

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

**REGULAR BOARD MEETING**

May 16, 2017

**Executive Session** – President Joe Van Meter called the executive session to order at 6:00 pm. Directors present included: Betty Hart, Ron Christopher and Chet Patterson. Absent: Mike Bauer

**Call to Order** – President Joe Van Meter called the meeting to order at 7:00 p.m. Directors present included: Betty Hart, Ron Christopher, and Chet Patterson. Director Mike Bauer arrived at 7:18 pm.

**Roll Call** – Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Randy Jackson, Division Chief Hector Blanco and Brian Butler, AIC Shift Commander Ryan Russell, Lieutenant Rachel Brozovich, Firefighter Tim Coburn, Budget Committee Members John Rizzo, Colleen Busch and Kelly Walther.

**Pledge of Allegiance**

**Minutes** – Chet Patterson made a motion to approve the Minutes of April 18, 2017. Ron Christopher seconded the motion. The motion carried unanimously.

**Correspondence** – None.

**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 Butler had nothing to add.

Planning Commission Update – Chief Cowan presented a detailed report of the progress on the text amendment to the Chemawa overlay for the Safeway fuel station and advised that the City of Keizer would consider it at the meeting of June 19, 2017. Chief Cowan presented a draft letter to the Mayor of Keizer for board review. After much discussion the board agreed by consensus to send the letter to the Mayor of Keizer prior to the June 19, 2017 meeting.

**Reports**

Financial Report – Betty Hart provided a brief overview of the financial report. Ambulance revenue in the amount of \$112,000 was received for April from both vendors. Overtime was up slightly again however still only expended at 53% for the entire year. Worker's compensation shows a negative balance due to having a light duty person turning over their checks as reimbursement per district policy. Overall financials look really good this year. Chet Patterson made a motion to accept the financial report as presented. Ron Christopher seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart attended coffee with Cathy and advised the group of the Mother's Day Pancake Breakfast. Betty reported that the permit for the new Waremart has been issued through the City.

### **Chief/Staff Reports**

Chief Cowan reported that he had just attended the OFCA Conference. He reported that the Salem/Keizer School District may be going out for a large bond in November of 2017 or May of 2018.

Chief Jackson gave a brief overview of Accounts Receivables from the new billing vendor. Discussion ensued.

Chief Blanco reported on a couple of minor changes to the staffing on his report.

Chief Butler reported that research on the resident program is winding down and there may be a policy presented by next month.

Chief Russell reported that the dorm area for the resident program should be completed in a couple of weeks.

### **New Business**

Policy 6.05 Employment – Chief Cowan presented an overview of the policy revisions as outlined in the board memo. Revisions are related to changes within the budget or issues that came up during the negotiation process. This is the first review of the policy revisions. Questions and discussion ensued.

Physician Advisor Contract – Chief Cowan presented an overview of the contract renewal with Dr. Koulibali, Physician Advisor. The contract includes an increase of \$2,800 for an annual total of \$10,000, paid quarterly. The increase is due to expenses for training and travel to required meetings. Betty Hart made a motion to approve the Supervising Physician Advisor agreement with Dr. Lazenji Koulibali effective July 1, 2017 in the amount of \$10,000.00 annually. Chet Patterson seconded the motion. The motion carried unanimously.

**Other Business** – None.

**Good of the Order** – None.

**Executive Session** – At 7:28 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 7:52 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. The board requested another executive session next month to complete the process.

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

Ron Christopher made a motion to approve the transfer of funds and send the wire payment to Pierce Mfg. for the Ladder Truck refurbishment in the amount of \$549,149.00 with change orders. Originally approved by the board on 01/19/16. Mike Bauer seconded the motion. The motion carried unanimously.

**Adjourn** – President Joe Van Meter declared the meeting adjourned at 7:55 pm.

Respectfully submitted,

Mike Bauer  
Secretary