

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
January 17, 2023

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7:00 p.m. Call to Order

Pledge of Allegiance:

Roll Call:

Approve Minutes:

Board Meeting Minutes December 20, 2022

Correspondence:

Guest Input: Statements by members of the public should be brief and concise. A time limit of five (5) minutes will be allotted to an individual or a member of the group.

Organizational Input:

1. IAFF Local 3881
2. Keizer Volunteer Fire Fighter's Association

Old Business: None.

Reports:

1. Financial Reports – Information/Action
 - Receipts of the District's monthly financial reports, which include ambulance billing reports, and act upon the financial reports.

2. Board Member Reports – Information
 - This time is allowed for Board Members to report on any contacts or District Business they have conducted.
3. Chief/Staff Reports - Information
 - Reports from staff covering activities for the month.

New Business:

1. 2023 Insurance Renewal for General Liability, Property, Auto, and Umbrella Coverage/Update on partnership with SDAO and SAIF Information/Action
 - The Board will review and vote on approving the 2023 Insurance Renewal. They will also be updated on the upcoming partnership with SDAO and SAIF for worker's compensation.
2. Civil Service Commissioner Information/Action
 - The Board will interview the applicant for the Civil Service Commission, then vote on appointing the applicant.
3. Fire Chief Recruitment Process Update/Job Description Review Information/Action
 - The Board will be updated on the recruitment process. They will also review the updated Fire Chief job description.
4. Surplus of a 2020 Ford Explorer Information/Action
 - The Board will review and vote on approving the surplus of the 2020 Ford Explorer

Other Business:

This time is provided to allow the Board Members or staff an opportunity to bring new or old matters before the Board, which are not listed on the agenda.

Good of the Order:

Pay Bills:

Adjourn:

Meeting Schedule:

Board Meeting
Board Meeting

February 21, 2023 @ 7:00 pm
March 21, 2023 @ 7:00 pm

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 503-390-9111 or through Oregon Relay 1-800-735-2900 at least two working days (48 hours) in advance.

2022 – 2023 Board of Director Committee Assignments:

Personnel Issues – Joe Van Meter & Greg Ego

Land & Building (Facilities) – Greg Ego & Colleen Busch
Intergovernmental Issues – Joe Van Meter & Betty Hart
Financial – Chet Patterson & Betty Hart
Equipment Replacement – Greg Ego & Colleen Busch
Response Times/EMS – Colleen Busch & Chet Patterson
Technology / Communications – Betty Hart & Chet Patterson

****Board of Directors 4 Year Terms****

<u>Position # / Name</u>	<u>Term Ends</u>
1. Colleen Busch	06/30/2025
2. Joe Van Meter	06/30/2025
3. Chet Patterson	06/30/2023
4. Greg Ego	06/30/2023
5. Betty Hart	06/30/2023

****Budget Committee Members 3 Year Terms****

<u>Name</u>	<u>Term Ends</u>
Laureal Williams	12/31/2022
Kelly Walther	12/31/2022
Patti Tischer	12/31/2024
Vacant	12/31/2024
Donna Bradley	12/31/2022

****Civil Service Commissioners 4 Year Terms****

<u>Name</u>	<u>Term Ends</u>
Marvin Nisley	05/17/2026
Vacant	07/21/2024
Donna Bradley	07/21/2024
Nancy Varner	05/21/2024
Darrell Fuller	05/17/2026

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

REGULAR BOARD MEETING

December 20, 2022

Call to Order – President Joe Van Meter called the meeting to order at 7:00 p.m.

Roll Call –Those present at the Board meeting included: President Joe Van Meter, Directors: Betty Hart, and Colleen Busch, Div. Chiefs Ryan Russell and Brian Butler, Finance Officer Lyn Komp, DFM Anne-Marie Storms, EMS Billing & Records Manager Jacquelyn Sunderland, Captain Wilson and Brozovich, Firefighters/EMTs Michael Jensen and Ryan Saltalamachia and family, Budget Committee Member Laurel Williams, Attendees Josh Navarrete, Bob Busch, MCFD #1 and Cathy Clark. Absent: Chet Patterson and Greg Ego

Badge Pinning Ceremony- Paramedic Ryan Saltalamachia was pinned. There was a brief recess at 7:03pm.

Meeting Reconvened: President Joe Van Meter reconvened the meeting at 7:08pm.

Minutes:

Regular Board Meeting: Betty Hart made a motion to approve the minutes for December 20, 2022. Colleen Busch seconded the motion. The motion carried unanimously with three votes. There was a discussion on a letter presented to the Board from Keizer Fire Local 3881 last month. The Board acknowledged receiving the letter.

Correspondence – We received several holiday cards that are displayed on the wall in the front office.

Guest Input – Josh Navarrette presented information on a wellness program he provides with blacksmithing and leatherworking. Mayor Cathy Clark provided an update on the City. She also thanked Betty Hart for her contributions at Coffee with Cathy. She stated that the Emergency Operations Plan update is underway. She looks forward to collaborating with us on this project.

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 received \$130,800 in ambulance payments. We are 42% of the way through the fiscal year. We have received 94% of the anticipated taxes. Overtime was high overall. Personnel Services are at 46%. PERS is also high due to overtime being high. There was a discussion on overtime costs due to the lack of being fully staffed. The auditors were unable to get the audit finished by December 31st due to staffing and Covid. We have requested and got approved for an extension through the Secretary of State. A discussion was had on going out for a RFP for auditors. Joe Van Meter asked why the ambulance payments were low. Jacquelyn Sunderland stated that Systems Design is low on staffing and are behind on billing. There were one time payments for dispatch, uniforms and plastic helmets for public education. Joe Van Meter made a motion to accept the financial report as presented. Colleen Busch seconded the motion. The motion carried unanimously with three votes.

Board Member Reports –

- Betty Hart reported she attended Coffee with Cathy. She reviewed all the subjects that were discussed at the meeting.
- Colleen Busch stated she attended the tree lighting, pancake breakfast and Candy Cane Day drive thru. She and Betty Hart met with Chief Ryan Russell yesterday. She also attended the City Council meeting and talked about the December activities and the Civil Service and Board Member openings.

Chief/Staff Reports –

- Interim Fire Chief Ryan Russell- Two temp hires started in December and one will start in January. 716 people attended Candy Cane Day and 600 attended the Pancake Breakfast. Betty Hart stated they were impressed with all the volunteers and liked the t-shirts provided to the support staff. He attended the egg drop at Cummings Elementary School. He presented an update on the Sikora and Matrix report progress.
- Division Chief Brian Butler- There was a discussion on keeping statistics on Medic 35 and 36 calls. There was a discussion regarding extra mileage fees that are added when going to out of town hospitals when Salem Hospital is on divert.
- Division Chief Hector Blanco- Betty Hart stated she likes that we are working on steps for promotional opportunities.

New Business-

- **Fire Chief Recruitment Process Update/Job Description Review-** The position description was reviewed. There were suggested and approved changes made. Betty Hart made a motion to approve the Fire Chief Job description with amendments. Colleen Busch seconded the motion. The motion carried unanimously with three votes. The recruitment timeline presented by SDAO was reviewed. Betty Hart stated the pre-screening process is important. We are hoping to receive 6-8 applications, and interviewing 2-3 people. Betty Hart moved to accept the timeline as presented. Colleen Busch seconded the motion. The motion carried unanimously with three votes. There was a discussion on a compensation review with HR Answers. After discussion, it was decided that Lyn Komp will do the compensation review by using the comparables from the Districts/Departments in the Union Contract.
- **Ambulance Rate Increase-** Chief Ryan Russell stated that Falck, MCFD #1 and Salem have increased their rates. He recommended we follow suit and approve the increase in rates starting December 21, 2022. Betty Hart made a motion to approve the ambulance rate increase by adopting Resolution 2022-08 as presented. Colleen Busch seconded the motion. The motion carried unanimously with three votes.

Other Business – Betty Hart stated that she is working on making all the changes to Board Policy B. She will send it out to the Board for comments when it is done. After the first of the year, more discussion will need to happen regarding Board Policy A. There was a discussion and decision to put the Board Packets on the website starting in January.

Good of the Order – Kudos were given to DFM Anne-Marie Storms and Chief Ryan Russell for all the work done on the December events. Joe Van Meter thanked Lyn Komp for her help on the Fire Chief Job Description.

Pay Bills – Betty Hart made a motion to pay the bills. Colleen Busch seconded the motion. The motion carried unanimously with three votes.

Adjourn – President Joe Van Meter declared the meeting adjourned at 8:13 pm.

