

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

Date: April 18, 2023

*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, and Director Linhart, Director Knutson, Director Hoefler, Fire Chief Eckhardt, Tammy Robbins Administrative Assistant, Training/Maintenance Officer Louis Gislser. (Absent: None) Visitors: Dewey Robbins and Firefighter/Paramedic Paul McCullum.

**REVISIONS TO AGENDA:** None

**APPROVAL OF MINUTES** – March 21, 2023, Regular Board Meeting

**MINUTES:** Motion made by Director Gonzalez, seconded by Director Linhart, to approve the minutes as amended. All in favor. Motion passed.

**FINANCIAL ASSETS** as of March 31, 2023

|                              |                        |
|------------------------------|------------------------|
| ▪ Check Register Balance     | \$ 92,224.33           |
| ▪ Local Government Inv. Pool | \$ 1,014,533.37        |
| ▪ Petty Cash                 | \$ 150.00              |
| ▪ Community Service Account  | \$ 2,755.94            |
| ▪ <b>Total</b>               | <b>\$ 1,109,663.64</b> |

**DIRECTOR'S RESEARCH GROUP REPORTS**

**FINANCE:** (Director Gonzalez) – Director Gonzalez stated that she met with Chief Eckhardt and Tammy to review the preliminary budget and everything is looking good.

**BUILDING & EQUIPMENT:** (Director Jones and Director Hoefler) – The roof is still in the works.

**POLICY:** (Director Gonzalez and Linhart) – None

**GRANT:** (Director Carter and Director Gonzalez) – Director Carter spoke with Melody, and they have found a technology grant that may work with what we are looking to do.

**Chief Report:** Chief stated that he and Tammy have been working on the budget and are finalizing numbers. We will have an extra cash carryover of 10,000 due to a grant we should receive before the end of this fiscal year. The grant is for fire prevention. We will increase that line to \$10,000. Personnel Services is showing a 5% increase for existing staff except our two full-time Firefighter/Paramedics and our full-time Administrative Assistant/EMT will receive a 5% step and a 3% COLA increase. The goal is to stay ahead or comparable with what other agencies are paying within our local area. The full-time Firefighter/Paramedic position range from \$53,000-\$56,000 with their FSLA due to being on shift work schedule. We added \$18,000 to the Other Firefighter line item to prepare for the Capacity Grant from the state that we may receive. That is the portion we will have to cover. The remaining FICA, PERS, Unemployment, Medical Insurance have all increased a

small percent due to COLA. Workers Comp has substantial increase. We contracted with SDAO/WHA for our Workers Comp. There are new rule changes, and they will not be able to cover Fire Districts any longer. We must go through SAIF. Tammy worked with WHA on coding and there have been many changes. There is also a 9% increase along with the coding increases.

In Materials and Services, the changes in Contracted Services, Communication and Radio, and Dues and Fees were realigned and placed in the right line items. In Dues and Fee, we added \$7,500 for the cost of an Architect if we receive the Seismic Grant that will cover the fee for that grant. ESO also included Dues and fees which has increased for report writing, Vector for the vehicle checks program, and the GEMT fee. In Building and Maintenance, we added \$15,000 for Station 630 and 640 for the flat roof repairs. We are leaving the amount the same for Station 600 so if we don't receive the Seismic Grant, we will remodel the downstairs kitchen and bathroom upstairs to add a shower in the EMS quarters. We have made many adjustments to our liability insurance to update apparatus according to age etc., which decreased our rates. They are predicting a 9% increase which is reflected in the increase. As mentioned earlier, Fire Prevention has increased to 10,000 for the Community Risk Reduction Grant from OSFM. We increased Medical Expenses to cover the cost of physicals for an increase of new recruits. We left the same amount in Medical Equipment with the intent to purchase AEDs and a Lucas Machine. One of the AEDs will be available for community members to borrow for large events that may be nice to have available if needed. We will be transferring \$30,000 to Equipment Reserve. We are adding \$121,121.97 to an unappropriated line item to help with end of the year cash carryover since we receive most of our funds in November and Personnel expenses are approximately \$100,000 a month.

The Equipment Reserve Fund will be receiving the \$10,000 and no other changes. Grant Fund will remain the same.

Our current local option levy of .38 cents will end in 2024. In November we would like to request a levy of .76 cents to continue EMS operational cost for the potential to hire three full-time Firefighter/paramedics, a new ambulance to replace our 2004, and possibly a new Fire engine. With the additional staff we will be able to staff a second out medic giving less calls away. Medical calls have increased. The cost per person for a Firefighter/paramedic is approximately \$110,00 for wages and benefits. At some point we also need to look at building a new station.

Director Knutson asked if the levy would include other vehicles with the increase of more personnel. The Chief stated at this point the additional personnel would basically cover the vehicles we have. She also stated the turnover of the vehicles may increase if they are being used more and asked if that has been considered. The Chief hasn't investigated that aspect before. He would like the board to start thinking about how this levy should be presented to the community. This is one reason we are reaching out to Melody to look at the best options to get the information out to the public.

Director Hoefer asked if the Volunteer Association approved the pancake feed. It was approved to have this event on Hero's Day, June 24, 2023. There is a community group who is working on Hero's Day. The goal is to honor a different community member each year. They are also trying to incorporate past events into one. Some of the past events that have been discussed are Mint Festival, Flower Festival, Car Show, and Glen Marlatt Day.

