

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

Date: December 20, 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 Hoefler, and Director Linhart, Fire Chief Hendricks, Fire Chief Eckhardt, Tammy Robbins Administrative Assistant, Training/Maintenance Officer Louis Gislser. (Absent: None) Visitors: Darin Colgan

REVISIONS TO AGENDA: Agenda is Revised.

APPROVAL OF MINUTES – November 15, 2022, Regular Board Meeting

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

FINANCIAL ASSETS as of November 30, 2022

▪ Check Register Balance	\$ 93,954.65
▪ Local Government Inv. Pool	\$ 1,113,097.94
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 2,755.94
▪ Total	\$ 1,209,958.53

DIRECTOR'S RESEARCH GROUP REPORTS

FINANCE: (Director Gonzalez) – A meeting will be scheduled in a few months to review the budget.

BUILDING & EQUIPMENT: (Director Jones and Director Hoefler) – Louis stated that the district was awarded the SDAO security grant. We are installing 10 more cameras, printer for ID badges, and additional outside lighting.

The remodel from the toilet leak at Station 63 is completed. The kitchen and bathroom have all new flooring, paint, and a new refrigerator. Lieutenant Halvardson painted the two rooms up front in the main living area.

Louis has noticed at Station 64 a spot in the concrete wall is getting moisture and he is currently working on this. The vehicles are good at this point.

POLICY: (Director Gonzalez and Linhart) – None

GRANT: (Director Carter and Director Gonzalez) – Chief Hendricks state there are two Grants that were applied for: One is for a Type 3 and two Firefighter positions that we are hoping to hear about the staffing positions in January. The other was the SDAO security grant.

Staff Report: OSHA Inspection – Louis commented that he met with the inspectors and completed a walk through with them. The inspector's looked at policy's, and OG's and requested a few additions and revisions One of them was to add what to do if someone gets a cut and what to do. They reviewed the SDS sheets that Jake Harmon completed. The inspector requested that we dispose of certain cleaning supplies and upgrade to something not so toxic. The Table of Contents are up front, and they would like to see that the information can be accessed via our website. They also would like to see fuel cabinets at other stations, even though we are under the threshold, the CCO recommended this because of our gas heat. Louis is currently working on the updates they requested or suggested. We will receive a report from OSHA. We currently do not have a chair for our Safety Committee.

CITY LIAISON: Absent

VISITOR COMMENT: None

OLD BUSINESS:

- a) None

NEW BUSINESS:

- a) Fire Chief Contract – Director Jones stated he and Director Gonzalez were authorized to review the contract. They made a few changes; the attorney looked it over and approved it. Chief Eckhardt reviewed and agreed with the contract. Director Gonzalez made a motion to approve and ratify the contract seconded by Director Hoefer. All in favor. Motion passed. The contract was then signed by Board President Jones and Chief Eckhardt. Next month there will be a formal swearing in and Chief Eckhardt will receive his badge.
- b) Hospitals On Divert – Chief Hendricks commented that many of the local hospital's have been on divert for the past 6-8 weeks because of an increase in Covid, RSV, and flu cases. They are over capacity and there are no beds available. At one time our closest hospital that we could transport to was Eugene. Stephanie attended a meeting with the hospitals regarding this issue. There isn't a law that states we can't transport even if they are on divert. All hospitals must take critical patients. Several diverts from Samaritan Albany Hospital said they would only take Albany ambulances. Stephanie sent a letter to Albany explaining we are in there geographics as well. Albany hospital will take Jefferson if needed. Staffing the hospital has also been an issue. If they don't have staffing, they don't have beds. Samaritan is working on trying to keep beds open with federal funds.
- c) Paid Leave Oregon – Chief Hendricks explained that there is a new law effective January 1, 2023, that allows people with family (or close family members) with certain emergencies that they can request up to 12 weeks off and be reimbursed for wages lost from this new fund. 1% of gross wages are to be paid into this fund; 60% paid by employee and 40% paid by the district. They are stating anyone who receives a W-2 is considered an employee and will be required to pay into this fund. Our volunteers do receive W-2's. The estimated cost for the year 2023 is a total of \$8,000. It is our recommendation is for the district to cover the entire 1%. Director Gonzalez made a motion to approve the district to cover the entire 1% for all cost and to revisit this on a yearly basis. Seconded by Director Linhart. All in Favor Motion passed.
- d) Board Replacement – We currently still have an opening. Director Linhart and Jones's term's will be open in June. Louis contacted Micah Smith who is interested, but currently has a prior commitment. Instead of having someone appointed for Position 1 it is suggested to consider leaving this position open until the new election. Director Hoefer suggested advertising through the

water bill closer to elections considering we may have three openings. Director Linhart will be moving out of District and Director Jones may not re-run for his position.

ALARMS: (sent out with the Board Reports) – Director Gonzalez stated she couldn't figure it out how to read the alarm report and that it was not the same report. Chief Hendricks stated it was the wrong report and he will resend.

GOOD OF THE ORDER/DIRECTOR'S COMMENTS – Director Hoefer Lisa along with Director Gonzalez would like to assist with grants when needed.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of November 2022: \$155,453.85; General Fund Payable-\$51,810.56, Payroll-\$103,643.29 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

The Board reviewed the accounts payable. Motion by Director Gonzalez seconded by Director Hoefer 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 to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 7:10 p.m.



Board President



Administrative Assistant

2/2/23 Date