

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

**REGULAR BOARD MEETING
November 19, 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 and Ron Christopher, Chief Jeff Cowan, Office Manager Lyn Komp, Div. Chiefs Ryan Russell, Brian Butler and Hector Blanco, DFM Anne-Marie Storms, EMS Billing Manager Randy Jackson, Captain Christina Wilson, Firefighter Mike Jensen, Tim Coburn, Budget Committee Members Elliott Groenveld, Patti Tischer, Bill Quinn, Kelly Walther, Citizens Bob Busch, Gary Wade

Pledge of Allegiance

There was a moment of silence held for former Fire Chief Greg Frank.

New Employee Introductions: Tabled until the December Board Meeting.

Minutes – Greg Ego stated that under Apparatus Replacement List Review that it should say a type 3 will meet our need for ISO, not a Skeeter. Joe Van Meter made a motion to approve the amended Minutes of October 15, 2019. Ron Christopher seconded the motion. The motion carried unanimously.

Correspondence – McNary Leadership sent a thank you for help with homecoming.

Guest Input – None.

Organizational Input

IAFF Local 3881 – On black Friday, we will be out at Keizer Station filling the boot for M.S.

KVFA- None.

Old Business – President Chet Patterson asked if there were any questions regarding Policy 06.18 Fringe Benefit and Reimbursement for the second reading of the policy. There were no questions. Greg Ego made a motion to approve Policy 06.18 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 1/3 of the way through the fiscal year. Ambulance Revenue was received at approximately \$130,000. Most of the tax revenue was received in November. Overtime is high at \$48,000. Chief Jeff Cowan stated that there were a couple of people out and had to back fill. Building Improvement was paid at \$8200 on the building evaluation. Fuel Expense for the third quarter was paid. The additional \$7000 for the extra pages needed in the audit was paid. The Board acknowledged Management Response on the letter to the Board of Directors and Management presented by Aldrich. Betty Hart discussed if we would like to change the financial reports to either have the financials end on the last day of the previous month before the Board Meeting, or if the board prefers to see the year to date financials. After discussion, the Board chose to see the year to date financials, but change the date on the financials to be the date they were run, not the last day of the previous month. Greg Ego 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 stated that she attended Coffee with Cathy. The overlay district was to be passed last night with the City, which will hopefully encourage more housing. The City is going to have an emergency planning work session on December 9th at 6:00pm. Colleen Busch reported that the Transit District is

celebrating 40 years, and Sunday service will start on May 3rd. Joe Van Meter asked if we are represented at the emergency planning work session. Chief Jeff Cowan stated that the emergency preparedness planning is currently run by the City and public works. The Board would like us to follow up with the city about the emergency planning work session and report back.

Chief/Staff Reports – Chief Jeff Cowan made note of the upcoming calendar of events. Betty Hart asked about Marion County Fire District #1 meeting with the city regarding their local option levy. Chief Jeff Cowan stated there wasn't a lot of detail and no numbers were given. Betty Hart stated during the pre-board meeting that there was a discussion on succession training. Betty Hart asked if we are doing any succession training here. Chief Jeff Cowan stated that if anyone was interested in attending the class put on by SDAO, the district would support them.

EMS Billing Manager Randy Jackson stated we will be making our first two payments for the GEMT program. Betty Hart asked if it is correct that we write a check to the state first, then the state will write a check to us. EMS Billing Manager Randy Jackson stated yes, that is how the legislation was written. He also stated that the amounts and costs can change from year to year.

Div. Chief Brian Butler stated we do succession training within the district on shift. Div. Chiefs work with Captains, Captains work with Lieutenants and so forth. We are continually doing succession training.

Div. Chief Ryan Russell stated that the ladder truck is expected to be back this week. Betty Hart asked if the ongoing issues were because of the engine that didn't get replaced. Div. Chief Ryan Russell stated some are and some aren't. The warranty is now expired.

New Business

1. Purchase of Two Medic Units- Div. Chief Brian Butler stated that this is a continuation of our apparatus replacement plan. We will go from three units to four units. We are looking at a July or August delivery. Joe Van Meter made a motion to approve the purchase of two 2020 North Star ambulance built by Braun Northwest for the purchase price \$537,460. Greg Ego seconded the motion. The motion carried unanimously.

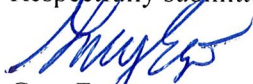
Other Business – Chief Jeff Cowan requested that the Board make an exception to Board Policy Section B 3.4.a regarding the maximum amount that is allowed to be in the checking account. It states that the maximum amount that can be in the checking account is \$400,000. We would like to increase it to \$500,000 for this month. Payroll has increased due to the additional two firefighters, and there aren't enough funds for the rest of the bills needing to be paid. Chief Jeff Cowan will come back with a proposal to the Board next month. Greg Ego made a motion that for this financial period that Section B 3.4.a increase to \$500,000 to cover financial situation. Joe Van Meter seconded the motion. The motion carried unanimously.

Good of the Order – Betty Hart thanked FLSS Cody Heidt and DFM Anne-Marie for Storms the presentation of hands only CPR class at Rotary. Joe Van Meter thanked DFM Anne-Marie Storms and FLSS Cody Heidt for the 668 contacts you made in October. Ron Christopher thanked DFM Anne-Marie Storms and FLSS Cody Heidt for all the work they do with car seat installations. Chief Jeff Cowan stated the new station signs have arrived.

Pay Bills – Greg Ego 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 7:46 pm.

Respectfully submitted,



Greg Ego
Secretary