Respectfully submitted,

Colleen Busch
Secretary

4:18 PM

01/12/23

Accrual Basis

Keizer Fire District
Cash Position Statement
As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							2,946.61
Check	12/20/2022	830	Keizer Fire District	Ambulance Revenue		115,000.00	(112,053.39)
Total 1011 · US Bank - Ambulance Billing							115,000.00 (112,053.39)
1012 · Columbia Bank - Checking							(97,259.24)
General Jour...	12/02/2022	1422		Blanco Visa		1,611.38	(98,870.62)
General Jour...	12/02/2022	1422		Brozovich Visa		510.41	(99,381.03)
General Jour...	12/02/2022	1422		Butler Visa		405.00	(99,786.03)
General Jour...	12/02/2022	1422		Komp Visa		995.68	(100,781.71)
General Jour...	12/02/2022	1422		Pittis Visa		173.95	(100,955.66)
General Jour...	12/02/2022	1422		Russell Visa		3,003.02	(103,958.68)
General Jour...	12/02/2022	1422		Storms Visa		184.22	(104,142.90)
General Jour...	12/02/2022	1422		Wilson Visa		293.26	(104,436.16)
Deposit	12/02/2022			Deposit	120,512.68		16,076.52
Bill Pmt -Check	12/07/2022	29435	76 Fleet/Wex Bank	Gasoline		327.71	15,748.81
Bill Pmt -Check	12/07/2022	29436	BoundTree	108812		183.16	15,565.65
Bill Pmt -Check	12/07/2022	29437	Central Refrigeration	Ice Machine Lease		150.00	15,415.65
Bill Pmt -Check	12/07/2022	29438	Comcast	Cable		59.43	15,356.22
Bill Pmt -Check	12/07/2022	29439	DMV	PO #113022-1259		6.00	15,350.22
Bill Pmt -Check	12/07/2022	29440	Factory 40 Brand Mana...			829.40	14,520.82
Bill Pmt -Check	12/07/2022	29441	Hughes Fire Equipment,...	PO #2022-216		213.57	14,307.25
Bill Pmt -Check	12/07/2022	29442	Keizer Times	Holiday Ad		499.00	13,808.25
Bill Pmt -Check	12/07/2022	29443	Les Schwab	PO #2022-229		619.57	13,188.68
Bill Pmt -Check	12/07/2022	29444	LN Curtis & Sons, Inc			2,204.54	10,984.14
Bill Pmt -Check	12/07/2022	29445	Loren's Sanitation	Garbage/Recycling		256.19	10,727.95
Bill Pmt -Check	12/07/2022	29446	Marion Environmental S...	BioHazard Bag		25.41	10,702.54
Bill Pmt -Check	12/07/2022	29447	Oregon State Police	PO #101122-1200		231.00	10,471.54
Bill Pmt -Check	12/07/2022	29448	PGE	Electric		3,121.48	7,350.06
Bill Pmt -Check	12/07/2022	29449	Premier Truck Service	PO #2022-199		411.03	6,939.03
Bill Pmt -Check	12/07/2022	29450	Rapco Industries, Inc.	PO #2022-228		489.76	6,449.27
Bill Pmt -Check	12/07/2022	29451	SDIS	Health Insurance- January		59,131.75	(52,682.48)
Bill Pmt -Check	12/07/2022	29452	Teleflex Medical (Vidaca...	1080884		1,345.50	(54,027.98)
Bill Pmt -Check	12/07/2022	29453	Verizon	Cell Phones & Modems		960.66	(54,988.64)
General Jour...	12/08/2022	1427		LGIP Transfer to Checking	200,000.00		145,011.36
General Jour...	12/08/2022	1428		LGIP transfer to Checking	70,866.00		215,877.36
General Jour...	12/09/2022	1430		Wire transfer fees		75.00	215,802.36
General Jour...	12/09/2022	1430		Bond Interest Pmt- Zions Bank		4,510.00	211,292.36
General Jour...	12/09/2022	1430		Bond Interest Pmt- Zions Bank		19,581.00	191,711.36
General Jour...	12/09/2022	1430		Bond Interest Pmt- US Bank		46,775.00	144,936.36
General Jour...	12/12/2022	1431		PERS		106,274.01	38,662.35
Bill Pmt -Check	12/20/2022	29454	911 Supply, Inc			1,843.00	36,819.35
Bill Pmt -Check	12/20/2022	29455	AccurAccounts, Inc.	Payroll- November		1,809.26	35,010.09
Bill Pmt -Check	12/20/2022	29456	Action Specialty Adver...	PO #121322-1258		53.50	34,956.59
Bill Pmt -Check	12/20/2022	29457	BoundTree	108812		2,093.04	32,863.55
Bill Pmt -Check	12/20/2022	29458	Busch, Colleen	Board Stipend- 4th Quarter		150.00	32,713.55
Bill Pmt -Check	12/20/2022	29459	Caruth, Jared	668		149.00	32,564.55
Bill Pmt -Check	12/20/2022	29460	Cascade Fire Equipment	PO #2022-175		483.11	32,081.44
Bill Pmt -Check	12/20/2022	29461	CD Commercial Dishwa...	PO #2022-227		302.75	31,778.69
Bill Pmt -Check	12/20/2022	29462	Comcast	Telephones		485.98	31,292.71
Bill Pmt -Check	12/20/2022	29463	Day Wireless Systems, I...	PO #2022-206		665.00	30,627.71
Bill Pmt -Check	12/20/2022	29464	DK Fab	PO #2022-186		2,650.00	27,977.71
Bill Pmt -Check	12/20/2022	29465	Ego, Greg	VOID: Board Stipend- 4th Quar...			27,977.71
Bill Pmt -Check	12/20/2022	29466	Fuller, Darrell	Volunteer Stipend- 4th Quarter		149.00	27,828.71
Bill Pmt -Check	12/20/2022	29467	Hart, Betty	Board Stipend- 4th Quarter		150.00	27,678.71
Bill Pmt -Check	12/20/2022	29468	Home Depot	PO #2022-223		89.80	27,588.91
Bill Pmt -Check	12/20/2022	29469	Hughes Fire Equipment,...	PO #2022-216		64.77	27,524.14
Bill Pmt -Check	12/20/2022	29470	Keizer, City of	Fuel Pump		5,768.34	21,755.80
Bill Pmt -Check	12/20/2022	29471	KVFA - Volunteer Associ...	Volunteer Stipend- 4th Quarter		1,750.00	20,005.80
Bill Pmt -Check	12/20/2022	29472	Liberty Art Works	PO #120222-0830		330.00	19,675.80
Bill Pmt -Check	12/20/2022	29473	Life-Assist, Inc			5,312.32	14,363.48
Bill Pmt -Check	12/20/2022	29474	LN Curtis & Sons, Inc	PO #2022-221		1,260.00	13,103.48
Bill Pmt -Check	12/20/2022	29475	Loan, Brian	Volunteer Stipend- 4th Quarter		149.00	12,954.48
Bill Pmt -Check	12/20/2022	29476	Lowe's	#821 3138 022094 2		342.40	12,612.08
Bill Pmt -Check	12/20/2022	29477	McNeely, Nathan	Volunteer Stipend- 4th Quarter		149.00	12,463.08
Bill Pmt -Check	12/20/2022	29478	Napa Auto Parts	PO #2022-232		10.56	12,452.52
Bill Pmt -Check	12/20/2022	29479	Newegg Business			207.57	12,244.95
Bill Pmt -Check	12/20/2022	29480	NW Natural	Natural Gas		1,907.70	10,337.25
Bill Pmt -Check	12/20/2022	29481	OHD, Inc.	110422-0832		935.00	9,402.25
Bill Pmt -Check	12/20/2022	29482	Oregon Corrections Ente...	PO #2022-211		71.00	9,331.25
Bill Pmt -Check	12/20/2022	29483	Patterson, Chet	VOID: Board Stipend- 4th Quar...			9,331.25
Bill Pmt -Check	12/20/2022	29484	Petro Card System Inc.	Gasoline		123.47	9,207.78
Bill Pmt -Check	12/20/2022	29485	Promotions West Screen...	PO #112422-1000		1,113.00	8,094.78
Bill Pmt -Check	12/20/2022	29486	Safeway	All Staff Meeting		32.03	8,062.75
Bill Pmt -Check	12/20/2022	29487	Sanderson Fire Protectio...	PO #2022-236		156.00	7,906.75
Bill Pmt -Check	12/20/2022	29488	SeaWestern, Inc			1,548.70	6,358.05
Bill Pmt -Check	12/20/2022	29489	Skyline Ford, Inc.	PO #2022-235		395.39	5,962.66
Bill Pmt -Check	12/20/2022	29490	Sorenson, Erik	Volunteer Stipend- 4th Quarter		149.00	5,813.66
Bill Pmt -Check	12/20/2022	29491	Stryker Sales Corporation			2,178.58	3,635.08
Bill Pmt -Check	12/20/2022	29492	System Design West, LLC.	EMS Billing- November		8,147.52	(4,512.44)
Bill Pmt -Check	12/20/2022	29493	Van Meter, Joe			183.00	(4,695.44)
Bill Pmt -Check	12/20/2022	29494	Ego, Greg	Board Stipend- 4th Quarter		100.00	(4,795.44)
Bill Pmt -Check	12/20/2022	29495	Patterson, Chet	Board Stipend- 4th Quarter		100.00	(4,895.44)
Deposit	12/22/2022			Deposit	120,595.97		115,700.53
General Jour...	12/23/2022	1435		LGIP transfer to Checking	300,000.00		415,700.53
General Jour...	12/31/2022	1436		Payroll		234,806.19	180,894.34
General Jour...	12/31/2022	1436		Hayden Davis- #6954		5,056.64	175,837.70
General Jour...	12/31/2022	1436		Andrew Snodgrass- #6955		5,963.29	169,874.41
General Jour...	12/31/2022	1436		IRS		1,173.14	168,701.27
General Jour...	12/31/2022	1436		Oregon Dept of Rev		266.00	168,435.27

01/12/23

Accrual Basis

Keizer Fire District
Cash Position Statement
As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Jour...	12/31/2022	1436		IRS		91,962.96	76,472.31
General Jour...	12/31/2022	1436		Oregon Dept of Rev		24,940.00	51,532.31
General Jour...	12/31/2022	1436		HRA Veba- #6956		10,250.00	41,282.31
General Jour...	12/31/2022	1436		IAFF Local 3881- #6957		3,871.00	37,411.31
General Jour...	12/31/2022	1436		KFD Cafeteria 125- #6958		659.17	36,752.14
General Jour...	12/31/2022	1436		PenServ- #6959		977.27	35,774.87
General Jour...	12/31/2022	1436		Valic- #6960		25,660.44	10,114.43
Total 1012 · Columbia Bank - Checking					811,974.65	704,600.98	10,114.43
1015 · Bond Sales - Money Market							835,949.97
General Jour...	12/31/2022	1437		Interest Received	2,160.87		838,110.84
Total 1015 · Bond Sales - Money Market					2,160.87		838,110.84
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00
1120 · State Investment Pool							5,958,114.94
General Jour...	12/02/2022	1424		LGIP	655,459.54		6,613,574.48
General Jour...	12/02/2022	1424		LGIP	46,283.04		6,659,857.52
General Jour...	12/08/2022	1427		LGIP Transfer to Checking		200,000.00	6,459,857.52
General Jour...	12/08/2022	1428		LGIP transfer to Checking (Bon...		70,866.00	6,388,991.52
General Jour...	12/23/2022	1435		LGIP transfer to Checking		300,000.00	6,088,991.52
General Jour...	12/31/2022	1438		Interest received	15,176.82		6,104,168.34
General Jour...	12/31/2022	1438		Interest Received	762.09		6,104,930.43
General Jour...	12/31/2022	1438		Interest Received	275.65		6,105,206.08
Total 1120 · State Investment Pool					717,957.14	570,866.00	6,105,206.08
TOTAL					1,532,092.66	1,390,466.98	6,841,577.96

Keizer Fire District
Financial Report- All
12/31/2022

	Dec 22	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Current Year	698,575.70	5,296,999.55	5,444,650.00	-147,650.45	97.29%
4020 · Taxes, Prior Year	3,166.88	59,087.60	72,000.00	-12,912.40	82.07%
4030 · Taxes, 911 Excise	0.00	31,993.82	124,414.00	-92,420.18	25.72%
4100 · EMS Revenue	0.00	1,153,717.22	2,080,000.00	-926,282.78	55.47%
4120 · Capitol Fire Med	8,739.12	16,070.66	32,000.00	-15,929.34	50.22%
4140 · Interest & Dividends	18,375.43	49,758.71	53,250.00	-3,491.29	93.44%
4150 · Miscellaneous	145.00	41,845.84	36,000.00	5,845.84	116.24%
4156 · Conflagration Reimbursement	0.00	134,916.25	50,000.00	84,916.25	269.83%
Total 4000 · Revenue	729,002.13	6,784,389.65	7,892,314.00	-1,107,924.35	85.96%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	299,265.38	2,028,354.55	3,902,338.00	-1,873,983.45	51.98%
5070 · Board Members	650.00	2,000.00	4,875.00	-2,875.00	41.03%
5080 · Overtime	66,195.88	427,938.14	437,000.00	-9,061.86	97.93%
5082 · Longevity Incentive	952.53	6,705.00	7,054.00	-349.00	95.05%
5083 · Leave Payoff	7,297.73	90,745.59	85,000.00	5,745.59	106.76%
5084 · Wellness Incentive	0.00	5,000.00	8,000.00	-3,000.00	62.5%
5085 · Education Incentive	1,500.00	10,275.00	35,930.00	-25,655.00	28.6%
5086 · Preceptor Pay	300.00	300.00	1,200.00	-900.00	25.0%
5090 · Volunteer Program	3,511.19	9,578.19	85,750.00	-76,171.81	11.17%
5110 · Payroll Tax Soc. Sec. (FICA)	24,673.72	172,811.01	346,637.00	-173,825.99	49.85%
5115 · State Unemployment Tax (SUTA)	368.26	2,361.44	5,053.00	-2,691.56	46.73%
5119 · Workers' Compensation Tax	100.55	584.72	2,307.00	-1,722.28	25.35%
5120 · Workers' Compensation	-5,584.99	127,043.25	230,000.00	-102,956.75	55.24%
5125 · Health and Dental Insurance	56,320.84	360,773.99	869,350.00	-508,576.01	41.5%
5126 · Medical Savings Plan (HRA Veba)	10,750.00	58,750.00	123,000.00	-64,250.00	47.76%
5127 · Cafeteria Plan Administration	50.00	225.00	1,400.00	-1,175.00	16.07%
5130 · Life & Disability Insurance	2,464.19	14,574.91	39,616.00	-25,041.09	36.79%
5135 · Retirement (PERS)	106,239.45	718,088.77	1,352,987.00	-634,898.23	53.07%
5137 · Deferred Compensation Match	6,474.33	43,488.17	95,244.00	-51,755.83	45.66%
5210 · Physical Exams	0.00	1,090.00	20,035.00	-18,945.00	5.44%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	581,529.06	4,080,687.73	7,655,976.00	-3,575,288.27	53.3%
6000 · Materials and Services					
6010 · General Operating Expense	522.64	-15,232.36	17,350.00	-32,582.36	-87.8%
6015 · Dispatch 911	0.00	154,138.98	372,680.00	-218,541.02	41.36%
6025 · Civil Service Expense	405.00	3,492.74	7,000.00	-3,507.26	49.9%
6035 · Apparatus Maintenance(Vehicles)	2,231.29	36,197.27	68,000.00	-31,802.73	53.23%
6040 · Equipment Maintenance	1,635.76	10,086.63	25,425.00	-15,338.37	39.67%
6062 · Furniture	796.00	7,583.32	14,500.00	-6,916.68	52.3%
6070 · Small Tools & FF Equip/Supplies	848.45	9,361.09	19,750.00	-10,388.91	47.4%
6073 · Building & Grounds Maintenance	1,418.70	38,576.72	87,250.00	-48,673.28	44.21%

Keizer Fire District Financial Report- All

	12/31/2022				
	Dec 22	YTD	Budget	\$ Over Budget	% of Budget
6074 · Building Improvements	1,504.00	17,015.03	66,000.00	-48,984.97	25.78%
6075 · Radio Maintenance	0.00	21,670.40	51,800.00	-30,129.60	41.84%
6080 · Ladder & Hose Testing	339.49	4,579.86	8,840.00	-4,260.14	51.81%
6100 · Turnouts & Prot. Equipment	69.50	12,818.49	47,800.00	-34,981.51	26.82%
6137 · Uniforms	4,238.31	23,540.86	34,500.00	-10,959.14	68.23%
6145 · Supplies	1,495.04	5,699.43	12,000.00	-6,300.57	47.5%
6160 · Public Ed / Fire Prevention	297.42	2,842.20	13,200.00	-10,357.80	21.53%
6180 · Medical Supplies	11,862.80	74,239.96	120,000.00	-45,760.04	61.87%
6200 · District Meetings	317.61	464.19	1,500.00	-1,035.81	30.95%
6210 · District Events	383.50	925.64	9,600.00	-8,674.36	9.64%
6300 · Utilities	5,525.94	22,975.87	55,250.00	-32,274.13	41.59%
6400 · Fuel Expense	1,025.55	4,335.56	45,750.00	-41,414.44	9.48%
6505 · Communications	1,447.57	12,269.80	27,650.00	-15,380.20	44.38%
6600 · Training	1,986.79	23,182.69	63,500.00	-40,317.31	36.51%
6605 · Training Supplies	0.00	1,618.24	4,900.00	-3,281.76	33.03%
6620 · Water Rescue	24.99	3,132.88	2,500.00	632.88	125.32%
6622 · Health & Fitness Supplies	0.00	119.73	1,000.00	-880.27	11.97%
6704 · Computer/Network Expenses	1,520.47	36,776.42	56,816.00	-20,039.58	64.73%
6707 · Office Supplies	623.82	1,399.29	7,600.00	-6,200.71	18.41%
6710 · Insurance & Fidelity Bond	5,652.00	5,652.00	54,900.00	-49,248.00	10.3%
6715 · Publicity/Advertising	0.00	1,768.00	6,950.00	-5,182.00	25.44%
6720 · Printing and Publishing	43.16	313.95	4,600.00	-4,286.05	6.83%
6727 · Dues/Subscriptions/Fees-Career	8,290.77	125,972.59	210,160.00	-84,187.41	59.94%
6750 · Other Professional Services	4,309.26	52,203.79	113,200.00	-60,996.21	46.12%
6771 · GO Bond Payment	0.00	0.00	235,000.00	-235,000.00	0.0%
6772 · Interest Expense	70,866.00	70,866.00	141,732.00	-70,866.00	50.0%
Total 6000 · Materials and Services	129,681.83	770,587.26	2,036,203.00	-1,265,615.74	37.84%
7000 · Capital Outlay					
7010 · Fire/Rescue Equipment	5,768.34	5,768.34	35,000.00	-29,231.66	16.48%
Total 7000 · Capital Outlay	5,768.34	5,768.34	70,000.00	-64,231.66	8.24%
8200 · Bond Capital Projects Expend.					
8210 · Equipment	3,642.49	17,282.78	105,363.00	-88,080.22	16.4%
8240 · Staff/Misc. Vehicles	0.00	0.00	50,000.00	-50,000.00	0.0%
Total 8200 · Bond Capital Projects Expend.	3,642.49	17,282.78	155,363.00	-138,080.22	11.12%
9000 · Transfers and/or Miscellaneous					
9015 · Transfer to / from Equip. Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
9030 · Transfer to / from Ambulance	-110,000.00	0.00	0.00	0.00	0.0%
9034 · Reserved for Future Expenditure	0.00	0.00	851,250.00	-851,250.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	-110,000.00	0.00	951,250.00	-951,250.00	0.0%
Total Expense	610,621.72	4,874,326.11	10,868,792.00	-5,994,465.89	44.85%

