

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

**REGULAR BOARD MEETING**

August 21, 2018

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

**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, Deputy Fire Marshal Anne-Marie Storms, Captain Rachel Brozovich, Firefighters Victor Hess and Holden Partain, Volunteer Firefighter John Fowler, Budget Committee Members Kelly Walther, Colleen Busch and Bill Quinn, Citizens Chuck Adams.

**Pledge of Allegiance**

**Minutes** -- Joe Van Meter made a motion to approve the Minutes of July 17, 2018. Ron Christopher seconded the motion. Betty Hart made a correction on Chief/Staff Reports that Chief had attended the "Governmental Affairs Committee" meeting. The motion carried unanimously with correction.

**Correspondence** – A thank you card from Jennifer Labarthe was received.

**Guest Input** – Colleen Busch asked for explanations of two large payments to SDIS. Finance Officer Vickey Dosier reported that they were for the normal monthly amount for medical insurance and the first quarter payment for workers compensation insurance.

**Organizational Input**

IAFF Local 3881 – None.

KVFA – None.

**Old Business**

**Levy Renewal** – Chief Cowan announced that Chuck Adams from New Media Northwest was in attendance to report on the polling results for the levy renewal in November. Chuck Adams reported that the polling was completed with 300 random samples with a 5.7% error factor. Results were good. Impression of Keizer Fire District as a whole 71% Favorable, 3% Unfavorable and 26% No Impression. Support of the levy at current rate 62% Yes, 14% No, 24% Undecided, Need more information. Voter segments were consistent between men and women and only a 10% difference between Democrats and Republicans/Unaffiliated. Chet Patterson asked how it compares to the levy five years ago. Chuck Adams did not have that information available but would look it up and report back. Chief Cowan reported that the poll helps the District to determine the level of campaign needed. Chuck Adams concurred that the campaign needs to be simple with two or three talking points utilizing the website, social media and possibly a flyer. In addition, an ad in the Keizer Monthly Magazine and in the Keizer Times to be completed. Discussion continued about activating the Political Action Committee (PAC). Joe Van Meter volunteered to be the Board Representative on the committee. Betty Hart stated that she would like to help as much as possible. Betty Hart will attend the KVFA meeting on Monday, 08/27/18 to request a donation for the PAC.

Chief Cowan referred the board to the letter in favor for board discussion. After some discussion the board concurred that the letter was appropriate for signature and incorporation into the levy campaign. Betty Hart made a motion to accept and sign the letter as presented. Joe Van Meter seconded the motion. The motion carried unanimously.

## **Reports**

**Financial Report** – Betty Hart provided a brief overview of the financial report. The first month of the fiscal year with not much to report. Only \$74,000 in ambulance revenue received for the first month, hopeful that it will catch up within the next couple of months. Overtime was up a little but it was July with vacations and there was also a crew sent on a conflagration. Leave payoff and wellness incentive are both paid in July as well. Two health insurance payments were recorded in the month of July.

Ron Christopher 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 reported that there were two Coffees with Cathy meetings but she had only been able to attend the one in July. While there she reported on the levy renewal and the outstanding board assessment that had been received at the last meeting.

**Chief/Staff Reports** – Chief Cowan introduced new Firefighter Paramedics Holden Partain and Victor Hess. Chief Butler reported that the California conflagration check was finally received in the amount of \$116,000. He continued to report that we have already gone to and returned from two conflagrations this year and are currently out on another one right now. He reported that the crews received a very good evaluation from the command crews. In addition, two employees have applied to be on future overhead teams for conflagrations. Anne-Marie Storms reported that nine applications have been received for the Fire and Life Safety Specialist position but it appears that four are not qualified to continue at this time.

## **New Business**

**SDIS Board Practices Assessment** – Chief Cowan provided an overview of the board assessment that was completed at the July board meeting. The District received high marks in the assessment. Chief read the consultants impression aloud for the record. “Keizer Fire District is well served by dedicated board members who have many years of experience in business and in serving their community. Ethical management practices and attention to detail are consistent themes that reflect this board’s emphasis on fulfilling its responsibilities to the community, customers, and employees. Board members enjoy an excellent rapport with each other and the district’s management and express admiration and respect for the competent, “good people” employed by the district.” Chief Cowan recommended a news release and Betty Hart and Joe Van Meter concurred and asked for it to also be placed on the website and on Facebook. Betty Hart made a motion to accept the assessment as presented. Ron Christopher seconded the motion. The motion carried unanimously.

**Policy 12.01 Standing Orders & Treatment Protocols** – Chief Butler provided a brief overview of the first reading of the policy containing minor corrections to grammar, spelling, agency name, etc. that were revised. He noted that the policy had not been updated in almost twenty years. He continued noting that the most important revision was the final page where new language was added to outline and define the employee responsibilities for notification to the health authority.

**Other Business** – Chief Cowan distributed a one sentence revision to Policy 6.05 as requested at last month’s board meeting in order to outline the approval of overtime for salaried employees regarding conflagrations. Betty Hart made a motion to approve Policy 6.05 as presented. Joe Van Meter seconded the motion. The motion carried unanimously.

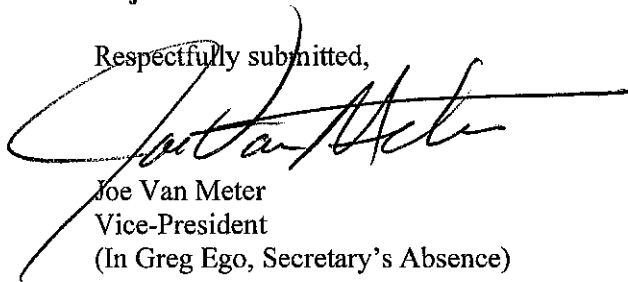
**Good of the Order** – Chief Cowan asked for input on the move of the board meetings to the community room. Discussion ensued surrounding room noise, possible use of overhead projector.

Chief Cowan announced that Mike Jensen is the acting Union President until elections are held.

**Pay Bills** – Joe Van Meter made a motion to pay the bills. Ron Christopher seconded the motion. The motion carried unanimously.

**Adjourn** – President Chet Patterson declared the meeting adjourned at 8:00 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joe Van Meter". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Joe Van Meter  
Vice-President  
(In Greg Ego, Secretary's Absence)

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