

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

Date: December 19, 2023

*Jefferson Fire Station - Jefferson, OR*

**CALL TO ORDER:** The meeting was called to order at 5:00 p.m. by Board-President Gonzalez.

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

**ATTENDANCE:** Director Jones, Director Gonzalez, and Director Robbins, Fire Chief Eckhardt, Kristin Knutson, Tammy Robbins Administrative Assistant, and Director Hoefler. (Absent: Training/Maintenance Officer Louis Gisler) Visitors: None

**REVISIONS TO AGENDA:** None

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

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

**FINANCIAL ASSETS** as of November 30, 2023

▪ Check Register Balance	\$ 227,704.27
▪ Local Government Inv. Pool	\$ 1,108,965.77
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 3,011.11
▪ <b>Total</b>	<b>\$ 1,339,831.15</b>

**DIRECTOR'S RESEARCH GROUP REPORTS**

**FINANCE:** (Director Gonzalez, Director Hoefler) – Director Gonzalez and Hoefler stated none. The Chief commented that everyone has a copy of the Audit, and we will put the Audit on the agenda for next month, so everyone has time to review. Chief Eckhardt stated there was nothing new, our one thing is the segregation of duties since we are a small office this is always stated. Tammy opens the bills; Rebecca pays them and Chief reviews all of them.

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

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

**GRANT:** (Director Hoefler and Director Gonzalez) – Director Hoefler brought a list of possible grants that she has found and wanted to review with the Chief to see which ones we are already familiar with. She asked about two different grants specific to the Volunteer's Association and how that would work as far as sharing equipment etc. The Chief stated any equipment would be the district's since we would take care of all the maintenance.

The Chief stated that back in October we discussed the Seismic grant, and the consensus is that we're not going to go for the grant. The upgrade does not apply to the office building. It would only be the bays and the doors would be a little smaller, losing some space in the bay area. The Chief received an email asking for a signature

from him to move forward. The Chief is not thinking it's really something we should reapply for. If we receive this grant, we are locked into staying at this station for 10 years. The grant would be approximately 2.5 million dollars. Director Knutson asked what the public would think if they saw all the construction going on and we are currently asking for a levy. Director Robbins asked if we did the upgrade would the building be worth more if we went to sell it eventually. The questions were also asked if there is a cost to apply and do we have to accept it if we receive it. The Chief said there is a \$5,000 fee for the grant, but it's written in the grant, and we don't have to accept it if we receive it. The updated pricing for a new station is approximately 6 million.

Director Robbins made a motion to move forward and see if we are awarded the grant and then the board could decide if we should accept it; seconded by Director Carter. All in favor. Motion passed.

**Staff Report:** The Chief explained that our insurance carrier offers up to 10% insurance reduction every year if we fulfill different requirements. However, because of interest rates, stocks, and the economy they will not be different credits this year. We still get great insurance. This year they stopped covering Worker's Comp and all districts are forced to go back to Saif where our rates have increased. We expect more rate increases due to the classification with Firefighter.

The Chief stated that there was an incident in the bays involving an Engine and the bay door. The bay door accidentally started to come down and busted both windows and bent the door panels. It was an accident. The Chief called our insurance, and the deductible is \$1000 for the vehicle and \$1,000 for the station. SDAO said they would be combined. We are waiting on the window estimate for the glass. Our Safety Committee reviewed the accident.

Our time capsule was opened at our dinner/night business meeting for December. We had six 6 old timers that attended. We are looking to add another one on Hero's Day. There were a few Facebook negatives comment.

On December 2<sup>nd</sup> we had Coffee with the Chief at the station. Deb made 70 cookies to decorate, donuts, and snacks were provided. They were all gone. This was a great community event. We had a booth at the Holiday Fair at the high school on December 9<sup>th</sup>. We took a few blood pressure checks. Last Wednesday we were tapped to a fuel spill on I-5. It was a tanker truck delivering fuel, no fuel was lost.

We are still waiting to hear about whether we have been awarded the Grant from the Siletz Indian tribe. The AFG grant reopens in January, and we are asking for PPE and a Fire engine. We didn't get the Safer grant. We should be able to apply for the Fire house sub anytime should here in January. Tammy is working on the reimbursement check for the Generator.

**CITY LIAISON:** None. Director Jones reported that he doesn't get off work until 5:00pm. It was suggested to ask the mayor if they will assign someone else. Chief Eckhardt will talk to him.

**VISITOR COMMENT:** None

**OLD BUSINESS:**

a) None

**NEW BUSINESS:**

a) None

**ALARMS:** (sent out with the Board Reports) Chief Eckhardt stated we have been averaging four calls every day since Thanksgiving.

Director Hoefer asked if there are a lot of people who are on Medicare/Medicaid and if they have Fire Med. The Chief would have to check with Rebecca, but he does know we aren't losing money on Fire Med at this time. A few other agencies are changing some of the criteria. Some of the advertising Rebecca has done includes sending a flyer to every kid in the school district, booths, advertising in parades etc.

**GOOD OF THE ORDER/DIRECTOR'S COMMENTS** – The Chief gave everyone a copy of the PowerPoint presentation. He made a few changes and asked the board to review it and let him know if they have any comments or suggestions.

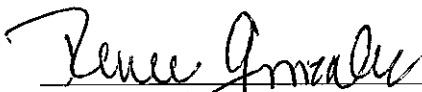
Director Knutson asked if our community meeting was advertised on the reader board. The Chief said yes; they will. Director Robbins stated Freres building has a reader board as well.

Director Robbins had a question on a check to Angel and Jake stated it was for Paramedic school. The Chief explained it is a reimbursement and we will be receiving a check from Scio Fire District.

**ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL-** The Accounts Payable and Projected Payroll for the month of November 2023: \$165,211.94; General Fund Payable-\$65,596.69, Payroll-\$99,615.25 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 Robbins to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 5:59 p.m.

  
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Board President  
1/16/2024 Date

  
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Administrative Assistant