Keizer Fire District
General Fund- Admin
12/31/2022

	Dec 22	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	17,306.08	384,354.64	435,403.00	-51,048.36	88.28%
5070 · Board Members	650.00	1,800.00	4,875.00	-3,075.00	36.92%
5080 · Overtime	605.88	1,827.27	12,000.00	-10,172.73	15.23%
5083 · Leave Payoff	0.00	18,966.99	15,000.00	3,966.99	126.45%
5084 · Wellness Incentive	0.00	600.00	600.00	0.00	100.0%
5085 · Education Incentive	0.00	225.00	900.00	-675.00	25.0%
5110 · Payroll Tax Soc. Sec. (FICA)	1,350.41	14,118.69	35,874.00	-21,755.31	39.36%
5115 · State Unemployment Tax (SUTA)	17.65	239.91	515.00	-275.09	46.58%
5119 · Workers' Compensation Tax	3.32	24.34	220.00	-195.66	11.06%
5120 · Workers' Compensation	-5,584.99	127,043.25	230,000.00	-102,956.75	55.24%
5125 · Health and Dental Insurance	1,477.71	17,490.26	44,613.00	-27,122.74	39.2%
5126 · Medical Savings Plan (HRA Veba)	500.00	3,750.00	9,000.00	-5,250.00	41.67%
5127 · Cafeteria Plan Administration	50.00	225.00	1,400.00	-1,175.00	16.07%
5130 · Life& Disability Insurance	121.31	884.86	4,357.00	-3,472.14	20.31%
5135 · Retirement (PERS)	40,537.54	285,905.41	535,052.00	-249,146.59	53.44%
5137 · Deferred Compensation Match	786.82	8,470.20	25,032.00	-16,561.80	33.84%
5210 · Physical Exams	0.00	0.00	400.00	-400.00	0.0%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	57,821.73	865,925.82	1,358,441.00	-492,515.18	63.74%
6000 · Materials and Services					
6010 · General Operating Expense	522.64	2,933.75	17,350.00	-14,416.25	16.91%
6015 · Dispatch 911	0.00	154,138.98	372,680.00	-218,541.02	41.36%
6025 · Civil Service Expense	405.00	3,492.74	7,000.00	-3,507.26	49.9%
6062 · Furniture	796.00	7,583.32	14,500.00	-6,916.68	52.3%
6073 · Building & Grounds Maintenance	1,418.70	38,576.72	87,250.00	-48,673.28	44.21%
6074 · Building Improvements	1,504.00	17,015.03	66,000.00	-48,984.97	25.78%
6145 · Supplies	1,495.04	5,699.43	12,000.00	-6,300.57	47.5%
6200 · District Meetings	317.61	464.19	1,500.00	-1,035.81	30.95%
6210 · District Events	383.50	925.64	9,600.00	-8,674.36	9.64%
6300 · Utilities	5,525.94	22,975.87	55,250.00	-32,274.13	41.59%
6505 · Communications	1,447.57	12,269.80	27,650.00	-15,380.20	44.38%
6704 · Computer/Network Expenses	1,520.47	36,776.42	56,816.00	-20,039.58	64.73%
6707 · Office Supplies	623.82	1,399.29	7,600.00	-6,200.71	18.41%
6710 · Insurance & Fidelity Bond	5,652.00	5,652.00	54,900.00	-49,248.00	10.3%
6715 · Publicity/Advertising	0.00	1,768.00	6,450.00	-4,682.00	27.41%
6720 · Printing and Publishing	43.16	313.95	4,600.00	-4,286.05	6.83%
6727 · Dues/Subscriptions/Fees-Career	68.25	9,671.28	13,265.00	-3,593.72	72.91%
6750 · Other Professional Services	1,809.26	47,203.79	103,200.00	-55,996.21	45.74%
6780 · Election Expense	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 6000 · Materials and Services	23,532.96	368,860.20	932,611.00	-563,750.80	39.55%
Total Expense	81,354.69	1,234,786.02	2,391,052.00	-1,156,265.98	51.64%

Keizer Fire District
General Fund- Fire
12/31/2022

	<u>Dec 22</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	180,717.76	1,076,672.41	2,375,821.00	-1,299,148.59	45.32%
5080 · Overtime	44,416.54	292,279.51	250,000.00	42,279.51	116.91%
5082 · Longevity Incentive	839.99	5,152.44	6,449.00	-1,296.56	79.9%
5083 · Leave Payoff	3,256.38	43,967.21	40,000.00	3,967.21	109.92%
5084 · Wellness Incentive	0.00	3,400.00	4,600.00	-1,200.00	73.91%
5085 · Education Incentive	1,200.00	7,575.00	22,500.00	-14,925.00	33.67%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	14,084.00	104,028.09	210,455.00	-106,426.91	49.43%
5115 · State Unemployment Tax (SUTA)	226.32	1,403.46	3,026.00	-1,622.54	46.38%
5119 · Workers' Compensation Tax	52.09	322.65	1,265.00	-942.35	25.51%
5125 · Health and Dental Insurance	35,018.74	225,570.60	508,854.00	-283,283.40	44.33%
5126 · Medical Savings Plan (HRA Veba)	5,750.00	31,000.00	69,000.00	-38,000.00	44.93%
5130 · Life& Disability Insurance	1,269.88	6,908.70	23,344.00	-16,435.30	29.6%
5135 · Retirement (PERS)	37,410.82	309,173.02	551,545.00	-242,371.98	56.06%
5137 · Deferred Compensation Match	4,333.53	25,596.06	56,672.00	-31,075.94	45.17%
5210 · Physical Exams	0.00	1,090.00	5,975.00	-4,885.00	18.24%
Total 5000 · Personal Services	328,576.05	2,134,139.15	4,129,506.00	-1,995,366.85	51.68%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	1,146.27	20,522.58	37,000.00	-16,477.42	55.47%
6040 · Equipment Maintenance	1,635.76	9,786.63	8,500.00	1,286.63	115.14%
6070 · Small Tools & FF Equip/Supplies	665.00	7,220.94	10,750.00	-3,529.06	67.17%
6075 · Radio Maintenance	0.00	21,670.40	51,800.00	-30,129.60	41.84%
6080 · Ladder & Hose Testing	0.00	4,240.37	8,840.00	-4,599.63	47.97%
6100 · Turnouts & Prot. Equipment	69.50	12,818.49	47,800.00	-34,981.51	26.82%
6137 · Uniforms	4,238.31	23,540.86	33,000.00	-9,459.14	71.34%
6160 · Public Ed / Fire Prevention	297.42	2,842.20	13,200.00	-10,357.80	21.53%
6210 · District Events	0.00	0.00	0.00	0.00	0.0%
6400 · Fuel Expense	1,025.55	4,007.85	28,500.00	-24,492.15	14.06%
6600 · Training	0.00	0.00	0.00	0.00	0.0%
6620 · Water Rescue	24.99	3,132.88	2,500.00	632.88	125.32%
6622 · Health & Fitness Supplies	0.00	119.73	1,000.00	-880.27	11.97%
6727 · Dues/Subscriptions/Fees-Career	75.00	7,754.00	13,320.00	-5,566.00	58.21%
Total 6000 · Materials and Services	9,177.80	117,656.93	267,710.00	-150,053.07	43.95%
7000 · Capital Outlay					
7010 · Fire/Rescue Equipment	5,768.34	5,768.34	10,000.00	-4,231.66	57.68%
Total 7000 · Capital Outlay	5,768.34	5,768.34	10,000.00	-4,231.66	57.68%
8200 · Bond Capital Projects Expend.					
8210 · Equipment	0.00	0.00	0.00	0.00	0.0%
Total 8200 · Bond Capital Projects Expend.	0.00	0.00	0.00	0.00	0.0%
Total Expense	343,522.19	2,257,564.42	4,407,216.00	-2,149,651.58	51.22%

Keizer Fire District
General Fund- EMS
12/31/2022

	<u>Dec 22</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	89,124.88	494,627.54	945,719.00	-451,091.46	52.3%
5080 · Overtime	21,173.46	133,305.08	175,000.00	-41,694.92	76.17%
5082 · Longevity Incentive	112.54	1,552.56	605.00	947.56	256.62%
5083 · Leave Payoff	4,041.35	17,800.47	20,000.00	-2,199.53	89.0%
5084 · Wellness Incentive	0.00	800.00	2,600.00	-1,800.00	30.77%
5085 · Education Incentive	225.00	2,025.00	11,630.00	-9,605.00	17.41%
5086 · Preceptor Pay	300.00	300.00	1,200.00	-900.00	25.0%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	8,593.81	48,630.14	87,354.00	-38,723.86	55.67%
5115 · State Unemployment Tax (SUTA)	112.35	635.68	1,326.00	-690.32	47.94%
5119 · Workers' Compensation Tax	42.43	224.20	770.00	-545.80	29.12%
5125 · Health and Dental Insurance	17,563.93	103,934.08	288,734.00	-184,799.92	36.0%
5126 · Medical Savings Plan (HRA Veba)	4,250.00	22,500.00	42,000.00	-19,500.00	53.57%
5130 · Life& Disability Insurance	994.50	6,310.35	10,478.00	-4,167.65	60.23%
5135 · Retirement (PERS)	25,157.12	107,722.52	222,773.00	-115,050.48	48.36%
5137 · Deferred Compensation Match	309.02	3,152.15	1,000.00	2,152.15	315.22%
5210 · Physical Exams	0.00	0.00	3,155.00	-3,155.00	0.0%
Total 5000 · Personal Services	172,000.39	943,519.77	1,814,344.00	-870,824.23	52.0%
6000 · Materials and Services					
6010 · General Operating Expense	0.00	-18,166.11	0.00	-18,166.11	100.0%
6035 · Apparatus Maintenance(Vehicles)	1,085.02	12,847.18	31,000.00	-18,152.82	41.44%
6040 · Equipment Maintenance	0.00	300.00	16,925.00	-16,625.00	1.77%
6070 · Small Tools & FF Equip/Supplies	183.45	2,140.15	9,000.00	-6,859.85	23.78%
6180 · Medical Supplies	11,862.80	74,239.96	120,000.00	-45,760.04	61.87%
6400 · Fuel Expense	0.00	0.00	17,250.00	-17,250.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	8,147.52	101,670.01	174,510.00	-72,839.99	58.26%
6750 · Other Professional Services	2,500.00	5,000.00	10,000.00	-5,000.00	50.0%
Total 6000 · Materials and Services	23,778.79	178,031.19	378,685.00	-200,653.81	47.01%
7000 · Capital Outlay					
7045 · Ambulance Equipment	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous					
9030 · Transfer to / from Ambulance	-110,000.00	0.00	0.00	0.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	-110,000.00	0.00	0.00	0.00	0.0%
Total Expense	85,779.18	1,121,550.96	2,203,029.00	-1,081,478.04	50.91%

