

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

REGULAR BOARD MEETING

August 18, 2015

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

Roll Call – Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Randy Jackson, Division Chief Hector Blanco, Office Manager Vickey Dosier, Deputy Fire Marshal Rod Conway, Captain Brian Butler, Firefighters Aaron Pittis and Rachel Brozovich, Volunteer Firefighter Bill Herring, Budget Committee Member Colleen Busch, Attorney Ken Jones, Citizens Chuck Adams and David Ulbricht.

Minutes – Chet Patterson made a motion to approve the Board Meeting Minutes of July 21, 2015. Ron Christopher seconded the motion. The motion carried unanimously.

Correspondence – Vickey Dosier read a thank you email from Sarah Head.

Guest Input – None

Organizational Input

IAFF Local 3881 – None.

KVFA – None.

Old Business

Bond Update – Chief Cowan presented a brief overview and resolution of the proposed equipment bond. Betty Hart made a motion to adopt Resolution 2015-04 “A resolution of Keizer Rural Fire Protection District, Marion County, Oregon, calling a measure election to submit to the electors of the District the question of contracting general obligation bonded indebtedness in an aggregate principal amount not to exceed \$6,220,000.00 to finance capital costs and related matters” by placing it on the November ballot. Mike Bauer seconded the motion. Discussion. The motion carried unanimously.

Polling Results – Chuck Adams presented a summary of the results of the voter polling on the equipment bond. There were 382 random samples and the results were extremely positive. Very high numbers and equally consistent demographically and geographically across the board.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. Ron Christopher made a motion to accept the financial report as submitted. Mike Bauer seconded the motion. The motion carried unanimously. Directors Hart and Patterson brought up for discussion a “Dashboard” approach to financial reporting. Discussion ensued. Financial committee will work with the Chief and Office Manager to develop what type of elements to place into the dashboard and bring it back to the board towards the end of the year for review.

Board Member Reports – Betty Hart stated that she had attended the Mayor’s Coffee with Chief Cowan where Chief had provided a brief overview of the proposed equipment bond.

Chief/Staff Reports

Chet Patterson asked the Chief about the calls that were over six minutes but had an unspecified reason. Chief Cowan explained if in the middle of the night at 3:00 am is self-explanatory and that there is the possibility of an AIC Captain who just didn’t fill in that section of the report and that it is being looked

into for correction. Betty Hart made a statement about the large increase in public assist calls this month and that the District just needs to be watching this. Chet Patterson inquired about the District's policy for collections and collection agencies as well as the rising dollar amount in Ambulance Billing Accounts Receivables. Chief Jackson provided a brief explanation and that two collection agency proposals were on his desk and that a review is in process. The Financial Committee was assigned to work with staff on the issue. Mike Bauer inquired about the status of the flags on River Road and the lack of Explorers to put them up and take them down. Chief Blanco replied that there has been a lack of staffing to accomplish but that the Volunteer Association has been asked if they can assist.

New Business

Check Signers – Chief Cowan provided an overview of the bank's requirement of a motion to authorize the new board members to become check signers. Ron Christopher made a motion to authorize Mike Bauer, Chet Patterson and Betty Hart as check signers on all District accounts. Joe Van Meter seconded the motion. The motion carried unanimously.

At 7:56 pm President Van Meter announced that the board would begin its executive session. Attorney, Ken Jones noted that the agenda needs to be corrected to read the executive session pursuant to ORS 192.660 (1) (h) (2), (f & h), review of a non-public document. Correction was made for the record. Attendees were dismissed for executive session.

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An Executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public and under certain circumstances to the media also. The governing body is not allowed to take any final action or make any final decisions during the executive session. Any final action or decision can only be made after returning or at a next regularly scheduled meeting.

Under ORS 192.660(4) representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to cite the general subject of the session as previously announced.

At 8:35 pm President Van Meter reconvened the regular session.

Reorganization – Chief Cowan provide an overview of the proposed Division Chief of Operations position and explained that the updates to job descriptions, organizational charts and proposal will be forwarded to the Civil Service Commission. Joe Van Meter made a correction to the Deputy Chief Job description changing the Associates Degree from Emergency Medical Services to Fire Sciences. Chief Cowan recommended that the board approve the Division Chief position and forward the job descriptions to the Commission. Chief Cowan stated his intention to appoint to the position immediately with a start date of 09/01/15. Ron Christopher made a motion to allow Chief Cowan to create the Division Chief of Operations position for the Keizer Fire District. Chet Patterson seconded the motion. The motion carried unanimously.

Chet Patterson made a motion to recommend the proposed Job Descriptions of Deputy Chief, Division Chief of Operations, Division Chief of Training, Health & Safety and Lieutenant to the Civil Service Commission for approval. The motion carried unanimously.

Supplemental Budget – Chief Cowan provided on overview of the need for a supplemental budget for the new position as well as additional items that were unknown at the time of the budget process and presented Resolution #2015-05 for review. Betty Hart made a motion to adopt Resolution 2015-05 Resolution for Supplemental Budget for FY 2015/2016 as presented. Chet Patterson seconded the motion. The motion carried unanimously.

Other Business – Chief Cowan stated that the current Civil Service Rules are archaic and need to be updated and that he would like to work with Attorney Ken Jones to accomplish. Betty Hart made a motion to have Chief contact our attorney and work on reviewing and updating the Civil Service Rules. Ron Christopher seconded the motion. Discussion. The motion carried unanimously. Joe Van Meter stated that Chief Cowan should move forward with the rules update as quickly as possible.

Chief Cowan stated that he is going to appoint an internal candidate who is the only one qualified to the Division Chief of Operations position and wanted to publicly acknowledge his intent to appoint. Chief Cowan continued by reading the Internal Promotion Process memo in its entirety to be in compliance with the Civil Service Rules.

Good of the Order – Betty Hart stated that it is her intent to accept the board stipend for each meeting attended.

Joe Van Meter stated that he would appoint Betty Hart as his designee to place the wreath during the 911 Ceremony.

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

Chet Patterson inquired about the policy of the board having to make a motion to pay bills at every meeting. Joe Van Meter assigned the Financial Committee to review and bring back to the board in December or January.

Adjourn – President Van Meter declared the meeting adjourned at 9:04 p.m.

Respectfully submitted,



Mike Bauer
Secretary