

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

REGULAR BOARD MEETING

April 19, 2016

Executive Session – At 6:00 pm an executive session was held pursuant to ORS 192.660 (1) (i), for the Fire Chief Evaluation.

Call to Order – President Joe Van Meter called the meeting to order at 7:06 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 Brian Butler, Office Manager Vickey Dosier, Captain Aaron Pittis, Firefighters Matt Dryden, Josh DeBoer, Jason Perkins and Chris Waldroop, Budget Committee Members John Rizzo, Greg Rands and Bill Quinn, Volunteer Firefighter Samantha Howell, CERT Members Mike and Linda Pantalone, Dave Bauer and Keizer Times, Eric Howald.

Pledge of Allegiance

Minutes – Chet Patterson made a motion to approve the corrected Board Meeting Minutes of March 15, 2016. 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 and noted that the Bond Sale had been completed and that proceeds have been received. Due to receipt of funds the District can now reimburse itself for bond purchases made so far. Chet Patterson made a motion to accept the financial report. Mike Bauer seconded the motion. The motion carried unanimously.

Board Member Reports – Chet Patterson presented a brief overview of the meeting that he, Betty and the Chief had just attended with Marion County Fire District. Their goal is to start quarterly meetings again and keep in touch. Betty Hart reported that she had attended two Mayor's coffee meetings with the Chief and had been able to report on the District's bond sale. Betty Hart reported that the safety crossing issue had been the main discussion item at the meeting. In addition, Budget Committee member Bill Quinn attended and was able to report on the District's efforts surrounding the beginning of the Keizer Fire Foundation.

Chief/Staff Reports

Chief Cowan report – Betty Hart asked for clarification on the date of the budget committee meeting based upon a discrepancy in Chief's report. Chief replied that staff has determined some conflicts with the first date provided of May 11th, and asked for the board to change the first meeting to May 18th. A revised budget calendar was presented to the board. Board members agreed to the change. President Van

Meter stated that he would not be available for the board meeting on the 17th or the budget meeting on the 18th and asked for Vice President Chet Patterson to preside at those meetings.

Chief Blanco – Added that the volunteer interviews have been completed and that 8 have passed background checks so far, hoping for an academy of ten – twelve new recruits.

Chief Butler – Added that he had made an error in the Policies under new business, reversing the numbers on which should be a procedure vs. a policy. To be addressed in new business.

New Business

CERT Update – Chief Cowan advised that CERT has officially been turned over to Marion County Emergency Management in order for coordination on a county wide level. In addition, the rehab trailer has been delivered to Marion County.

Declare 1999 Freightliner/Lifeline (Medic 37) Surplus Equipment – Chief Cowan reported that staff recommends the board declare Medic 37 as surplus equipment so that it can be sold. It may be delivered to State Surplus or Chemeketa Community College may be interested in obtaining. Chet Patterson made a motion to declare the 1999 Freightliner/Lifeline (Medic 37) as surplus. Ron Christopher seconded the motion. Discussion. The motion carried unanimously.

Policy 9.01 - Use of Maintenance Facility & Equipment – Chief Cowan presented an overview of Policy 9.01 which allows district personnel to use the maintenance facility and equipment. This is just updating a current policy and is the first reading of such policy. Policy 9.01 to remain a policy. Discussion ensued.

Policy 10.06 District Apparatus Response – Chief Cowan presented an overview of Policy 10.06 and recommended that it be changed to an Operational Procedure as it deals with daily operations and response. Discussion ensued and Policy 10.06 was changed to an operational procedure.

Policy 12.04 Fiscal Policy and Assistance Program – Chief Cowan stated that this is an ambulance billing policy that Chief Jackson has been working on with the Board Finance Committee. Chief Jackson presented a brief overview of the policy which provides general guidelines on handling claims and collections. Chief Jackson stated that it is part of the process to get policies in place and to clean up the accounts receivable balance in ambulance billing by June 30. Discussion ensued.

Board Policy Section B – Budget/Fiscal Policy – Chief Cowan provided an overview of the necessity for a new account and policy on bond funding. A money market account was set up at Columbia Bank in order to receive bond funds from the sale. This policy outlines the procedures for the transfer of bond funds into the checking account. All bond purchases will be made by check from the regular checking account. Chief Cowan recommends that the board declare an emergency and enact the addition of Section 3.4.b into the Board Policy immediately. Ron Christopher made a motion to declare an emergency and approve the addition of Section 3.4.b in the Board Policy Section B immediately. Mike Bauer seconded the motion. Discussion. The motion carried unanimously.

Bond Update – Chief Cowan presented an overview of the bond process to date and congratulated all those involved on a job well done. The actual bond sale ended up being extremely positive with buyers having to pay an additional premium in order to purchase the bonds. Because of the positive market, costs dropped 2.7%. Betty Hart stated that the District was in the right place at the right time in order to have such a positive outcome and thanked staff for their work on the bond. Chet Patterson noted that the Official Statement took many hours of work and offered his thanks to Office Manager Dosier.

Staffing Proposal – Chief Cowan provided an overview of a staff recommendation to improve the duty officer role by transitioning to three shift commanders on a 24/48 shift schedule. Proposal is outlined in the board memo that was distributed. Staff recommends implementing on a six-month trial basis beginning in July and by incorporating the proposal into the creation of the fiscal year budget. Much

discussion ensued. Board consensus is to delay while beginning work on the strategic planning process but to move forward with it in the budget process in order to implement mid-year if approved.

Other Business – None.

Good of the Order – Betty Hart advised the board that Mike Hart had suffered another stroke and was in rehab recovering.

President Joe Van Meter suspended the meeting at 8:34 for a brief ten minute break, after which the board would return to the Executive Session.

President Joe Van Meter reconvened the meeting at 8:44.

Executive Session – At 8:44 pm an Executive Session was held pursuant to ORS 192.660 (1) (i) Fire Chief Evaluation.

Regular Session – President Joe Van Meter called the regular meeting back to order at 9:34 pm. President Van Meter reported that an executive session had been held and that the board had discussed the evaluation of the Fire Chief.

President Van Meter stated that the Fire Chief's evaluation had been completed and the Chief had received an above average evaluation and congratulated him on a commendable year.

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

Adjourn – President Van Meter declared the meeting adjourned at 9:38 p.m.

Respectfully submitted,

Mike Bauer
Secretary