

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
February 21, 2023

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7:00 p.m. Call to Order

Pledge of Allegiance

Roll Call:

Approve Minutes:

Board Meeting Minutes January 17, 2023

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:

- | | |
|--|---------------------------|
| <ol style="list-style-type: none">1. Board Policy B- Second Reading<ul style="list-style-type: none">• The Board will review and have the second reading for the updated Board Policy B. | Information/Action |
|--|---------------------------|

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. Budget Officer and Calendar Information/Action
 - The Board will appoint a Budget Officer and approve the budget calendar for fiscal year 2023-2024.
2. District Levy Update Information
 - Interim Chief Ryan Russell will present the Board with an update on information on the upcoming Levy renewal.
3. Intergovernmental(IGA) Agreement with Marion County Fire Dist. #1 Information
 - The Board will review an IGA with MCFD #1 regarding Human Resources and Information Technology services.
4. Fire Chief Hiring Process Information/Action
 - The Board will review the hiring process for the Fire Chief.

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

March 21, 2023 @ 7:00 pm
April 18, 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	12/31/2025
Vacant	12/31/2025
Patti Tischer	12/31/2024
Vacant	12/31/2024
Donna Bradley	12/31/2025

****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

January 17, 2023

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, Chet Patterson, Greg Ego and Colleen Busch, Interim Fire Chief Ryan Russell, Finance Officer Lyn Komp, DFM Anne-Marie Storms, EMS Billing & Records Manager Jacquelyn Sunderland, Lieutenant Gallinger, Civil Service Commissioner Bob Shackelford, Attendees: Gary Whelan, Baron Robison, Bob Busch, and Kevin Clark.

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.

Correspondence – None

Guest Input – Gary Whelan thanked the District for all their work and public events. He also suggested bringing back a CPR class. Baron Robison reviewed the Charitable Pharmacy Act and wanted to make sure people were aware of the program.

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 \$170,000 in ambulance payments. We are 50% of the way through the fiscal year. We have received 97% of the anticipated taxes. Overtime was lower than last month. Personnel Services are at 53%. We will look into a supplemental budget later in the fiscal year. PERS is also high due to overtime being high in November. The quarterly payment was made to our physician advisor, and our half of the cost of a new fuel pump was paid out of Capital Outlay. Greg Ego made a motion to accept the financial report as presented. Chet Patterson seconded the motion. The motion carried unanimously.

Board Member Reports –

- Betty Hart reported she attended the SDAO Legislative Day. She reviewed the topics that were discussed. There was a discussion on reaching out to legislators for tours and educating them on the fire service. Chief Ryan Russell will contact SDAO to see if they have a plan, and if there is a fire personnel day scheduled at the Capital.
- Colleen Busch stated she attended the Government Affairs Committee Meeting. At the meeting, there was an update on the City, new council members were introduced, and there was a discussion on housing and the homeless.

Chief/Staff Reports –

- Interim Fire Chief Ryan Russell- The single role medics are helping to take a load off of the crews. They are going on 9 to 12 calls in a 12 hour shift. December was the busiest month of the year. Chief Russell is attending an emergency planning meeting at the City on January 31st. The issues in the Sikora

and Matrix report are being worked on. There was a discussion that there will be no changes in the contract due to the 48/96 schedule.

- Division Chief Brian Butler- There was a discussion on code 3 response time, and locations of calls that we go on a consistent basis.
- EMS Billing Manager Jacqueline Sunderland- There was a discussion on the amount billed compared to amount received because of collections and insurance being billed.

New Business-

- **2023 Insurance Renewal for General Liability, Property, Auto, and Umbrella Coverage/ Update on a Partnership with SDAO and SAIF-** Nathan Bauer stated that SDAO is getting out of the worker's compensation business. They are looking to partner with SAIF and will be getting rates. He distributed the liability insurance renewal and gave a brief overview. SDAO came to the station at reviewed the building's value. The value has increased, which in turn, increased the cost of the liability insurance. Colleen Busch made a motion to renew the general liability insurance. Betty Hart seconded the motion. The motion carried unanimously.
- **Civil Service Commissioner Appointment-** President Joe Van Meter thanked Bob Shackelford for his application. Greg Ego made a motion to appoint Bob Shackleford as a Civil Service Commissioner. Betty Hart seconded the motion. The motion carried unanimously.
- **Fire Chief Recruitment Process Update/Job Description Review-** President Joe Van Meter presented the final copy of the Fire Chief Job Description. There were no questions or comments. Betty Hart made a motion to approve the Fire Chief Job description as presented. Greg Ego seconded the motion. The motion carried unanimously. There was a short discussion on when the job would be published.
- **Surplus of a 2020 Ford Explorer-** Chief Ryan Russell stated that this vehicle no longer fits the needs of the District. Greg Ego made a motion to Surplus the 2020 Ford Explorer to sell at or above market value. Colleen Busch seconded the motion. The motion carried unanimously.

Other Business –

- Chet Patterson gave an update on the Keizer Fire Foundation (KFF). He provided financials, a brief overview of current programs, and upcoming fundraisers.
- Betty Hart and Colleen Busch presented a draft copy of the revised Board Policy B for the first reading. Some minor changes were made. Lyn Komp will make the changes and send the final draft to Betty Hart. We will need to have a work session to work on Board Policy A.

