

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

REGULAR BOARD MEETING

February 15, 2022

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, Finance Officer Lyn Komp, Div. Chiefs Brian Butler, Ryan Russell and Hector Blanco, Captain Christina Wilson, Budget Committee members: Elliot Groeneveld and Kelly Walther.

Minutes –Colleen Busch stated that in Resolution 2022-01 it should state how the resolution was amended. Joe Van Meter made a motion to approve the minutes as presented for January 18, 2022. Greg Ego seconded the motion. The motion carried unanimously.

Correspondence – Lyn Komp stated Keizer Fire Foundation received a donation in honor of Betty Hart. There was a thank you card from Chemeketa Community College for the letter of support for the Seismic Rehabilitation Grant Program.

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 58%. Overtime was under budgeted. Lyn Komp stated we will be doing a supplemental budget to bring in conflagration funds for wages, including overtime. The supplemental budget will also include Ground Emergency Medical Transport (GEMT) CCO revenue and fees. Materials and Services is at 44%. Payments were made for the annual elevator inspection fee, quarterly diesel and the initial payment to Sikora Associates. We have collected 98% of the anticipated tax revenue. Ambulance payments were received at approximately \$190,000. Joe Van Meter made a motion to accept the financial report as presented. Colleen Busch seconded the motion. The motion carried unanimously.

Board Member Reports –Betty Hart gave an update on the Board Policies that she and Colleen Busch have been working on.

Chief/Staff Reports –

- Chief Jeff Cowan- Randy Jackson and Tim Coburn’s retirements were announced. The District will be creating a job description and announcement for the EMS Billing Manager position. There was discussion on the District’s role in the hiring of the next City Manager. There was a discussion on if the Mother’s Day Breakfast was going to happen and the planning of the event.
- EMS Billing Manager- Lyn Komp reviewed the Ground Emergency Medical Transport (GEMT) revenue. After discussion, it was decided that the GEMT revenue would be on its own line on the financial reports.

- Div. Chief Hector Blanco- There was a discussion on the reason volunteers were resigning. It was stated that the resignations were due to the volunteers taking jobs.
- Div. Chief Brian Butler- There was a discussion on response times for Code 3 calls. It was also discussed that WVCC was not changing names, but was getting a new CAD system.
- Div. Chief Ryan Russell- There was a discussion on the preparations that were taken to prepare for Tim Coburn's retirement.
- DFM Anne-Marie Storms- Colleen Busch gave kudos to Fire Prevention and Public Education for the CPR classes being taught at the High School.

New Business

Resolution 2022-02 Declaration of Emergency Renewal- There was a discussion on renewing the emergency declaration. This resolution was amended to include the Omicron and Delta variants of Covid-19. Greg Ego 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.

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. The Fire Chief is standardly elected to be the Budget Officer. Greg Ego moved the elect Chief Jeff Cowan as the Budget Officer and adopt the Budget Calendar FY 22-23. Joe Van Meter seconded the motion. The motion carried unanimously. There was discussion on if the Budget Committee Meeting will also be offered virtually.

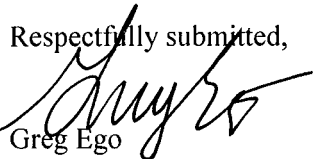
Other Business – The Board of Directors will write a letter of appreciation to Tim Coburn and Randy Jackson for their contributions and years of service.

Good of the Order – Colleen Busch congratulated volunteer Darrell Fuller on his award from the Chamber of Commerce.

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 7:50pm.

Respectfully submitted,


Greg Ego
Secretary