We are currently at 351 calls as of today, at the end of April last year we were at 496 calls. That is 145 calls down from the end of April last year. Most of those calls were from two locations for lift assist.

We received an e-mail that we qualified for the OSFM apparatus grant that will provide a brand-new type 6 fire apparatus from with a 3-5-year guarantee. We don't know all the details yet as far as what will happen at the

end of the 5 years. The hose and some equipment that will be on the apparatus we can keep. They will provide up to \$3,500 in maintenance and tires and we need to keep it in operable condition. This vehicle will be first or second out on Conflagration. We will still receive half the funds for going on the conflagration which would be \$25.00/hr. 24 hours on the conflagration. We will have to cover the purchase of radios.

We were awarded the \$10,000 from the Fire Prevention grant as stated earlier along the \$3,000 from the Training Grant from DPSST/OSFM. We still haven't heard yet on the Firehouse Sub Grant. The Chief applied for the Volunteer Fire Assistant Grant up to \$10,000 for Wildland training.

The Chief met with the Superintendent of the school district last week. They are working on improving communication and discussed the possibility of hiring an instructor to teach firefighter skills. The student could receive high school and college credit if the school goes through the fire service. Director Carter asked some questions regarding the program and clarification. This could be for the Fire Program and EMS Health.

The Chief talked about a call that involved a motor vehicle crash in the Turner Fire District. We were tapped out to the call. While responding we were diverted to a crash that involved the Turner Fire Engine. There was only one firefighter that was in the engine at the time. He was transported to the hospital with minor injuries. The engine is totaled, and the crash is still under investigation. Our crews came together, did a great job and worked well together. Division Chief Gisler stayed and helped the remaining day with clean up.

The Chief will be attending the OFCA conference next week and will be gone from Tuesday-Friday.

**CITY LIAISON:** The Chief met with her twice. She's interested in participating and knowing what's going on. Director Jones will get in touch with her to remind her to attend our meetings.

**VISITOR COMMENT:** Dewey commented how great it is to hear that we are working with school and the community establishing stronger goals and common interests. He also stated that the school board meetings have had the best attendance in years. They have a hard time reaching out to the public as was stated earlier for the Fire District. He suggested somehow maybe we can have some kind of link on the community Facebook or website.

The Chief introduced Firefighter/Paramedic Paul McCullum. Paul stated he has been a part-time paramedic for four years and was hired full-time three months ago. He's very excited to be here full-time.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- a) Appoint a Budget Officer – Chief mentioned that we still have one opening for a Budget Officer position. It was suggested to ask Dewey Robbins, who is currently running for a Board position if he would be interested since he is not a Board Director yet. Dewey stated yes, he could do that. Director Knutson made a motion to appoint Dewey Robbins to the vacant budget officer position, seconded by Director Gonzalez. All in Favor, motion passed. Congratulations Dewey. It was discussed and decided to move the Budget meeting to 5:00 p.m. on May 16 and hold the board meeting after.
- b) Reroof portion of Station 63 & 64 – The three-tab sections of the roof at Station 63 and 64 need to be re-roofed. We received estimates from three different contractors. The cost for Station 63 is \$4,980 and Station 64 is \$9,960. We have money in the budget to cover this cost. Director Linhart made a motion to approve the re-roofing of Station 63 and 64 seconded by Director Hoefler. All in favor. Motion passed.

**ALARMS:** (sent out with the Board Reports) not 100% dispatch center had an issue with the CAD Becca's working on it.

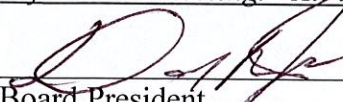
**GOOD OF THE ORDER/DIRECTOR'S COMMENTS** – Director Knutson asked if there is going to be a game plan to follow regarding marketing for the levy. November isn't that far off, and it would be good to have a timeline. Director Hoefer commented that the Chief will meet with Melody and discuss that. The cost for a video is \$600.00. Different businesses may want to help with funding to promote their business by being in the video. The volunteer association can accept donations. Director Knutson also suggested other channels to promote the videos since she has heard Facebook might establish a monthly fee. The sooner we start getting the information out to the public the better. Director Hoefer stated there will be a game plan, not sure how formal. The Chief stated he is not able to promote this, however he can provide information on cost of turnouts, apparatus etc. It was also discussed that information can be sent through the water/sewer bill, Hero's Day, other local events. Director Knutson suggested having our meetings available via zoom. This can be done. Director Linhart also agreed we need a plan.

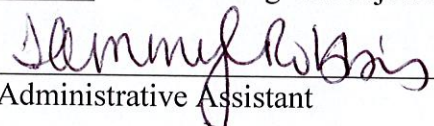
The Chief stated that the Board must approve the levy and how much. Director Jones stated we should have had the levy on the May ballot. If we don't get the levy approved in November, then we could request for less in May. The Chief would like to talk to budget members and get their input as well.

**ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL-** The Accounts Payable and Projected Payroll for the month of March 31, 2023: \$136,117.00; General Fund Payable-\$42,819.33, Payroll-\$93,298.37 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

The Board reviewed the accounts payable. Motion by Director Gonzalez seconded by Director Knutson 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 6:31 p.m.

  
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Board President

  
\_\_\_\_\_  
Administrative Assistant

16 May 2023  
Date