

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

Date: March 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, Director Carter, Director Linhart, Fire Chief Hendricks, Training/Maintenance Officer Louis Gisler, and Tammy Robbins Administrative Assistant, (Absent: n/a) Visitors: Bill Johnson

REVISIONS TO AGENDA: Director Jones asked to move the stakeholder agenda item to the end of the meeting.

APPROVAL OF MINUTES – February 15, 2022, Regular Meeting

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

FINANCIAL ASSETS as of February 28, 2022

▪ Check Register Balance	\$ 97,779.94
▪ Local Government Inv. Pool	\$1,014,130.73
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 1,966.20
▪ Total	\$1,111,026.87

RESEARCH GROUP REPORTS

FINANCE: (Director McKibben and Director Gonzalez) – None

BUILDING & EQUIPMENT: (Director Jones and Director McKenzie) – None

POLICY: (Director Gonzalez and Linhart) – None

Staff: None

CITY LIAISON: Director Jones reported that the council has appointed a new member.

VISITOR COMMENT: None

OLD BUSINESS:

- a) Seismic Grant – Chief Hendricks reported that the grant was submitted on time. The request is for \$2.2 million dollars and if it is granted, we will have to vacate the building. He stated that we are not sure where we will place the residents yet or the logistics of apparatus. We will wait to see if we receive the grant, however we do have a good chance because the building is in such poor condition.

- b) Chief Hiring Stake Holder Survey – There was an add put on our Facebook page with links to the survey. There were 717 people that looked at it, 29 clicked the survey button and 13 completed the survey. Director Linhart stated that even though it doesn't seem like a lot of responses it really is good information and a good amount received. The important part is that the community did have an opportunity to give input if they wanted. Bill stated our next step is to look at the responses and complete the executive search qualification checklist to come up with the key attributes for the job application.

Bill asked for input from all the Board members as we go through each question and answer and to keep in mind the context for the next chief and what they think is important. He will compile all the comments.

1. Key Job Tasks

- Experienced in working with a budget
- Manage personnel – Staff, Volunteers, and Medics
- Bill shared his thoughts on what he thinks are important.
- Kevin stated that one thing he didn't see but is a big part of his job is policy and operational guidelines – improving and updating.
- Future Challenges - ability to plan short and long term and recruiting
- Support services, sharing personnel with neighboring districts.

2. Client Groups

- Anything else to add? It appears to be very thorough.
- The public

3. Personal Attributes

- Integrity and ethical

4. Knowledge, Skills, and Attributes

- Will look at this more in detail on the job description.

5. Critical Issues and Future Challenges

- Budget and recruitment

6. Promote the Town

- Surprised nothing was said about the river.

Chief Hendricks gave everyone a copy of the latest copy of the Fire Chief Job Description – Policy 8.16. He also handed out a draft copy that is basically the same with a few variations. The draft is what you would most likely see in other fire departments. (See attached)

The board worked through the Executive Search Qualification checklist (see attached). This must be completed to move forward with the recruitment process.

Director Linhart sent a memo to all Board members. See attached. The Board reviewed all the decisions listed.

1. Stakeholder discussion listed above.
2. Bill commented that everyone should have received a copy of the Salary Range and Benefit Package (attached). After some discussion it was decided to put the salary range at the lower rate.
3. It was suggested to have two interview panels. There would be a technical and managerial. The panels would help narrow the applicants down. There would be a Meet and Greet sometime in between the interviews. The final interview will be with the board. The goal is to have this process completed in two days.
4. Future meetings and dates:
 - March 29, 2022 – 6:00 p.m. - Special board meeting to finalize the recruitment packet for the Chief's position.
 - May 9, 2022 – 6:00 p.m. – Special board meeting to review all the applications.
 - June 1-2, 2022 – Interview Process

NEW BUSINESS:

- a) 2008 Medic to Chemeketa Community College – Chemeketa Community College is interested in the 2008 medic and asked if we would be willing to donate the medic in exchange for 180 Vouchers (\$18,000 credit) to be used towards classes. (See attached e-mail) Chief stated that we would limit 36 credit hours a year for five years. Director McKibben made a motion to donate the 2008 medic to Chemeketa Community College in exchange for training credits and we would put the logos back on the medic, Director Gonzalez seconded. All in Favor. Motion passed.
- b) Rescind March 17, 2020 motion – Director McKibben made a motion to rescind March 17, 2020 motion, seconded by Director Gonzalez. All in Favor. Motion passed.

ALARMS: See Board Reports - Chief stated that we will need to discuss in the future lift assist calls. We had 5 lift assistance to the same address within a week. This is becoming more common. When it becomes more frequent at one location it becomes more of a caretaker type situation. We do not have very many volunteers and we could possibly have back injuries. Louis talked about looking at proposing an ordinance to charge for lift assists. Chief said we will need to look at our options. Louis is going to look at the options and bring to another meeting later.

GOOD OF THE ORDER/DIRECTOR'S COMMENTS – None

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of February: \$95,447.34; General Fund Payable-\$23,400.25, Payroll-\$72,047.09 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$

The Board reviewed the accounts payable. Motion by Director Gonzalez seconded by Director Linhart 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 9:00 p.m.



Board President



Administrative Assistant

Apr 19, 2022 date