

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

**REGULAR BOARD MEETING**

January 19, 2016

**Call to Order** – President Joe Van Meter called the meeting to order at 7:01 p.m. Directors present included: Betty Hart, Chet Patterson and Mike Bauer. Absent: Ron Christopher.

**Roll Call** – Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Randy Jackson, Division Chief Brian Butler, Office Manager Vickey Dosier, Captain Ryan Russell, Firefighters Kelby Frazier, Andrew Alderson, Budget Committee Member Colleen Busch, Volunteer Firefighter Bob Busch (retired), and Citizens Dave Bauer and Bill Quinn.

**Pledge of Allegiance**

**Minutes** – Chet Patterson made a motion to approve the Board Meeting Minutes of December 15, 2015. Betty Hart seconded the motion. Discussion. The motion carried unanimously.

**Correspondence** – None.

**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. Chet Patterson made a motion to accept the financial report as submitted. Mike Bauer seconded the motion. The motion carried unanimously.

**Board Member Reports** – Betty Hart inquired when the City/District meeting would be rescheduled. All board members attended the FF Awards Reception and thought it was a success. Joe Van Meter asked Chief Cowan to get those that missed their awards or their swearing in to a future board meeting to accomplish those issues.

**Chief/Staff Reports**

Betty Hart asked for an update on the ambulance billing revenue which did see an increase in December. Chief Jackson responded that Intermedix had hired twelve new billing coders to catch everything up but that it would take a few months to get back to normal. Chet Patterson asked to schedule a finance meeting to review and discuss the ambulance receivables. Chief Blanco reported that the District was awarded \$3,500 for a water intrusion grant from SDAO. Joe Van Meter inquired about the station remodel. Chief Butler responded that ideas are being researched to move Archives and to section off that area as additional sleeping areas for overnight crew members. Chet Patterson asked if the percentage of calls six minutes or less should increase back to previous levels. Chief Butler responded that with the new staffing levels the number should increase.

## **New Business**

County Mutual Aid Agreements - Chief Cowan presented a brief overview of the mutual aid agreements for multiple counties that need to be renewed as brought forward by the Marion County Fire Defense Board. Betty Hart made a motion to authorize the Fire Chief to enter into these mutual aid agreements among agencies to assure a teamwork effort of all jurisdictions. Chet Patterson seconded the motion. Discussion. The motion carried unanimously.

Bond Resolution 2016-01 – Chief Cowan presented an overview of the resolution created by bond counsel for approval. Betty Hart noted that either the Fire Chief or the Board President is authorized to sign. Chet Patterson moved for Resolution 2016-01 authorizing the issuance, sale and delivery of general obligation bonds, designating an authorized representative, bond counsel and municipal advisor, delegating the negotiation and approval of financial documents and related matters to be approved and adopted. Betty Hart seconded the motion. The motion carried unanimously.

Ladder Truck Refurbishment – Chief Cowan presented an overview of the ladder truck refurbishment which had been sent to each board member for consensus in December. Betty Hart made a motion to re-confirm the oral approval previously given to the Chief to sign the agreement with Pierce for the refurbishment of the ladder truck. Joe Van Meter seconded the motion. The motion carried unanimously.

**Other Business** – Chief Cowan inquired if the board would like him to begin working on creating the Keizer Fire Foundation. The board directed Chief Cowan to coordinate the meetings with Ron Christopher, Chet Patterson and any budget committee members that might be interested.

Chief Cowan stated that the advertisement for the vacant positions on the Budget Committee and the Civil Service Commission had been published and that the interviews would be held at the February board meeting.

Chief Cowan advised the board that a special board meeting will need to be held on February 9, 2016. This will be a board work session with David Ulbricht to review and discuss the upcoming bond sale and to approve the purchase of two fire engines before the February 13<sup>th</sup> deadline. Getting approval at a special meeting before the February 13<sup>th</sup> deadline saves the district apx. \$110,000 on the engine purchase.

Chief Cowan presented a brief overview of the Town Hall meeting that was recently requested and asked for input. After much discussion the board decided to revisit the facility use policy and fees and would like it brought back to a future board meeting in a couple of months.

**Good of the Order** – Betty Hart congratulated all the awards recipients from the Firefighter Awards Banquet and thanked staffed for organizing such a great event.

Chief Cowan reported that the donation of the antique hose carts to the Brooks Antique Fire Museum and the Bob Zeilinski museum is ready to proceed with board approval. Attorney Ken Jones has written up the agreement for donation. Board consensus for Chief to proceed with the donation.

Chief Cowan reported that although another Fire District was interested in purchasing Medic35 the district has decided to send it to state surplus rather than seeing it go in to service at another agency. It is the districts stance that the unit has too many issues and is deemed unreliable to be an “In-Service” unit.

**Pay Bills** – Chet Patterson made a motion to pay the bills. Betty Hart seconded the motion. The motion carried unanimously. Mike Bauer withdrew due to an actual conflict of interest.

**Adjourn** – President Van Meter declared the meeting adjourned at 7:47 p.m.

Respectfully submitted,

Chet Patterson  
Vice President