Keizer Fire District
General Fund- Training
12/31/2022

	<u>Dec 22</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	12,116.66	72,699.96	145,395.00	-72,695.04	50.0%
5080 · Overtime	0.00	526.28	0.00	526.28	100.0%
5083 · Leave Payoff	0.00	10,010.92	10,000.00	10.92	100.11%
5084 · Wellness Incentive	0.00	200.00	200.00	0.00	100.0%
5085 · Education Incentive	75.00	450.00	900.00	-450.00	50.0%
5090 · Volunteer Program	3,511.19	9,578.19	85,750.00	-76,171.81	11.17%
5110 · Payroll Tax Soc. Sec. (FICA)	645.50	6,034.09	12,954.00	-6,919.91	46.58%
5115 · State Unemployment Tax (SUTA)	11.94	82.39	186.00	-103.61	44.3%
5119 · Workers' Compensation Tax	2.71	13.53	52.00	-38.47	26.02%
5125 · Health and Dental Insurance	2,260.46	13,779.05	27,149.00	-13,369.95	50.75%
5126 · Medical Savings Plan (HRA Veba)	250.00	1,500.00	3,000.00	-1,500.00	50.0%
5130 · Life& Disability Insurance	78.50	471.00	1,437.00	-966.00	32.78%
5135 · Retirement (PERS)	3,133.97	15,287.82	43,617.00	-28,329.18	35.05%
5137 · Deferred Compensation Match	1,044.96	6,269.76	12,540.00	-6,270.24	50.0%
5210 · Physical Exams	0.00	0.00	10,505.00	-10,505.00	0.0%
Total 5000 · Personal Services	<u>23,130.89</u>	<u>136,902.99</u>	<u>353,685.00</u>	<u>-216,782.01</u>	<u>38.71%</u>
6000 · Materials and Services					
6010 · General Operating Expense	0.00	0.00	0.00	0.00	0.0%
6020 · Volunteer Recruitment/Retention	0.00	0.00	1,000.00	-1,000.00	0.0%
6137 · Uniforms	0.00	0.00	1,500.00	-1,500.00	0.0%
6600 · Training	1,986.79	22,988.57	63,500.00	-40,511.43	36.2%
6605 · Training Supplies	0.00	1,618.24	4,900.00	-3,281.76	33.03%
6715 · Publicity/Advertising	0.00	0.00	500.00	-500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	0.00	6,877.30	9,065.00	-2,187.70	75.87%
Total 6000 · Materials and Services	<u>1,986.79</u>	<u>31,484.11</u>	<u>80,465.00</u>	<u>-48,980.89</u>	<u>39.13%</u>
Total Expense	<u>25,117.68</u>	<u>168,387.10</u>	<u>434,150.00</u>	<u>-265,762.90</u>	<u>38.79%</u>

Keizer Fire District
Reserve Fund
12/31/2022

	<u>Dec 22</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	275.65	1,185.25	750.00	435.25	158.03%
Total 4000 · Revenue	275.65	1,185.25	750.00	435.25	158.03%
9050 · Transfer In From General Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Income	275.65	1,185.25	100,750.00	-99,564.75	1.18%
	275.65	1,185.25	100,750.00	-99,564.75	1.18%
Expense					
7000 · Capital Outlay					
7010 · Fire/Rescue Equipment	0.00	0.00	25,000.00	-25,000.00	0.0%
7040 · Land/Bldg Improvement	0.00	0.00	25,000.00	-25,000.00	0.0%
Total 7000 · Capital Outlay	0.00	0.00	50,000.00	-50,000.00	0.0%
9000 · Transfers and/or Miscellaneous					
9034 · Reserved for Future Expenditure	0.00	0.00	151,250.00	-151,250.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	0.00	0.00	151,250.00	-151,250.00	0.0%
Total Expense	0.00	0.00	201,250.00	-201,250.00	0.0%
	275.65	1,185.25	-100,500.00	101,685.25	-1.18%
	<u>275.65</u>	<u>1,185.25</u>	<u>-100,500.00</u>	<u>101,685.25</u>	<u>-1.18%</u>

Keizer Fire District
Capital Projects Fund
12/31/2022

	<u>Dec 22</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	2,160.87	8,730.92	2,000.00	6,730.92	436.55%
4150 · Miscellaneous	0.00	0.00	0.00	0.00	0.0%
Total 4000 · Revenue	<u>2,160.87</u>	<u>8,730.92</u>	<u>2,000.00</u>	<u>6,730.92</u>	<u>436.55%</u>
Total Income	<u>2,160.87</u>	<u>8,730.92</u>	<u>2,000.00</u>	<u>6,730.92</u>	<u>436.55%</u>
	2,160.87	8,730.92	2,000.00	6,730.92	436.55%
Expense					
8200 · Bond Capital Projects Expend.					
8210 · Equipment	3,642.49	17,282.78	105,363.00	-88,080.22	16.4%
8240 · Staff/Misc. Vehicles	0.00	0.00	50,000.00	-50,000.00	0.0%
Total 8200 · Bond Capital Projects Expend.	<u>3,642.49</u>	<u>17,282.78</u>	<u>155,363.00</u>	<u>-138,080.22</u>	<u>11.12%</u>
9000 · Transfers and/or Miscellaneous					
9034 · Reserved for Future Expenditure	0.00	0.00	700,000.00	-700,000.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>700,000.00</u>	<u>-700,000.00</u>	<u>0.0%</u>
Total Expense	<u>3,642.49</u>	<u>17,282.78</u>	<u>855,363.00</u>	<u>-838,080.22</u>	<u>2.02%</u>
	-1,481.62	-8,551.86	-853,363.00	844,811.14	1.0%
	<u><u>-1,481.62</u></u>	<u><u>-8,551.86</u></u>	<u><u>-853,363.00</u></u>	<u><u>844,811.14</u></u>	<u><u>1.0%</u></u>

Keizer Fire District
Bond Repayment Fund
12/31/2022

	<u>Dec 22</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Currrent Year	46,088.72	348,244.14	358,447.00	-10,202.86	97.15%
4020 · Taxes, Prior Year	194.32	3,475.24	2,000.00	1,475.24	173.76%
4140 · Interest & Dividends	762.09	1,270.89	500.00	770.89	254.18%
Total 4000 · Revenue	<u>47,045.13</u>	<u>352,990.27</u>	<u>360,947.00</u>	<u>-7,956.73</u>	<u>97.8%</u>
Total Income	<u>47,045.13</u>	<u>352,990.27</u>	<u>360,947.00</u>	<u>-7,956.73</u>	<u>97.8%</u>
	47,045.13	352,990.27	360,947.00	-7,956.73	97.8%
Expense					
6000 · Materials and Services					
6771 · GO Bond Payment	0.00	0.00	235,000.00	-235,000.00	0.0%
6772 · Interest Expense	70,866.00	70,866.00	141,732.00	-70,866.00	50.0%
Total 6000 · Materials and Services	<u>70,866.00</u>	<u>70,866.00</u>	<u>376,732.00</u>	<u>-305,866.00</u>	<u>18.81%</u>
Total Expense	<u>70,866.00</u>	<u>70,866.00</u>	<u>376,732.00</u>	<u>-305,866.00</u>	<u>18.81%</u>
	70,866.00	70,866.00	376,732.00	-305,866.00	18.81%

KEIZER FIRE DISTRICT MONTHLY REPORT

January 2023

Activities and Projects:

- Surplus of 2020 Ford Explorer:
 - Staff recommends the surplus and sale of an unused vehicle. See attached memo.
- Fire Chief Hiring Process:
 - SDAO, through its Consulting Services Program, routinely assists special districts with Chief Executive Officer (CEO) recruitment and hiring processes. Consulting services are offered to SDAO members at a nominal rate to provide another resource for their specific service needs. The personnel committee will provide an update on the process.
- Single Role Medic Program:
 - Medic 35 continues to take the bulk of the daytime calls and is helping to take some of the burden off of the personnel on 48-hour shifts. We have identified the single-role program as a good source of interested personnel to offer in-house training to develop them into the Firefighter/Paramedic role. Chief Blanco has developed a progression training plan that lays out the steps for those personnel that wish to move to a Firefighter/Paramedic position.
- 2023 Keizer Fire District Operating Levy:
 - We are currently working with legal counsel to develop a timeline of events regarding the November 2023 levy. We have a rough timeline we are working with supplied by Chuck Adams of New Media Northwest. Once we receive the legal timeline back, we will continue to move the process forward with the assistance of New Media Northwest.
- Civil Service and Budget Committee Openings:
 - We have received an application for the open Civil Service Commissioner position.
 - We will be posting the open budget committee position this week. The open position will be posted in the Keizer Times and on the Fire District's Facebook page and website. The applications will be due by Friday, February 10, 2023.

➤ Paid Leave Oregon:

- Paid Leave Oregon (PLO) is a new program that ensures individuals, employers, and families have the time and support they need to care for themselves and their loved ones. By January 1, 2023 employers with 25 or more employees are required to start paying into the program. Employees can begin to apply for benefits on September 3, 2023. As an alternative to the state plan, we as an employer have the option to enroll in the state plan or to provide an equivalent plan. As discussed at the November 2022 board meeting, we have opted to enroll in an equivalent plan. One of our equivalent plan options has been approved, we are awaiting approval of the second plan option to make our final decision. A final decision on which plan we will go with is required to be filed with the state by May 31, 2023. Still no update on the second equivalent plan pricing from The Hartford. We will make a final recommendation once pricing from both companies is available.

➤ Temporary Employee hires:

- We currently have 3 temp-hire personnel covering open positions. Two of these personnel will be taking their Paramedic tests this month. Once certified as Paramedics, they will be eligible to apply for a full-time position.

➤ BC Succession Planning:

- AIC BC Wilson continues to work through her position task book and learn the BC position and is doing an excellent job. We will continue to work through the requirements and offer on-the-job training as opportunities present. On February 1st, the first planned 3-month rotation will be done. AIC BC Wilson will resume her role as Captain on A shift, at which time, Captain Brozovich will move to the AIC BC role on A shift; Lt Gallinger will move up to AIC Captain on C shift and an AIC Lt will fill the Lt role on C shift. This is requiring a fair amount of movement and flexibility among personnel on shift. In the end, the experience gained makes it the right thing to do for our personnel and for the fire district as an important part of our succession planning.
-

➤ Audit:

- The extension to file our audit has been submitted and accepted. The audit will not be ready to present to the board this month. We hope to have the results back and ready to present prior to the February board meeting. The deadline to have this completed is March 31, 2023.

➤ Sikora and Matrix Reports:

- As the board has commissioned the Sikora Associates Organizational Audit-Culture Assessment and the Matrix Consulting Group Management Audit, staff is currently in the review process; making immediate adjustments where possible.
- Work continues, but has been limited this month with all of the other events going on. We were able to meet and continue the process; we look to direct our focus back to this important project. Our next meeting is scheduled for February 1st.
 - Items accomplished this month include:
 - Input groups for Station Pride and Décor, Management Audit and Culture Assessment, and Line of Duty Death continue to meet at least monthly
 - Following the Out of Service Training Guideline, crews are making good use of time and getting in good hands-on training.
 - Continuing to develop Standard Operating Guidelines (SOGs)
 - Continuing to get out in the community and train on realistic scenarios, taking advantage of the opportunity to go out of service and train uninterrupted.
 - The Captains are working to standardize shift operations as laid out in the 48/96 standardization guideline that was developed by the Captains for the shifts. This is helping to ensure a uniform approach to the workday; prioritizing mission readiness, taking care of each other, and being nice, as well as, prioritizing training and physical and emotional fitness on and off shift.
 - Continuously working to improve open, honest communication from the top down and the bottom up.
 - Items identified as accomplished in the November and December Board Reports have been omitted from this report. A master list will be maintained to ensure that the items previously identified and corrected will continue to be re-evaluated on an ongoing basis.

➤ Interagency Relations:

- I continue to have ongoing meetings with the Marion County Fire District #1 Fire Chief with discussions on being good neighbors and good partners.
- Keizer Fire District is jointly hosting a class this month with MCFD#1. I see this as an opportunity to offer good training and work together with our neighboring fire district. The class offered will be presented by Chief Rick Lasky, who is an expert in fire service culture and history. I am looking forward to the opportunity to share such a great opportunity with the members of our district.

Respectfully Submitted,

Ryan Russell

Interim Fire Chief

EMS ACTIVITY REPORT

January 2023 Board Meeting

- Ambulance Billing Items: Our December financial reports from Systems Design show \$645,541.00 in new charges for 341 billable calls and deposited revenue of \$171,846.49 with an A/R balance of \$1,089,497.17. Net revenue from accounts in collections during November was \$1,924.64.
- Capital FireMed Program Revenue: I have not received the December report for Capital Fire Med memberships revenue.
- November Capital Fire Med membership revenue was \$3,911.43 with 57 memberships.

FY21/22 closed with \$35,572.34 in revenue for 519 household memberships.
FY20/21 closed with \$35,734.33 in revenue for 493 household memberships.
FY19/20 closed with \$38,288.98 in revenue for 660 household memberships.
FY18/19 closed with \$37,961.35 in revenue for 653 household memberships.

- GEMT-CCO Program Expansion: Nothing new to report.
- GEMT-FFS SFY21 Program: Nothing new to report.

Should you have any questions about any of this information, please don't hesitate to let me know.

