

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

Date: November 15, 2022

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: Board-President Jones led the Pledge of Allegiance.

ATTENDANCE: Director Jones, Director Gonzalez, Director Carter, and Director Linhart Fire Chief Hendricks, Tammy Robbins Administrative Assistant, Training/Maintenance Officer Louis Gisler.
(Absent:None) Visitors: None

REVISIONS TO AGENDA: None

APPROVAL OF MINUTES – October 18, 2022, Regular Board Meeting

MINUTES: Motion made by Director Gonzalez, seconded by Director Carter, to approve the minutes as listed above. All in favor. Motion passed.

FINANCIAL ASSETS as of October 31, 2022

▪ Check Register Balance	\$ 61,224.07
▪ Local Government Inv. Pool	\$ 347,143.34
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 2,755.94
▪ Total	\$ 489,174.66

DIRECTOR'S RESEARCH GROUP REPORTS

FINANCE: (Director Director Gonzalez) – None

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

POLICY: (Director Gonzalez and Linhart) - None

Staff Report: None

CITY LIAISON: Absent

VISITOR COMMENT: n/a

OLD BUSINESS:

- a) Chief Hiring Process – Sample Contract – Chief Hendricks reported that he just received it. There are a few changes i.e., board policy, staff vehicle recommendations. Director Jones and Director Gonzalez will come to the station and review the notes received from the attorney.

Director Jones commented that we need to review Chief Hendricks contract that expires next Friday. After some discussion, Director Carter made a motion to renew Chief's Hendricks contract monthly,

automatically until mutually agreed upon termination date, seconded by Director Linhart. All in Favor. Motion passed.

NEW BUSINESS:

- a) Fire Service Capacity Grant – Chief Hendricks has a few revisions to the narrative to do. He has sent to Levi for his review.
- b) Grant Writing Fund Raising – Director Carter brought up a grant writing class she took. She would like approval from the board to work with the chief in researching what grants are available. Chief likes the idea since there is so many grants out there that get overlooked. Director Carter will volunteer her time. She would also like to work with Chelsea on some other fund raisers, priorities, needs, and would like to look at goals as well. It was suggested to create a committee and add to The Directors Research Group Report and title it Grants and Fundraising. Director Gonzalez and Director Carter will meet and report during that time.
- c) Vacant Board Position – Fire Chief stated there have been two people that have verbally talked with him. They have not completed an application. Tammy will repost on our Facebook page. It was mentioned that a board member can appoint until the position is up for official re-election. This position will be up for re-election this May.

ALARMS: (sent out with board packets)

GOOD OF THE ORDER/DIRECTOR’S COMMENTS – Director Linhart stated that he attended OFDDA conference. He completed an evaluation and rated the conference high. He also stated OFDDA needs a write up on Bud Jones who passed away. Director Carter stated she also found it very informational and there were a mix of staff that attended.

Chief Hendricks stated that FF/Paramedic Kendra Kavanaugh has given her two-week notice. She accepted a position closer to her home. We are currently advertising to create a list of applications for the position.

Louis commented that Station 63 is almost complete of the remodeling due to the water damage.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of October 2022: \$145,042.27; General Fund Payable-\$53,361.26, Payroll-\$91,681.01 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

The Board reviewed the accounts payable. Motion by Director Gonzalez, seconded by Director Carter 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 to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 7:00 p.m.


Board President


Administrative Assistant

20/Dec 22 Date