

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

Date: November 18, 2025, *Jefferson Fire Station - Jefferson, OR*

**CALL TO ORDER:** The meeting was called to order at 5:32 p.m. by Board President Nuss.

**FLAG SALUTE:** Director Knutson led the Pledge of Allegiance.

**ATTENDANCE:** Director Robbins, Director Nuss, Director Knutson, Director Jones, Fire Chief Eckhardt, and Administrative Assistant Tammy Robbins, Logistics Supervisor Stephanie McClung, City Liaison Walt Perry (Absent: Training/Maintenance Officer Louis Gisler) Visitors: Misty, Dustin Ross

**REVISIONS TO AGENDA:** None

**APPROVAL OF MINUTES** – October 21, 2025 - Regular Board Meeting

**MINUTES:** Motion made to approve last meeting minutes by Director Knutson, seconded by Director Robbins, to approve the minutes as listed above. All in favor. Motion passed.

**FINANCIAL ASSETS** as of October 30, 2025

▪ Check Register Balance	\$ 42,480.52
▪ Local Government Inv. Pool	\$ 632,692.89
▪ Petty Cash	\$ 150.00
▪ <b>Total</b>	<b>\$ 675,323.41</b>

**Chief's Report:**

During the rainstorm it was noticed near the exit door in the training room on the outside wall there is a bubble. There is water issues. We have a quote from a contractor to replace some outside wall panels. We have a second contractor that beliefs there are more issues down the wall. The panels toward the bottom are starting to rot and a seal on the wall is leaking. The two estimates are approximately \$7,000 – \$10,000 to replace the door, panels, and deal with the water damage. Louis will repaint the outside wall. The insurance company has been contacted to have someone come in and see if this is caused by storm damage or wear and tear and if anything can be covered by insurance. The siding will be replaced, it's like T11. Chief would like the board's permission to move forward. Director Robbins asked if the bids will be complete or if we will be getting a third. He asked why the contractor isn't going to paint. Chief explained Louis has painted all the buildings, save some money and it will look aesthetically the same as the other building. Director Robbins said typically he would like to see three bids if possible. There was some discussion regarding getting another bid, even though we aren't meeting the \$25,000 threshold where we are required to have three bids. Director Robbins made a motion to proceed with the two bids we have and allow the Chief to move forward not to exceed \$10,000. Director Jones seconded. Director Knutson asked for clarification if we are getting a third bid. Chief stated we could. The current motion is with the two. Director Knutson amended the motion to allow the Chief to exercise his authority to get another bid if he so chooses, to not to exceed \$10,000. Director Paresa seconded the motion. All in Favor. Motion passed.

Ambulance reimbursement – Chief stated most of you are aware of health care and the federal government add-



ons for Medicare and Medicaid. There is a potential they would go away. For us we would lose approximately \$5,000 over the year. Chief wanted everyone to be aware. The larger concern is health care premiums going up causing individuals to not participate in an insurance company. We would then have to bill individuals. There could be a bigger impact. Trying to collect from individuals would be hard. There was a new law that passed that states medical bills that are transferred into collections can't go on and individuals credit report. Director Paresa asked how Medicare pays out. Chief explained we only receive reimbursement for approximately \$300-\$400. The actual transport cost is \$2,100.

Our recruitment and retention employee Chelsea Chavez last day was Thursday. The grant that we received is complete. Firefighter/Paramedic Misty Kastle will be taking care recruitment of the main duties along with the rest of the staff. We are working on the process for the hiring. We haven't heard anything about the Safer Grant. Federal site is still down. Chief White from Scio will be the one applying for this grant. We have one more reimbursement to put in. This is our last reimbursement for this grant. All bills must be paid by November 22. Director Robbins asked if we get the grant again if she comes back. Chief explained that it would be up to Chief White. She was his employee and worked for us a couple days a week contracted through Scio.

We went out to Cloverridge for their Harvest Festival, saw the kids, and showed them the apparatus. Went well.

For the Seismic grant we are officially at the 90 percent mark and on track, with the contractor, architect, and engineering firm. We just worked on light switches, the awning, and painting. President Nuss asked why we are painting the door and the side where the repairs will be made if we will be painting the whole building. The seismic grant is for the building next door. Not for the business office. President Nuss asked chief if the project will be completed in time for Hero's Day. Chief said yes, they will be starting in February and done by Hero's Day. Heroes' day is the 4<sup>th</sup> Saturday of June. President Nuss asked if we are still looking for areas for our sleepers to stay in this process. Chief stated we are not sure yet, but we will work on it.

