

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

Date: December 16, 2025, *Jefferson Fire Station - Jefferson, OR*

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Board President Nuss.

FLAG SALUTE: Director Paresa led the Pledge of Allegiance.

ATTENDANCE: Director Nuss, Director Jones, Director Paresa, Director Robbins (late) Fire Chief Eckhardt, and Administrative Assistant Tammy Robbins, Staff Assistant Rebecca Mangrum (Absent: Director Knutson) Visitors: Alexis Williams, Chelsea Chavez (late), Dustin Ross(late), and Antoni Halvardson (late).

REVISIONS TO AGENDA:

Director Nuss would like to add audit deficiencies to New Business.

APPROVAL OF MINUTES – November 18, 2025 - Regular Board Meeting

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

FINANCIAL ASSETS as of November 30, 2025

| | |
|------------------------------|------------------------|
| ▪ Check Register Balance | \$ 66,302.62 |
| ▪ Local Government Inv. Pool | \$ 1,383,793.85 |
| ▪ Petty Cash | \$ 150.00 |
| ▪ Total | \$ 1,450,246.47 |

Chief's Report:

Chief Eckhardt advises M60 had a minor accident. M60 touched mirrors with another mirror on I-5. There is very little damage. We have turned it into our insurance company. We have tried multiple times to contact the other driver with no success. This incident has gone through the safety committee.

Seismic grant preconstruction is 90% completed. Griffin Construction was here for 2.5 hours last Friday. During construction we will be out of the station for about two months. The timeframe is unknown currently. We will need to rent a couple of RVs and storage containers. There will be some walls that need to be rebuilt and/or moved. Most of the walls will go from T1-11 to lap siding. The wall on east side will not be touched, unless we have the budget for updates. Engine bay will be the priority along with roof work. They will try to complete it when the weather is good. They will need to be able to demo without having people in and out of the building. There will be a week's time when we won't be able to use the engine bay. The water tender cannot be outside during freezing weather due to possibility of the pump freezing. We plan on putting RVs in the back parking lot. It will be crowded, it will not be a fun transition, but it is needed.

Taxes received to date- We have received 96% Marion County and 95% Linn County.

The training room construction received it third bid of \$15,000. The down payment through RBR construction and roofing was in this month's checks. The bid cost is about \$6,000 plus siding and any issues they may find once the wall is opened.

CITY LIAISON: Absent

VISITOR COMMENT: No visitor input.

OLD BUSINESS:

The Path Forward- Chief Eckhardt recaps from November board meeting thoughts on moving forward. We're looking at levy's, bonds, for the potential purchase of property for a new fire station location and aging apparatus replacement.

Director Nuss explains that while talking to Director Knutson looking at the Chiefs reviews, she doesn't know what to compare it to. She also doesn't know how other districts do it. Director Jones advises asking other board members. Director Nuss advised maybe we need a report that shows how the district does business. He asked why a station was built in Millersburg and why there is a need for the station in Talbot. Director Jones advises that Millersburg and Talbot were their own districts at one time. When Chief Daily was here, the districts were combined. Chief Eckhardt explains population and ISO ratings.

Chief Eckhardt asked the board if there is anything we can provide to help plan for the path forward. The timeline was presented last month that in 2027 we extend the current 5-year levy, in 2028-2029 go out for a bond for apparatus and property to purchase. In the 7-10-year range we go out for a bond, keep it the same as the apparatus bond and build a fire station? Director Robbins believes Poshs' property may have sold. Director Paresa added that he likes the path, and he agrees with Director Nuss to look outside the box and see if there is an alternative that is cheaper. It may be a good idea to have a work session on this topic.

