

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

Date: October 18, 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, and Director Linhart, Fire Chief Hendricks, Tammy Robbins Administrative Assistant, Training/Maintenance Officer Louis Gisler, and Stephanie McClung Logistics Supervisor (Absent: None) Visitors: None

**REVISIONS TO AGENDA:** None

**APPROVAL OF MINUTES** – September 20, 2022, Regular Board 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 September 30, 2022

▪ Check Register Balance	\$ 100,947.87
▪ Local Government Inv. Pool	\$ 489,565.08
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 2,755.94
▪ <b>Total</b>	<b>\$ 593,418.89</b>

**DIRECTOR'S RESEARCH GROUP REPORTS**

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

**BUILDING & EQUIPMENT:** (Director Jones and Director Hoefler) – Louis gave an update on the water leak at Station 630. The flooring has been taken all out, waiting on the sheetrock, new paint, and new floor. Insurance only paid to upgrade the flooring to the line where it was damaged. We decided to finish the other two other rooms, new vanity, and 99 percent on the outside; same as 600.

We are working on solving the issue with the regulator leak in the new ambulance.

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

**Staff Report:** None

**CITY LIAISON:** Absent

**VISITOR COMMENT:** None

**OLD BUSINESS:**

- a) Chief Hiring Process – The board interviewed Levi. After the vote, the board agreed to offer the position, and he accepted, contingent on background check, if cleared, negotiated. Still haven't heard. Kevin will work on the contract. If the background check is clear, we will move forward with the contingency plan. Cover letter, put the recommendation in the report. The investigator does give a recommendation. Director Linhart feels all the directors should review it. Make it available to review after we receive it.

**NEW BUSINESS:**

- a) Permission for Staffing Grant from the State of Oregon – Chief Hendricks stated the State of Oregon has a grant to hire up to two Firefighters and two Fire Prevention positions. If awarded the grant this is a matching 3-year dollar amount; the 1<sup>st</sup> year =10%, 2<sup>nd</sup> year 20%, and 3<sup>rd</sup> year = 50%. To justify the need for the firefighter positions the district will need to fully employ the person after the 3 years. We would include funding for the positions in the Local option levy. We are asking permission to apply for the grant. The Board chair will need to write a letter in support and state we have every intention to continue funding if awarded the grant. Director McKibben made a motion to apply for the staffing grant and the Board chair will write a letter; seconded by Director Gonzalez. All in favor. Motion passed.

Chief Hendricks stated the audit is completed, and it's all good.

**ALARMS:** They were not sent out with the board reports. Chief Hendricks will send them out soon.

**GOOD OF THE ORDER/DIRECTOR'S COMMENTS** – Director McKibben stated that she's out (last board meeting)! The Board chair presented an award to Becky for volunteering 23 years. He thanked her for years of service and she will be missed.

There was a reminder that this weekend is the Volunteers Pumpkin Fest. From 6:30 a.m-10:00 a.m. biscuits and gravy will be served. A pulled pork sandwich for lunch will start at 11:00 a.m. until sold out. We hope to see you there.

Director Hoefler stated after the Chief is hired, she would like to see on the agenda more ideas for fund raising and grant writing.


Chelsea just returned from Washington DC for a volunteer recruitment conference. She will have an update at the next meeting.

**ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL-** The Accounts Payable and Projected Payroll for the month of September 2022: \$129,488.92; General Fund Payable-\$38,146.14, Payroll-\$91,342.78 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 McKibben to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 6:32 p.m.

  
Board President

  
Administrative Assistant

~~11/15/2020~~ Date  
2022