

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

REGULAR BOARD MEETING

November 15, 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, Mike Bauer and Ron Christopher.

Roll Call – Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Jackson, Division Chief Hector Blanco, Division Chief Brian Butler, Captain Aaron Pittis, Lieutenant Rachel Brozovich, Firefighter Gallinger and Rowland, Volunteer Firefighter Dale Slater, Retired Volunteer Firefighter Bob Busch, Budget Committee Members Colleen Busch and John Rizzo, and Citizen Dave Bauer.

Pledge of Allegiance

Introduction – Chief Cowan introduced new Firefighter Aaron Rowland.

Minutes – Betty Hart made a motion to approve the Minutes of October 18, 2016 with the following correction, “page 2, board work session, last line – the word “mobbing” changed to “moving”. Ron Christopher seconded the motion. The motion carried unanimously.

Correspondence – Thank you card from Doris Nightingale for flowers.

Guest Input – None.

Audit Presentation - Josh Bailey, Manager from AKT presented the District audit for the year ending June 30, 2016. The actual audit documentation was distributed including the Management Discussion and Analysis, Financial Statements, Government Wide and Fund Financial Statements. A meeting was previously held to go over in more detail with the Board Finance Committee. The major change this year is that the proprietary fund (EMS) is part of the General Fund and is no longer broken out separately. This aligns the audit with the budget. In addition there was a restatement of net position due to the EMS Fund change and additional Governmental Accounting Standards Board (GASB) 68 and 71 PERS disclosures. Under these new standards the District as well as all governmental agencies will be required to state their unfunded net pension liability from this point forward. It should be noted that the District has no control over this issue and relies on PERS data which is forwarded to the auditor for inclusion into the financials. The PERS net pension liability will continue to grow.

The District received an Unmodified Opinion which is the highest level of assurance from the auditor that the audit is free of material misstatement and that you can rely on the information included in the financial statements.

Betty Hart made a motion to accept the audited financial statements as presented by Josh Bailey, Manager AKT. Ron Christopher seconded the motion. The motion carried unanimously.

Organizational Input

IAFF Local 3881 – None.

KVFA – None.

Old Business – Deputy Fire Marshal (DFM) update – Chief provided an overview of the application process for the DFM position. Not enough qualified applications were received therefore; management is going to reformulate a recommendation to the board for restarting the process in January.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. Chet Patterson made a motion to accept the financial report as presented. Mike Bauer seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart is not able to attend Coffee with Cathy this week but has asked the Busch's to attend and report on the District's upcoming Christmas events. Chet Patterson and Betty Hart attended the pre-audit meeting with AKT in October. Joe Van Meter has met with the Chief on several personnel issues.

Chief/Staff Reports

Chief Cowan attended the OFDDA conference in Bend. Chief Jackson and Chief Blanco had nothing to add to their reports. Chief Butler reported that the ladder truck has been delayed until March due to issues outside of the District's control.

New Business

Policy 6.05 Personnel - Chief Cowan presented an overview of the proposed updates in the first reading of the Personnel policy.

Section B, Trial Service Period – The new Acting in Capacity (AIC) language has been added in order to prepare for the upcoming shift commander trial period.

Section C, Evaluation Reports – Semi-annual evaluations for trial service has been changed to monthly.

Section E, Hours of Work, #6 Recordkeeping – Salaried employees will no longer have to submit detailed timesheets.

Section M, Sick Leave, #7 Wellness Incentive – Wellness bonus will be paid in July instead of June.

Section O, Vacation – Proposed accrual rate changes.

Section R, Deferred Compensation and Section S, Medical Savings Plan – Changes contributions from HRAVebe to Deferred Compensation in response to IRS Guidelines.

Joe Van Meter asked for any changes or comments to be provided to himself and Chief Cowan.

Bond Purchase of Extrication Tool - Chief Butler reviewed the proposed extrication equipment purchase as per the memo distributed. Mike Bauer made a motion to approve the purchase of two sets of battery powered Hurst extrication tools through LN Curtis at a purchase price of \$57,711.20. Ron Christopher seconded the motion. The motion carried unanimously.

Staffing Proposal Trial – Chief Cowan presented an overview of the Shift Commander Trial Period previously discussed during the budget process. He distributed an in-depth report, written by Chief Butler, outlining the entire process for review. Chet Patterson outlined some concerns relating to staff. Mike Bauer commented on some concerns relating to compensation, day time coverage, illness/injury and asked for these scenarios to be put in writing and to be included in the monthly reports.

Chet Patterson made a motion to begin the Shift Commander trial period on January 1, 2017 as presented. Betty Hart seconded the motion. The motion carried unanimously.

Budget Committee Member John Rizzo asked where the funding would come from for the 1 to 5 FTE's presented in the future planning document of 2020. Joe Van Meter stated the District is still looking at funding and costs related to future planning.

Other Business – Joe Van Meter asked for a work session before the December meeting to continue discussing the Shift Commander Trial Period.

Good of the Order – Chief Cowan invited everyone to the upcoming holiday events.

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

Adjourn – President Van Meter declared the meeting adjourned at 8:44 pm.

Respectfully submitted,

Mike Bauer
Secretary