

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

**REGULAR BOARD MEETING**

June 21, 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 with Mike Bauer on the phone. Absent: Chet Patterson

**Roll Call** – Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Jackson, Division Chief Brian Butler, Office Manager Vickey Dosier, Captain Aaron Pittis, Lieutenant Rachel Brozovich, Firefighter Matt Dryden, Budget Committee Members Colleen Busch and Bill Quinn, Volunteer Firefighter Dale Slater, Citizen Dave Bauer and Keizer Times Derek Wiley.

**Pledge of Allegiance**

**Minutes** – Betty Hart made a motion to approve the Minutes of May 17, 2016. Ron Christopher seconded the motion. Discussion. The motion carried unanimously.

**Correspondence** – None.

President Joe Van Meter opened the public hearing on the proposed budget for FY 16/17 at 7:02 pm and asked if anyone had signed up to comment. Hearing no comments President Van Meter closed the public hearing on the proposed budget for FY 16/17.

**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 Ambulance Revenue for May was at \$93,000 and that we should easily make the budgeted amount in June. She noted that Overtime is up slightly for the month of May due to some training, however still only at 64% of budget for the year. She continued by noting that Personnel Services is at 75% of the year and the actuals to budget look good going in to the final month of the fiscal year. Joe Van Meter made a motion to accept the financial report as presented. Ron Christopher seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart reported that she had attended Coffee with Cathy and that the agenda consisted of the construction of the roundabout and information on the homeless jurisdictional group. Betty continued by reporting that she, Joe Van Meter and Chief Cowan had attended the City/District meeting today and had received additional information about the Transient Occupancy Tax (TOT). In 2012 the legislature changed the state law on what the TOT funds were to be used for and that is why the City stopped sending the 20% portion to the Fire District as it no longer applied. The board has requested that Chief Cowan continue researching the possibility of regaining some of the funds.

Joe Van Meter stated that the personnel committee had met with Chief Cowan about the proposed salary increase for management staff and after review had agreed to place the increase on the board agenda for vote.

### **Chief/Staff Reports**

Chief Jackson reported that he had received the requested report from Intermedix regarding write-offs after the board packets had gone out. Per the report, there will be 481 accounts totaling \$289,684 for the 2013/2014 years that may be written off of the AR balance.

### **New Business**

Resolution to increase Ambulance Rates – Chief Jackson provided a quick overview of the proposed increase which follows both Salem Fire and Marion County Fire in increasing rates on an annual basis so that all agencies have consistent rates. Betty Hart made a motion to approve the increase to ambulance rates based upon the fee schedule set forth in resolution 2016-03. Ron Christopher seconded the motion. The motion carried unanimously.

Resolution to Adopt Budget, make Appropriations, Impose and Categorize the Taxes for FY 2016/2017 – Chief presented an overview of Resolution 2014-04 to adopt the budget, make appropriations and impose and categorize the taxes for FY 2016/2017. Joe Van Meter thanked the budget committee members for their work on approving the proposed budget. Ron Christopher made a motion to adopt Resolution 2014-04 to Adopt Budget, make Appropriations, Impose and Categorize the Taxes for FY 2016/2017. Betty Hart seconded the motion. The motion carried unanimously

Policy 8.02 AED Loaner Program – Chief Butler provided a brief overview of the loaner program and presented Policy 8.02 for the first reading. Budgeted prevention funds have allowed for the purchase of (3) Automatic External Defibrillators (AED) to be loaned out for events as outlined in the policy. Policy 8.02 will be brought back to the July meeting for the second reading and adoption of the policy.

Declare E385 Surplus – Chief Butler provided an overview of declaring E385 as surplus and trading to Chemeketa Community College (CCC) as part of the agreement to trade resources. In the agreement the District will be able to use the Brooks Facility, Classrooms, students, etc. for a three year period with a three year extension. Chemeketa will receive an engine, medic and misc. equipment in return. Betty Hart made a motion to declare E385 surplus and trade with CCC as per the agreement. Ron Christopher seconded the motion. The motion carried unanimously.

Management Salary Increase – Chief Cowan provided an overview of the proposed increase adding a step to the current wage scale and eliminating the first step of the scale. A meeting was held with the board personnel committee providing them with research and documentation for the proposed increase. The board personnel committee is in favor of the increase and asked that it be placed on the agenda. Ron Christopher made a motion to approve the management/unrepresented salary scale by adding a step to the wage scale and deleting the first step. Mike Bauer seconded the motion. The motion unanimously carried.

Special Districts Insurance Services, Worker's Compensation Renewal – Dave Bauer, Agent of Record presented a brief overview of the renewal package. He thanked Chief Blanco for his efforts in keeping claims down and noted that the District's experience modification is down this year. The main reason for the increased cost this year is that payroll has increased. Betty Hart made a motion to renew the Worker's Compensation package as presented. Ron Christopher seconded the motion. Mike Bauer declared an actual conflict of interest and abstained from the vote. The motion carried.

**Other Business** – None.

**Good of the Order** – Joe Van Meter reminded the board that any requests of staff should be presented through the Board President.

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

**Adjourn** – President Van Meter declared the meeting adjourned at 7:35 pm.

Respectfully submitted,

Mike Bauer  
Secretary