

**KEIZER RURAL FIRE PROTECTION DISTRICT  
661 CHEMAWA ROAD NE  
KEIZER, OREGON**

**REGULAR BOARD MEETING**

August 16, 2016

**Call to Order** – President Joe Van Meter called the meeting to order at 7:00 p.m. Directors present included: Betty Hart and Ron Christopher , Mike Bauer and Chet Patterson.

**Roll Call** –Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Jackson, Division Chief Hector Blanco, Division Chief Brian Butler, Office Manager Vickey Dosier, Captain Ryan Russell, Budget Committee Members Colleen Busch and Bill Quinn, Volunteer Firefighter Dale Slater, Retired Volunteer Firefighter Bob Busch.

**Pledge of Allegiance**

**Minutes** – Chet Patterson made a motion to approve the Minutes of July 19, 2016. Mike Bauer seconded the motion. Discussion. The motion carried unanimously.

**Correspondence** – Thank you card from Kennedy Meadows for stopping by on National Night Out. Thank you card from Simply Birthdays for coming to a birthday party at Simonka Shelter.

**Guest Input** – None.

**Organizational Input**

IAFF Local 3881 – None.

KVFA – None.

**Old Business** – None.

**Reports**

Financial Report – Betty Hart provided a brief overview of the financial report and noted that the Auditors from AKT are here this week for the District’s annual audit. Ambulance Revenue for July was at \$78,000 which is up from July of the previous year. Overtime is remaining about the same as June. The first quarterly payment for the Worker’s Compensation Insurance was paid in July. Two payments for insurance were made in July. Ron Christopher made a motion to accept the financial report as presented. Mike Bauer seconded the motion. The motion carried unanimously.

Board Member Reports – Chief Cowan attended Coffee with Cathy in Betty’s absence.

**Chief/Staff Reports**

Chief Cowan hosted a successful National Night Out event. Chief Cowan met with a couple of board committees on personnel issues. The District will be presenting a new policy on Ethics at the next meeting as a requirement of Special Districts. Chief Jackson reported that there were 267 new claims in July which is a record number of claims for one month. Chief Blanco reported that new recruits started last night. Chief Butler gave a brief overview of response times.

President Van Meter asked Chief Butler to give his report on Disaster Preparedness. Chief Butler gave an overview of the report noting that the building was built to the proper standards at the time and should withstand most earthquakes. He continued by reporting that the district has a Ham Radio site here, and a satellite phone as communications will most likely go down. He explained that the District would send a

Chief Officer to the Keizer Emergency Operations Center. Discussion ensued. Directors Hart and Van Meter asked for a training program for staff to be developed.

### **New Business**

Authorization to purchase Rescue Unit - Chief Butler presented an overview of the bond purchase for a rescue vehicle which will primarily be used as an Emergency Response Vehicle with a secondary usage of carrying SCBA's, water rescue equipment, etc. Betty Hart made a motion to approve the purchase agreement with Pierce Manufacturing, Inc. for a new rescue unit as specified, not to exceed \$186,073.00 barring any public comments we receive before the end of the comment period. Chet Patterson seconded the motion. The motion carried unanimously.

Disaster Preparedness – President Van Meter stated that we had already covered disaster preparedness above under Chief Reports.

Civil Service Commission Reappointment – Chief Cowan gave a brief overview of Darrell Fuller's service on the commission and his request to continue his role as a commissioner. Chet Patterson made a motion to reappoint Darrell Fuller to the Civil Service Commission for a four year term. Ron Christopher seconded the motion. The motion carried unanimously.

**Other Business** – Chief Cowan reported that the District has two new Firefighter/Paramedics that will be invited to attend next month's meeting for introductions. Chief Cowan stated that the Civil Service Commission had approved the Deputy Fire Marshal (DFM) job description at their last meeting and that he would be preparing to advertise the position and do an assessment center with the help of ESCI in the fall with the hope of the new DFM starting in January. Chief continued by stating that the commissioners also reviewed the Civil Service Rules and asked for some changes which are now being reviewed by legal and will then be brought back to the next commission meeting for approval. Chief Cowan reminded the board of his vacation for the next few weeks.

**Good of the Order** – Joe Van Meter asked the board if they would be in favor of having the board meetings start at 6:00 pm instead of 7:00. He referred it to staff for discussion and asked that it be put on next month's agenda as a business item.

Chief Cowan presented the board with an invitation to a "Appreciation Luau" for local responders on August 23, 2015 from 5:00 – 8:00 pm at Keizer Rapids park.

**Pay Bills** – Betty Hart made a motion to pay the bills. Ron Christopher seconded the motion. The motion carried unanimously.

**Adjourn** – President Van Meter declared the meeting adjourned at 7:44 pm.

Respectfully submitted,

Mike Bauer  
Secretary