Chief asked what the board would like to see in the work session. Director Robbins advises the work session would come up with some potential new ideas. Posh's property if it's still available, the property lines touch Jefferson Marion/3rd street/ and Hwy 99E and would be in a good location. Property similar to this would be a good idea. There is another property East of the train tracks. Chief Eckhardt explains that he doesn't think the paid staff would like the train, especially at night. Turner fire district has train tracks directly behind their fire station and it's busy. Director Nuss advises as a district we need the end goal to be what benefits of creating a new station, providing better service to our community. In the work session, Director Robbins would like to see want vs needs and something that can be discussed in the work session. More discussion made. A date was set for the "Path Moving Forward" work session on January 13th at 3:30 pm.

Director Nuss brought up Chief's contract and how it runs from December to November. Chiefs asked if we should change the Chiefs contract and renew it from July to June. Administrator Tammy Robbins advises usually the increase to salary is the cost of living and steps. Director Nuss informs the board we also need to talk about goals and salary for chief for the new year. Discussion was made to have two board members along with the chief negotiate and then come back to the board. Director Nuss and Director Robbins offer to start negotiations.

Director Paresa made motion for Director Nuss and Director Robbins to negotiate and come back to the board in January, which will be held in executive session. Director Jones seconded motion. All in favor. Motion passed. Director Nuss opened discussion regarding motion. Director Nuss will work around Director Robbins' schedule to work on negotiations.

NEW BUSINESS:

- a. Civil Service Rules- Chief Eckhardt advises that everyone should have received the civil service rules in the board packet. We must have this due to the number of employees we have. Review this for next month to be adopted into law, then we'll have our first civil service meeting. Steve Orr and Yessi Cid

agreed to be on the civil service commission as long as approved.

Director Robbins makes motion to move forward with the plan on civil service rules and approving volunteers for civil service. Director Jones seconded motion. All in favor. Motion passed.

b. Review – Public Record Policy 5.1

Chief advises Public Record Policy 5.1 was sent through the attorneys. There were some changes. Director Jones made motion to approve revisions to policy 5.1. Motion seconded by Director Robbins. All in favor. Motion passed.

c. Review – Budget Law Policy 7.1

Chief advises there are a few changes. ORS are changing constantly. There is verbiage added and clarified. Director Robbins made motion to approve the revised budget law 7.1. Director Jones seconded motion. All in favor. Motion passed

Added d.) Audit Deficiencies

Director Nuss reads audit notes of concern. Chief Eckhardt responds that the auditor wants one person involved in each task. We do not have the ability to do this. To prepare financial records, the auditor wants a CPA, and most smaller districts will never have that. Chief Eckhardt looks at each bill and then the two board members sign off on the register each month. Two board members sign all the checks for the bills to be paid. Chief Eckhardt offers to have someone from Accuity to talk with the board. We have all the safeguards that we can have with our small agency. Director Robbins suggests that unless we want to direct the Chief to hire a CPA, we will continue as normal. Director Jones adds that the auditors always find similar issues and they can't always be corrected.

ALARMS: (sent out with the Board Reports). Chief Eckhardt advises we are down 80 calls from last year; however, our transport is increasing.

GOOD OF THE ORDER/DIRECTOR'S COMMENTS –

Chief Eckhardt advises that he will be on vacation this Friday through the 1st of the year. He will have duty shift on Christmas Eve but will be available by phone. Chief Eckhardt will be here Friday because we are going to the VA to drop off donations.

We had one resident leave; however, he is continuing here as an out of district volunteer. We had two interviews for a resident volunteer position. Both interviews are with our own volunteers. We have two new volunteers onboarding with interest in becoming resident volunteers as well.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of November 30, 2025, is \$207,081.97; General Fund Payable-\$62,598.17, Payroll-\$144,483.80 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

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

AGENDA ITEMS FOR NEXT BOARD MEETING:

- 1.) Director Nuss and Robbins “negotiating chief contract”
- 2.) January 13th work session “Path Moving Forward”
- 3.) January 20th next board meeting is at 5:30 pm.

With no further business to be brought before the Board of Directors, it was moved by Director Paresa to adjourn the meeting, Director Robbins seconded to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 6:50 p.m.



Board President



Administrative Assistant

1/20/20 Date