

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

Date: February 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 McKibben, Fire Chief Hendricks, Training/Maintenance Officer Louis Gisler, Tammy Robbins Administrative Assistant, Volunteer Recruitment Specialist Chelsea Chavez, (Absent: Director Carter, and Director Linhart) Visitors: Scott Decker

**REVISIONS TO AGENDA:** None

**APPROVAL OF MINUTES** – January 11, 2022 Work Session, January 18, 2022, Regular Meeting, January 27, 2022 Special Board Meeting

**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 January 31, 2022

▪ Check Register Balance	\$ 112,017.29
▪ Local Government Inv. Pool	\$1,007,851.45
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 1,966.20
▪ <b>Total</b>	<b>\$1,121,984.94</b>

**RESEARCH GROUP REPORTS**

**FINANCE:** (Director McKibben and Director Gonzalez) – Chief handed out the Budget Calendar for 2022-2023. The budget meeting and the regular board meeting will be on the same day this year. There was a correction to the budget hearing date. Chief will correct this date on the calendar.

**BUILDING & EQUIPMENT:** (Director Jones and Director McKenzie) – Louis reported that the turnout washer has been plumbed in the old City Hall building. Brush 64 is in the shop getting the brakes fixed and the 2020 medic has some repairs that are being completed currently. Toni Halvardson has been painting and working on the bedrooms at Station 630. The water heater at Station 640 is completed. We should start receiving bids on the hose and nozzles soon.

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

**Staff:** Chelsea Chavez gave an update on her process for recruitment and retention. She is still learning and setting up new processes. She reported what she is currently working on at Jefferson. She is setting up an interview for two people for Support Team and a Firefighter position. She has two main goals; her first is to show the public what we are doing on a regular basis through social media. She will explain what we are doing and why i.e.; training, events etc. Her second goal is to establish a weekly series i.e., Medic Monday, Who We Are, Firefighter Friday just a few of her ideas currently. She feels it's very important to start the

public education starting at a young age. She has been to JBC preschool kinder class and Jefferson High School to promote the Volunteer Firefighter program. She will be having a Recruiting Blitz twice a year in Spring/Summer and Fall. She will also be posting more pictures and showing the public what we are doing.

**CITY LIAISON:** Still haven't appointed anyone yet.

**VISITOR COMMENT:** None

**OLD BUSINESS:**

- a) Jefferson/Scio Joint Operations Update- Louis and Chief met with Chief Labelle. He wants to continue with joint responses, training, and sharing as much as we can. They will also be hiring a new Chief.
- b) Chief Hiring Process – Dave stated we need to approve the calendar and appoint the Chief and Director Linhart to continue to take the lead on the hiring process.

Chief reviewed Director Linhart's recommendations. Everyone received copies of the Stakeholder survey. These survey's need to be handed out at various group meetings. It was decided that Director Gonzalez will meet with Volunteers and the Community Partnership Group. Director Jones will meet with the deputies, City and Jeff with Public Works. Director McKibben will meet with the Duty Officers. Director Linhart has already met with the Mayor of Jefferson and will meet with the Superintendent, and Parks and Recreation. The survey needs to be handed out at these public meetings and to anyone who is interested and is a resident of the Jefferson Fire District. Louis will also work on having an option to complete the survey on-line via the website and to make sure individuals are able to submit anonymously.

It was decided to hold a community meeting on March 14, 2022, at 1:00 p.m. at the Jefferson Fire District training room.

Be prepared to bring back any responses you have and to review at our next board meeting on March 15, 2022. Chief will look into having Tammy sort and prepare a document consolidating all the responses received up until the board meeting.

Director McKibben made a motion to approve the basic plan and the Board will administer the executive search with assistance of SDAO at strategic points (probable at objectives 6, 7 & 9) and to designate Chief Henricks and Board Member Bill Linhart to make key decisions as appropriate. Director Gonzalez seconded the motion. All in favor. Motion passed.

Chief is working on the public service announcement. He reviewed all the items listed under Number 4.

Director McKibben made a motion to extend Fire Chief Hendricks contract to August 31, 2022, if needed, seconded by Director Gonzalez. All in Favor. Motion passed.

**NEW BUSINESS:**

- a) Budget Calendar – Already discussed.
- b) Budget Committee Members – Need to find two others

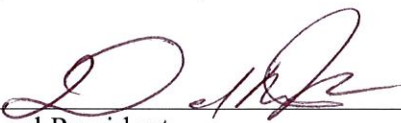
**ALARMS:** See Board Reports

**GOOD OF THE ORDER/DIRECTOR'S COMMENTS** – We hope to hear about the seismic grant after March 23, 2022.

**ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL-** The Accounts Payable and Projected Payroll for the month of January 2022: \$291,441.16; General Fund Payable-\$165,016.18, Payroll-\$126,424.98 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$

The Board reviewed the accounts payable. Motion by Director Gonzalez seconded by Director Jones 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 seconded by Director McKibben to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 7:40 p.m.

  
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Board President

  
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Administrative Assistant

3/15/2022 Date