

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

**REGULAR BOARD MEETING**

June 20, 2017

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

**Roll Call** –Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Randy Jackson, Brian Butler, AIC Shift Commander Ryan Russell, Deputy Fire Marshal Anne-Marie Storms, Captain Christina Wilson, Lieutenant Jon Crow, Firefighter Bill Herring and Seth Stephenson, Volunteer Firefighter Samantha Russell, Budget Committee Members John Rizzo, Colleen Busch, Bill Quinn and Kelly Walther, Agent of Record Dave Bauer, Derek Wiley, Keizer Times and Citizen Candis Mediger.

**Pledge of Allegiance**

**Minutes** – Chet Patterson made a motion to approve the Minutes of May 16, 2017. Betty Hart seconded the motion. The motion carried unanimously.

**Correspondence** – Thank you card from Jan Huffman. Thank you letter from Keizer Police and the Chemeketa Community College Job Fair.

At 7:02 pm President Van Meter opened the public hearing on the proposed budget for FY 17/18 and asked for any public comment. There was none.

At 7:03 pm President Van Meter closed the public hearing on the proposed budget for FY 17/18.

**Guest Input** – None.

**Organizational Input**

IAFF Local 3881 – None.

KVFA – None.

**Old Business** –

Shift Commander Trial – Chief Cowan presented a brief update and referred to the board memo provided by Chief Butler. Chief Cowan stated that the trial has been successful and that the shift commander program will be implemented beginning July 1, 2017 as budgeted. Chief Cowan advised the board that this will be the last report of the trial period. Mike Bauer thanked Chief's Blanco, Butler and Russell for their hard work and for tracking the measurements that have been provided within the report.

Planning Commission Update – Chief Cowan advised the board that the Planning Commission meeting has been postponed again until July therefore he will be dropping the agenda item in old business until there is something more to report on.

**Reports**

Financial Report – Betty Hart provided a brief overview of the financial report. Ambulance revenue in the amount of \$151,000 was received for May from both vendors. A quarterly payment for workers compensation insurance was paid in May. Civil service expense is over budget due to the repeated efforts of advertising for the DFM position. Overall financials look really good this year and the district is well under in each category. Ron Christopher made a motion to accept the financial report as presented. Mike Bauer seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart attended coffee with Cathy where there was a discussion about the upcoming eclipse. The volcanoes stadium has decided to also offer camp sites. At the Salem Police Funding meeting everyone seemed to be in favor of police funding and the decision to add a \$4.00 fee to each water bill was passed.

Chet Patterson reported that he and Betty had attended the audit planning meeting with Vickey and the auditors from Aldrich Company. The supplemental information in the audit will be provided as a summary this year instead of by line item. In addition, Aldrich hopes to have the audit done and ready to present by the October board meeting.

### **Chief/Staff Reports**

Chief Cowan reported that Anne-Marie Storms had outshined the other applicants in the DFM assessment center and therefore had been promoted to the position of Deputy Fire Marshal.

Chief Jackson reported that Intermedix had sent remaining bills to collections and therefore the phones have been quite busy from customers calling in.

Chief Butler introduced the district's new firefighter, Seth Stephenson. He reported that call volume is still up over 16% from last year.

Chief Russell had nothing new to report.

Anne-Marie Storms had nothing new to add to her first report.

### **New Business**

Civil Service Commission Applicant – Chief Cowan introduced Candis Mediger for appointment to the Civil Service Commission. John Rizzo, budget committee member stated that he knows Candis and would provide a good recommendation for her. Betty Hart made a motion to appoint Candis Mediger to the Civil Service Commission. Chet Patterson seconded the motion. The motion carried unanimously.

Policy 6.05 Employment – Chief Cowan presented an overview of the policy revisions for the second reading. No questions were presented at this time. Mike Bauer made a motion to approve Policy 6.05 as presented. Chet Patterson seconded the motion. The motion carried unanimously.

Workers Compensation Renewal – Agent of Record, Dave Bauer presented the renewal package for workers compensation insurance at \$119,940 for an increase of only \$1,500 over last year. He explained that as the district increases payroll the costs for insurance will also rise. He continued by stating that the districts experience modification has gone down three years in a row in part due to the emphasis on training, health and wellness and safety. Ron Christopher made a motion to accept the renewal package for workers compensation insurance. Joe Van Meter seconded the motion. Mike Bauer abstained due to an actual conflict of interest. The motion carried.

### Resolution to adopt Budget, make Appropriations, Impose and Categorize Taxes for FY 2017/2018 -

Chief Cowan presented resolution 2017-02 for discussion by the board. The budget committee approved the budget as presented at the budget committee meeting held on May 17, 2017. The board thanked staff and budget committee members for their work on this year's budget. Betty Hart made a motion to approve Resolution 2017-02 to adopt the budget, make the appropriations, impose the taxes, and categorize the taxes. Chet Patterson seconded the motion. The motion carried unanimously.

Resolution to increase Ambulance Fees - Chief Jackson presented resolution 2017-03 with a 2.58% increase in ambulance rates to maintain the same rates as approved by Salem Fire Department and Marion County. Chet Patterson made a motion to approve resolution 2017-03 to increase fees as presented. Mike Bauer seconded the motion. The motion carried unanimously.

Opening a new bank account at Columbia Bank – Chief Cowan provided an overview of the fraudulent check that was presented at the district's bank account. Office Manager followed up with some additional information and advised the board that both the bank and the auditor advises the district to open a new

checking account and close the existing one once all transactions have cleared. Ron Christopher made a motion to open a new checking account and close the existing one once transactions have cleared. Mike Bauer seconded the motion. The motion carried unanimously.

Marion County Elections – Acceptance of Results – Chief Cowan presented the acceptance of results and abstract of votes as presented from Marion County elections. Congratulations to Ron Christopher and Joe Van Meter for being re-elected to their positions. Mike Bauer made a motion to accept the elections results as presented. Betty Hart seconded the motion. The motion carried unanimously.

**Other Business** – Dave Bauer reported that Lois Reimer and Julie Ferguson who were previously Fire Belles had both passed away this last week.

**Good of the Order** – Betty Hart expressed thanks to Volunteer Amber Butler for driving the engine in the Iris Festival Parade.

Chief Cowan reported that Christy Monson from Speer Hoyt would be at the July board meeting to present board training before the meeting.

Betty Hart asked staff to look up the one missing item from last year's Best Practices survey to see if they could be incorporated into the training.

**Executive Session** – At 7:50 pm President Van Meter closed the regular session and began an Executive session pursuant to ORS 192.660 (1) (i), Fire Chief's Evaluation.

**Reconvene Regular Session** – At 8:33 pm President Van Meter reconvened the regular session and reported that the board had completed an evaluation of the Fire Chief and that he was given an above average evaluation. He stated that the board had review 25 items regarding the Chief's performance as well as a list of accomplishments as provided by the chief. He continued by stating that the board has renewed his contract for the coming year.

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

**Adjourn** – President Joe Van Meter declared the meeting adjourned at 8:35 pm.

Respectfully submitted,

Mike Bauer  
Secretary