

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

REGULAR BOARD MEETING

September 20, 2016

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

Roll Call – Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Jackson, Division Chief Brian Butler, Office Manager Vickey Dosier, Captain Christina Wilson, Lieutenant Jon Crow, Firefighters Chris Waldroop, Tim Coburn, Adam Wiley and Bill Herring, Volunteer Firefighter Dale Slater, Retired Volunteer Firefighter Bob Busch.

Pledge of Allegiance

Minutes – Chet Patterson made a motion to approve the Minutes of August 16, 2016. Betty Hart seconded the motion. The motion carried unanimously.

Correspondence – A thank you card was presented from an unidentified source.

Guest Input – None.

Organizational Input

IAFF Local 3881 – None.

KVFA – Lieutenant Slater stated that Oktoberfest had just completed and that Amber Butler had done an amazing job. Numbers are not in yet, but since it rained all weekend they are predicted to be down a little.

Old Business – None.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report and noted that Ambulance Revenue was up at \$160,000. Overtime was up slightly due to the end of summer. The Capital FireMed check was received at \$33,400 down a little from previous years. The biggest expenditure was \$20,000 for payments to AKT for the audit which typically occurs in August. Chet Patterson made a motion to accept the financial report as presented. Joe Van Meter seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart attended Coffee with Cathy and announced the Fire District's upcoming Open House. Other topics included parks, police and the joint homeless initiative.

Chet Patterson reported that he and Betty had met with Chief Jackson on the issue of the ambulance billing vendor which will be discussed under new business.

Joe Van Meter reported that the District had just held the 911 Ceremony and that it had gone extremely well. Appreciates that the District still provides an event for this memorial.

Chief/Staff Reports

Chief Cowan stated that his report will be shortened and won't continue to include duplicate documentation and asked if there were any questions. Betty Hart asked if the district is at risk of losing the Energy Trust Grant. Chief replied that it is not at risk and in fact they will be coming back out to do a

re-evaluation . Joe Van Meter stated that he is aware of bills being presented to do away with the Oregon Energy Department and for the district to just be aware of this development.

New Business

Policy 6.13 Ethics - Chief Cowan presented an overview of the Ethics policy in response to the focused efforts on ethics of the SDIS Best Practices program this year. This is the first reading of such policy and will be brought back at the next meeting.

2016 SDIS Best Practices Checklist - Chief Cowan presented an overview of the Best Practices Checklist as completed by staff regarding Ethics. The checklist is presented and must be approved by the Board of Directors. Betty Hart made a motion to approve the 2016 Best Practices checklist as presented. Chet Patterson seconded the motion. The motion carried unanimously. The one item that is checked “no” on the checklist is that Ethics training is provided annually. At this time the District does not provide annually however does provide it to all incoming board members. Board consensus is to commit to providing it on annual basis moving forward.

Increase price on Rescue Unit – Chief Butler stated that the vendor sales representative had given an incorrect price on the rescue unit which the board had previously approved. Once the error was discovered the supervisor notified Chief Butler and issued a new price quote. Chet Patterson made a motion to approve the correct payment to Pierce Manufacturing, Inc. for a rescue unit in the amount of \$206,124. Betty Hart seconded the motion. The motion carried unanimously.

On Duty Fitness Program - Chief Cowan presented an overview that the district had received a donation for fitness memberships for personnel to work out on duty at a local gym. Scheduling and logistics have been worked out by Chief Butler and the district is recommending this on a trial basis. Chief Cowan stated that he wants to be pro-active and will be sending out a press release in order to try and alleviate community questions. Discussion ensued. Joe Van Meter made a motion to follow the Chief's recommendation to accept the donation and allow staff to work out off site for a trial period with reports back to the district on progress. Chet Patterson seconded the motion. The motion carried unanimously.

Wireworks Bill of \$17,838.08 – Chief Cowan presented an overview of the wireworks bill over the \$15,000 board policy which had to be paid prior to the board meeting. Chief Cowan stated that he had discussed individually with each board member to get consensus and pay the bill in a timely manner but now needed official approval of the bill payment for the record to follow policy. Chet Patterson made a motion to approve the payment rendered by Wire Works in the amount of \$17,838.08. Betty Hart seconded the motion. The motion carried unanimously.

Ambulance Billing Vendor – Chief Jackson stated that he had met with the Board Finance Committee and provided research and an overview of the ambulance billing vendor issue. Currently the City of Salem uses the proposed vendor and Marion County Fire and the City of Dallas are already switching to the proposed vendor. Chief Jackson continued by recommending that the district also switch to the proposed billing vendor and issue a six month termination notice to the current vendor, Intermedix. Discussion ensued. Chet Patterson recognized the due diligence efforts of Chief Jackson on researching and making the recommendation for the proposed vendor. Betty Hart made a motion to authorize the Fire Chief to sign the required six month notice of termination to Intermedix effective September 30, 2016 and to sign an ambulance billing agreement with Systems Design following review by legal counsel. Chet Patterson seconded the motion. The motion carried unanimously.

Board Meeting Time – Chief stated that the board had asked for the issue of the time of the board meetings to be brought back to this meeting for discussion. Chief stated that staff would be available whenever the board chooses and reported that in his experience meetings at other agencies are typically held during the work day and therefore he recommends a 3:00 timeframe. Joe Van Meter stated that he still wants to be cognizant of the general public and suggested a 5:30 or 6:00 pm timeslot. After much discussion it was decided to bring back to the next meeting so that they two absent board members could have input.

Other Business – Chief Cowan presented the bond fund update memo from Chief Butler. Board member Ron Christopher had requested this after the last meeting. Discussion ensued.

Good of the Order – Chief Cowan stated that there will be a board work session at 5:30 pm before the next board meeting and that a light meal will be served.

Chief Cowan stated that this was the 50th year that Keizer Fire District has had a role in the Oktoberfest event and that is quite an accomplishment. The board suggested a press release.

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 7:51 pm.

Respectfully submitted,

Betty Hart, Treasurer