

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

**REGULAR BOARD MEETING**

August 20, 2019

**Call to Order** – President Chet Patterson called the meeting to order at 7:00 p.m.

**Roll Call** – Those present at the Board meeting included: President Chet Patterson, Directors: Betty Hart, Greg Ego, Joe Van Meter, Chief Jeff Cowan, Div. Chief Brian Butler, Div. Chief Hector Blanco, EMS Billing Manager Randy Jackson, DFM Anne-Marie Storms, Lieutenant Jeff Gallinger, Firefighters: Bill Herring, Amber Ashlock, Alex Beaudoin, Riley Holmes, KVFA President Taylor Russell, Volunteer FF Cameron Whitney, Budget Committee Members Colleen Busch, Patti Tischer and Bill Quinn, SDAO David Ulbricht

**Pledge of Allegiance**

**Assignment of Board Committees:** President Chet Patterson sent out suggestions to the board for committee assignments. He asked if there were any questions or amendments. Greg Ego made a motion to approve the Board Committees as presented. Joe Van Meter seconded the motion. The motion carried unanimously.

**New Employee Introductions:** Chief Jeff Cowan introduced and gave a short biography on two new Firefighter/Paramedics Riley Holmes and Alex Beaudoin.

**Minutes** – Joe Van Meter made a motion to approve the Minutes of July 16, 2019. Greg Ego seconded the motion. The motion carried unanimously.

**Correspondence** – None.

**Guest Input** – None.

**Organizational Input**

IAFF Local 3881 – None.

KVFA – Cameron Whitney presented the new KVFA t-shirts and stated they are now for sale for \$15.00.

**Old Business** – President Chet Patterson asked if there were any questions regarding Policy 11.01 Ride-A-Long/Observation Program second reading of the policy. There were no questions. Betty Hart made a motion to approve Policy 11.01 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. We are at the beginning of the fiscal year. Ambulance revenue was received at \$155,330. The GEMT program will bring in approximately \$76,064. Overtime is normal. Wellness bonus' were paid this month. The annual Procure coverage for EMS equipment was paid at \$7000. The election expense will be charged to last fiscal year. There are some quarterly and monthly bills from the previous fiscal year that will be charged to this fiscal year. We look to ensure that 12 or 4 payments are paid each fiscal year for these bills. Lyn corrected a typo on the budget update General Fund- All page. She stated that the estimated Ambulance Revenue should have been 1.7 million, not 17 million.

Joe Van Meter made a motion to accept the financial report as presented. Greg seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart stated she will not be attending Coffee with Cathy this month.

**Chief/Staff Reports –**

There are several events coming up; 911 Ceremony, Oktoberfest, Life Saving Award, Fire Safety Open House. The new sign for the building got ordered. Chet Patterson stated that KFF got a grant from Rotary for \$4000, an individual donated \$3600 and \$2500 from the District Rotary. All 10 AED's are covered.

Div. Chief Butler pointed out that when we order AED's, it comes out of one of our line items, so if we continue to purchase AED's for other businesses/non-profits and get reimbursed, we will over expend those line items. DC Butler is working on getting an account set up with Boundtree for KFF to purchase the AED's. Joe Van Meter asked if KFD provided AED's to KPD. DC Butler stated that we do provide KPD AED's, but they are short two of them. Keizer Public Works may want one too.

Joe Van Meter asked DFM Storms if we do babysitting classes. DFM Storms stated that we do not. We used to, but weren't getting much participation.

Div. Chief Brian Butler and Dep. Chief Randy Jackson stated they will not be at the next meeting due to it being their anniversary week.

**New Business**

**Bond Sale Discussion with David Ulbricht from SDAO-** David Ulbricht presented a packet regarding general obligation bond planning schedules. He stated the last bond sale brought in more than ¼ million than anticipated. The district had already adopted the budget for the 2019-2020 fiscal year, so we are not able to change the tax rate to get the new bond sold before January. We will not be able to start collecting taxes for the 2020 Bond until the next fiscal year. We can sell the bond in January, and not have to make a payment until the 2020 fiscal year. David reviewed the current market rates, and the options that we have when we sell the bonds. He reviewed the current bond schedules. There were two illustrations on the 2020 Bond Series with one ending in 2036 and the other in 2039 with the tax rates. Greg Ego asked if the 14 cent tax rate was a hard cap. David stated no, because you cannot guarantee a tax rate and is a best estimate. David will make an RFP up and send it out to several banks. Greg Ego asked if David thinks we can wait until January and still get the rates, or close to the same rates, as presented. David stated that he thinks that January will be the optimal time because of the when the banks will want the first payment. David stated that no decisions needed to be made today. He will come back in October or November after the board has reviewed the information.

**Intergovernmental Agreement for Collection of Fire and Life Safety Inspection Fees-** Chief Cowan stated we have come to an agreement with the City of Keizer that they will handle all the fees with a 5% administrative fee. It has been reviewed by legal. Joe Van Meter made a motion to authorize the Fire Chief to enter into the agreement with the City of Keizer. Betty Hart seconded the motion. The motion carried unanimously.

**Review of Policy 04.09 Public Records Requests-** This is the first reading of the updated Policy 04.09. Chief Cowan stated our public records policy is more of a procedure over time, and Lyn identified that we needed to formalize it and revamp it. We went to SDAO and legal to have them review it. Greg Ego stated that there is a typo in the first line. Lyn stated she would correct it.

**CPR Machine Purchase-** DC Butler reviewed the importance and value of the machines. This purchase will come out of the bond fund. Betty Hart moved that we approved the purchase of the CPR machines at a cost of \$45,737.84. Greg Ego seconded the motion. The motion carried unanimously.

**Other Business** – Betty Hart stated that her niece sent in a donation check of \$50. She stated that they didn't know about the foundation. Betty Hart recommends that the district donate the money to KFF. Chief Cowan stated that he also recommends this. The board approved donated the \$50 to KFF. Lyn is working with the auditors to come up with a procedure for when the district receives donations that are going to KFF.

**Good of the Order** – Betty Hart stated that today would have been her and Mike's 49<sup>th</sup> wedding anniversary. Chief Jeff Cowan shared a story from his trip to Mexico.

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

**Adjourn** – President Chet Patterson declared the meeting adjourned at 7:54 pm.

Respectfully submitted,



Greg Ego  
Secretary