

**Josephine County Rural Fire Protection District Board Meeting: August 11, 2025  
5:30 p.m. – In Person – Merlin Community Park - 100 Acorn Street, Merlin Oregon  
Live Streamed at [www.youtube.com/@JCRFPD](https://www.youtube.com/@JCRFPD)**

**Rural Fire Protection District Attendance:**

**Directors Present:** Vincent Ownbey, Mark Jones, Tom McGowan

**Members Absent:** Ralph Weidling – excused, Roy Hauser - Absent

**Recorder:** Kassie Austin

**Guest Presenters:** None

**General Public:** Austin Prince, Rural Metro Fire; Steve Nelson, Rural Metro Fire

**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 McGowan made a motion to approve the agenda as listed. The motion was seconded by Director Ownbey. Upon roll call; Director Ownbey – yes, Director McGowan – yes, Director Hauser – absent, Director Weidling – excused, Director Jones – yes. Motion carried 3-0.

**3. Approval of Minutes**

The board reviewed the meeting minutes for the date of August 4, 2025. Director McGowan made a motion to approve the draft minutes. The motion was seconded by Director Ownbey. Upon roll call; Director McGowan – yes, Director Hauser – absent, Director Weidling – excused, Director Ownbey – yes, and Director Jones – yes. Motion carried 3-0.

It was discussed that the administrative assistant sign the approved minutes moving forward.

**4. Financial Report**

**a. Bank Account**

Director Jones brief the board that the remaining funds for this fiscal year is \$342,81.00 and the funding has been transferred to the new bank account.

**b. Local Government Investment Pool – LGIP**

Director Jones briefed the board that the application for the LGIP has been submitted. The county treasurer will transfer the funds once the account is set up. Discussion was held regarding some reimbursement payments to the directors for the Post Office box, and the district's Zoom account.

**5. Public Comment**

None heard.

**6. Old Business**

**a. District Telephone Number**

Director Ownbey briefed the board that he did receive the cell phone. The telephone number for the district is 541-295-5140. It was determined that the administrative assistant be the holder of the phone and director phone calls as needed.

**7. New Business**

**a. Committee Reports**

Staffing Committee: Director McGowan explained that the board needs to set goals for the future to help find what the district needs are. Determining what the goals are for the district makes it clear on what the district is looking for in a fire chief. It was determined that an executive session may be beneficial to discuss options.

Communications Committee: Nothing of note to report.

Policy Committee: Director Jones explained that a hiring and recruitment policy should take place.  
Consideration Committee: Nothing of note to report.

**b. Creation of New Committees**

Director Jones recommended that a revenue committee be created. Discussion held as the benefits of holding workshops. Strategic planning workshop and revenue stream workshop. Director McGowan will do research regarding grants for the district, and present them to the board. The branding for the district was discussed. The logos/branding will be discussed by the board during the upcoming meetings. No new committees were established.

**c. Notice for Public Hearing Invoice**

The board approved the invoice of \$189.50 without objection.

**d. Review Fire District Start-up Checklist**

Director Jones reviewed the district start-up checklist in depth. The board has completed several items. Director McGowan updated the board on the facilities opportunity for the district headquarters. The timeline may not be fitting for what the district needs are. The board will follow up as needed.

**e. OFDDA Directors Training**

Director Jones explained that the training is in November 2025. Cheryl Johnson, Illinois Valley Fire District Board Member and OFDDA board member, explained the training and how it is beneficial for fire district boards. The training will be held in Seaside Oregon; the dates are November 11-20. The board is eligible for the Bruce Williams Scholarship. The scholarship pays for all expenses.

**f. SDAO Training**

Director Jones explained that SDAO offers trainings for special district boards. Discussion held regarding SDAO, and how the OFDDA training essentially covers the same training. The only difference being that the OFDDA training is specifically for fire districts.

**g. Merlin Park Board Decision – Use of Community Center**

Director Jones briefed the board that the Merlin Park Board requested that the district pay a reduced fee of \$25.00 for every meeting to help offset the expense of electricity. Director Ownbey made a motion to pay the \$25.00 fee per use of the Merlin Park Facilities. The motion was seconded by Director McGowan. Upon roll call; Director McGowan – yes, Director Ownbey – yes, Director Hauser – absent, Director Weidling – excused, Director Jones – yes. Motion carried 3-0.

**8. Correspondence**

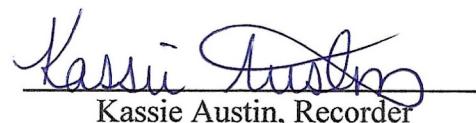
None heard.

**9. Additional Matters of the Board**

A clarifying discussion was held regarding the 911 dispatch costs. IT was determined that Rural Metro will remain funding the bill. Amazon Prime is free through SDAO. Director Jones requested to create the account and purchase the district IT equipment that the board approved. The board approved establishing the account without objection.

**10. Adjournment**

Director McGowan made a motion to adjourn the meeting at 6:23 p.m. Director Ownbey seconded the motion. Upon roll call; Director McGowan – yes, Director Hauser – absent, Director Weidling – excused, Director Ownbey – yes, and Director Jones – yes. Motion carried 3-0.



Kassie Austin, Recorder