

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

**REGULAR BOARD MEETING**

September 15, 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, Division Chief Brian Butler, Office Manager Vickey Dosier, Deputy Fire Marshal Rod Conway, Captain Ryan Russell, Firefighters Aaron Pittis, Jeff Gallinger and Rachel Brozovich, Budget Committee Member Colleen Busch, Volunteer Firefighter Bob Busch and Citizen Karen Van Meter.

**Minutes** – Ron Christopher made a motion to approve the Board Meeting Minutes of August 18, 2015. Chet Patterson seconded the motion. Discussion. Betty Hart made a correction in the first paragraph changing Joe Van Meter from Vice President to President. The motion carried unanimously.

**Correspondence** – Thank you email from Erik Jespersen, Principal, McNary High School and a Thank you card from Sherwood Park.

**Guest Input** – None

**Organizational Input**

IAFF Local 3881 – None.

KVFA – Oktoberfest is coming up.

**Old Business**

Civil Service Commission/Reorganization/Job Descriptions - Chief Cowan presented an overview of the Civil Service Commission meeting held on 09/14/15. The Commission reviewed and approved all thirteen items on the agenda. The Commission has a vacancy and the process to fill will be brought forward to the Board.

Bond Filing Update for Measure 24-389 – Chief Cowan reported that the ballot measure was filed with two arguments in favor and no opposition.

**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.

Board Member Reports – Betty Hart stated that she and Chet Patterson had attended the City/District meeting with Chief Cowan where Chief had provided a brief overview of the proposed equipment bond.

**Chief/Staff Reports**

Chet Patterson asked the Chief for a description of poor turnout time. Chief explained the 60 seconds that staff has to get into their turnouts to respond and the factors that can cause delays.

**New Business**

2015 SDIS Best Practices Program – Chief Cowan deferred to Dave Bauer, Agent of Record. Dave explained that Special Districts has a discount program in which districts can earn for training, best practices, etc. each year. He continued by stating that Keizer Fire is one of the best districts that SDAO

has and that they consistently receive the highest discount available. Chief Cowan presented the best practices checklist that staff has been working on and asked for board approval. Betty Hart made a motion to approve the 2015 Best Practices Checklist as prepared by staff. Mike Bauer seconded the motion. The motion carried unanimously.

Policy 10.21 Water Rescue – Chief Cowan deferred to Chief Blanco, Division Chief of Training. Chief Blanco provided a brief overview advising that all members in the district are trained to the Basic Awareness Level and five employees are trained to the Water Rescue II Level. The District's goal is to make sure that staff are safe and have the resources they need. Discussion ensued. Chief Cowan stated that this is just the first touch of the two touch rule and that the board has time to review and provide recommendations before the next meeting.

Policy 11.07 Health & Wellness – Chief Blanco provided a brief overview of the Health & Wellness program and stated that it will be a cultural change with the intent of providing a resource, assessment and improvement plan for those interested. Discussion ensued. SDAO is currently reviewing the draft policy as well. Again the policy will be brought back at the next meeting per the two touch rule.

**Other Business** – Betty Hart gave a brief report on the Friends of Keizer PAC activities.

**Good of the Order** – Joe Van Meter reported that he would like to include the Pledge of Allegiance to the Board agenda list and update Board Policy A.11.8 to reflect the change and asked for approval by the board. Chet Patterson made a motion to add the Pledge of Allegiance to the Board agenda and policy. Ron Christopher seconded the motion. The motion carried unanimously.

Chief Cowan reported that Keizer Fire District was awarded a plaque at the 50<sup>th</sup> Anniversary of Chemeketa Community College.

Betty Hart inquired about the Performance Evaluation program in process. Chief Cowan stated that staff is working on updating the process where Supervisors will complete annual evaluations and the Fire Chief will add his review to each evaluation. Chet Patterson asked if the board ever does a self-evaluation. Joe Van Meter stated that the board could pursue that and would start after this new board has about a year of experience.

**Pay Bills** – Ron Christopher made a motion to pay the bills. Betty Hart seconded the motion. Mike Bauer abstained with an actual conflict of interest. The motion carried unanimously.

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

Respectfully submitted,

Mike Bauer  
Secretary