

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

**REGULAR BOARD MEETING**

October 15, 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 Aaron Pittis, Firefighters: Kelby Frazier, Bill Herring Budget Committee Members Elliott Groenveld, Colleen Busch, Patti Tischer, Citizens Bob Busch Aldrich CPA's Josh Bailey

**Pledge of Allegiance**

**New Employee Introductions:** Tabled until the November Board Meeting.

**Minutes** – Joe Van Meter made a motion to approve the Minutes of September 17, 2019. Greg Ego seconded the motion. The motion carried unanimously.

**Correspondence** – Chief Jeff Cowan received a thank you card from Penny and Sherry, Betty Hart's nieces, for taking them on a tour. We received two thank you cards from patients we responded to. A thank you card was received for saving a one eyed cat. FLSS Cody Heidt sent a thank you card for the flowers.

**Guest Input** – Bob Busch thanked the crews for responding to a medical emergency at his church.

**Audit Presentation- Josh Bailey, Aldrich CPA's & Advisors** Josh Bailey, Manager from Aldrich CPA's and Advisors presented the audit report for the year ending June 30, 2019. 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 net position. Budget compliance was spot on and is outlined in the audit letter to the Secretary of State.

There was a new accounting standard, GASB75, implemented related to Other Post Employment Benefits (OPEB). These benefits are related to a retiree participating in health and dental benefits. There's an actuarial liability that has to be calculated. There are eight pages of disclosure to go through regarding OPEB.

Betty Hart asked Josh Bailey to discuss how the financial position is a result of our relationship in the community. Josh Bailey stated we have a good cash position as a result of two things. Good cash management and a tight relationship with the community. When there is a need for a bond or levy, the community is willing to jump and help out.

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. Chet Patterson seconded the motion. The motion carried unanimously.

## **Organizational Input**

IAFF Local 3881 – None.

KVFA- None.

**Old Business** – None.

## **Reports**

Financial Report – Betty Hart provided a brief overview of the financial report. We are 25% through the fiscal year. There are a few line items that are over 25%, but are smaller line items and don't have as big of impact on the overall budget. Ambulance Revenue was received at \$101,381. Personnel Services is normal. Overtime is under \$20,000. The first payment for the audit was made. Greg Ego made a motion to accept the financial report as presented. Ron Christopher seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart stated that she attended Coffee with Cathy. There was a discussion on updating the city's comprehensive plan on buildable property and transportation plan. There were 4 studies in various stages. She thanked the district for the 911 Ceremony.

**Chief/Staff Reports** – Chief Jeff Cowan stated he had met with MCFD #1 and Salem regarding property tax statements. County and City are putting things on hold. Betty Hart asked about Chief Jeff Cowan working with the city about getting the money from construction projects, as part of the district is out of the city. Chief Jeff Cowan stated that if we have that position we will work with County. Betty Hart also stated that she is happy that he and D.C. Butler met with MCFD #1 about working together. Greg Ego asked when we will see a report from Rice Fergus regarding the facility. Chief Jeff Cowan stated that they have come back with 4 proposals. Chief Jeff Cowan stated the need to have a work session and create a vision, and that we are approximately three years out. There was a discussion on when to have a work session and Strategic Planning Meeting. The Board decided to hold a Strategic Planning Meeting in November before the Board Meeting, and have the Budget Committee attend. Lyn Komp will send a pole out for the work session.

D.C. Hector Blanco gave a brief overview of the new training program Target Solutions.

Greg Ego stated he would like to see a demonstration of the new Lucas machine. D.C. Brian Butler stated we are going to film it and put it on Facebook. The Lucas machine was brought in and the Board was shown a demonstration.

Betty Hart asked about the ladder truck and all the repairs and that the warranty is expiring. D.C. Ryan Russell stated they are going through it with a fine tooth comb. We are making a contingency plan for the future if there are problems.

## **New Business**

- 1. Policy 6.18 Fringe Benefit and Reimbursement Policy-** Chief Jeff Cowan discussed how it is important to make sure staff is covered for lunches when they go to meetings and conferences. This policy brings makes sure we are compliant with ethics law, auditors and IRS. Chief Jeff Cowan reviewed section D1 regarding Chief Officers. Betty Hart asked Chief Jeff Cowan if he had clarified about differentiating whether you have a meal during the meeting, or if you break and have the meal separately, not having the meal as part of business, if both situations are covered. Chief Jeff Cowan stated that the participation of doing the business included the meal and are both covered.
- 2. Civil Service Job Description Review-** D.C. Brian Butler went through all the job descriptions and made some updates to a couple of the job descriptions and reorganized the structure in the policy

manual. We will be going to the Civil Service Commission next week to approve the revision on job Position Descriptions. Greg Ego stated there is a spelling error in the title. Greg Ego made a motion to approve article 5.0 Position Descriptions as presented, with the correction on the spelling error. Joe Van Meter seconded the motion. The motion passed unanimously.

- 3. Apparatus Replacement List Review-** The committee met with D.C. Ryan Russell regarding the apparatus replacement list. Greg Ego discussed purchasing two medic units that match two of our current medic units, so we are able to rotate them through. There is a need for a type 3 engine to replace E385. It qualifies as a class 1 engine, but are able to take it off road. It will save us approximately \$250,000 in the purchase price over a type 1. It's an easy discussion point to have with public to show we are spending the bond money efficiently. We need to replace brush 378 with a Skeeter. Having another Skeeter will provide local availability for off road. Having a type 3 engine meets our need for ISO. Everything fits in with the bond plan to move forward. Betty Hart asked about if the first Skeeter was supposed to replace Brush 378. D.C. Brian Butler stated that there is a need for two brush vehicles. D.C. Ryan Russell stated having two brush vehicles allows us to have better brush fire response in our district. Greg Ego made a motion to proceed with the apparatus replacement plan as presented with two medic units, one type 3 engine and one Ford F550 Skeeter brush rig. Ron Christopher seconded the motion. The motion passed unanimously.

Greg Ego stated he has asked D.C. Ryan Russell to look into the cost of upgrading the power train which may be causing most of the problems. The cost could fall within the bond. This is just a thought.

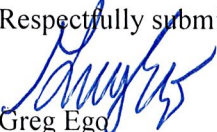
#### **Other Business –**

**Good of the Order** – Betty Hart is not going to be able to make it to Coffee with Cathy. It will be at Mommy & Maddie's. Betty Hart wanted to thank Cody, Anne-Marie and staff for the work they did for the open house. It was very impressive. Betty Hart also wants to go to the SDAO conference in January. Ron Christopher stated he is on the committee and will be there too. Chief Jeff Cowan stated that we are looking into getting new chairs for the board table. Ron Christopher and Chief Jeff Cowan will be attending the SDAO Risk Management training. Chief Jeff Cowan presented pictures of the early founders of the district that were donated by Doug Meckers. Jan Sanford helped with naming 22 of the 24 men in the picture. Chet Patterson reported that KFF was successful in raising \$14,300 for AED's. There are also funds that were given for smoke alarms.

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

**Adjourn** – President Chet Patterson declared the meeting adjourned at 7:57 pm.

Respectfully submitted,



Greg Ego  
Secretary