

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

**REGULAR BOARD MEETING**

February 18, 2020

**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, Joe Van Meter (by telephone) and Ron Christopher, Chief Jeff Cowan, Office Manager Lyn Komp, Div. Chiefs Brian Butler and Hector Blanco, EMS Billing Manager Randy Jackson, DFM Anne-Marie Storms, Firefighters Kelby Frazier, Bill Herring, Victor Hess, Captain Aaron Pittis, KVFA President Amber Butler, Budget Committee Members Bill Quinn, Colleen Busch, Patti Tischer, Elliot Groeneveld, Citizen Bob Busch and Pat Fischer, SDAO David Ulbricht

**Pledge of Allegiance**

**Minutes** – Betty Hart made a motion to approve the minutes for January 21, 2020. Ron Christopher seconded the motion. The motion carried unanimously.

**Supplemental Budget Hearing**- President Chet Patterson opened the public hearing for the FY 2019/2020 supplemental budget at 7:01 pm and asked for comments. There were no comments

President Chet Patterson closed the public hearing at 7:02 pm.

**Correspondence** – Avamere Memory Care sent a thank you card. We received a Christmas card from Mike A. with two NYFD patches. Keizer Cert sent a thank you for the use of the community room. A citizen brought in a basket of goodies and a thank you card for the great care she received on a call.

**Guest Input** – Pat Fischer spoke to the Board regarding putting a peace pole at KFD. The Board stated they will discuss it and take action at the next Board Meeting.

**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 60% of the way through the fiscal year. Ambulance payments were received at approximately \$145,000. Overtime is average at \$25,000. Training was high due to tuition being paid and paying an outside instructor for EMS classes. Building Maintenance was high due to paying Otis Elevator the annual service fee. Ron Christopher made a motion to accept the financial report as presented. Betty Hart seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart gave a brief overview of the SDAO Conference she and Ron Christopher attended. She highlighted the website class she attended. She stated she wants to see more updating and postings on the website.

**Chief/Staff Reports** – Betty Hart asked about the estimate for GEMT Revenue for 2019. EMS Billing Manager Randy Jackson stated that it will be approximately \$240,000 before the fees. Betty Hart looked at the annual report and asked DC Brian Butler about low response for the brush truck, and if it necessary to have two. DC Brian Butler stated that brush calls require two brush trucks, and that we need two brush trucks. Chief Jeff Cowan stated that the

ladder truck is back and has passed testing on behalf of DC Ryan Russell. Betty Hart stated she was impressed with the scan tool.

### **New Business**

**Bond Resolution 2020-01** – Chief Cowan presented an overview of the resolution created by bond counsel for approval. David Ulbricht, with SDAO, presented the General Obligations Bond Planning Schedules. He also discussed information on the bond sale including the savings that were made. Ron Christopher moved for Resolution 2020-01 authorizing the issuance, sale and delivery of general obligation bonds, designating an authorized representative, delegating the negotiation and approval of financial documents and related matters to be approved and adopted. Betty Hart seconded the motion. The motion carried unanimously.

**Supplemental Budget Resolution 2020-02-** Chief Jeff Cowan recommended that the board adopt Resolution 2020-02 as presented. He stated that the supplemental budget was needed to bring in the funds from the bond sale and authorize spending of those funds in the Capital Projects Fund for the FY 2019-2020 budget. He also stated we brought in the funds from the GEMT Revenue and increased the Dues and Fees line item for the expenses paid with the GEMT Program in the General Fund. Joe Van Meter moved for Supplemental Budget Resolution 2020-02 be approved as presented. Ron Christopher seconded the motion. The motion carried unanimously.

**Budget Officer and Calendar-** Chief Cowan presented the budget calendar. He also stated that a Budget Officer needs to be elected, and the Budget Calendar adopted according to Public Meetings Law. He also stated that standardly the Fire Chief is elected to be the Budget Officer. Ron Christopher moved the elect Chief Jeff Cowan as the Budget Officer and adopt the Budget Calendar FY 20-21. Joe Van Meter seconded the motion. The motion carried unanimously.

Betty Hart asked if there were going to be any work sessions to talk about board priorities. A discussion ensued regarding the website. Chief Jeff Cowan stated that staff have been directed and are working on the website. The decision was to not have a board work session before the next board meeting.

**Car Seat Deposit-** Chief Jeff Cowan presented information on the car seats that were donated to us from Salem Health after their car seat program closed. Staff is proposing that the co-pay for the car seats go to KFF. President Chet Patterson stated that KFF would create fund for the car seat co-pays, then would be able to get the funds back to the district for more car seats. Betty Hart moved that the car seat co-pay be assigned directly to the KFF car seat fund. Ron Christopher seconded the motion. The motion carried unanimously.

**Keizer Fire Foundation 2019 Year End and Financial Report-** KFF Secretary/Treasurer Chet Patterson presented a brief overview of the year end and financial report. There were two programs highlighted. He reviewed all of the donations that were made. There was a total of \$27,217.83 in donations collected in the first full year.

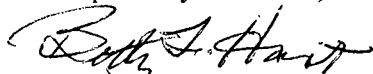
**Other Business** – None

**Good of the Order** – DC Hector Blanco thanked the local for donating to the Keizer police officer who recently passed and participating in the procession.

**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 7:58 pm.

Respectfully submitted,



Betty Hart  
Secretary