

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

**REGULAR BOARD MEETING**

March 21, 2017

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

**Roll Call** –Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Randy Jackson, Division Chief Brian Butler, Receptionist Aleda Fairley, Captain Aaron Pittis, Lieutenant Rachel Brozovich, Firefighter Jeff Gallinger, Volunteer Firefighter Dale Slater and Noah Murayama, Budget Committee Members Bill Quinn and John Rizzo and Citizen Kelly Walther.

**Pledge of Allegiance**

**Minutes** – Chet Patterson made a motion to approve the Minutes of February 21, 2017. Betty Hart seconded the motion. The motion carried unanimously.

**Correspondence** – Thank you card from Brookdale, River Road for taking care of their seniors. Thank you card to Chief Cowan and crew for the great station tour from the Vorachek's.

**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. Both Chief Cowan and Chief Butler advised the board that the program is working as intended.

Deputy Fire Marshal Vacancy Update - Chief Cowan presented a brief update on the DFM position which did not receive any qualified applicants. He continued by stating that the job description is being revised to allow some of the minimum qualifications to be completed within the first year of probation and then it is being taken to the Civil Service Commission on 03/29/17. After civil service approval the job will be posted again in April utilizing the revised job description with an assessment center to be scheduled in May.

**Reports**

Financial Report – Betty Hart provided a brief overview of the financial report. Ambulance revenue came in at just \$34,599 from the previous ambulance biller and the new vendor has not begun receiving payments yet. Currently 8 months into the fiscal year and only 39% expended. 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 and reported on upcoming Keizer events.

**Chief/Staff Reports**

Chief Cowan reported that the Mother's Day Breakfast and Iris Festival are coming up in May. He continued by confirming the budget committee dates of 05/17/17 and 06/07/17 if necessary. Chief Jackson reported that the district had a super busy month in January with 505 calls. Chief Butler reported that the new brush truck has arrived and is available for viewing after the meeting. He continued by reporting that the bid for the US Digital Dispatch system came in a little higher than expected at \$58,000.

### **New Business**

Budget Committee Vacancy – Chief Cowan provided a brief overview of candidate Kelly Walthers who is a rotary member and has experience in grant writing and budgets and recommended her for addition to the budget committee. Ron Christopher stated that he also knows Kelly personally and would highly recommend her. Betty Hart made a motion to appoint Kelly Walthers to the budget committee. Ron Christopher seconded the motion. The motion carried unanimously.

Union Negotiations Update – Chief Cowan presented a brief overview of the success of the negotiations committee and stated that the district has a tentative agreement with the union. The Union will need to ratify and the board will discuss at an executive session in April.

Safeway Text Amendment Proposal – Chief Cowan provided an overview of the text amendment for Safeway to build a fueling station and convenience store across the street in the current Safeway parking lot. Due to concerns raised representatives from Safeway will make a presentation to the board at the April meeting. A City of Keizer planning meeting is also being held on 04/12/17 and is open to the public if anyone wants to attend.

**Other Business** – None.

**Good of the Order** – Betty Hart congratulated Volunteer Firefighter Amber Butler on her success in her recent stair climb events and fundraising opportunities. Chief Cowan recognized Volunteer Firefighter Jim Simpson as well. Chief Butler also mentioned..... who else went?

Pay Bills – Chet Patterson made a motion to pay the bills. Ron Christopher seconded the motion. The motion carried unanimously.

Chet Patterson made a motion to approve the transfer of funds and send wire payment to Skeeter Brush Trucks in the amount of \$213,332 with change orders, originally approved by the board on 07/19/16 Betty Hart seconded the motion. The motion carried unanimously. (Note: The wire had to actually be paid before the date of the board meeting by board consensus over the phone)

Chet Patterson made a motion to approve the transfer of funds and payment to LN Curtis in the amount of \$57,924.07 for extrication equipment approved by the board on 11/15/16. Ron Christopher seconded the motion. The motion carried unanimously.

Ron Christopher made a motion to approve the transfer of funds and payment to Motorola in the amount of \$24,735.48 for Mobile Radios as approved by the board on 12/20/16. Mike Bauer seconded the motion. The motion carried unanimously.

**Adjourn** – President Joe Van Meter declared the meeting adjourned at 7:38 pm.

Respectfully submitted,

Mike Bauer  
Secretary