

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

**REGULAR BOARD MEETING
October 19, 2021**

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, Greg Ego, Joe Van Meter and Colleen Busch, Chief Jeff Cowan, Office Manager Lyn Komp, Div. Chiefs Brian Butler and Hector Blanco, DFM Anne-Marie Storms, Captain Aaron Pittis, Lieutenant Ted McClung, Firefighters: Kelby Frazier, Noah Murayama, Jeremiah Golden, Simeon Wakefield, Jack Evans, Andrew Etzel, Bill Herring, KVFA President Samantha Russell, Budget Committee member: Elliot Groeneveld, City of Keizer Mayor Cathy Clark, Citizen Bob Busch.

Minutes – Colleen Busch made note that in Good of the Order that she was looking forward to collaborating with staff was in regards to updating personnel policies. Greg Ego made a motion to approve the minutes as presented for September 21, 2021. Joe Van Meter seconded the motion. The motion carried unanimously.

Correspondence – Lyn Komp read two thank you cards.

Audit Presentation- Kathy Wilson, Grove, Mueller & Swank- Kathy Wilson, Manager from Grove, Mueller & Swank presented the audit report for the year ending June 30, 2021. A meeting was previously held to go over the audit in more detail with the Board Finance Committee. There were no significant changes in the financial reporting statements. In the Governance Letter, there were no significant changes. We are required to report corrected and uncorrected statements. There were no uncorrected statements. In the management letter, there were journal entries that were provided and approved by Lyn Komp. 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. There weren't any non-compliance items. Chet Patterson stated that there were no questions or concerns from the Finance Committee, and it was a well conducted audit. Chief Jeff Cowan stated we should go out for a press release with the unmodified opinion.

Betty Hart made a motion to accept the audited financial statements as presented by Kathy Wilson with Grove, Mueller & Swank. Greg Ego seconded the motion. The motion carried unanimously.

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- None

Old Business- None

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. Personnel Services is at 30%. We will need to make some adjustments in the spring. Materials and Services are at 15%. There isn't very much coming in for property taxes. The bulk of property taxes should be coming next month. Ambulance payments were received at approximately \$170,000. Joe Van Meter made a motion to accept the financial report as presented. Greg Ego seconded the motion. The motion carried unanimously.

Board Member Reports –Betty Hart stated that she attended Coffee with Cathy and Keizer United. She reported on the upcoming events we aren't going to be doing and call volume at both meetings. Colleen Busch also attended Keizer United and reported on the fire safety materials that were handed out to the schools.

Chief/Staff Reports –

- Chief Jeff Cowan- Chief Jeff Cowan stated he is working on an IGA with Marion County Emergency Management. He also stated he met with the Personnel Committee and Finance Committee.
- Division Chief Brian Butler- D.C. Brian Butler stated that he received a request to get a rapid deployment raft. It still needs to be discussed with Senior Staff. They are going to try and get a grant. He reviewed what Ambulance Service Area (ASA) is, and that they meet with the ASA's in the area to discuss issues and how things are going. There was a discussion on the increased cost of medical supplies.
- Division Chief Ryan Russell- Greg Ego asked that we use the apparatus numbers not the vehicle ID #'s.
- DFM Anne- Marie Storms stated they got approximately 2100 bags with fire safety materials out to the schools. They also have some bags made up for home school kids. They are still doing inspections and are following Covid-19 guidelines.

New Business

Resolution 2021-12 Declaration of Emergency Renewal- There was a discussion on renewing the emergency declaration. Joe Van Meter made a motion to approve the extension of Resolution 2020-02 Declaration of a Community Health Emergency as amended. Greg Ego seconded the motion. The motion carried unanimously.

Policy 6.05 Non- Represented and at Will Employment Update- The Board requested more time to review Policy 6.05 and would only like to see the final copy next month.

IGA Agreement with Marion County Emergency Management- Chief Jeff Cowan reviewed the agreement and recommends the Board approves it. Colleen Busch asked about some of the acronyms. Chief Jeff Cowan stated he will look into it and get back to them. Joe Van Meter made a motion to approve the IGA Agreement with Marion County Emergency Management as presented. Betty Hart seconded the motion. The motion carried unanimously.

Board Training Review- Chet Patterson reviewed the Board training on ethics. Betty Hart stated that it would be a great training for the district to have. D.C. Hector Blanco stated that they have an ethics training every year.


Other Business – There was a discussion on the Covid-19 vaccine mandate.

Good of the Order – Betty Hart recognized how hard everyone is working during this time.

Pay Bills – Greg Ego made a motion to pay the bills. Colleen Busch seconded the motion. The motion carried unanimously.

Adjourn – President Chet Patterson declared the meeting adjourned at 7:50 pm.

Respectfully submitted,


Greg Ego
Secretary