

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

Date: June 15, 2021

Jefferson Fire Station - Jefferson, OR

CALL TO ORDER: The meeting was called to order at 6:06 p.m. by Board-President Jones.

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

ATTENDANCE: Director Jones, Director Gonzalez, Director McKibben, Director Linhart, Director McKenzie, Fire Chief Hendricks, Assistant Fire Chief Shepherd, Louis Gisler Training/Maintenance Officer, Administrative Assistant Tammy Robbins; (Absent, Logistics Supervisor Stephanie McClung). Visitors: None

REVISIONS TO AGENDA: None

APPROVAL OF MINUTES – May 18, 2021 - Regular Business Meeting, May 20, 2021 - Budget Meeting

MINUTES: Motion made by Director Gonzalez, seconded by Director McKibben, to approve the minutes from the May 18, 2021 Regular Business Meeting and the May 20, 2021 Budget Meeting. All in favor. Motion passed.

FINANCIAL ASSETS as of May 31, 2021

▪ Check Register Balance	\$ 71,312.54
▪ Local Government Inv. Pool	\$ 668,420.48
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 1,542.23
▪ Total	\$ 741,425.25

RESEARCH GROUP REPORTS

FINANCE: (Director McKibben and Director Gonzalez) – None

BUILDING & EQUIPMENT: (Director Jones and Director McKenzie) –Louis stated that we have received the title for the ambulance. It was decided to not go with state surplus at this time. He is in the process of removing the light bar and getting it ready to sell.

POLICY: (Director Gonzalez and Linhart) –Bill commented that they are having working on Policy 8.5 to bring it to modern day standards. It is not complete currently.

Staff: Next meeting will be on July 20, 2021.

CITY LIAISON: Director Jones stated that 5th street is set to go through Columbia to Union and should be completed by the end of the summer.

VISITOR COMMENT: None

OPEN BUDGET HEARING: 6:12 p.m.

- a) Budget Committee approved 2021-22
- b) Staff Input/Proposed Changes – Chief stated the cash carry over has been increased to \$480,000, additional \$30,000. We received conflagration money. The Building Maintenance: Line item 6150 was increased by \$15,000 from \$25,000 to \$40,000 and \$15,000 is being transferred to Equipment Reserve. Chief also commented that the combined AFG grant with Scio for hose and nozzle has been approved.
- c) Public comment and questions : None

There was a motion made by Director Linhart to accept the changes to the 2021-22 Budget seconded by Director Gonzalez. All in favor. Motion passed.

CLOSE BUDGET HEARING 6:16 p.m.

OLD BUSINESS:

- a) Millersburg Station – Chief stated that we received an offer from a realtor. He recommends that the offer is not accept based on potential abandoning of the people, the potential that if there were a major earthquake we could not get to that part of our district, and this is the most active volunteer station. If we did, we would have to evict the volunteers who are currently living at this station. This is a rural area that we still serve, and we want to take into consideration the best way to continue to protect that part of our district. 50% of our water rescue team does not want to decommission and we need the space at the Millersburg station to move and store apparatus. We need to come up with a more comprehensive plan, look at all the options, and talk to those out in that station. There is also the possibility the ISO rating may go up if the station is not there.

The offer from the realtor closes by June 30. We are not able to do that. Our attorney is adamant that any kind of offer must go through a public hearing. We must be able to allow any other interested parties the same opportunities. We will continue to discuss the possibility to decommission this station and come up with a comprehensive plan.

Director Linhart talked about different scenarios and the need to have immediate access to that part of our district. We will look at developing CERT teams in those areas. We will need to have a community meeting as well.

Becky made a motion to deny the offer until we have a plan in place. Director Gonzalez commented she cannot vote to due conflict of interest. Director Jones seconded the motion. Director Linhart made a motion to actively start a plan to either to keep the Millersburg station or to move forward to sell as amended, seconded by Director McKenzie. All in favor. Motion passed.

Director Linhart will help facilitate the plan.