Respectfully Submitted,
Jacquelynn Sunderland
EMS Billing & Records Manager

KEIZER FIRE DISTRICT
AMBULANCE ACTIVITIES REPORT SUMMARY

December 2022

Activity by Level of Service – Count / Gross Charges:

ALS-1 E	256 =	\$491,400.10
ALS-1 NE	00 =	
ALS-2	12 =	\$25,288.50
BLS-E	69 =	\$123,332.40
BLS-NE	03=	\$4,754.00
TNT	01=	\$766.00
Total:	341	\$645,541.00

Activity by Unit – Count / Gross Charges:

M35	116=	220,215.30
M36	157=	297,582.90
M37	59=	109,950.90
M38	09=	17,791.90
Total:	341 =	\$645,541.00

Patients evaluated and not transported: 119	KFD- 102, MCFD- 4, SFD- 13
Cancellations Prior To Or Upon Arrival: 57	KFD-20, -MCF-8, SFD-29
Public Service / Persons in Distress: 48	KFD-48, MCFD-, SFD-
Extra Attendant During Transport Fee: 5 @ \$89 = \$445.00, 8 @ \$77 = \$ 616.00 Total of \$1061.00	
Patient Transport Mileage: 1016 @ \$33, 1638 @ \$29.00 = \$ 81,006.00	

- CMS rules adopted 1/1/11 requiring fractional mileage.
- Gross charges reflect an ambulance rate increase effective 12/21/2022.

Keizer Fire District EMS Billing History

[illegible]

Keizer Fire District EMS Billing History

Revenue	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Jul	81,980	65,462	78,953	129,662	74,283	155,355	110,689	166,008	180,606
Aug	89,066	139,003	165,993	181,478	132,266	166,988	139,090	179,545	173,584
Sep	109,780	58,709	59,543	135,854	105,684	101,381	117,413	169,364	218,124
Oct	115,625	53,203	214,632	130,546	210,423	130,058	165,592	194,548	176,634
Nov	96,778	79,701	109,023	120,833	135,352	144,771	127,517	162,399	130,791
Dec	111,556	76,590	79,285	145,891	88,244	165,431	139,785	156,483	171,846
Jan	88,587	83,245	114,791	147,772	111,902	145,160	143,117	189,756	
Feb	73,696	147,370	37,550	172,111	141,727	135,067	130,182	171,588	
Mar	131,954	85,784	95,970	164,984	164,707	131,067	175,461	187,941	
Apr	93,127	186,135	111,930	165,746	139,272	145,583	165,619	182,346	
May	112,130	93,132	150,894	170,324	157,801	150,025	155,776	161,055	
Jun	96,021	97,402	166,705	136,241	130,353	143,060	157,321	183,020	
Total	1,200,300	1,165,735	1,385,269	1,801,442	1,592,014	1,713,946	1,727,562	2,104,053	1,051,585
Mon/Avg	100,025	97,145	115,439	150,120	132,668	142,829	143,964	175,338	177,095
Variance	38%	-3%	19%	30%	-13%	8%	1%	22%	6%
Note: The above deposits do not include collection agency funds received on delinquent accounts.									
* Payments made on Salem billed claims after 11/2013 are not included in deposits listed above.									
Salem deposited revenue listed prior to 11/2013 is after deducting billing charges & issued refunds.									
IMX began submitting Keizer claims on 9/11/2013. Collection revenue is not recorded in IMX reports.									
SDW began submitting Keizer claims on 1/1/2017, first bill sent 2/17/2017. No collection revenue incl.									
KFD fees increased 7/1/2016 by 1.19%									
KFD fees increased 7/1/2017 by 2.58%									
KFD fees increased 7/1/2018 by 2.31%									
KFD fees increased 7/1/2019 by 3.70%									
KFD fees increased 7/1/2020 by 12.93%									
KFD fees increased 7/1/2021 by 12.24%									
KFD fees increased 12/21/2022 by 12.2%									

KEIZER FIRE DISTRICT BOARD REPORT

December 2022

Chief Officers

- | | |
|-------------------|---------|
| 1. Blanco, Hector | 646 (B) |
| 2. Butler, Brian | 638 (P) |
| 3. Russell, Ryan | 624 (P) |

Captains

- | | |
|----------------------|---------|
| 4. Brozovich, Rachel | 620 (P) |
| 5. Pittis, Aaron | 673 (P) |
| 6. Wilson, Christina | 663 (P) |

Lieutenants

- | | |
|---------------------|---------|
| 7. Alderson, Andrew | 670 (P) |
| 8. Gallinger, Jeff | 659 (P) |
| 9. AIC Lt. | |

Engineers

- | | |
|-----------------------|-----------|
| 10. Dryden, Matt | 629 (Adv) |
| 11. Finnerty, Casey | 711 (P) |
| 12. Frazier, J. Kelby | 617 (I) |
| 13. Herring, Bill | 682 (B) |
| 14. Jensen, Mike | 697 (P) |
| 15. Kennen, Aaron | 737 (P) |
| 16. McClung, Ted | 677 (P) |
| 17. Perkins, Jason | 686 (B) |
| 18. Thorne, Chris | 625 (P) |
| 19. Wendtlock, Amber | 727 (P) |

Firefighter/P

- | | |
|-------------------------|---------|
| 20. Endicott, Justin | 712 (P) |
| 21. Farrand, Nathan | 710 (P) |
| 22. Gaither-Lyell, Ian | 788 (P) |
| 23. Gillette, Layne | 740 (P) |
| 24. Glaede, Daniel | 766 (P) |
| 25. Juarez, Miguel | 764 (P) |
| 26. Kruger, Brett | 779 (P) |
| 27. Lemmon, Dustin | 776 (P) |
| 28. Loan, Brian | 751 (B) |
| 29. McCormick, Brittany | 743 (B) |
| 30. Olheiser, Eric | 781 (P) |
| 31. Saltalamachia, Ryan | 786 (P) |
| 32. Zammarelli, Chris | 777 (P) |

Single Roles

- | | |
|-------------------|---------|
| 33. Alsum, Isaiah | 787 (P) |
| 34. Coburn, Tim | 607 (I) |
| 35. Miley, Eric | 789 (P) |
| 36. Rice, Austin | 806 (P) |

Prevention/ Pub Ed

- | | |
|------------------------|---------|
| 37. Storms, Anne-Marie | 610 (B) |
|------------------------|---------|

Volunteer Firefighters

- | | |
|-----------------------|---------|
| 38. Fuller, Darrell | 750 |
| 39. Harms, Hayden | 736 (B) |
| 40. MacPherson, Jacob | 784 |
| 41. McNeely, Nathan | 752 (B) |
| 42. Ragsdale, Brandon | 800 (B) |
| 43. Riordan, Trevor | 790 |
| 44. Sorenson, Erik | 774 |

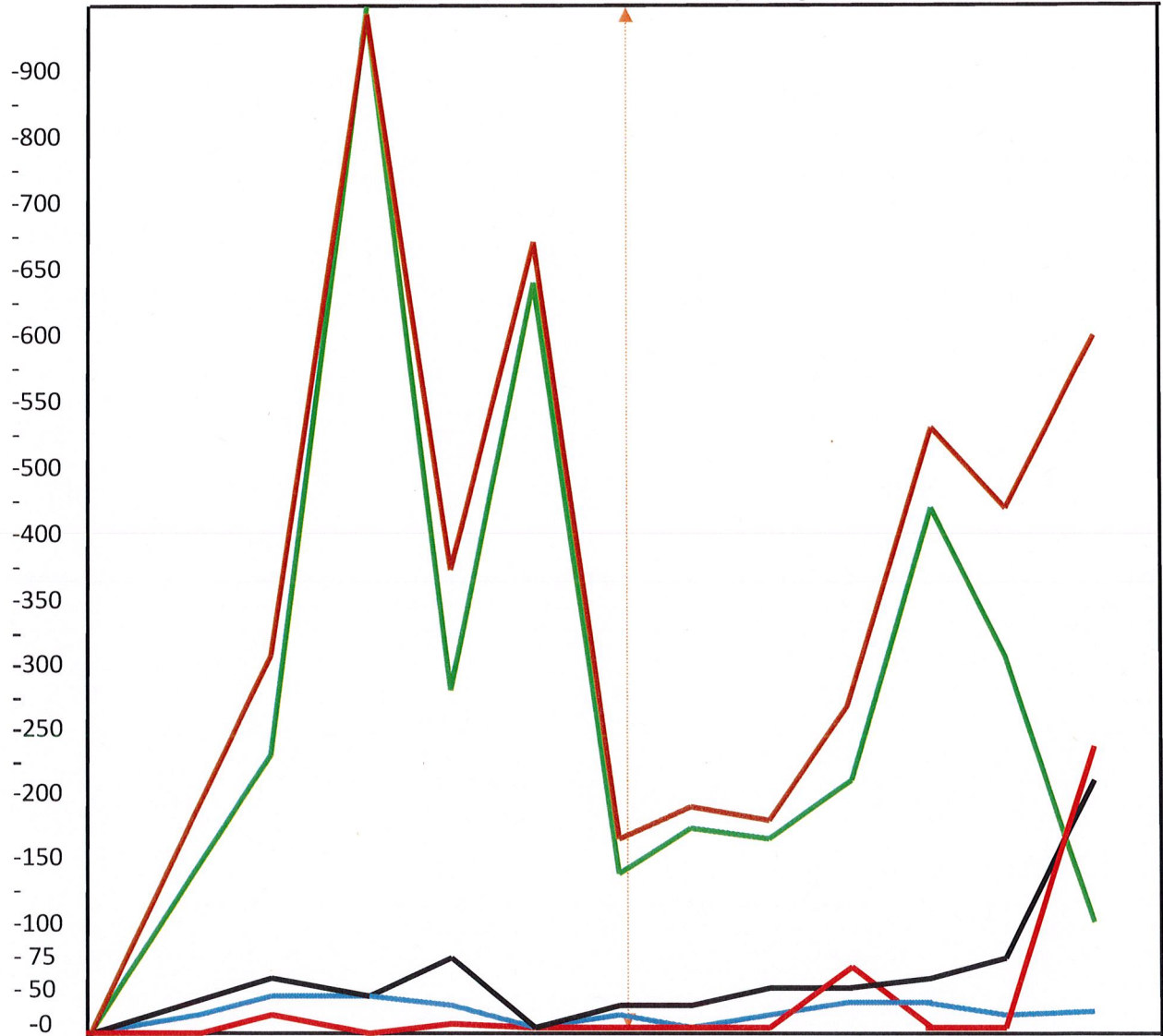
Recruits

- | | |
|----------------------|--------|
| 45. Goodman, Reed | 805 |
| 46. McCullough, Evan | 801(B) |
| 47. Wiltgen, Dallas | 802 |

Administrative

- | | |
|---------------------------|-----|
| 48. Lynette Komp | 723 |
| 49. Sunderland, Jacquelyn | 782 |
| 50. Rutter, Josh | 690 |

Jan- 15 6.3 Feb- 8.4 Mar- 33.3 Apr 8 May 14.5 Jun 4.5 Jul 5.2 Aug 5, Sep 6.5 Oct 10.4, Nov 9, Dec 12.5



Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

KVFA-Drill	30	65	24	80	9.5	10	10	16	20	26	73.5	224
KVFA-BM	28	24	24	20	0	18	0	10	12	12	14	14
Shift-Drill	204	240	1461	260	646	140	184	160	200	489	344.5	122.75
Other	0	16	0	8	4	0	0	0	30	0	0	240
Total	262	345	1509	368	659.5	168	194	186	262	501	432	600.75

Other: Feb- Flag posting, Apr- Peer fitness meeting, May- Posted flags, 9/11, Dec- Breakfast, Parade

Covid19

The organization continues to follow the OHA and Marion County Covid-19 guidance. The current procedure can be located prior to logging-into the Fire District computer/ Company share drive X

(MWFIA) Mid-Willamette Fire Instructors Association (member)

Missed meeting

Oregon Volunteer Firefighter Network (member)

No meeting scheduled

Fire Protection Advisory Committee to Chemeketa (Member)

Student registration is almost back prior to Covid19 displacement

New college engine placed in-service

Fire District Student and RV Programs

Three students are doing well; B. Ragsdale, J. MacPherson and T. Riordan

Resigned, Dismissed, Retired

Snodgrass, H. Davis, J. Merryman, J Caruth

On Restricted Duty or Injury

None

Peer Fitness Committee

No meeting scheduled

Training Committee

Creating succession planning guides

Creating and reviewing training standard guides

Burn to Learn or Donated Structure

We are still waiting for the asbestos report and their commitment.

External Training

None

January 2023:

Independent study (Target Solutions):

- ☐ Review District policy 10.03
- ☐ Review RFP 2 in/2 out & RIT
- ☐ Review RFP Emergency Communications

Task performances (FF, Engineer, Lt. and Captain):

- ☐ Donning and doffing
- ☐ Use of RIT bag for downed firefighter
- ☐ Air management circuit (including MAYDAY traffic)
- ☐ SCBA Pressure readings
- ☐ Filling SCBA bottles
- ☐ Knots, webbing, and straps

EMS:

- ☐ ACLS/CPR
- ☐ 12-Lead Review
- ☐ Application of LUCAS

Additional:

- ☐ Annual Fitness Assessments
- ☐ SCBA FIT Testing

Officer specifics:

- ☐ Review Personnel evaluation policy and criteria, ensure all employees are on schedule. Identify goals; create a plan, and how to document the meeting.

