

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

REGULAR BOARD MEETING

March 20, 2018

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

Roll Call – Those present at the Board meeting included: Fire Chief Jeff Cowan, EMS Billing Manager Randy Jackson, Division Chiefs Brian Butler and Ryan Russell, Firefighters Mike Jensen, Tim Coburn and Bill Herring, Volunteer Firefighters John Fowler and Amber Butler, Citizen Dave Bauer.

Pledge of Allegiance

Minutes – Chet Patterson made a motion to approve the Minutes of February 20, 2018. Greg Ego seconded the motion. The motion carried unanimously.

Correspondence – None.

Guest Input – None.

Organizational Input

IAFF Local 3881 – None.

KVFA – None.

Old Business

Keizer Fire Foundation – Chet Patterson reported that the foundation is still waiting on the letter of determination from the IRS for the 501(c)3 status. The IRS was not satisfied with the Bylaws and Articles of Incorporation so those had to be revised. The board has attempted to reach out to attorney Gwen Griffiths with no success. Chief Cowan to follow up.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. Percentage of expenditures on track. Ambulance revenue received at \$149,000, Energy Trust reimbursement received at \$27,000 and an extra grant reimbursement received at \$31,000. Chief Cowan thanked staff for their follow through on the energy trust and grant reimbursements. Greg Ego made a motion to accept the financial report as presented. Chet Patterson seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart reported that she attended Coffee with Cathy where the main topic of discussion was homelessness. While there she announced the District's 70th Anniversary reception. Betty Hart also reported that she had attended the new Keizer United community group whose current focus is on community resources for the homeless.

Chief/Staff Reports

Chief Cowan thanked the board for allowing him to attend the National Registry Paramedic Refresher course in Eugene. Betty Hart asked if there was any progress on the levy. Chief Cowan reported that he has been meeting with the directors of the assisted living facilities in order to obtain their support for the levy. Betty Hart asked if there was any progress on fees for new buildings. Chief Cowan distributed the building application form used by Marion County in order to show the types of fees being collected as an idea for the district to tag onto. More research needed to determine amount of fee and how to accomplish. Ideal would be to be part of the application process with Marion County collecting the fee and then

redistributing to the District. Chief Cowan already has legal drafting language for an ordinance and will bring back to the board after more research and when everything is ready.

Chief Cowan also reported that Anne-Marie Storms passed her Plans Examiner test last month and is now a certified examiner.

Chet Patterson asked Chief Jackson how the experience is going with the new ambulance biller. Chief Jackson replied that it is much easier and better for customers with few complaints. Betty Hart stated that they are much better at collecting based upon the increase in ambulance revenue.

New Business

70th Anniversary Reception – Betty Hart reported that the committee has made great progress on the reception. The event will showcase old and new equipment, have volunteers and career staff available, challenge coins have been ordered, t-shirts are being designed by McNary High School. A full page ad will run in the Keizer Times and an invitation has been created. David Dahle taped some video interviews for social media. The KVFA donated \$1,000 and other donations and or sponsors are coming in as well.

Marion County Assessor – Combination of Tax Lots – Chief Cowan presented a brief overview of the request from the Marion County Assessor's office to combine the districts six tax lots into one. Discussion ensued. Greg Ego made a motion to proceed with the combination of tax lots as presented. Chet Patterson seconded the motion. The motion carried unanimously.

Other Business – Dave Bauer reported that he is retiring however will keep the district on as agent of record. He invited the board to a retirement party on 04/13/18 at McNary Golf Course.

Greg Ego reported that the Chief's evaluation forms would be sent out to board members within the next week and that everyone should have them completed and ready for an executive session at 5:30 pm before the April board meeting.

Good of the Order – The board congratulated Amber Butler for her Stairclimb event and asked for an update. Amber reported that the total funds are at \$14,441 putting them in the top three fundraisers. Donations are ongoing.

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

Adjourn – President Joe Van Meter declared the meeting adjourned at 7:37 pm.

Respectfully submitted,

Chet Patterson
Secretary