to complete training at their convenience. The program is linked with other counties and training programs can be shared. Louis gave a brief video demonstration on how the program works. We were given a \$1,500 discount on the installation because we signed up by the end of January. There is a monthly fee based on per person usage.
  
- b) Board Meeting Change – The current Thursday night Board meetings are not working well for staff. It was decided to move the monthly meetings to the third Wednesday of the month. Next meeting will be on February 21, 2018. Tammy will put out a reminder.
  
- c) AFG Grant – Kevin is applying for the AFG grant. We are asking for airpacks = \$204,000; 4,000 feet of hose=\$2,300; and masks= \$3,000. The due date for the application is February 2, 2018.

**ALARMS:** See attached

**ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL-** The Accounts Payable and Projected Payroll for the month of December: \$115,806.92; General Fund Payable-\$42,849.64 Payroll-\$45,338.07, Ambulance Fund Payable-\$2,165.19, Payroll- \$25,454.02 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0.

**DIRECTOR COMMENTS/GOOD OF THE ORDER:** None

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 6:41 p.m.

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Board President

\_\_\_\_\_  
Administrative Assistant

\_\_\_\_\_ Date