

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

Date: February 20, 2024

*Jefferson Fire Station - Jefferson, OR*

**CALL TO ORDER:** The meeting was called to order at 5:05 p.m. by Board-President Gonzalez.

**FLAG SALUTE:** Board-President Gonzalez led the Pledge of Allegiance.

**ATTENDANCE:** Director Jones, Director Gonzalez, and Director Robbins, Director Knutson. Fire Chief Eckhardt, Tammy Robbins Administrative Assistant, and Rebecca Mangrum Administrative Support (Absent: Training/Maintenance Officer Louis Gisler) Visitors: City Liaison Bob Rossiter

**REVISIONS TO AGENDA: Chief Eckhardt-** The agenda was revised to reflect corrected financial assets.

**APPROVAL OF MINUTES –** January 23, 2024, Regular Board Meeting. No Discussion.

**MINUTES:** Motion made by Director Dave Jones, seconded by Director Dewey Robbins, to approve the minutes as listed above. All in favor. Motion passed.

**FINANCIAL ASSETS** as of January 31, 2024

▪ Check Register Balance	\$ 64,377.48
▪ Local Government Inv. Pool	\$ 1,153,815.06
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 3,011.11
▪ <b>Total</b>	<b>\$ 1,221,353.65</b>

**DIRECTOR'S RESEARCH GROUP REPORTS**

**FINANCE:** (Director Gonzalez, Director Hoefer) – None

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

**POLICY:** (Director Knutson, Director Robbins) – None

**GRANT:** (Director Hoefer and Director Gonzalez) – None

**Staff Report:** Chief Levi Eckhardt advised today there was an OSFM staffing grant webinar. Unless there is any opposition, we will apply March 1. They will award \$35,000 towards summer staffing.

- We received a grant for over \$9000.00 from the Siletz Indian Tribe. We are putting a gym in the old city hall. The furnace and AC in old city hall are not working. Mikes Heating & Air will be giving us a quote. Gym equipment has been ordered and we have a resolution in place to spend money from the grant.
- March 2, 2024, 10:00 a.m. - 12:00 p.m., we will be having Coffee with the Chief at Ree and Rae's, along with crafts for kids.
- We received a phone call that denied reimbursement for the downpayment on the generator. The State is working with the county to get an agreement. The schedule for the contractors started yesterday. All conduits are in the ground. Tomorrow they are putting forms together, and Friday pouring concrete.

We are waiting for the generator so they can put it on the tank, ship, and install. While digging the lines they found a septic tank from the late 1960's that had to be pumped. We also found a natural gas, water and cleanout line that was abandoned.

- A flyer is going to go out to the public. The cost to send this out is about \$6000.00 and Chief advises he believes we should send out to the public by EDDM at the post office to the entire postal route.
- The PAC is raising money for new signage. They may purchase small signs and strategically place the large signs. They also thought about getting a letter of support from the Sheriffs and City Council. Discussion was made about more information in our advertisement including a possible QR code. No decision was made at this time. Director Gonzalez advises we will hold more conversation until the March board meeting.
- AFG grant is open and working on submitting for PPE and a fire apparatus. OSFM Type 6 brush rig should be here anytime. We will start seeing them go out in June 2024- October 2024. The SAFER grant will possibly open next month.

**CITY LIAISON:** Bob Rossiter advises they have been back and forth with legal on a splash pad at the corner of elementary school.

**VISITOR COMMENT:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

- a) Resolutions 2024-002- (Grant Money). 2023-2024 Director Gonzalez read the resolution. Director Dave Jones made a motion to adopt resolution 2023-2024. Director Kristin Knutson seconded. All in favor. Motion passed.
- b) Appoint Budget Officer- Budget in June. Director Jones made a motion to appoint Chief Eckhardt as the budget officer. Director Knutson seconded. All in favor. Motion passed.
- c) New budget committee member- Chief Eckhardt contacted budget committee member- Garyl Trefethen and Roger Frank; they will not be coming back. We will have Edna Campau and Frank Ball, making us short.
- d) t 3. We advertised last month, and we only got one letter of interest. We also had a vacancy for a board position as well. Director Jones made a motion that we make the board position vacant and post for interest. Director Robbins seconded. All in favor. Motion passed.
- e) Budget Calendar- Chief Eckhart advised the budget calendar is completed. Director Knutson made a motion to adopt the budget calendar, Direct Jones seconded. All in Favor. Motion passed.
- f) Vacant Board Position- Director Gonzalez advises we have a vacant board position. Director Jones made a motion to advertise for the open board position and discuss at the next meeting. All in Favor. Motion Passed.
- g) Civil Service Commission- Chief Eckhardt advises because we have more than three firefighters, we must have a Civil Service Commission that oversees hiring staff. We're close to getting it finished. Originally, we thought it needed to go to the attorney and after more research we saw that wasn't necessary. This needs to be completed before the levy. Every 90 days the Civil Service Commission will need to meet. We are still trying to figure out all the details.
- h) Meeting Time- Director Gonzalez advises we use to meet at 6:00 p.m. and we moved it to 5:00 p.m. to accommodate some of the board members. There was discussion to move the time. Director Robbins made a motion to change the monthly board meeting time to 5:30 p.m. Director Knutson seconded the motion. All in favor. Motion passed.

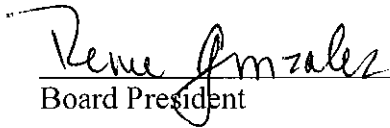
ALARMS: (sent out with the Board Reports)

GOOD OF THE ORDER/DIRECTOR'S COMMENTS – Banquet is this Saturday.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of February 2024: \$198,867.62; General Fund Payable-\$115,319.22, Payroll-\$83,548.40 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

The Board reviewed the accounts payable. Motion by Director Jones seconded by Director Robbins 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 Jones to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 6:10 p.m.

  
Board President

  
Administrative Assistant

3/19/2024 Date