

**Josephine County Rural Fire Protection District Board Meeting: August 18, 2025**  
**5:30 p.m. – In Person– Merlin Community Park - 100 Acorn Street, Merlin Oregon**  
Live Streamed at [www.youtube.com/@JCRFPD](http://www.youtube.com/@JCRFPD)

**Rural Fire Protection District Attendance:**

**Directors Present:** Mark Jones, Vincent Ownbey, Ralph Weidling, Roy Hauser

**Members Absent:** Tom McGowan - excused

**Recorder:** Kassie Austin

**Guest Presenters:** None

**General Public:** Austin Prince, Rural Metro Fire; Steve Nelson, Rural Metro Fire, John Holmes, Illinois Valley Fire District

**1. Call to Order**

- a. The meeting was called to order at 5:32 p.m.
- b. The Board recited the Pledge of Allegiance.

**2. Approval of Agenda**

The board reviewed today's agenda items. Director Ownbey made a motion to approve the agenda as listed. The motion was seconded by Director Weidling. Upon roll call; Director Ownbey – yes, Director McGowan – excused, Director Hauser – yes, Director Weidling – yes, Director Jones – yes. Motion carried 4-0.

**3. Approval of Minutes**

The board reviewed the meeting minutes for the date of August 11, 2025. Director Weidling made a motion to approve the draft minutes. The motion was seconded by Director Ownbey. Upon roll call; Director McGowan – excused, Director Hauser – yes, Director Weidling – excused, Director Ownbey – yes, and Director Jones – yes. Motion carried 4-0.

**4. Financial Report**

Director Weidling briefed the board and explained that the funding has been transferred to the District's account. Discussion was held regarding the checks holding two signature lines. Director Jones expressed that two signatures allow for more accountability. Director Weidling will research options for checks with receipts. The board will amend the contracting policy to have two signatures for a certain amount.

**5. Public Comment**

None heard.

**6. Old Business**

None heard.

**7. New Business**

**a. Committee Reports**

Staffing Committee: Director McGowan is excused from today's meeting. Nothing new to report today.

Communications Committee: Director Weidling discussed that the starlink estimated cost is \$175.00 for the start up kit. This would be beneficial for when the district sets up their headquarters, or when a chief is on an incident. Discussion was held regarding the amount of services that is needed for the district. This agenda item moves to "Old Business" on the next scheduled meeting. Director Jones explained that September 3 would be the goal date to release the information for the district social media page, as well as the webpage. SDAO has a system that makes the webpage ADA compliant. The webpage training is free from SDAO. Director Jones will do more research.

Policy Committee: Director Ownbey will work on amending the contract policy.

Consideration Committee: Director Jones met with Chief Nelson. There will be an in-depth conversation at the upcoming scheduled meeting.

**b. Josephine County Rural Fire Protection District Policy 2025-004; Recruitment and Hiring Procedure Policy**

The board reviewed the proposed policy. Director Ownbey made a motion to approve the Josephine County Rural Fire Protection District Policy, 2025-004; Recruitment and Hiring Procedure Policy. The motion was seconded by Director Weidling. Upon roll call; Director McGowan – excused, Director Hauser – yes, Director Weidling – yes, Director Ownbey – yes, Director Jones – yes. Motion carried 4-0.

**c. Resolution No. 2025-005; In the Matter of Adopting the Recruitment and Hiring Procedure Policy No. 2025-004**

After the review of the policy, Director Ownbey made a motion to approve Resolution No. 2025-005; In the Matter of Adopting the Recruitment and Hiring Procedure Policy No. 2025-004. The motion was seconded by Director Weidling. Upon roll call; Director McGowan – excused, Director Hauser – yes, Director Weidling – yes, Director Ownbey – yes, Director Jones – yes. Motion carried 4-0.

**d. District Branding**

Director Jones and Director Hauser brought forward ideas for the district logo and badge. This agenda item was forwarded to the next scheduled meeting.

**e. Creating a Workshop Schedule**

Discussion was held on the best way to move forward for workshops. It was determined to hold workshops after the general meetings. Workshops will begin after the next regularly scheduled general meeting.

**f. Creating a General Meeting Schedule**

Director Jones opened the discussion to holding meetings every other week. The board agreed to move to biweekly meetings starting in September without objection.

**8. Correspondence**

None heard.

**9. Additional Matters of the Board**

None heard.

**10. Adjournment**

The board agreed to adjourn the meeting at 6:05 p.m without objection.



Kassie Austin, Recorder