

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

Date: September 21, 2021

*Jefferson Fire Station - Jefferson, OR*

**CALL TO ORDER:** The meeting was called to order at 6:02 p.m. by Board-President Jones.

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

**ATTENDANCE:** Director Jones, Director Gonzalez, Director McKibben, Director Hoefler-Carter, Director Linhart, Fire Chief Hendricks, Assistant Fire Chief Shepherd, Louis Gisler Training/Maintenance Officer, Administrative Assistant Tammy Robbins; (Absent, Logistics Supervisor Stephanie McClung) Visitors: Tony Carter, Bill Johnson, Scott Decker, and Toni Halvardson.

**REVISIONS TO AGENDA:** Dave wants to add Conference information later.

**APPROVAL OF MINUTES – August 2021 - Regular Business Meeting**

**MINUTES:** Motion made by Director Gonzalez, seconded by Director McKibben, to approve the minutes as amended from the August 17, 2021, Regular Business Meeting. All in favor. Motion passed.

**FINANCIAL ASSETS** as of August 30, 2021

▪ Check Register Balance	\$ 75,942.97
▪ Local Government Inv. Pool	\$ 713,402.70
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 1,542.23
▪ <b>Total</b>	<b>\$ 791,037.90</b>

**RESEARCH GROUP REPORTS**

**FINANCE:** (Director McKibben and Director Gonzalez) – None

**BUILDING & EQUIPMENT:** (Director Jones and Director McKenzie) – Louis commented that there are a few new scratches on our new Brush Vehicle. It was bound to happen.

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

**Staff:** Tammy informed the Board that she went to the bank to add Director Hoefler-Carter as a signer on the account and remove Director McKenzie. The bank informed Tammy that most likely Director Hoefler-Carter will need to go into the back and show her driver's license.

**CITY LIAISON:** None

**VISITOR COMMENT:** None

**OLD BUSINESS:**

- a) Jefferson/Scio Joint Operations - Chief stated that the September 9 alliance meeting was cancelled. That was the only day for testing for the firefighter/paramedic position. They will be rescheduling.

## NEW BUSINESS:

- a) Firefighter/Paramedic 3<sup>rd</sup> Position – Chief stated that we allotted money for a second position for this budget year. Chief reviewed the budget and looked at savings from the Administrative Assistant position from 32 hours instead of 40 hours, along with the paramedic's positions working a 24/48. There is enough money to fund a third position. We are currently in the process of hiring for the second position. Both individuals tested well. One person is from the Estacada area and the other is currently one of our part-time paramedics. Chief recommends that the Board would authorize the hiring of the third position. This will put us over the 4-5 civil service limit, and he will take care of this. Director McKibben made motion to follow the chief's recommendation to fund the third position, seconded by Director Gonzalez. Director Linhart asked if this was one time funding. Chief said it is not. We found out that the GEMT that was budgeted for 35,000 will be receiving more. Dave wanted to clarify this also considers losing the ambulance funding from Millersburg. Chief did clarify that this was factored into the funding of this position. All in favor. Motion was passed.
- b) Surplus Property – Riding Mower, two push mowers – Louis stated due to issues with residents at the stations mowing we hired Derek's lawn service. There is no need for the lawn mowers, and he would like to surplus them. One was donated and the other is very old and we have had numerous issues with fixing it. There were no objections. Director Jones asked if anyone has inquired on the ambulance. Louis stated he hasn't received any inquiries and he is going to take off the lights and take it to State Surplus.
- c) AFG Grant/SAFER Grant – Chief state that we were successful in getting the grant. See the attached document explaining what we will be receiving. This is a combined grant with Scio Fire. The grant writer was successful at asking for 100% funding for all four years. We were awarded a total of 623,000.
- d) Chaplain Program – Chief explained that we have had different Chaplains that have not worked out. Dean Aithwaite has started the Willamette Valley First Responder Chaplains. They currently work with Linn County Sheriff's office. He met with Chief and explained that the program is set up to give First responders top priority for mental health in the valley. He is considered a peer group specialist and doesn't bring religion into the counseling service. They are for the first responders and families, but he will work with families until they can find someone. The program seeks individuals who have had peer group counseling and they follow the ICISF protocol before they allow the individuals into his program to assist.
- e) Drone – Linn County Sheriffs had 2 drones for sale. We purchased the smaller drone. Louis received his 107 license to fly the drone. Last week Linn County Sheriff brought the large drone that is for sale. He gave a demonstration to show us the capabilities that it has. Mid-Willamette Valley Fire instructors' group were all here to watch and to consider purchasing the drone and sharing it. The drone is larger and can deliver small items (via lifejacket to someone on the river) It has two camera's one of which is the infrared that can detect hot spots. The drone is worth 20,000 new and they are asking \$6,000 for it. The infrared camera is \$12,000. Just recently we had a fire Lyons, we called Linn County Sheriff's office to bring it to the fire and look for hot spots. This helped speed up the process of finding the hot spots and putting the fire out. He suggested to the group purchasing this however it would probably better to have one owner. Director Linhart asked for a comparison to the one we already purchased. The drone we have has no carry capacity at all. It cannot go as high. The larger drone has beacons on it so you can fly at night, infrared camera, ability to connect to the tv, and can reach 400 feet. They both have camera abilities. It does take a

