

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

REGULAR BOARD MEETING

December 21, 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, Ryan Russell and Hector Blanco, Captain Aaron Pittis, Firefighter Jacob Brinlee, KVFA President Samantha Russell, Budget Committee members: Bill Quinn, Patti Tischer, Kelly Walther, City of Keizer Mayor Cathy Clark, Agent of Record Nathan Bauer and Citizen Bob Busch

Minutes – Colleen Busch stated there is a correction in the Staff Reports under EMS Billing Manager. The second line should read “Fire Chief Jeff Cowan stated CMS is Medicare.” Greg Ego made a motion to approve the minutes as amended for November 16, 2021. Joe Van Meter seconded the motion. The motion carried unanimously.

Greg Ego Joe Van Meter made a motion to approve the minutes for the Special Board Meetings as presented for November 22, 2021. Greg Ego seconded the motion. The motion carried unanimously.

Correspondence – Lyn Komp stated they had received several holiday cards.

Guest Input – Patti Tischer thanked Chief Jeff Cowan, DFM Anne-Marie Storms and Office Manager Lyn Komp for the help with the giving baskets.

Organizational Input

IAFF Local 3881 – None

KVFA- None

Old Business-

Resolution 2021-09 Budget Format Correction- Office Manager Lyn Komp stated that there was a formatting error on the resolution adopting the budget. She reviewed the correction and presented the corrected resolution.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. Personnel Services is at 45%. Materials and Services are at 37%. We have collected 96% of the anticipated tax revenue. Ambulance payments were received at approximately \$162,400. The quarterly payment for dispatch was made and GEMT Fees were paid. Greg Ego made a motion to accept the financial report as presented. Chet Patterson seconded the motion. The motion carried unanimously.

Board Member Reports – Betty Hart stated that she attended Coffee with Cathy and reported on district activities. There was an update on herd immunity from OHSU. The City of Keizer gave a report on using a long range planning task force to decide how to use some grant money. Betty Hart stated that she and Colleen Busch have been working on updating Board Policies. Colleen Busch stated she attended the CASA lunch and several other events.

Chief/Staff Reports –

- Chief Jeff Cowan- He stated that projections are that we will reach 6400 calls. There were dozens of extracurricular activities this month. We received a Safety & Security grant from SDAO. Colleen Busch asked who won the coloring contest. Chief Jeff Cowan will forward the information on.

- Div. Chief Brian Butler- He stated that we will be down 4 full time employees. This will happen between January and April. Colleen Busch congratulated D.C. Brian Butler on the CAD computer dispatch update.

New Business

SDAO Insurance Renewal- Nathan Bauer gave a brief overview of the Volunteer Firefighter Insurance Services (VFIS) insurance renewal. Greg Ego made a motion to renew the VFIS insurance. Joe Van Meter seconded the motion. The motion carried unanimously.

Nathan Bauer distributed the liability insurance renewal and gave a brief overview. He stated that there has been an approximate 5-8% increase. He also reviewed the coverage for Directors and Officers. Greg Ego made a motion to renew the general liability insurance. Joe Van Meter seconded the motion. The motion carried unanimously. Chet Patterson stated that he would like the Finance Committee to meet with R. Bauer Insurance regarding the renewals prior to board meetings in the future. The Board agreed with ~~Greg Ego~~ Chet Patterson and will start meeting with R. Bauer Insurance on renewals.

Resolution 2021-15 Declaration of Emergency Renewal- There was a discussion on renewing the emergency declaration. There was a discussion and decision to add the Omicron variant to the resolution. Betty Hart made a motion to approve the extension of Resolution 2020-02 Declaration of a Community Health Emergency as amended. Joe Van Meter seconded the motion. The motion carried unanimously.

Professional Benefits Services (PBS) Contract-The Board was presented with the updated PBS contract. There were no questions on the contract. Colleen Busch made a motion to approve the contract as presented. Joe Van Meter seconded the motion. The motion carried unanimously.

Budget Committee Appointments- Chief Jeff Cowan reviewed the open positions on the Budget Committee. He stated we will be putting an advertisement in the Keizer Times for the open positions. He also announced that Bill Quinn has stepped down from the Budget Committee and thanked him for all his years of service.

President Chet Patterson closed the Board Meeting at 7:44pm and opened an executive session at 7:50pm.

At this time, the Board will enter into an Executive Session pursuant to OR 192.660 (2) (d) to carry on labor negotiations.

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An Executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public and under certain circumstances to the media also. The governing body is not allowed to take any final action or make any final decisions during the executive session. Any final action or decision can only be made after returning or at a next regularly scheduled meeting.

Under ORS 192.660(4) representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to cite the general subject of the session as previously announced.

President Chet Patterson closed the Executive Session at 8:14pm and opened the Board Meeting at 8:15pm.

Labor/Management Negotiations- Greg Ego made a motion to authorize the Fire Chief to enter into a scope of work for a cultural assessment and management audit with select operational elements to send out a request for bids and report back to the Board of Directors. Colleen Busch seconded to motion. The motion carried unanimously.

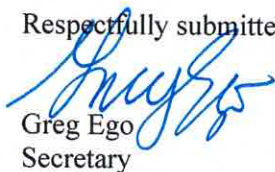
Other Business – Betty Hart and Colleen Busch stated they would like to be signed up for the upcoming SDAO Conference. Lyn Komp stated she will get them signed up.

Good of the Order – There was a discussion on starting the Board Meetings at 6:00pm and possibly putting it on Facebook live. This item will be put on the Board Agenda for January 18, 2022. Chief Jeff Cowan stated that he is still looking into additional Directors and Officers insurance and Board of Directors stipends. He also stated he will have cost per call data to present in January or February. Colleen Busch thanked the people who decorated the engine for the parade and the crews who stood by. She also thanked Fire Prevention for the Candy Cane Drive Thru and Bernie the elf posts on Facebook.

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 8:27 pm.

Respectfully submitted,



Greg Ego
Secretary