Respectively submitted by the Training Committee;

Division Chief Blanco, Captain. Brozovich, FF/Eng. Herring, FF/Eng. Ashlock, FF/Eng. Kennen

OPERATIONS MONTHLY REPORT

JANUARY 2023

December 2022 Total Incidents – 652

YTD – 6469

December 2021 Total Incidents – 567

YTD – 6428

December 2020 Total Incidents – 412

YTD – 5235

Continuous Code 3 “ALL” <= 6 minutes – 75, Average Response Time: 00:04:02

Continuous Code 3 “ALL” > 6 minutes – 5, Average Response Time: 00:06:39

Inc #	Address	Call Type	Shift	T.O.D.	Reason
5895	1100 Blk McGee Ct NE	EMS	B	9:54	Driving Distance
5929	1100 Blk McGee Ct NE	EMS	C	6:01	Driving Distance
6042	1100 Blk McGee Ct NE	EMS	C	14:04	Driving Distance
6047	400 Blk Fountain Ct N	EMS	C	17:55	Driving Distance
6102	35th Ave NE	MVA	C	17:16	Driving Distance

DECEMBER 2022 RESPONSE TIME STANDARD – 93.3%

YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 92.7%

Projects:

- Operational Staffing: We are currently down four FTE's, three firefighter/paramedics and one single role paramedic. Currently three of the positions are filled by temporary employees, two of which are testing for their Paramedic licenses this month. We anticipate bring both of them on full-time once they are licensed.

On January 13th we are testing one Single Role Paramedic candidate and one Firefighter/Paramedic candidate. If those candidates are successful, we anticipate being able to bring them on mid-February.

- Single Role Day Car: The single role day car is still going well. There is a general feeling that it is taking the pressure off of the call volume of the other medic units. We are gathering data about our call volume, medic unit utilization (both calls and transports) and engine utilization. The data shows that although the call volume is up, the call volume between medic units has narrowed, meaning that one medic unit is no longer bearing the brunt of the calls. We would still like a couple more months of data before making any conclusions as to what the numbers mean.

- WVCC CAD Replacement: I continue to spend time at WVCC inputting information into the new CAD system. I have completed our run cards so that the CAD system knows what apparatus to send to what type of calls in different areas of the fire district.

I have tested the system and it is working well, including dividing up the District to even out the call volume between Medic 36 and Medic 37. This will be most impactful for our firefighters at night, where one medic unit should not bear the brunt of having to wake up and go on calls, instead there will be an equalization of the call volume for those two medic units.

- Salem Hospital Divert: Salem Hospital continues to go on EMS Ambulance divert, although over the last couple weeks there has been very few times that they have utilized ambulance divert. Our medics are becoming accustomed to finding other hospitals to transport to and making the best of the situation. Some of them have worked in the tri-county area where EMS divert is a very common practice.

I did have a discussion with hospital administration and informed them that if there was snow and/or ice on the road that we would not be diverting our ambulances. The risk of an accident or injury was too great to be going to other hospitals in those conditions. They agreed and all of our patients during the ice storm went to Salem Hospital.

- EMS Supplies: I have met with our EMS suppliers and will be doing a deeper dive on the products we use and explore areas where we can cut cost, but still end up with a quality EMS product. I did this three or four years ago, but we have seen a skyrocketing of the cost of supplies over the last two year due to the pandemic and supply chain issues. I am confident that we can cut costs in some areas, however with the increase in EMS calls, the increase in the cost of EMS supplies and being mandated to carry certain supplies, we may not see a huge savings.

Other Events, Activities and Meetings:

- December 20th – EMS QI Meeting
- January 3rd – WVCC CAD Configuration
- January 4th – WVCC CAD Configuration
- January 5th – Met w/ EMS Supplier
- January 10th – Chiefs Meeting

Respectfully Submitted,

Brian Butler
Division Chief

MAINTENANCE MONTHLY REPORT

January 2023

Projects:

➤ Vehicle Maintenance Report:

Report of vehicle maintenance is attached below.

➤ New Utility Vehicle Purchase:

- We have received news from Ford; we may not be able to order a new 2023 model year vehicle. Due to continuing supply chain issues, Ford is allocating orders for vehicles sold under discounted government pricing. Our first order request was denied, we have resubmitted our request, but if it is denied, we will wait and attempt to place a new order for a 2024 model in the fall.

➤ Facilities:

- Routine maintenance of apparatus and facilities continues to be completed by staff as time allows between calls.
- We continue to wait for the availability of our newly purchased door locks for the station. For now, we are unable to add any additional door codes for new personnel or make any programming changes to the locks.
- Northside electric finished updating the exterior light fixtures on the exterior of the shop and in the parking lot to LED fixtures this month.

➤ Apparatus Maintenance:

- M35 (2001) has been experiencing electrical/ light issues. It is currently out of service and is scheduled to go to Braun NW in Washington for diagnosis and repair.
- The ice storm on 12/23/22 required the use of tire chains on all apparatus. We had 10 chains break over the course of the shift. We have sourced a heavier duty chain that we now have on hand for future weather events.
- M36 and M37 are both scheduled for minor paint repairs from two unrelated incidents. One repair needed is from a broken tire chain and one repair for a small traffic accident where the other party was at fault.

➤ Ladder Truck:

- Nothing to report, the ladder truck is in service at this time.

VEHICLE MAINTENANCE REPORT

December 2022
(12/1/22-12/31/22)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes:</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	3	157	Step and drawer repairs (I)
2002 (M36)	117	405	Currently OOS awaiting electrical repairs
1501 (M37)	0	389	
1601 (M38)	0	63	
<u>Engines</u>			
1711 (E355)	0	820	
1712 (E365)	195	589	DEF header replacement (O)
2111 (E375)	0	34	
0411 (E385)	0	885	
<u>Other</u>			
9221 (L358)	0	764	
1731 (SQ359)	0	8	
2141 (BR358)	28	132	PM/DOT (O)
1741 (BR368)	0	8	
1641 (U368)	0	3	
1651 (BC35)	0	16	
1652 (BC36)	0	7	
<u>Staff Vehicles</u>			
0851 (U394)	0	17	
2151 (U354)	4	109	Tool box install (I)
0951 (U384)	0	0	
2051 (C351)	0	0	

Repair / Maintenance Events:

****Note**** (I) Indicates In-house repair
(O) Indicates Outside Vendor

Respectfully Submitted,
Ryan Russell
Division Chief – Maintenance Services

Fire Prevention Division Board Report

Anne-Marie Storms, Deputy Fire Marshal

December 2022

Fire & Life Safety

Inspections/code issues

The new apartments at Cherry and Sam Orcutt have passed all of their inspections and tenants will be moving in soon. The two buildings at the front of the property still have some work to be completed, but they are hoping for occupancy by February.

I'm seeing more small apartment complexes being proposed for nontraditional locations due to SB2001. This will become the new "normal" to see apartments in neighborhoods. While this does create some access challenges for us, we are working with MCBF and the City of Keizer to ensure the fire code is met.

Community Outreach

Car Seats – Eight car seats were installed in December. We will be hosting our next clinic on January 10th, 2023.

Holiday Events – December was busy with the Tree Lighting, Light Parade, Santa Breakfast and Candy Cane Day. A big shout out to the crews for helping get everything done, this year was a challenge as we were out of practice. I've been working on a guide for the breakfast, so the next one should be smoother. It's amazing the amount of hours that go into gathering supplies, setting up grills, purchasing items and getting help lined up. I heard positive things about using the online sign-up program and we will continue to do that in the future. It was also wonderful having family members, past volunteers, and supporters of KFD staffing the grill and helping with the breakfast.

Bernie – I personally feel like Bernie was a success! He was received well by the community and everyone loved seeing him at Candy Cane Day. I'm hoping he can make a few appearances during the year.

75th Anniversary – I'm working on gathering information on previous members of the Keizer Fire District. There is a form that can be filled out by previous members to help us keep in contact with them as we plan the 75th event. I'm hoping to have more information to share soon.

Upcoming Events –

- 3/14/23 – Car Seat Clinic – 4-6pm
- 5/9/23 – Car Seat Clinic – 4-6pm
- May 2023 – 75th Anniversary Celebration

Meetings Attended

- 12/1 – Chemawa Crossing Mtg
- 12/6 – MPFIT Meeting
- 12/6 – Christmas Tree Lighting
- 12/10 – Light Parade
- 12/11 – Santa Breakfast
- 12/12 – Cummings Elm Egg Drop
- 12/13 – OFMA Board Mtg
- 12/17 – Candy Cane Day
- 12/20 – Board Meeting
- 12/21 – Emerald Point Fudge Contest

Fire Investigations

- None

Invoice

Invoice Number: 38P52618-714 Entity ID: 52618 Effective Date: 1/1/2023 Expiration Date: 12/31/2023 Invoice Date: 01/11/2023

Named ParticipantKeizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303Agent of RecordR. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307CoverageContribution

SDIS Liability Coverage

\$23,086

Less Best Practices Credit (\$2,309)

Less Multi-Line Discount (\$666)

Adjusted Contribution \$20,111

Auto Liability*

\$4,085

Less Best Practices Credit (\$408)

Less Multi-Line Discount (\$163)

Adjusted Contribution \$3,514

Non-owned and Hired Auto Liability

\$175

Auto Physical Damage

\$17,542

Less Multi-Line Discount (\$702)

Adjusted Contribution \$16,840

Hired Auto Physical Damage

\$329

Property

\$6,392

Less Best Practices Credit (\$639)

Less Multi-Line Discount (\$256)

Adjusted Contribution \$5,497

Earthquake

\$3,674

Flood

Included

Equipment Breakdown

\$1,920

Crime

\$342

2023 Longevity Credit

Credit% Credit

Total \$52,402

6.38% \$3,111

The listed coverages are only extended when a specific dollar amount or the word "included" is indicated in the Contribution column. Your payment evidences acceptance of this renewal. Please use the coupon on the following page to help us apply your payment.

* Includes Excess Auto and Auto Supplemental coverages.

** Longevity Credit amount is only for illustration. Eligible members should expect to receive checks in February or March.



SPECIAL DISTRICTS
INSURANCE SERVICES

Auto Liability and Auto Physical Damage Coverage Declarations

Certificate Number: 38P52618-714

Coverage Period: 1/1/2023 through 12/31/2023

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Coverage is only provided for those coverages indicated below for which a contribution is shown.

Auto Liability

Coverage	Per Accident Limit of Liability	Deductible	Contribution
Auto Liability	\$500,000	None	\$3,514
Non-Owned/ Hired Auto Liability	\$500,000	None	\$175

Applicable Coverage Document: SDIS Auto Liability Coverage Document January 1, 2023

Auto Physical Damage

Coverage	Per Accident Limit of Liability	Deductible	Contribution
Auto Physical Damage	Per Schedule	Per Schedule	\$16,840
Hired Auto Physical Damage	\$100,000	\$100/\$500*	\$329

Applicable Coverage Document: SDIS Auto Physical Damage Coverage Document January 1, 2023

This Certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Auto Liability Coverage Document and SDIS Auto Physical Damage Coverage Document. This certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Auto Liability Coverage Document and SDIS Auto Physical Damage Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by:

Date: January 01, 2023

Authorized Representative
Special Districts Insurance Services

* If two deductibles are displayed (ie: \$100/\$200), the first applies to Comprehensive Coverage and the second Collision Coverage.



SPECIAL DISTRICTS
INSURANCE SERVICES

Auto Excess Liability Coverage Declarations

Certificate Number: 38P52618-714

Coverage Period: 1/1/2023 through 12/31/2023

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Coverage is only provided for those coverages indicated below for which a contribution is shown.

Excess Auto Liability

Coverage	Limit of Liability*	Retention	Contribution
Excess Auto Liability	\$4,500,000	\$500,000	Included with Auto Liability
Excess Non-Owned/ Hired Auto Liability	\$4,500,000	\$500,000	Included with Non-Owned/ Hired Auto Liability

Applicable Coverage Document: SDIS Excess Auto Liability Coverage Document - January 1, 2023

This Certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Excess Auto Liability Coverage Document. This Certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Excess Auto Liability Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by:

Date: January 01, 2023

Authorized Representative

Special Districts Insurance Services

* Per Accident Limit of Liability.



SPECIAL DISTRICTS
INSURANCE SERVICES

Auto Supplemental Coverage Declarations

Certificate Number: 38P52618-714

Coverage Period: 1/1/2023 through 12/31/2023

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Coverage is only provided for those coverages indicated below for which a contribution is shown.

Auto Supplemental

Coverage	Limit of Liability	Deductible	Contribution
Personal Injury Protection	See Coverage Document	None	Included with Auto Liabil
Uninsured/ Underinsured Motorist Bodily Injury	\$500,000 Per Accident	None	Included with Auto Liabil

Applicable Coverage Document: SDIS Auto Supplemental Coverage Document - January 1, 2023

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Auto Supplemental Coverage Document. This certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Auto Supplemental Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions which they relate.

Countersigned by:

Date: January 01, 2023

Authorized Representative

Special Districts Insurance Services



SPECIAL DISTRICTS
INSURANCE SERVICES

SDIS Liability Coverage Declarations

Certificate Number: 38P52618-714

Coverage Period: 1/1/2023 through 12/31/2023

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

SDIS Liability Coverage:	Description	Limit ⁽¹⁾	Deductible
	Per Occurrence Limit of Liability	\$5,000,000	None
	Per Wrongful Act Limit of Liability	\$5,000,000	None
	Annual Aggregate Limit of Liability	No Limit Except As Outlined Below	None

Additional Coverages: List only includes sublimited Additional Coverages. Unless indicated in Section III Additional Coverages, of SDIS Liability Coverage Document, the following limits are not added to the above identified Limit(s) of Liability.