The High School Club is going well. We have 5 students, 4 consistently. Two are talking about joining once they meet the required age.

We made an agreement with WRK engineering company to move forward with pursuing the seismic grant for the Talbot station. There is 25 million to be given out this year which would be maximum \$2.5 million for 10 grants.

The Suburban's rear main seal is leaking. We are getting that fixed. We talked about replacing the suburban this fiscal year due to the age of the vehicle and the many issues we have. We are waiting for the reimbursement from California to come in and the money from the county for the generator before we purchase a replacement vehicle. We are looking at vehicles, prices, and options now, so we can be ready to move forward with a purchase after we receive the other money. We are looking at new and used, crew cab pickup that would be more versatile. We could put a water tank in the back of the truck, and we could still haul enough people. The Suburban is currently used to go to classes, meetings etc. Director Robbins stated that replacing the Suburban with a truck that is more versatile is a good option.

The Rescue also had some issues. Our apparatus is getting older and showing signs of age and use. Director Robbins asked if the rescue has been repaired. It has been completed.

**CITY LIAISON:** Walt stated that they paid their bills. December 2 is the Christmas tree lighting. There will be dinner on the 13<sup>th</sup> for the volunteers.



**VISITOR COMMENT:** Director Robbins thanked Misty for what she does and stepping up to Recruitment and Retention. Stephanie stated that we are covering multiple calls at a time and this is going well. The new people are learning and getting in a groove. Shannon and Stephanie are working on some projects that are improvements to processes. Stephanie attends ASA and EMS meetings and stated how we can contribute to the group and this feels good.

**OLD BUSINESS:**

- a. The Path Forward – Handout (see attached). Chief stated that he and President Nuss had both talked about this document earlier in the week. They meet the week before the board meeting. This document is rough draft of how to move forward and a start for the direction that the board wants to proceed based on the needs of the district. This is not written in stone. Chief reviewed the highlights and possible timeline. President Nuss thinks we need to get going on looking for property even though we are at least out 10 years before we could even move forward to building a new station. There was discussion by everyone on possible locations for a new station. Chief stated that he thinks it's important to stay close to city hall and in town. There aren't many choices. If we narrowed down the property, we could then have a sign that says future fire station and try to get community interest. Abundant Life Center property was discussed and possible cost for street repair and access. Chief asked if the "Path Forward" seems reasonable, timeline, Bond etc. The board just got the document. Director Robbins suggested they take the document and have some time to review it. We will set up a work session in January.

**NEW BUSINESS:**

- a. Audit – Secretary of State Letter – Everyone has copy of the final audit. Every year we get dinged for segregation of duties. We must send the letter to the secretary of state. This year there were a couple of other items. Chief read the letter and deficiencies that were found in the Audit. Director Robbins made a motion to approve the letter to the Secretary of State with correction to the date from the 19<sup>th</sup> to 18<sup>th</sup>, seconded by Director Knutson. All in Favor. Motion passed.
- b. Civil Service Rules – We need to adopt the civil service rules. We just received this back from the attorney, and Chief still needs to look at it. He's proposing that in December we set up the civil service commission which consists of three members. We will move this to next month's agenda.
- c. Review – Public Record Policy 5.1 – Move to next month.
- d. Review – Budget Law Policy 7.1 – Move to next month.

**ALARMS:** (sent out with the Board Reports) handed out at the meeting. We are down 61 calls for the year.

**GOOD OF THE ORDER/DIRECTOR'S COMMENTS** – Director Robbins good comments tonight.

**ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL-** The Accounts Payable and Projected Payroll for the month of October 30, 2025, is \$315,911.78; General Fund Payable-\$157,162.04, Payroll-\$158,749.73, Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

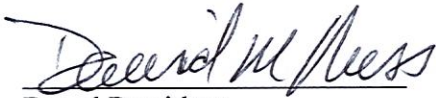
The Board reviewed the accounts payable. Motion by Director Robbins, seconded by Director Knutson to pay the bills. All in favor. Motion carried.

**AGENDA ITEMS FOR NEXT BOARD MEETING:** B. C. & D. from new items listed above.

AT 6:52 p.m. we went into Executive Session.

Back to regular meeting at 7:21 p.m. There were no decisions made and no votes taken.

With no further business to be brought before the Board of Directors, it was moved by Director Robbins seconded, by Director Paresa to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 7:28 p.m.



Board President

12/16/25 Date



Administrative Assistant