

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

Date: January 18, 2022

Jefferson Fire Station - Jefferson, OR

CALL TO ORDER: The meeting was called to order at 6:02 p.m. by Board-President Jones.

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

ATTENDANCE: Director Jones, Director Gonzalez (via Zoom), Director McKibben, Director Carter, Director Linhart, Fire Chief Hendricks, Training/Maintenance Officer Louis Gisler, Tammy Robbins Administrative Assistant. Visitors: None

REVISIONS TO AGENDA: None

APPROVAL OF MINUTES – December 21, 2021 - Regular Business Meeting

MINUTES: Motion made by Director McKibben, seconded by Director Linhart, to approve the minutes as amended from the December 21, 2021, Regular Business Meeting. All in favor. Motion passed.

FINANCIAL ASSETS as of December 31, 2021

▪ Check Register Balance	\$ 62,257.06
▪ Local Government Inv. Pool	\$1,093,547.50
▪ Petty Cash	\$ 150.00
▪ Community Service Account	\$ 1,966.20
▪ Total	\$1,157,920.76

RESEARCH GROUP REPORTS

FINANCE: (Director McKibben and Director Gonzalez) – None

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

POLICY: (Director Gonzalez and Linhart) – None

Staff: Chief's report is submitted, and he had nothing to add. Louis gave his presentation. See attachment.

CITY LIAISON: Dave stated he doesn't know if they have appointed a person yet. He will check and see.

VISITOR COMMENT: None

OLD BUSINESS:

- a) Jefferson/Scio Joint Operations Update – Chief stated they will be meeting Chief LaBelle next week. Three Scio volunteers have applied with us, and we accepted. We have also told the volunteers that they are welcome to go back if they want to. Depending on the meeting with Chief LaBelle he thinks that he will want to continue with the working relationship.
- b) Chief Selection Process – Bill passed out two handouts he re-did the Selection Plan and simplified it

along with added dates. We should talk about what Special Districts plan is and ask whether Chief will stay on for August. If that is the case, we would need to make a motion and an addendum to his contract. If we continue this path of hiring, we need to make appointments tonight. We are on a tight schedule.

Dave talked to Shanta Carte with Special Districts, and he gave a copy of a contract he received from Special Districts for everyone to review. The contract will not exceed \$4,500. It talks about a recruitment committee and there is also a checklist.

Bill spoke to the fact that if he runs the hiring process, he might have a conflict of interest. Everyone discussed their concerns regarding having special districts involved. Dave stated that special districts would take care of the interviews and they would make sure and work with us on our timeline.

Kevin stated his concerns in using SDAO. It's not as personalized to fit what the board may want in a Chief. Special Districts is more of a generic hiring process. If we are looking for the right fit, Kevin will facilitate the process so Bill won't have to have a one on one with the applicants so he can still vote. The most challenging job this year is hiring.

Dave talked about contacting Special Districts and ask them specifically what they can do for us, details, and time frame. He would see if he could set up a meeting asap,

Bill voiced his concern about having Special Districts. He has already spoke with George Dunkel and there isn't a problem with him directing the hiring process and Kevin being the lead man. He has participated on over 100 of these within the USA. He explained the process in detail. He suggested to go ahead and talk with Special Districts to see what they will offer. Then we can decide of whether we should go with them or not.

Kevin is willing to work with us and extend his stay if he needs to.

Dave will contact Special Districts and see if George can meet with the board asap. He will notify the board with a date and set up a special board meeting.

NEW BUSINESS:

- a) Budget Calendar – Kevin stated he's working on the budget calendar and that he will add the Budget Committee meeting to the regular board agenda. This will be held on May 17. He also thought there are two Budget Committee member position that have expired. Tammy brought up the list and confirmed Eileen Vetter has expired and Lisa Carter's position will need to be filled.

ALARMS: See Board Reports – Chief commented that we have set a record of 1,500 calls.

GOOD OF THE ORDER/DIRECTOR'S COMMENTS – Dave stated that SDAO conference is cancelled and is available virtually and is free.

ACCOUNTS PAYABLE: TOTAL ACCOUNTS PAYABLE & PAYROLL- The Accounts Payable and Projected Payroll for the month of December 2021: \$163,853.37; General Fund Payable-\$82,825.18, Payroll-\$81,028.19 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 7:20 p.m.



Board President



Administrative Assistant

2/5/22 Date