Coverage	Limit ⁽⁴⁾	Participant Limit ⁽⁵⁾	All Participants Limit ⁽⁶⁾	Deductible	Contribution
Ethics Complaint Defense Costs	\$2,500	\$5,000		None	Include
EEOC/BOLI Defense Costs	\$5,000,000			None	Include
Limited Pollution Coverage	\$250,000	\$250,000		None	Include
Injunctive Relief Defense Costs	\$25,000	\$25,000	Not Applicable ⁽⁷⁾	None	Include
Criminal Defense Costs	\$100,000	\$100,000	\$500,000	None	Include
Premises Medical Expense	\$5,000	\$5,000		None	Include
Fungal Pathogens (Mold) Defense Costs	\$100,000	\$100,000		None	Include
Applicators Pollution Coverage	\$50,000	\$50,000		None	Include
Lead Sublimit Defense Costs	\$50,000	\$50,000	\$200,000	None	Include
Marine Salvage Expense Reimbursement	\$250,000	\$250,000		None	Include
OCITPA Expense Reimbursement	\$100,000	\$100,000	\$500,000	None	Include
Data Disclosure Liability	\$1,000,000	\$1,000,000	\$5,000,000	None	Include
Communicable Disease Defense	\$50,000	\$50,000	\$2,000,000	None	Include

Total Contribution: \$20,111

Reference

- (1) Subject to a \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.
- (2) Subject to a \$10,000 controlled burn deductible for failure to follow DPSST guidelines.
- (3) Subject to a \$25,000 Employment Practices Deductible when SDIS not contacted for legal advice prior to termination.
- (4) Named Participant's maximum limit per Occurrence or Wrongful Act.
- (5) Named Participant's maximum limit for the Coverage Period.
- (6) Maximum limit of coverage, for all SDIS Trust Participants for the Coverage Period. Does not apply to Injunctive Relief Defense Costs (7).
- (7) Maximum limit of coverage, for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act, is \$100,000.

Forms applicable to Named Participant: SDIS Liability Coverage Document - 01/01/2023

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the Liability Coverage Document. This certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the Liability Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by:

Date: January 01, 2023

Property Coverage Declarations

Certificate Number: 38P52618-714**Coverage Period:** 1/1/2023 through 12/31/2023**Named Participant**

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Scheduled Property Values

\$6,113,625 Buildings, Other Structures and Scheduled Outdoor Property
\$793,014 Personal Property
\$417,870 Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

\$7,324,508 The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
\$300,000,000 SDIS Per Occurrence Aggregate Loss Limit

Sublimits (Per Occurrence)

The subjects of coverage listed below are sub-limited within the above shown "Total Limit of Indemnification (Per Occurrence)". The amounts below reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Covered Property*Section VIII - Covered Property in the SDIS Property Coverage Document*

\$250,000 Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment
\$100,000 Property of Employees/Volunteers (subject to a \$5,000 maximum per person)
\$100,000 Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days
\$10,000 Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

Additional Coverages*Section X - Additional Coverages in the SDIS Property Coverage Document*

\$5,000,000 Debris Removal
Sublimit is \$5,000,000 or 25% of the covered portion of the loss, whichever is less.
\$50,000 Pollutant Clean-up and Removal from Land or Water
Sublimit is \$50,000 or 20% of the scheduled location(s) value, whichever is less.
\$10,000 Fungus as a Result of a "Covered Cause of Loss"
Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less.
\$10,000 Preservation of Undamaged Covered Property
Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less.

\$250,000	Professional Services <i>Sublimit is \$250,000 or 10% of the covered portion of the loss, whichever is less.</i>
\$25,000	Fire Department Service Charge
\$10,000	Recharging of Fire Extinguishing Equipment
\$10,000	Arson Reward
\$5,000,000	Increased Cost of Construction - Enforcement of Ordinance or Law <i>Sublimit is \$5,000,000 or 25% of the covered portion of the loss, whichever is less.</i>
\$500,000	Increased Cost of Construction - Cost Resulting from Unforeseen Delay <i>Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.</i>
\$500,000	Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities <i>Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.</i>

Additional Coverages - Business Income and Extra Expense

Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document

\$1,000,000	Business Income
\$1,000,000	Extra Expense
\$25,000	Enforcement of Order by Government Agency or Authority
\$25,000	Business Income from Dependent Property
\$100,000	Interruption of Utility Services
\$25,000	Inability to Discharge Outgoing Sewage

Coverage Extensions

Section XII - Coverage Extensions in the SDIS Property Coverage Document

\$2,000,000	Property in the Course of Construction <i>If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction.</i>
\$500,000	Newly Aquired or Constructed Property <i>No coverage will be provided for newly aquired or constructed property unless you notify the Trust in writing no later than 90 days after the date specified in section XII.A.</i>
\$25,000	Unscheduled Outdoor Property
\$250,000	Malicious Mischief or Vandalism to Tracks and Artifical Turf Fields
\$250,000	Property in Transit
\$250,000	Accounts Receivable
\$50,000	Property Damaged by Overflow of Sewers or Drains
\$100,000	Covered Leashold Interest <i>Sublimit is lesser of amount listed here or an amount prorated based on time between the Loss and the earlier of: Lease Expiration, Re-occupancy of leased property, or lease of new property.</i>
\$250,000	Valuable Papers and Records <i>Sublimit is lesser of: Cost to research, restore and replace the lost information; Actual Cash Value in its blank state of the damaged or destroyed tape or other media if records are not actually researched, restored or replaced; or the amount of the sublimit listed here.</i>
\$25,000	Data Storage Media
\$250,000	Miscellaneous Property Damaged by Specified Cause of Loss or Theft <i>Sublimit lesser of: Appraised Value, Fair Market Value, or Sublimit listed here.</i>
\$7,324,508	Property Damaged by an Act of Terrorism or Sabotage <i>The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.</i>



SPECIAL DISTRICTS
INSURANCE SERVICES

Keizer R.F.P.D.

Agent: R. Bauer Insurance Inc.

Policy Year: 01/01/23

Schedule of Property Values - Section 1
Building, Other Structures and Scheduled Outdoor Property

Premises: Keizer RFPD

Covered Property: Fire Station				Unique ID: 52618P1778		Address: 661 Chemawa Road NE Keizer OR, 97303				Coverage Class: Building			
Loc. Code	01-03	% Sprinkler	100	Appraiser	CBIZ	Year Built	1997	Equip. Break. Cov.	Yes	Flood Zone*	B	Valuation	Replac
Vacant (Y/N)	No	Fire Alarm	Yes	App. Date	8/23/2016	Sq. Footage	21938	Flood Cov.	Yes	Eff. Date	1/1/2023	Structure Value	\$5,362,
Protect. Class	2	Security Alarm	No	App. Code	01-01	# of Stories	2	Earthquake Cov.	Yes	Deductible	\$1,000	Personal Prop. Value	\$371,9
Const. Class	NONCOMBUSTIBLE			Comments						Contribution	\$3,621	Total Value	\$5,734,

Covered Property: Maintenance Building				Unique ID: 52618P1777		Address: 661 Chemawa Road North Keizer OR, 97303				Coverage Class: Building			
Loc. Code	01-01	% Sprinkler	0	Appraiser	CBIZ	Year Built	1990	Equip. Break. Cov.	Yes	Flood Zone*	B	Valuation	Replac
Vacant (Y/N)	No	Fire Alarm	Yes	App. Date	8/23/2016	Sq. Footage	6250	Flood Cov.	Yes	Eff. Date	1/1/2023	Structure Value	\$750,91
Protect. Class	2	Security Alarm	No	App. Code	01-02	# of Stories	1	Earthquake Cov.	Yes	Deductible	\$1,000	Personal Prop. Value	\$421,0
Const. Class	NONCOMBUSTIBLE			Comments						Contribution	\$822	Total Value	\$1,172,
Premises Total:										Contribution	\$4,443	Total Value	\$6,906,

* Flood Zones shown on the Schedule of Property Values are an estimate, either provided by the member, the insurance agent, or an independent appraiser. It is not a guarantee that the location is or is not in federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim under this Supplemental Coverage, a determination on the flood zone will be made based on a review of Federal Emergency Management Agency flood maps, not by the estimated flood zone indicated on this Schedule of Property Values. If there is any question that a location is in a Special Flood Hazard Area, then make sure you obtain NFIP coverage for the location.

Construction Class Options

Fire Resistive	Noncombustible
Modified Fire Resistive	Joisted Masonry
Masonry Noncombustible	Frame

Valuation Options

Actual Cash Value
Replacement
Stated Amount

Protection Class Description

Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.

Total Structure Value

Total Personal Property Value

Total Value

Total Contribution



Keizer R.F.P.D.

Policy Year: 01/01

Agent: R. Bauer Insurance Inc.

Schedule of Property Values - Section 2
Scheduled Mobile Equipment, Scheduled Personal Property, Scheduled Fine Arts

Code	Description	Coverage Class	Deductible	Serial Number	Valuation	Effective Date	Expiration Date	Value	C
	Equipment	Scheduled Personal Property	\$1,000		Stated Value	1/1/2023	12/31/2023	\$417,870	
Totals:								\$417,870	

- * Any equipment or item \$10,000 or greater in value must be specifically scheduled.
- * All equipment or items less than \$10,000 in value may be aggregated together and reported as one total miscellaneous amount.

Keizer R.F.P.D.

Policy Year: 01/01/2023

Agent: R. Bauer Insurance Inc.

General Liability Schedule

Code	Description	Unit	Amount	Effective Date	Expiration Date	Con
520150	2022-2023 Budgeted Personal Services *	Dollars	\$7,655,976	1/1/2023	12/31/2023	
520160	2022-2023 Budgeted Materials and Supplies *	Dollars	\$1,659,471	1/1/2023	12/31/2023	
520170	2022-2023 Budgeted Contingencies *	Dollars	\$120,000	1/1/2023	12/31/2023	
520180	Number of Employees	Each	37	1/1/2023	12/31/2023	
520190	Number of Volunteers	Each	19	1/1/2023	12/31/2023	
520192	Number of Board Members	Each	5	1/1/2023	12/31/2023	
520200	District Size	Sq Miles	10	1/1/2023	12/31/2023	
520210	Population Served	Each	35,000	1/1/2023	12/31/2023	
52030	Number Of EMT's (Paid or Volunteer)	Each	41	1/1/2023	12/31/2023	
52033	Junior Fire Fighters	Each	5	1/1/2023	12/31/2023	
52034	Boats	Each	0	1/1/2023	12/31/2023	
52100	Number of Drones (UAVs) Owned or Operated	Each	0	1/1/2023	12/31/2023	
52215	Buildings & Premises - Occupied by District	Sqf	28,650	1/1/2023	12/31/2023	
52550	Area Served	Sq Miles	10	1/1/2023	12/31/2023	
52900	Dollars Paid For Services	Dollars	\$433,515	1/1/2023	12/31/2023	
52997	Events/Fundraisers - No Alcohol Served	Days	3	1/1/2023	12/31/2023	
52998	Events/Fundraisers - Alcohol Served	Days	0	1/1/2023	12/31/2023	
Total Contribution						



SPECIAL DISTRICTS INSURANCE SERVICES

Keizer R.F.P.D.

2022 - 2023 Policy Year Comparison Report

Agent: R. Bauer II

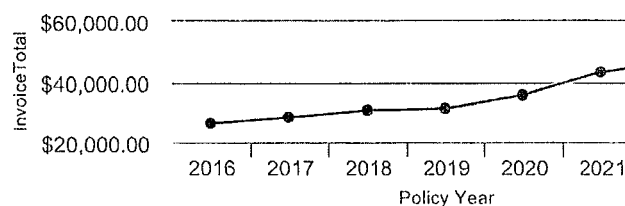
Report displays contribution difference (changes) between 2022 and the 2023 renewal in an effort to provide a general idea of rating components that influence contribution.

Coverage	2022 contribution	Change in exposures	2023 contribution	Total contribution change	Total % contribut
General Liability	\$16,851	See Below	\$20,111	\$3,260	
Auto Liability	\$3,350	0	\$3,514	\$164	
Non-Owned Auto Liability	\$175		\$175	\$0	
Auto Physical Damage	\$16,072	\$0	\$16,840	\$768	
Non-Owned APD	\$316		\$329	\$13	
Property	\$4,954	\$541,073	\$5,497	\$543	
Earthquake	\$3,198	\$541,073	\$3,674	\$476	
Flood	\$0	\$541,073	\$0	\$0	
Equipment Breakdown	\$1,770	\$541,073	\$1,920	\$142	
Crime	\$342		\$342	\$0	
Total All Lines	\$47,036		\$52,402	\$5,366	

General Liability Exposure Comparison

Description	Last Year	This Year	Difference
2022-2023 Budgeted Materials and Supplies *	\$1,649,795	\$1,659,471	\$109,676
2022-2023 Budgeted Personal Services *	\$7,585,371	\$7,655,976	\$70,605
Events/Fundraisers - Alcohol Served	\$0	\$0	\$0
Number Of EMT's (Paid or Volunteer)	\$41	\$41	\$0

Annual Contribution History



* Auto Liability Exposure = Number of Autos, Auto Physical Damage = Total Insured Automobile Values, Excess Liability = Materials and Supplies + Personal Services, Property and Boiler and Machinery = Total Insured Property Values.

