

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

REGULAR BOARD MEETING

July 21, 2020

This meeting was held as a virtual meeting on GoToMeeting.com

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, Greg Ego and Ron Christopher, Chief Jeff Cowan, Office Manager Lyn Komp, Div. Chiefs Brian Butler, Ryan Russell and Hector Blanco, DFM Anne-Marie Storms, EMS Manager Randy Jackson, KVFA President Amber Butler, Budget Committee members: Kelly Walther, Bill Quinn, Patti Tischer, Citizen Bob Busch

Minutes –Joe Van Meter made a motion to approve the minutes for June 16, 2020. Betty Hart seconded the motion. The motion carried unanimously.

Selection of Officers: Greg Ego made a motion to the we renew the current officers from 2019-2020 to 2020-2021 with Director Patterson as President, Director Van Meter as Vice President, Director Hart as Treasurer and himself as Secretary. Ron Christopher seconded the motion. The motion carried unanimously.

Assignment to Board Committees: Chet Patterson made the recommendation to carry over the committees from FY 2019-2020. Joe Van Meter made a motion to approve the Board Committees as recommended by Chet Patterson. Ron Christopher seconded the motion. The motion carried unanimously.

Correspondence – None

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- Amber Butler reported that there was a virtual meeting about the firefighter stair climb. \$2.77 million was raised. KVFA has raised \$100,000 for all the years participating.

Old Business- None.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. The report is throughout the fiscal year. There are still more bills that will be recorded. Ambulance payments were received at approximately \$143,060. We will reach the budgeted amount. Revenues and expenses are both down. The Dues/Subscriptions/Fees is high due to the GEMT Fees. Ron Christopher made a motion to accept the financial report as presented. Greg Ego seconded the motion. The motion carried unanimously.

Board Member Reports – Chet Patterson presented an update on the Chief's review. The process has been different this year due to Covid-19. Chet Patterson stated he presented the report one on one with the Chief. The evaluation came out the same as last year. Greg Ego gave kudos on Covid-19 response at the

station. Betty Hart reported that she attended Coffee with Cathy. She stated she reported that we are continuing the emergency declaration in place. The Volcanos are considering a community market. The construction at Keizer Station in the half circle is creating a storm water retention.

Chief/Staff Reports – Betty Hart asked Chief Jeff Cowan for clarification on what the Paramedic Chief's interview is in his report. Chief Jeff Cowan stated it was the Fire Chief interviewing for a firefighter/paramedic. Betty Hart asked Randy Jackson about the number of calls in connection with the police department. It seemed a little high. She asked what would have contributed to making it high. Chief Jeff Cowan stated that we usually have about 20-30. This month was a little high at 31, but there wasn't an underlying reason for the increase. Chet Patterson stated that Anne-Marie Storms did a great job on her report.

New Business

Resolution 2020-10 Declaration of a Community Health Emergency- Chief Jeff Cowan stated this is a renewal of the previous resolution declaring a community health emergency. This declaration will be in place until the August 18, 2020 Board Meeting. Joe Van Meter made a motion to approve the extension of Resolution 2020-10 Declaration of a Community Health Emergency. Betty Hart seconded the motion. The motion carried unanimously.

Policy 6.03 Non-Discrimination/Harassment- Chief Jeff Cowan reviewed the updated Policy 6.03. It is a major update on the policy. This is the first reading of the updated policy. It has gone through legal and senior staff. Greg Ego asked if this is a total re-write. Chief Jeff Cowan stated that yes it is. Betty Hart stated that we should look through and update the board policies.

New Telephone System Review- Chief Jeff Cowan stated that the phone system has started failing. The server and equipment needs to be replaced. We got three bids. We can also save money if we switch to Comcast for telephone services. Joe Van Meter made a motion to approve the purchase of the new phone system with 10D Tech for \$29947.93 and the support \$2668.70. Greg Ego seconded the motion. The motion carried unanimously. Greg Ego made a motion to we look at option two for the Comcast bundle for the foreseeable future and negotiate a standard price for three years. Ron Christopher seconded the motion. The motion carried unanimously.

Checking Account Maximum Allowed- Chief Jeff Cowan reviewed that at the previous board meeting there was a decision to pay for worker's compensation in whole. In order to do this, the checking account would exceed the maximum amount of \$500,000 for the month. Staff is recommending a one-time exception to increase it to \$650,000. Betty Hart asked how many transfers can be done in a day. Lyn Komp stated there is no limit on how many transfers we can do a month. Betty Hart asked why we couldn't just do two separate transfers to keep it under \$500,000. Lyn Komp explained that with the cost of payroll, worker's compensation and other bills, we will need to have over \$500,000 in the checking account for a short period of time. We have no way of controlling when checks are cashed. She also stated that this is a one-time exception to exceeding the \$500,000 limit for the checking account. Greg Ego made a motion approve to make a one-time exception to the checking account maximum allowed. Joe Van Meter seconded the motion. The motion carried unanimously.

Civil Service Commissioner Appointments- Chief Jeff Cowan review the process for Civil Service Commissioner Appointments. He stated that Darrell Fuller, Donna Bradley and Candice Medinger are willing to renew. Kelly Bach has asked to be replaced. Staff recommends the renewal appointments for a four year term for Darrell Fuller, Donna Bradley and Candice Medinger to our Civil Service Commissioners by a board motion. Greg Ego made a motion to renew the Civil Service Commissioner Appointments for Darrell Fuller, Donna Bradley and Candice Mediger. Joe Van Meter seconded the motion. The motion carried unanimously.

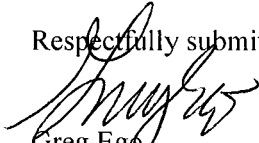
Other Business -- Betty Hart would like the board members to get a report on technology. Chet Patterson stated that they are planning to have an IT meeting before the next board meeting. Chief Jeff Cowan stated that Gwen Griffins has offered free estate planning for all first responders. Joe Van Meter asked if this applies to the board too. Chief Jeff Cowan stated yes it does. This also includes the budget committee. Chief Cowan will send out information on to anyone who would like it.

Good of the Order – None

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 7:43 pm.

Respectfully submitted,



Greg Ego
Secretary