

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

Date: October 19, 2021

Jefferson Fire Station - Jefferson, OR

CALL TO ORDER: The meeting was called to order at 6:01 p.m. by Board-President Jones.

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

ATTENDANCE: Director Jones, Director Gonzalez, Director McKibben, Director Carter, Director Linhart, Fire Chief Hendricks, Louis Gisler Training/Maintenance Officer, Administrative Assistant Tammy Robbins; (Absent: None) Visitors: F/F Paramedic Shannon, Nicholas and Conner Larsen, Toni Halvardson, and Scott Decker via Zoom.

SWEARING IN OF THE NEW FIREFIGHTER/PARAMEDIC: President Jones swore in Shannon Larsen.

REVISIONS TO AGENDA: None

APPROVAL OF MINUTES – September 21, 2021 - Regular Business Meeting

MINUTES: Motion made by Director McKibben, seconded by Director Gonzalez, to approve the minutes as amended from the, 2021 Regular Business Meeting. All in favor. Motion passed.

FINANCIAL ASSETS as of September 30, 2021

▪ Check Register Balance	\$ 115,978.58
▪ Local Government Inv. Pool	\$ 306,998.06
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 1,966.20
▪ Total	\$ 425,092.84

RESEARCH GROUP REPORTS

FINANCE: (Director McKibben and Director Gonzalez) – None

BUILDING & EQUIPMENT: (Director Jones and Director McKenzie) – Louis stated he will be pulling a fuse on the 2008 Medic and then will send to the state surplus.

POLICY: (Director Gonzalez and Linhart) – Later in agenda.

Staff: None

CITY LIAISON: None

VISITOR COMMENT: None

OLD BUSINESS:

- a) Follow discussion on executive search and evaluation process, regarding annual conference –

Director Linhart handed out a sample (see attached) of what he would like to present at the OFDDA conference. He is working on the executive search side of the process. The sample document is ideas that he has put together for the hiring process. The white page handout shows a sample of what to think about when you are hiring. The blue page is items to consider regarding implementing the recruitment and selection process. He feels the questions are items that should be discussed before the hiring process begins and to determine which ones to incorporate. Several examples are listed i.e., scoring sheet, preliminary interviews, and “open” recruitment period. He would like to have input from everyone.

Director McKibben stated that our Strategic Plan was done over 20 years ago. Director Linhart stated you don't have to have a Strategic Plan this is just one idea. Consensus from the Board is that they all like the handout and it looks good.

- b) Jefferson/Scio Update – The conversations from both boards have been very positive and they are anxious to see what both districts can do together. They are realizing that the timetable doesn't need to be what they thought it should be. The first week in November is set to interview for the Recruitment/Retention person. There is a committee with members from both agencies working on a proposal for hoses via the AFG grant.

NEW BUSINESS:

- a) Board Policy Amendments – Chief Hendricks sent out a few policies for the Board to review but not to approve at this time. The payroll policy has been sent to the Attorney for a final review. Once he receives this back, he will send out an updated policy. The shift work policy is confusing. Please review the policies and if you see anything please let Chief know this week.
- b) Executive Session – ORS 192.660(2)(f), to consider information or records that are exempt by law from public inspection, specifically a confidential memorandum containing legal advice from the district's attorney.

Director Jones asked to go into Executive Session at 6:40 p.m.

Director Jones stated there were no decisions or votes taken and we are back into the regular meeting at 7:54 p.m.

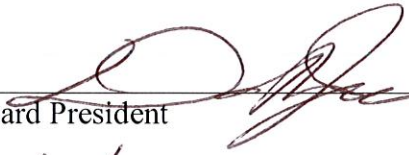
ALARMS: See Board Reports. They were delivered today. Director commented the calls appear to be quite a bit more than this time last year. Chief stated that is why we needed to hire two Firefighter/paramedics and we will be implementing a shift schedule.

GOOD OF THE ORDER/DIRECTOR'S COMMENTS – Director Linhart commented that he was impressed with the Recruitment postcard that went out. Chief stated Chelsea Chavez was the one who created that document.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of September 2021: \$25,167.65; General Fund Payable-\$61,599.60, Payroll-\$63,568.05, Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0.

The Board reviewed the accounts payable. Motion by Director Gonzalez 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 McKibben seconded by Director Gonzalez to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 8:02 p.m.



Board President



Administrative Assistant

4/16/21 Date