2023 Longevity Credit (see Longevity Credit Memo for details)

Amount: \$3,343

% Of Contribution: 6.38%

CONSENT TO GROUP RATE FORM
Special Districts Association of Oregon (SDAO)

DISTRICT NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

This consent form allows SAIF Corporation to obtain and use your firm's experience rating information for the purpose of determining a group experience rating for the organization members if they choose to participate in a group insurance plan. The information we are requesting is contained on your Experience Rating Worksheet.

Your consent to allow use of your firm's information does not require you to participate in the organization's group insurance plan. You may still select the most competitive insurance plan or carrier available. If you participate in the organization's group insurance experience rating plan, the premium you must pay for this insurance will be determined in part by the consolidated experience of all members of the group.

Consent will allow your workers' compensation payroll, loss, and experience rating modification information to be consolidated with other consenting organization members to promulgate a group experience rating modification factor to be applied in addition to individual experience ratings for participating organization members. The experience used in the calculation consists of organization members' payroll and loss data which is contained in full within a four year less one day period ending one year prior to the effective date of the group experience rating.

By your signature below, you are verifying you are a member of the organization, are agreeing to allow SAIF Corporation to obtain a copy of your Experience Rating Worksheets, and are allowing your experience rating information contained therein to be combined with other consenting organization members for the purpose of calculating group experience rating.


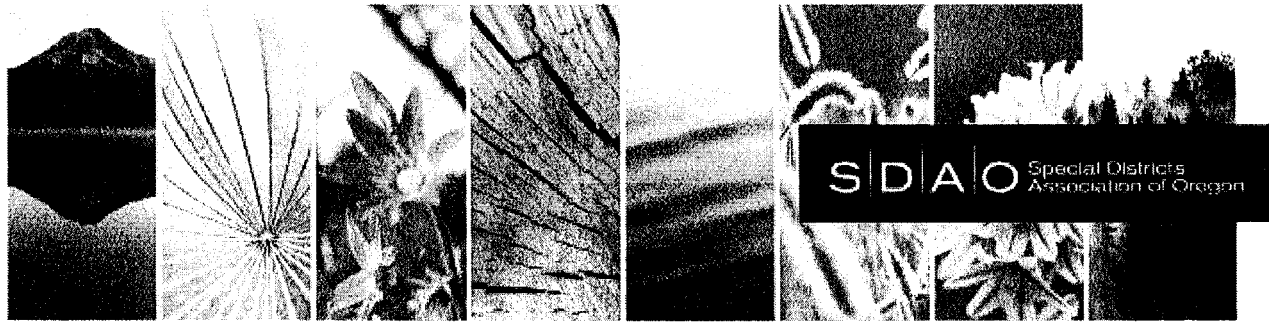
Please sign and return this form to underwriting@sdao.com by January 31, 2023. You may also mail to PO Box 12613, Salem OR 97309 or fax to 503-371-4781.

NAME: _____
(Print or Type)

(Title)

Signature: _____
(Authorized District Representative)

(Date)

 *send to a friend*


Important Message About Changes to SDAO Workers' Compensation **CORRECTED LINK**

****The link for the Consent to Group Rate Form has been corrected. We apologize for the inconvenience.****

Special Districts Association of Oregon (SDAO) is currently exploring the viability of a group workers' compensation discount program for the SDAO members as part of our partnership with SAIF that will become effective July 1, 2023.

There are no guarantees, but if approved, the group discount could save SDAO members who become part of the group money on their workers' compensation premiums.

To move forward, we need at least 60% of all SDAO members to sign the Consent to Group Rate Form by January 31, 2023, and **we need your help with getting the word out to your clients**. Signing the form does not obligate them to anything and should not require action from their board.

These programs, allowed under and directed by Oregon Statute and Administrative rule, are created through a partnership between an "organization" (association) and a workers' compensation carrier. SDAO is interested in exploring a partnership with SAIF (an Oregon insurer) for the purposes of determining if a competitive product for eligible SDAO members can be created.

Under Oregon insurance regulations, all groups must "earn" group discounts by virtue of their collective premium and claim experience as individual policyholders. This means that the SDAO members must agree to pool their past individual workers' compensation experience data to determine if a discount can be earned by the "organization". **This pooling of data is only used for the express purpose of calculating any available discounting of premiums; it does not affect the individual experience modifier, workers' compensation coverage with their current carrier, nor does it obligate your client to participate in the SDAO group program.**

All information collected will be treated in confidence. Even if your client agrees to allow their experience to be pooled with other SDAO members, they may still place their coverage with another carrier or plan.

The Consent to Group Rate Form must be completed and returned to SDAO no later than **January 31, 2023**. The form will allow SAIF to determine if a discount can be calculated and subsequently offered to eligible SDAO members. In order to make this process easier, we will also be sending this form via DocuSign.

If you have any questions, please contact us at underwriting@sdao.com or 800-285-5461 and ask for Underwriting.

Sincerely,

Frank Stratton
Executive Director

SDAO PO Box 12613 Salem, OR 97309-0613 800-285-5461 Contact SDAO

To ensure you receive emails from us, please add the domain @sdao.com to your white list.

Click [here](#) to unsubscribe from Notifications

[Manage your email preferences](#)

POSITION DESCRIPTION

Title: Fire Chief
Exempt/Non-Exempt: Exempt
Reports To: Board of Directors
Pay Grade/Range: \$116,298- \$164,971
Effective Date: 01/05/2023
Revised Date:

General Position Summary:

The Fire Chief is the chief administrator and CEO of the Fire District and is responsible for the total supervision and operation of the Fire District. Responsibilities might include developing plans for fire protection, water systems, station locations, disaster preparedness, and communications.

Works under the supervision of the Board of Directors of the Fire District, but independently applies leadership, fire prevention, firefighting techniques, and emergency medical aid and procedures. The Fire Chief must demonstrate the highest standards of integrity, ethics, and leadership and must possess keen judgment, innovation, and foresight.

Essential Functions/Major Assignments:

- Work activities vary widely and include office and administrative work.
- The Fire Chief shall be responsible for the leadership and management of identified district needs not assigned to other personnel.
- The Fire Chief shall be responsible for promoting and adhering to the Mission, Vision, and Values of the Keizer Fire District.
- Ensures the District's compliance with all applicable laws and regulations.
- The Fire Chief shall promote Keizer Fire District by promoting goodwill among employees, partners, and community members at all times.
- Analyzes District problems, develops plans and techniques to provide adequate fire protection for the district. Applies the Oregon Insurance Office grading schedule to improve the district's rating.
- Plans for fire protection and life safety in event of a major disaster. This shall include, but not be limited to, the City of Keizer master plan.
- Responds to general alarms as the Chief Officer, as necessary.
- Oversees maintenance and replacement of district facilities and equipment.
- Oversees personnel programs including training, promotions, discipline, dismissal, vacations, wages, sick leave, and working conditions.
- Serves as the budget officer, prepares budgets for the district, develops and executes district policy, submits a variety of reports, and maintains district records.
- Manages District records retention and responses to public records requests in compliance with all applicable laws and regulations.
- Addresses public groups on the status of the Fire District, fire prevention, life safety and other fire-related subjects.
- Supervises and/or directs the Fire and EMS Divisions of the Fire District and is responsible for the control and actions of the personnel engaged in Fire and EMS operations.
- Oversees correspondences, communication and record keeping.
- Supervises fire investigation and cooperates with law enforcement agencies in the event of suspected arson. Supervises all activities of the Fire Marshal.
- Attends meetings with the District Directors, staff meetings of District officers and fire officials to assist in formulating policies and agreements.

- The Fire Chief shall be responsible for any additional administrative and operational staff duties and other duties that may on occasion be assigned by the Board of Directors.
- The Fire Chief works closely with other public entities, agencies, community partners, and the general public to maintain effective and harmonious relationships throughout the region.

Specific Job Knowledge, Skill and Abilities:

- The policies, guidelines, rules and regulations of the District and applicable collective bargaining agreement, applicable national, state and local laws, ordinances and codes affecting fire and emergency response services.
- Modern methods, techniques and theories used in: code development and enforcement (fire prevention; public education; arson/fire investigation; hazardous materials; fire suppression; emergency medical services; disaster management and terrorism).
- Principles, practices, methods and techniques in all areas relating to management of emergencies including principles, practices and functions of the National Incident Management System (NIMS) or other current Incident Management Systems.
- Principles, methods and practices in the area of public-sector finance administration, with particular reference to accounting and budgeting, including all applicable laws, ordinances and regulations.
- Local geography, including the major fire hazards of all service areas.
- Excellent leadership, management and team building skills including strategic planning, personnel management, project management, problem analysis, delegation, decision making, critical thinking, judgment, conflict resolution, adaptability/flexibility, delegation, stress tolerance and time management.
- Strong presentation, oral and written communication skills with the ability to communicate and present complex ideas and information, and apply appropriate communication techniques, to various audiences.
- Strong negotiation and partnering skills with the ability to establish and maintain cooperative and effective working relationships with the Board of Directors, command staff, assigned personnel, union representatives, other District employees, various professional, civic and government officials, and the general public under both regular business and adverse/emergency conditions.
- Ability to investigate, gather and evaluate information, identify problems, and makes logical decisions; project consequences of actions; testify in court in relation to findings and opinions.
- Collaborative, imaginative, resourceful, reliable, technically, and politically astute.
- Ability to articulate different approaches, strategies, and expectations into a unified strategy and/or operational work plan.
- Ability to conceptualize and implement effective fiscal controls, practices and programs.
- Ability to oversee the development and execution of strategic and operational plans, while maintaining an effective organizational structure, to support both growth and maintenance of the District.
- Ability to demonstrate a clear and unequivocal commitment to cultural diversity as a core personal and organizational value in the development of human resources within the District.
- Ability to work independently and effectively under minimal supervision.
- Ability to work under pressure, consistently meet timelines and project/program objectives, and adjust to changing priorities.
- Ability to take personal accountability for one's actions and responsibilities.

Education, Experience, and Certification/Licensure:

Required

Experience: Ten (10) years of progressively responsible administrative and supervisory experience with at least five (5) years at Battalion Chief or higher level in a career or combination (career/volunteer) organization, and

Education: Bachelor's Degree in Fire Science, Public Administration, Management or related field.

OR

An equivalent combination of education, training and experience sufficient to successfully perform the essential duties of the job.

Other Requirements:

- Ability to pass the pre-employment drug test, medical exam and background check. This background check will include a credit check because essential duties of the Fire Chief position involve accessing the District's sensitive financial information.
- Possess or have the ability to obtain a valid Oregon Class C driver's license and possess a driving record that meets the District's driving standards.
- Must be insurable through the District's insurance provider.
- Possess or have the ability to obtain applicable certifications associated with area(s) of assignment.
- Must reside within the District boundaries within twelve months of appointment.

Job Conditions:

- Regular work hours are eight-hour days, five days a week; however, evening and weekend meetings are common; occasionally required to maintain an unpaid "on-call" status while off-duty. The Fire Chief position is FLSA-exempt. The Fire Chief will regularly work in excess of 40 hours a week and must be available outside of regular business hours.
- Travel is primarily local or regional during the business day, although some out-of-area overnight travel may be expected.
- Response to alarms may occur at any time.
- The Fire Chief position will include work activities in a wide variety of environments, including outdoors in all weather conditions.
- The Fire Chief position will include work in stressful situations, emergency situations, and physically demanding situations.
- The Fire Chief position will include working in close proximity to moving mechanical parts.
- The Fire Chief's duties may involve exposure to wet or humid conditions; fumes and smoke; toxic or caustic chemicals; extreme cold or extreme heat; and blood or other bodily fluids. The Fire Chief must be able to wear and utilize various types of respirators and other personal protective equipment.
- The Fire Chief's duties require the ability to see; sit, talk, listen, stand, walk, use hands and fingers to operate and handle objects, tools, and controls; crawl; stoop; kneel; crouch; climb; balance; taste; and smell.
- The Fire Chief's duties may require occasional work from heights, such as roofs or ladders.
- The Fire Chief's duties frequently require the lifting and moving of up to 25 pounds and occasionally require the lifting and moving of up to 130 pounds.
- The Fire Chief's duties require the ability to drive vehicles, including fire apparatus, in all types of weather and under normal and emergency conditions.

Employee Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Supervisory Approval

Date

(The signature of the Supervisor confirms the assignment of work to the employee.)



MEMORANDUM:

To: Board of Directors
From: Interim Chief Ryan Russell
Date: January 17, 2023
Re: 2020 Ford Explorer Surplus

ISSUE:

- A) The former Fire Chief's vehicle (V2051) is not standard to the Keizer Fire District fleet and no longer meets the needs of the Fire District.
- B) Availability of Ford Explorers is currently limited and the demand is high. There are multiple local public service agencies currently on a waitlist for available vehicles. There are local law enforcement agencies that are interested in purchasing this vehicle from Keizer Fire District.
- C) The surplus and sale of the 2020 Ford Explorer (V2051) at current market value will fill a need of another local agency and will remove a non-standard, unused vehicle from the Keizer Fire fleet.

RECOMMENDATION:

It is the recommendation of staff that the Board of Directors declare surplus and approve the sale of the 2020 Ford Explorer (V2051). The sale shall follow Keizer Fire District Policy 4.03 section C 2.3 which states the District may negotiate a sale, if the negotiated sale price meets or exceeds the item's market value.