Bob Thompson commented that this process is confusing. He was told it was okay to come up with a plan and have an appraisal. He stated after waiting for 4 months he felt like it was a possibility and now it does not. He is frustrated by this process.

- b) Jefferson/Scio Joint Operations Update – Director Gonzalez commented that her and Director McKibben met on May 24 along with two Board members from Scio. They asked how far up the chain would we like to possibly combine? They have been currently discussing volunteer

firefighters etc. Director Gonzalez commented how our volunteer staff seems to be dwindling. Director McKibben commented there is a lot of benefit to share and combine volunteers especially since the numbers are low at this time. They would like input from the rest of the Board members. Louis commented back when Former Chief Zeilman was retiring he proposed this idea to help save money and resources. He has been working with Chief Eckhardt and that he is proactive and sees how volunteering aspects is a challenge and sharing job load is very helpful. With Assistant Chief Shepherd retiring and having to redirect his workload this could be beneficial.

Scott Decker asked if by combining we would be changing the name to reflect both districts? Chief stated no we cannot do that without having to dissolve both districts to form a new one.

Director Linhart shared that he has experience facilitating other districts who have done this very thing. He said there is a template that we could use to assist in this process. Chief asked Bill if he could use a memo that Director Linhart wrote to the Chief and the Board members discussing all the pros and cons to this process? Chief would like the memo to be presented and the next Joint meeting with Scio. Director Linhart said that was fine and that he would like the committee to explore all options and what is the best based on our business functions. From his experience it is better to start at the top and work your way down.

Director McKibben stated that consensus with the committee is to continue to move forward. They are having lots of discussion regarding merging. Their next meeting is scheduled for August 9, 2021. If you think of anything or input, please let them know.

NEW BUSINESS:

- a) Board Election Results: Chief received the official results and summary was sent to all the Board members. We need to approve the electors. Lisa Hoefler-Carter received the most write-in votes. Dave talked to Lisa, and she was going to accept the position and sign the candidate acceptance ballot.

Director McKenzie made a motion to accept the election results, Director McKibben seconded. All in favor. Motion passed.

- b) Board Policy 8.5 – This policy will be brought to next month's meeting.
- c) Administrative Support/Firefighter/EMT position: This is a new position. Everyone received a copy of the job description. Rebecca Mangrum is currently filling this position. Director McKibben made a motion to accept this position/job description, seconded by Director Gonzalez. All in favor. Motion passed.
- d) Resolution 2021-002 CARES Act – The CARES Act was money that we received to cover all the unexpected costs for COVID related expenses. The funds are considered unanticipated revenue. We must have a resolution so we can spend the money to cover those expenses. Chief Hendricks read the entire 2021-002 CARES Act Resolution. Director McKibben made a motion to adopt as is and Director Gonzalez seconded. All in favor. Motion Passed.
- e) Adopt Budget Resolution 2021-003 – Director Jones read the entire resolution. Director McKenzie made a motion to accept Resolution 2021-003 as read. Director McKibben seconded the motion. All in favor. Motion passed.

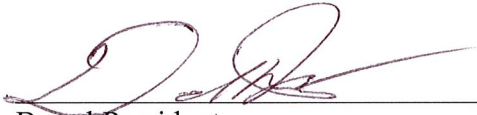
ALARMS: See Board Reports

GOOD OF THE ORDER/DIRECTOR'S COMMENTS – Director McKibben stated that Director McKenzie will be missed and thank you for serving as a Director for the Jefferson Fire District.

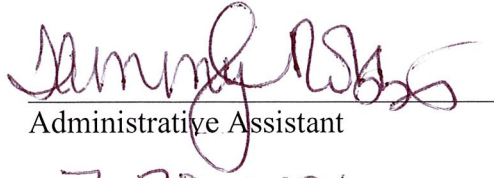
ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of May 2021: \$97,498.86; General Fund Payable-\$28,896.10, Payroll-\$68,602.76 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0.

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 7:23 p.m.



Board President
7/20/2021



Administrative Assistant
7-20-2021

Date