

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

Date: February 21, 2023

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 Hoefler, Director Gonzalez, Fire Chief Hendricks, Fire Chief Eckhardt, Tammy Robbins Administrative Assistant, and Training/Maintenance Officer Louis Gisler. (Absent: Director Linhart) Visitors: Fire Chief Eckhardt's family, Kimberly Hendricks, Paramedic Makenzie Hofmann, Logistics Supervisor Stephanie McClung, Kristin Knutson and Nick, Shannon, Conner, and Liam Larsen

REVISIONS TO AGENDA: None

APPROVAL OF MINUTES – December 20, 2022, and January 17, 2023, Regular Board Meeting

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

FINANCIAL ASSETS as of January 31, 2023

▪ Check Register Balance	\$ 124,661.06
▪ Local Government Inv. Pool	\$ 1,133,452.82
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 2,755.94
▪ Total	\$ 1,261,019.82

Swearing in of Fire Chief and Badge Pinning – Director Jones swore in Chief Eckhardt. Chief Eckhardt's Mother pinned his badge on.

Swearing in of Engineer and Badge Pinning - Chief Eckhardt swore in Paramedic/Firefighter Shannon Larsen who was promoted to Engineer. Shannon's husband Nick pinned her badge on her.

DIRECTOR'S RESEARCH GROUP REPORTS

FINANCE: (Director Gonzalez) – Louis commented that we have applied for a grant for new tires for Tender 64. The current tires are at the end of their life. The pickup also needs tires from normal wear and tear and annual services are starting. Pump testing will be held at Station 13.

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

POLICY: (Director Gonzalez and Linhart) – None

GRANT: (Director Carter and Director Gonzalez) – Director Hoefler has scheduled a time to meet with Chief Eckhardt.

Staff Report: Division Chief Gisler gave a few updates. He and Chief Hendricks completed an inspection of the Jones apartments. The owner is working with Marion County for permits to add smoke detectors, fire extinguishers, emergency exit lights, carbon monoxide. Since January, the City of Jefferson is currently fining the owner for the unstable deck until the deck is fixed.

Chief Eckhardt stated he and Tammy are working on the budget. He proceeded to give an update on many grants that we have applied for or are in the process of applying for:

FEMA Grant – This is for the generator. We are still waiting to find out the results, however we are pretty sure we will be awarded this grant.

OSFM Grant – This is for apparatus, and we should hear in about 6-8 months.

Personnel OSFM Grant – Still haven't heard anything.

AFG – This is now closed and is for PPE.

Safer grant is open currently and closes in the middle of March. We are asking for 3 FF/Paramedic positions.

DPSST/OSFM – This grant is for training.

OSFM – This is a preparedness grant for community presentation and can be awarded \$10,000.

Firefighter Backstrom's funeral was here on Sunday; the family was very appreciative. The Honor Guard was here for the service. Approximately 150 people attended. Sublimity and St. Paul Fire District provided coverage for us.

There will be Ethics Training at 6:00 p.m. on February 23, 2023, at the City Hall.

CITY LIAISON: Absent

VISITOR COMMENT: None

OLD BUSINESS:

- a) Board Replacement – Chief Eckhardt explained that Position 2 is currently vacant, and we haven't received any application's until tonight. Kristin Knutson has completed an application. Chief Eckhardt asked her to stand up and give a introduce herself. She has retired from the Sheriff's office and is interested in the position. She has lived in Jefferson since 2010 and gave a brief history of her background. She explained that she would like to give back to her community now that she is retired. She has been on a board for a non-profit law enforcement group and has some budget experience. The Board of Directors have the authority to appoint until May.

Director Gonzalez moved to appoint Kristin Knutson to Board of Director position 2 that will expire June 30, 2023, seconded by Director Hoefer. All in favor. Motion passed.

The chief reminded Kristin she will need to go to the Marion County Clerks office and file for the position by March 16, 2023, to get her name on the ballot.

NEW BUSINESS:

- a) Budget Calendar – The calendar was handed out at last month's meeting. Director Gonzalez moved to accept the budget calendar as presented, Director Hoefer seconded. All in Favor. Motion Passed.
- b) Audit – The packets were distributed. Chief, Tammy, and Director Gonzalez will meet before the next meeting.

- c) Time – Lisa made a motion to change our board meeting time to 5:00 p.m. seconded by Director Gonzalez. All in favor. Motion passed.
- d) Accounts Payable – Chief Eckhardt explained that Tammy would like to move forward toward having our bills either direct deposit and/or pay on-line. A list would be provided showing all the bills for the board to check off, instead of signing checks. Director Hoefler made a motion to provide authority into moving forward to pay bills via ACH on recurring bills seconded by Director Gonzalez.

ALARMS: (sent out with the Board Reports)

GOOD OF THE ORDER/DIRECTOR’S COMMENTS – Just a reminder the Annual Awards Banquet is scheduled for March 3 at 5:30 Please RSVP to Becca and let her know if you would like Fish or Tri-tip.

Stephanie stated that we have been selected by Medicare to undergo a survey. They want to know every penny that goes in and out of the ambulance services, this is a 5 year survey that is supposed to help them determine if they are paying enough. We have one year to collect and present the findings.

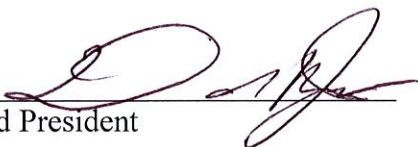
Director Linhart will not be running again for his board position.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of December 2022: \$159,245.50; General Fund Payable-\$91,633.80, Payroll-\$67,611.70 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

The Accounts Payable and Projected Payroll for the month of January 2023: \$224,722.35; General Fund Payable-\$142,926.29, Payroll-\$81,796.06 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

The Board reviewed the accounts payable. Motion by Director Gonzalez seconded by Director Hoefler 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 Hoefler to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 6:00 p.m.



 Board President



 Administrative Assistant

March 21, Date
2023