

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

Date: July 19, 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 McKibben, Director Hoefler, Director Linhart, Fire Chief Hendricks via phone, Training/Maintenance Officer Louis Gisler, and Tammy Robbins Administrative Assistant, (Absent: None) Visitors: Charlie Hurley, Greg Backstrom

REVISIONS TO AGENDA: None

APPROVAL OF MINUTES – June 21, 2022 Regular Board Meeting and Budget Hearing

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

FINANCIAL ASSETS as of June 30, 2022

▪ Check Register Balance	\$ 96,634.20
▪ Local Government Inv. Pool	\$ 644,035.25
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 2,755.94
▪ Total	\$ 743,575.39

RESEARCH GROUP REPORTS

FINANCE: (Director McKibben and Director Gonzalez) – None

BUILDING & EQUIPMENT: (Director Jones and Director Hoefler) – Louis reported that the bay door doesn't want to close and he's working on that. The trucks seem to be good for now. He's finishing up some painting out at the Millersburg station.

POLICY: (Director Gonzalez and Linhart) - None

Staff: Chief submitted a written report.

CITY LIAISON: None

VISITOR COMMENT: Charlie Hurley introduced himself and stated he may be interested in applying for the Chief position.

OLD BUSINESS:

- a) Chief Hiring Process – Director Jones stated it was decided to reopen the announcement. Everyone has received a copy of a checklist from Fire Chief Hendricks of things to decide tonight.

1. Should we stay in-house or contract out for the hiring process? If decided to stay in-house there is a detailed plan that would have the applicant present to the committee a project assigned to work on, conflict resolution station, and an interview station. This is like what Stayton used when hiring. After some brief discussion the board agreed to stay-in house.
2. Residency requirement – Change from requiring that the Chief lives in the district to either 30 minute or 15-mile. The Chief presented the proposal to the officers, and they prefer 15 miles. 10 miles is the furthest point in our district to respond from the main station. The Board agreed that 15 miles is reasonable.
3. Minor housekeeping changes i.e., Update the requirement from EMT to EMR, and approve pay scale from \$85,000 - \$90,000 to \$87,000 to \$92,000 with yearly COLA not to exceed 3% Director Linhart also offering \$2,500-3,000 towards moving expenses to the candidate that is offered the position. Chief stated we are saving some money currently since we are hiring later to be able to offer the moving reimbursement.
4. Posting the notice. There are two timelines. The Board agreed that if we can make the necessary changes to the application, they would like to post the announcement by August 23.

Director Linhart asked Louis and Tammy if they were able to take of this and get it posted. We would need to look at the announcement and make the necessary updates.

Chief reminded everyone that when the applications are received, they will be locked up when the announcement closes.

Director McKibben made one motion to stay in-house, change the residency requirement to 15 miles, update requirement from EMT to EMR, increase the salary range to \$87,000-\$92,000 with a yearly COLA not to exceed 3% instead of a step schedule and offer a \$2,500-\$3,000 reimbursement for moving expenses, seconded by Director Linhart. All in favor. Motion passed.

NEW BUSINESS:

- a) Elections – Director Linhart made a motion to retain the same board officers for 2022-23, seconded by Director McKibben. All in Favor. Motion passed. Director Gonzalez is the Vice-President and Director McKibben is the Secretary-Treasurer.

ALARMS: See Board Reports

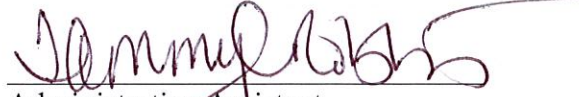
GOOD OF THE ORDER/DIRECTOR'S COMMENTS – Director Linhart stated he would not be running for his position in May 2023. Director Hoefler asked if the Fire District is participating this year. Louis commented that the Volunteers are not this year. At this time the only event the Volunteers will be hosing is in October – Pumpkin Festival.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of July 2022: \$152,232.98; General Fund Payable-\$53,746.35, Payroll-\$98,486.63 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

The Board reviewed the accounts payable. Motion by Director Gonzalez seconded by Director McKibben 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 6:50 p.m.


Board President


Administrative Assistant

8/16/22 Date