

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

Date: April 16, 2019

Jefferson Fire Station - Jefferson, OR

CALL TO ORDER: The meeting was called to order at 6:01 p.m. by Board President Jones.

FLAG SALUTE: President Jones led the Pledge of Allegiance.

ATTENDANCE: Director Gonzalez, Director Jones, Fire Chief Hendricks, Administrative Assistant Tammy Robbins, Louis Gisler Training/Maintenance Officer, and Assistant Fire Chief Shepherd, Staff Assistant Deb Keehn, Director McKibben, Director Linhart, and City Liaison Bob Rossiter (Absent: Patrick McKenzie, and Logistics Supervisor Stephanie McClung). Visitors: Travis Powers, Justin Guinan, Toni Halvardson, Aerick Dennis, Christina Edwards, and Dezi Turner

REVISIONS TO AGENDA: None.

APPROVAL OF MINUTES – March 19, 2019 – Regular Business Meeting.

MINUTES: Motion made by Director Linhart, seconded by Director Gonzalez, to approve the minutes from the March 19, 2019 Regular Business Meeting. All in favor. Motion passed.

FINANCIAL ASSETS as of March 31, 2019

▪ Check Register Balance	\$ 10,832.56
▪ Local Government Inv. Pool	\$ 687,730.06
▪ Petty Cash	\$ 150.00
▪ CD	\$ 11,085.86
▪ Community Service Account	\$ 1,768.87
▪ Total	\$ 727,037.61

RESEARCH GROUP REPORTS

FINANCE: (Director McKibben and Director Gonzalez) – None

BUILDING & EQUIPMENT: (Director Jones and Director McKenzie) – None

POLICY: (Director Gonzalez and Linhart) – None

Staff: Director McKibben made a comment that the non-resident collection rate is 91%. That is very impressive.

CITY LIAISON: Bob Rossiter commented that there will be a hearing regarding 4th St. behind the bus barn. They would like to get that straightened out. He stated there was also a request for parking on the street on Sunrise to be perpendicular. Assistant Chief Shepherd gave a letter to the city stating the Oregon Fire Code.

VISITOR COMMENT: Travis Powers commented that the Friends of JRFPD will be going door-to-door and handing out flyers. He also mentioned the upcoming events that include a Spaghetti Feed. Yard signs will be available soon.

OLD BUSINESS:

- a) Local Option Measure – Voter’s pamphlets are on-line.
- b) Evaluation Policy –Kevin stated he has found a program for real-time feedback for employee evaluations, but it will cost the district. He’s looking at other options since he doesn’t want to reinvent the wheel.

NEW BUSINESS:

- a) Board Policy Review 5.1 – SDAO recommended a few changes. We need to have a policy regarding the public records law. Director McKibben made a motion to adopt the new policy as presented, Director Gonzalez seconded. All in favor. Motion passed.
- b) Chief Contract – Everyone received a copy of the contract. The only change is from a one-year contract to a two-year. Director McKibben made a motion to adopt the Chief’s contract as is, Director Gonzalez seconded. All in favor. Motion passed. Director Jones signed the contract.
- c) Appoint Budget Officer – Director McKibben made a motion to nominate Chief Hendricks as the Budget Officer, Director Gonzalez seconded. All in favor. Motion passed.

ALARMS: See Board Reports

GOOD OF THE ORDER/DIRECTOR’S COMMENTS – None

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of March: \$129,239.63; General Fund Payable-\$48,107.81, Payroll-\$81,041.98, Grant Fund Payable-\$89.84, Payroll-\$0, Equipment Reserve Fund-\$0.

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 McKibben seconded by Director Gonzalez to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 6:17 p.m.

Board President

Administrative Assistant

Date