license to fly commercially – License 107. We would train others so we could have multiple users. Albany is purchasing a larger drone that is why they are selling this one. The smaller drone is more for training purposes and the large other one is for working. Lisa asked about the life span of the drones. Chief stated that was a good question and we will investigate this and let everyone know. We asked the MAFFI group if they wanted to do a joint purchase. They are not sure. Marion County 1 will purchase if we don't. Linn County Sheriff has given us the first opportunity. Chief recommends Jefferson Fire purchase the drone and ask if we can pay for it in November when we start receiving our tax money. Director Linhart likes the idea and would like to see us purchase the drone separately, so we don't have to go get it from someone else when we need it. All the board members agree. Director Linhart made a motion to allow Chief the authority to purchase the drone up to \$6,000 preferably after the tax money is in, seconded by Director McKibben. All in favor. Motion passed.

- f) Ambulance Transport Fee's - Chief stated we increased the fees in the July 2020.
- g) Resolution 2021-003 – Tammy stated the audit was completed last week. Chief testified to typos in the resolution. Under the General Fund – total general fund unappropriated line will be corrected to unallocated, Equipment Reserve Fund – total equipment reserve fund Unappropriated will be corrected to appropriated, and the Total Unappropriated Reserve Amount, All Funds of \$341,152 will be added to the Total Appropriations, All Funds for a total of \$2,219,917. Director McKibben made a motion testifying to all corrections and to reapprove with the corrected typos, seconded by Director Gonzalez. All in Favor. Motion approved. Tammy will forward corrected resolution to Marion and Linn County.

The auditor stated that we did not overspend, there were a few coding issues due to training issues, and the typos in the resolution but everything else looked good.

**ALARMS:** See Board Reports. Director Jones stated there were over 1,000. Assistant Chief Shepherd commented that he hadn't seen the total number since Rebecca is now preparing the Alarm report.

**GOOD OF THE ORDER/DIRECTOR'S COMMENTS** – Director Jones will be attending the OFDDA conference this year in November. He has registered on-line. He asked if anyone else will be attending. Director Linhart was asked to attend and discuss real-time evaluations instead of yearly. He would like to review with the Board the benefits and have all in agreement so he will be able to discuss and state the board has consensus. Chief did state that we haven't been able to find any evaluation forms from the past. Director Jones does remember having yearly evaluations with the former chief basically talking about setting goals and whether goals were met from the previous year. Director McKibben stated we do need a better evaluation process.

Director McKibben thanked everyone for responding to a fire on Marlatt Rd. She was very thankful and impressed by all the apparatus and volunteers that showed up including Turner and Scio.

Director Jones stated this is Assistant Fire Chief Shepherd's last meeting. He will be greatly missed and we are thankful for his years of service.

**ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL-** The Accounts Payable and Projected Payroll for the month of August 31, 2021: \$; General Fund Payable-\$29,055.48, Payroll-\$96,997.43, Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0.

The Board reviewed the accounts payable. Motion by Director Gonzalez seconded by Director McKibben 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 7:11p.m.



Board President



Administrative Assistant

Date 10/19/2021