

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

Date: November 19, 2019

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

REVISIONS TO AGENDA: Add "E" under new business for FireMed per Chief Hendricks.

APPROVAL OF MINUTES – October 22, 2019 - Regular Business Meeting

MINUTES: Motion made by Director Linhart, seconded by Director McKibben, to approve the minutes from the October 22, 2019 Regular Business Meeting. All in favor. Motion passed.

FINANCIAL ASSETS as of October 31, 2019

▪ Check Register Balance	\$ 53,865.14
▪ Local Government Inv. Pool	\$ 349,373.73
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 1,397.97
▪ Total	\$ 404,786.84

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 Gonzalez asked for clarification regarding the Christmas dinner night. It's still in the works Tammy will send email when it's clarified as to the location. The date and time are the same.

CITY LIAISON: Absent

VISITOR COMMENT: None

OLD BUSINESS:

- a) Ambulance & Tender Update – Chief Hendricks gave each Board member a packet showing the legalese and the specifications. The only difference is the cost between a single axel and tandem. Chief is requesting to have a mandatory pre-conference meeting by the beginning of December, requesting bids by January, and awarding the job by February. Director McKibben motioned to move forward with the bid process as Chief stated for the tender; Director Gonzalez seconded. All in favor, motion passed.

We will be using a collaborative agreement for the purchase of the ambulance, so we won't have to go through the same process. We should know by January where we are at with the process with the ambulance.

NEW BUSINESS:

- a) Motion to Move Forward with Loan – Kevin stated that Capital Finance interest rate was 3.5% and Umpqua is 3.25%. He explained that in order to move forward with a loan from Umpqua bank and getting the information from the bank, we need a motion by the Board to proceed. Director Gonzalez made a motion to allow the Chief the authority to pursue with Umpqua Bank; seconded by Director McKibben. All in favor; motion passed. Director Linhart wanted clarification that this is to pursue the process, not the proceeds and payments and the expense. Chief stated that is correct.
- b) Budget Committee Vacancy – Bud Jones' position ended June 30, 2019. We need to be thinking of a replacement. Director Gonzalez will start looking.
- c) Pay increase for EMT and Paramedic – Kevin explained that in the Looking Forward plan we are staying one step ahead of minimum wage. Currently, we are having a hard time filling the positions. We would like to increase both positions, by \$1 January 1, 2020. The positions would still increase up to \$.75 cents per our plan effective July 1, 2020. Director Gonzalez moved to increase the EMT and Paramedic wage by \$1 effective January 1, 2020, and Director McKenzie seconded the motion. All in favor. Motion passed.
- d) Job Description for Firefighter/Paramedic – Kevin said that due to the shortage of paramedics, he's been looking into hiring a part-time Paramedic/Firefighter. We currently don't have that position within the District. He is proposing to create that position and hire someone in order to have more coverage and that position would also have other duties. One of our part-time paramedics from Albany is qualified and would like to work more hours. He's willing to work 24 hours a week. No benefits but a slightly higher pay to \$18 due to the other duties combined with Firefighter. The position requires cross-trained with other positions. Director Gonzalez moved to accept the new job description of Firefighter/Paramedic; Director Linhart seconded. All in favor; motion passed.

Director Gonzalez moved to accept the starting wage of \$18 for a part-time Firefighter/Paramedic position; seconded by Director McKibben. All in favor. Motion passed.

- e) FireMed – Since Deb has cut back her hours from half time to quarter time, she has contacted Life Flight about what they have to offer. The FireMed process is very time consuming. We are looking at possibly having Life Flight take over the process. They can bundle with ground and air, transport, advertise, and take care of all the entire program for a fee. We are going to meet with them next week. We will bring back a recommendation to the Board in December.

ALARMS: See Board Reports

GOOD OF THE ORDER/DIRECTOR'S COMMENTS – Director Gonzalez and Jones attended the conference and said there were new classes. They really enjoyed it. Next year it will be in Salem.

We may not have the meeting next month depending on agenda items and availability.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of October: \$122,271.62; General Fund Payable-\$47,582.38, Payroll-\$74,689.24, Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0.

The meeting for December is scheduled but may be canceled.

The Board reviewed the accounts payable. Motion by Director Gonzales seconded by Director McKibben 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 McKenzie to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 6:43 p.m.

Board President

Administrative Assistant

_____Date