

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

REGULAR BOARD MEETING

November 20, 2017

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

Roll Call – Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Randy Jackson, Division Chief Brian Butler, Firefighter Tim Coburn and Mike Jensen, Budget Committee Members Bill Quinn and John Rizzo.

Pledge of Allegiance

Minutes – Ron Christopher made a motion to approve the Minutes of October 17, 2017. Betty Hart seconded the motion. The motion carried unanimously.

Correspondence – Thank you card from Clara Mae and a thank you card from Carol Marsh.

Guest Input – None.

Organizational Input

IAFF Local 3881 – None.

KVFA – None.

Audit Presentation – Josh Bailey, Manager from Aldrich CPA’s and Advisors presented the audit report for the year ending June 30, 2017. The result of the audit was an unmodified, clean opinion. 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 good news this year is that the district had a positive change in net position, an increase of apx. \$125,000 which is a good indication of managing expenditures. There was significant bond fund spending which put the district over in Capital Outlay however the reportable budget overage is not out of line with Oregon budget law when receiving bond funds. The biggest difference in this year was the increase to the PERS liability. The PERS liability went from 1.8 million to 4.2 million due to a lower discount rate, a lower rate of return and a higher cost of living assumption. 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 of Aldrich. Ron Christopher seconded the motion. The motion carried unanimously.

Old Business – Board Vacancy

Chief Cowan reported that the vacancy for the board of directors had been advertised and two applications were received. The applications will be sent to the board following this meeting and the interviews for the position will be held at the December board meeting.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. Tax revenue received so far is around \$1.5 million with a large portion to be received in the next week. Ambulance revenue was received in the amount of \$130,000. Overtime was up in October due to the mobilization on the California fires. The first quarter Volunteer Program was paid and the PERS payment was up to \$67,000 this month. Joe Van Meter made a motion to accept the financial report as presented. Ron Christopher seconded the motion. The motion carried unanimously.

Board Member Reports - Betty Hart attended the Coffee with Cathy where she announced the board vacancy. While there she learned of a new “Keizer United” meeting that is for agencies to work together on issues that affect the entire Keizer community and she hopes to be able to start attending.

Chief/Staff Reports

Chief Cowan reported that the assessment for the position of Fire & Life Safety Specialist was held and a tentative job offer has been given. The candidate is now working his way through the remaining components such as the physical, psychological exam, backgrounds checks, etc.

Chief Jackson reported that after the board packets had gone out he received the report from Intermedix showing an additional \$660 in revenue. Betty Hart stated that the Finance Committee will be meeting in December and the discussion of continuing with Intermedix will be brought up. Chief Jackson stated that he would need to research what the options are with their contract.

No additional questions of staff reports.

New Business

Capital FireMed Proposal – Chief Jackson reported on the proposal of new terms for the Capital FireMed program. As proposed the member benefit will be only 50% of the remaining charges. Most agencies are making this change as FireMed is now losing money. Last year the district brought in \$30,761 in membership fees but paid out \$48,195 in claims. The proposal will take effect on 01/01/18 however, if a member is already in the program they will continue at the full rate of payment until their next renewal date that falls after 01/01/18. At their renewal date they will be sent the new information in order to decide if they want to renew again under the new rules. Betty Hart made a motion to approve the proposed Capital FireMed membership benefit change effective 01/01/18. Ron Christopher seconded the motion. The motion carried unanimously.

Keizer Fire Foundation – Chief Cowan reported that it was always the intention of the board to cover the legal fees for the foundation to get it up and running. Once the bill for legal came in, legal counsel for the foundation, Gwen Griffiths, advised that the district should make a contribution to the foundation and that the foundation should pay their bill from their own account. This proposal is for the board to approve the check in the amount of \$2,000 for the foundation. Ron Christopher made a motion to contribute \$2,000 to the Keizer Fire Foundation as advised by legal counsel. Betty Hart seconded the motion. The motion carried unanimously.

Other Business – Betty Hart advised that she would like to attend the SDAO Conference coming up in February. Chief Jackson reported that he would not be able to attend the December meeting.

Good of the Order – Chief Cowan stated that the Keizer First Citizen Banquet is coming up on January 20, 2018 and asked if the board would like him to reserve a table. The board concurred.

Chief Cowan reported that there will be a board work session before the December meeting to discuss planning on finance, equipment, staffing, etc.

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

Adjourn – President Joe VanMeter declared the meeting adjourned at 7:41 pm.

Respectfully submitted,

Chet Patterson
Secretary