

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

**REGULAR BOARD MEETING**

February 16, 2016

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

**Roll Call** – Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Randy Jackson, Division Chief, Hector Blanco, Division Chief Brian Butler, Office Manager Vickey Dosier, Captain Aaron Pittis, Lieutenant Rachel Brozovich, Firefighters Jeff Gallinger, Jason Perkins, Matt Dryden, Josh DeBoer, Christopher Thorne, Budget Committee Member Colleen Busch, Volunteer Firefighter Dale Slater. Volunteer Firefighter Bob Busch (retired), CERT Member Paul Pfnister, Jerry Wade and Stu Evans and Citizens Dave Bauer, Bill Quinn and Donna Bradley.

**Pledge of Allegiance**

**Minutes** – Betty Hart made a motion to approve the Board Meeting Minutes of January 19 and February 9, 2016. Ron Christopher seconded the motion. Discussion. The motion carried unanimously.

**Correspondence** – Thank you cards from Ruth Jackson and Donald Kamm.

**Oath of Office/Promotions** – Chief Cowan introduced Matt Dryden and Jason Perkins as new firefighters. Chief Cowan introduced Rachel Brozovich as a newly promoted Lieutenant and Aaron Pittis as a newly promoted Captain. President Van Meter delivered the oath office. A brief 10 minute recession of the meeting was called to congratulate the newly sworn in employees to allow for pictures and dessert.

The meeting was reconvened at 7:15 pm.

**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 noting that the final general obligation bond payment on the station bond was paid in January. Chet Patterson made a motion to accept the financial report. Mike Bauer seconded the motion. The motion carried unanimously.

Board Member Reports – Chet Patterson distributed a hand out and provided an overview of ambulance billing accounts receivables. Since switching to the new ambulance biller, Intermedix the accounts receivables have been steadily growing. AKT brought it to the attention of the District for the Board of Directors to begin researching in order to develop policy on what to do for AR balances regarding write-offs, collections, hardships etc. The finance committee met with staff to begin working on the issue and plans to have results and policies completed by 06/30/16. Discussion.

Betty Hart reported on attending the mayor's meeting and reported that she had informed the meeting attendees about the bond sale and that there would be some bonds available for purchase and that more information would be available on the Keizer Fire District Website. Betty Hart also reported about

attending the 2016 SDAO Conference with Vickey Dosier. The conference was excellent and also provided a session on self-assessments for boards which she would like to bring back to the board in a couple of months. She continued by noting that West Valley Fire District received an “Outstanding Special District” award at the conference.

### **Chief/Staff Reports**

No questions. Chief Cowan reported that fire inspections have been consistently worked over the last eighteen months and that the majority of inspections have been brought up to date.

### **New Business**

Budget Committee Vacancy - Chief Cowan introduced Bill Quinn and provided an overview of his qualifications for the budget committee. Ron Christopher made a motion to appoint Bill Quinn to the budget committee. Chet Patterson seconded the motion. The motion carried unanimously.

Civil Service Commission Vacancy – Chief Cowan introduced Donna Bradley and provided an overview and recommendations of her qualifications for the civil service commission. Betty hart made a motion to appoint Donna Bradley to the Civil Service Commission. The motion carried unanimously.

CERT Annual Report Update – Paul Pfnister presented a brief overview of the CERT Team’s activities for the year 2015. Jerry Wade continued with the overview by reporting that the team had almost 6,000 volunteer hours in 2015. He reported that they have increased their partnership with Marion County Emergency Management but that Keizer is still their first priority. Chief Cowan wrapped up their report by stating that the District would initiate the funding for the CERT program as budgeted.

Purchase Agreement for Stryker Cots – Chief Butler presented a brief report on the purchase agreement for the Stryker Cots and Stryker PowerLOAD systems. Bond Counsel advised that the warranties included in the original quote cannot be paid for with bond funds therefore those costs are being removed from the purchase price. The District will have to determine whether or not to budget for those costs during the next budget cycle. After purchase the delivery date would be about twelve weeks out. Chet Patterson made a motion to approve the purchase agreement for the Stryker Cots and Stryker PowerLOAD systems. Betty Hart seconded the motion. Discussion. The motion carried unanimously.

Purchase Agreement for LifePak 15’s – Chief Butler presented a brief report on the purchase agreement for the LifePak 15 defibrillators. Bond Counsel advised that the warranties and the data plan included in the original quote cannot be paid for with bond funds therefore these costs are being removed from the purchase price. At this point the District will most likely not proceed with the warranty costs in the next budget year but will continue to maintain these under the normal system that is currently in place. After purchase the delivery date would be about four weeks out. Ron Christopher made a motion to approve the purchase agreement for the LifePak 15 defibrillators through Physio-Control. Chet Patterson seconded the motion. Discussion. The motion unanimously carried.

Purchase Agreement for Command Vehicle – Chief Cowan presented a brief overview of the purchase of a 2016 Ford F150 Truck to replace the Duty 381 command vehicle through a state purchase agreement. Duty 381 will be sent to state surplus. Thanks to Captain Russell for the majority of the research and specifications on this command vehicle. Chet Patterson made a motion to surplus Duty 381 and purchase the 2016 Ford F150 Command Vehicle as outlined. Mike Bauer seconded the motion. Discussion. The motion carried unanimously.

Budget Officer, Committee, Calendar – Chief Cowan stated that each year the board appoints a budget officer, activates the budget committee and approves the budget calendar. Betty Hart made a motion to appoint Chief Cowan as Budget Officer, to activate the Budget Committee and to approve the budget calendar as presented. Mike Bauer seconded the motion. The motion carried unanimously.

**Other Business** – Betty Hart stated that she had contacted staff to research the possibility and cost of making the community room door handicapped accessible with a push button option to open the door.

Chief Cowan has assigned it to Deputy Fire Marshal Rod Conway and will bring back a report as soon as possible.

Chief thanked the board for allowing him to attend the 48 hour Paramedic Refresher course as he was able to obtain two licenses and four certifications all at once at the in-depth session.

Director Joe Van Meter inquired about the financial reports being distributed to the budget committee again on a monthly basis. Discussion ensued and it was determined that they would receive the financials in their board packets beginning in March.

Chief Cowan stated that he had talked with Marion County Chief Terry Riley about beginning the joint meetings again. Betty Hart, Chet Patterson and Chief Cowan will attend once the meetings begin again.

Betty Hart stated that Mike Bauer will attend the City/District meeting on 02/17/16 in her place.

### **Good of the Order**

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

**Adjourn** – President Van Meter declared the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Mike Bauer  
Secretary