

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

**REGULAR BOARD MEETING**

February 21, 2017

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

**Roll Call** –Those present at the Board meeting included: Fire Chief Jeff Cowan, Division Chief Hector Blanco, Division Chief Brian Butler, Shift Commander Ryan Russell, Lieutenant Rachel Brozovich, Volunteer Firefighter Samantha Howell, Retired Volunteer Firefighter Bob Busch, Budget Committee Members Colleen Busch and Bill Quinn, and Citizen Jerry Wade.

**Pledge of Allegiance**

**Minutes** – Betty Hart made a motion to approve the Minutes of January 17, 2017. Mike Bauer seconded the motion. The motion carried unanimously.

**Correspondence** – None.

**Guest Input** – None.

**Organizational Input**

IAFF Local 3881 – None.

KVFA – None.

**Old Business** –

Shift Commander Trial – Chief Cowan presented a brief update and referred to the board memo provided by Chief Butler outlining eight categories that they are collecting data on. Chief asked if this was what the board wanted to see and they confirmed that this was exactly what they were hoping for. The board asked for this to continue to be an agenda item each month.

Position Updates - Chief Cowan presented a brief update on the DFM position which closes on March 1, 2017 with the assessment center scheduled for March 17, 2017. Chief Cowan stated that the district has hired Aleda Fairley as the part-time clerk and she is started on February 6, 2017.

Committee Vacancies – Chief Cowan stated that no applications were received for the Budget Committee and the Civil Service Commission during the open period. Therefore, the announcements have been placed on the website, until filled.

Keizer Fire Foundation – Chief Cowan presented a brief update on the foundation and that Chet Patterson has submitted the application to the State and they are just waiting on approval. Chet Patterson noted that once approved they will open a bank account and file with the IRS. Chet Patterson stated that he is handling all of the paperwork.

**Reports**

Financial Report – Betty Hart provided a brief overview of the financial report. Ambulance revenue continues to be on target but may have a lag due to the change in billing vendors. Currently 7 months into the fiscal year and only 58% expended. Mike Bauer made a motion to accept the financial report as presented. Chet Patterson seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart attended the SDAO Conference in Portland and was very happy with the great professional job that they do. She reported that there will be an open house at the Capitol on April 25 which is Fire Service Day. Mike Bauer reported that he and Joe Van Meter had started attending Union negotiation meetings.

### **Chief/Staff Reports**

Chief Cowan reported that staff will be busy the next few months establishing a new Firefighter list, Apparatus Operator list and a Lieutenant List. Chief Blanco was notified that his employee listing is missing the new clerk “Aleda Fairley.”

### **New Business**

Budget Officer and Calendar – Betty Hart made a motion to appoint Fire Chief, Jeff Cowan as budget officer for fiscal year 2017/18. Mike Bauer seconded the motion. The motion carried unanimously.

Betty Hart made a motion to approve the budget calendar as presented. Mike Bauer seconded the motion. The motion carried unanimously.

**Other Business** – Chief Blanco reported that the crews had responded to an apartment fire at 4:00 am on the weekend and that an individual was pulled from the fire and transported.

**Good of the Order** – Betty Hart asked if the district was planning to do an open house for the community once all equipment/apparatus has arrived. Discussion ensued.

**Pay Bills** – Betty Hart made a motion to pay the bills. Mike Bauer seconded the motion. The motion carried unanimously.

Mike Bauer made a motion to approve the transfer of funds and payment to Wire Works in the amount of \$15,325.66 for the wiring and lighting/radio installation of BC 36. Betty Hart seconded the motion. The motion carried unanimously.

Betty Hart made a motion to approve the transfer of funds and payment to LN Curtis in the amount of \$29,518.60 for nozzles approved by the board on 12/20/16.

**Adjourn** – Vice President Chet Patterson declared the meeting adjourned at 7:31 pm.

Respectfully submitted,

Mike Bauer  
Secretary