

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

Date: March 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.

SWEARING IN OF NEW BOARD MEMBER: Director Jones swore in Kristin Knutson to replace Becky McKibben who resigned and held position 2.

ATTENDANCE: Director Jones, Director Gonzalez, and Director Linhart, Director Knutson (via Zoom), Director Hoefler, Fire Chief ~~Hendricks~~, Fire Chief Eckhardt, Tammy Robbins Administrative Assistant, Training/Maintenance Officer Louis Gisler. (Absent: None) Visitors: Dewey Robbins

REVISIONS TO AGENDA: The Audit review was added to new business.

APPROVAL OF MINUTES – February 21, 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 February 28, 2023

▪ Check Register Balance	\$ 165,051.59
▪ Local Government Inv. Pool	\$ 990,723.64
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 2,755.94
▪ Total	\$ 1,158,681.17

DIRECTOR'S RESEARCH GROUP REPORTS

FINANCE: (Director Gonzalez) -- Director Gonzalez met with Levi and Tammy to review the Audit. She stated that everything looked good and there are some of the audit controls which we have due to being a smaller office and employees having to have multiple roles. They did suggest that someone look over the bank statements and sign off after reconciliation is complete. There is currently a plan in place to add this new duty. Bill asked when the budget meeting will be. It is on May 16, 2023. We still have two budget meeting openings.

BUILDING & EQUIPMENT: (Director Jones and Director Hoefler) -- Louis reported that the vehicles completed pump testing today. He also gave an estimate to the Chief to re-roof Station 630 and Station 640. We may be able to wait on fixing the roof at Station 630 but not 640.

POLICY: (Director Gonzalez and Linhart) -- None

GRANT: (Director Carter and Director Gonzalez) -- Director Hoefler commented that she had a meeting with Chief on fundraiser ideas.

Chief Report: Chelsea has recruited seven new volunteers. Two are EMS part-time only, one person is going to firefighter academy through Keizer. The person affiliated with Keizer is currently a resident as of March 31, 2023. Another is currently a resident and going through an academy. Three will be out of district volunteers; one out of three is a Firefighter, the other one is going through academy, and the last one has no experience. The last one will be in-district, is a Firefighter that will need a refresher.

We have applied for the Safer grant to fund three full-time Firefighter/Paramedic positions. It's a zero match and we won't know until September.

Levi has talked to the staff at the Oregon State Fire Marshall regarding the Grant. They have received quite a few applications. We should know soon if we will receive it or not.

We still haven't heard about the grant for Apparatus.

Tammy and I will be meeting on Thursday to work on the budget and forecasting.

Chief explained how he met with the person who's in charge of the Ankeny Hill Refuge. They talked about some issues back in August and the issues have been rectified. We don't have any jurisdiction as to when they burn, even if it's a burn ban, since the refuge is part of the federal government. They will inform us ahead of time when they are going to burn, and it was discussed that we may be able to do some training with them while burning. They are also working on marking the lots around the refuge. They do have some apparatus that they aren't able to staff i.e., brush vehicle. There is some discussion that they may let us store them at the station as we can keep them staffed during the summer.

Chief met with Mayor Myer. He reported Mayor Myer will work with us on future buildings, cooperate, and would like to work together.

Lisa, Tammy, Chelsea, and Levi met with Melody regarding marketing the Fire District. Lisa had arranged the meeting with Melody who was the marketing director for the City of Sweet Home. She now has her own marketing business. She is very good at raising awareness through Facebook posts and videos. She is also able to confirm the response rate as she posts the information.

The Chief would like to get information out to the public regarding the ages of vehicles, cost to replace, and the standards we have along with cost of gear etc. The goal is to market ourselves and build awareness as to what we need. With the intent that this would help the public and help if we go out for a levy. Melody had shared some great ideas and she was going to put together a proposal. The Chief has just received it and hasn't had a chance to review it. One of Melody's ideas was to do a contest. This is where you can get other local businesses to sponsor a video and they pay for the sponsorship. Their business would be involved in the video, which will help with their advertising.

The Chief asked the board members if they are fine with him pursuing this plan. After some discussion the board members thought that it was a good idea. We would like to get started on it soon since we are hoping to have something on the ballot for the November 16th election.

Chemeketa Fire Academy received a new fire engine. They sent out an announcement when they were receiving it. We sent five people up there to show support. This is the first new engine they have received. Our District was the only one out of the local area to show up and support. Great PR for the District.

CITY LIAISON: Absent

VISITOR COMMENT: Kristin agrees with the marketing and promoting and thinks it very good especially for the awareness piece. Kristen mentioned she has heard that FB may start requiring subscriptions. She also mentioned getting the information out to the public through direct mailers. It was also mentioned to place post and videos on our website.

OLD BUSINESS:

- a) None

NEW BUSINESS:

- a) Audit

ALARMS: (sent out with the Board Reports) – Director Jones stated there were 106 calls.

GOOD OF THE ORDER/DIRECTOR’S COMMENTS – Renee and Louis commented that the local cub scout group held a banquet in the bay. This was well received, and many people were able to check out the station and apparatus. The cub scout group would also like to volunteer for the Volunteer Firefighter breakfast, in lieu of advertisement for their group. The Volunteers are planning on holding a pancake breakfast during the Flower Festival. The Festival of Flowers is scheduled for May 13, 2023.

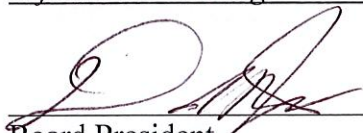
EXECUTIVE SESSION – 192.660(2)(i) and 182.660 (8) Evaluate the performance of an officer.

Going to executive session at 5:42 p.m. Ended at 6:00 p.m.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of February 2023: \$178,534.95; General Fund Payable-\$50,805.12, Payroll-\$127,729.83 Grant Fund Payable-\$0, Payroll-\$0, Equipment Reserve Fund-\$0

The Board reviewed the accounts payable. Motion by Director Gonzalez seconded by Director Linhart 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

4/18/2023 Date