Good of the Order – Colleen Busch thanked the District for their hard work on the ice day. She also discussed the neighborhood associations will be having a State of the City speech given by Mayor Cathy Clark this spring. There was a discussion on when the District awards will be presented. Chief Ryan Russell stated that it will most likely be tied in with the 75th Anniversary Celebration. There was also a discussion on holding hands only CPR courses at the station. Betty Hart stated she is excited about the support team. Greg Ego thanked the District for letting him flip pancakes and bringing a truck down to block the road to take down the Christmas Lights.

Pay Bills – Greg Ego 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 8:42 pm.

Respectfully submitted,

Greg Ego
Secretary

SECTION B BUDGET/FISCAL POLICY

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SECTION B

BUDGET/FISCAL POLICY

FINANCIAL ASPECTS OF KEIZER RURAL FIRE DISTRICT

PURPOSE: The purpose of this document is to establish administrative guidelines regarding all financial transactions of Keizer Rural Fire District (“District”). Conservatism & integrity in all financial transactions is the basic philosophy of the District.

1.0 GENERAL

1.1 The District will follow generally accepted accounting principles as determined by the Government Accounting Standards Board, and other appropriate authorities.

1.2 The District Directors will at all times strive to be in strict compliance with all laws and regulations that may be applicable. The use of any District funds, property, or items of value for any purpose, which would be in violation of any applicable law or District policy, regulation, or guideline, is strictly prohibited.

1.3 The basic accounting system will operate on a modified accrual basis.

1.4 Interim financial reports and statements will be presented at monthly District Board meetings and made available to the public as appropriate in accordance with Oregon State Law as it applies to Public Records.

1.5 The District will follow Oregon Revised Statutes and Oregon Administrative Rules in budgeting and accounting requirements.

1.6 Payroll checks/direct deposits shall be distributed and dated the last working day of the month. Any authorized payroll deductions shall be dated and mailed on the last working day of the month.

1.7 Volunteer “point” checks shall be distributed as soon as possible following the end of the quarter except for the 4th quarter point checks which will be distributed in the month of December.

2.0 BANK ACCOUNTS

2.1 Columbia Bank is used for processing payments and payroll for the District. Funds held in the District checking account and kept at Columbia Keizer Branch shall not exceed \$500,000.

2.2 US Bank is used for the deposits of ambulance payments and refunding ambulance over payments.

2.3 Local Government Investment Pool (LGIP) is used for earning interest and where property taxes are deposited.

3.0 PREPARATION OF ANNUAL BUDGET

3.1 The District Budget is a financial plan that documents an estimation of revenues and expenditures. Local budget law as outlined in Oregon Revised Statutes, Chapter 294, establishes standard procedures

for the preparation, presentation, and administration of the Budget and provides for citizen involvement in the process.

3.2 The District Board of Directors will appoint a Budget Officer who is responsible for preparing or supervising the preparation of the proposed budget for presentation to the Budget Committee. Normally, this person will be the Fire Chief of the District. In the event the Budget Officer is not the Fire Chief then the Budget Officer shall consult with the Fire Chief in preparation of the budget.

3.3 The District and the responsible individuals will prepare the budget; provide required notices, and appropriate documents as required by Oregon Local Budget Law.

4.0 INVESTMENTS

4.1 To ensure that the District Funds and the investment of those funds will provide maximum (1) SAFETY (2) LIQUIDITY and (3) EARNINGS, the District will abide by the following policy:

4.2 The authorized District Investment Officers will be the Fire Chief, Board President, Board Treasurer, or their designee.

4.3 The authorized District Investment Officers shall:

4.3.a Oversee that all deposits get done in a timely manner. The Finance Officer will create deposits, another employee will be assigned the task of making deposits at the bank, and the Finance Officer then matches the deposits made to the amount of the deposits prepared. The Board Treasurer or their designee will open, review, approve, and sign off on the monthly bank statements. The Finance Officer reconciles the bank statements; the Board Treasurer or their designee will review, approve and sign off on the reconciliations. Evidence of the approvals will be retained.

4.3.b Transfer funds, as deemed appropriate, between the bank accounts as needed.

4.4 All District Investments will be with the State of Oregon Local Government Investment Pool. All funds deposited with the Columbia Bank and US Bank shall be insured up to \$250,000 by the FDIC. The Local Government Pool investments are handled by the State of Oregon Treasurer.

4.4.a CASH TRANSFERS FROM LGIP TO COLUMBIA BANK CHECKING ACCOUNT -. To maintain the flexibility of the District and yet keep the cash held at Columbia Bank to a minimum, cash should be transferred to Columbia Bank only when necessary and only when checks are disbursed. The amount transferred should be sufficient to allow for a balance of \$10,000 to cover miscellaneous checks between check runs. It will be the duty of the Finance Officer to first check the balance in the checking account at Columbia Bank before prompting the Investment Officer making the transfer to verify that the \$500,000 limit will not be exceeded. If it is known that the limit will need to be exceeded because of a large purchase or a significant amount of bills being paid, the Finance Officer shall notify the Treasurer or Fire Chief.

4.5 To assure that all District expenditures and checks drawn on the District Funds provide for accountability, security and validity the District will abide by the following policy:

4.5.a All checks will be signed by any two (2) of the five (5) Board members or one (1) Board member and the Fire Chief . ORS Chapter 478.460 may determine which signatures are required to sign checks. This determination may be modified by resolution of the Board of Directors.

4.5.b The Board authorizes the execution of such check by motion to “pay the bills” at the regular Board meeting and will be documented in the minutes.

5.0 CONTRACT PURCHASING:

5.1 The purpose of this section is to purchase, under contract, supplies, services, and equipment at the lowest possible cost commensurate with quality needed.

5.1.a To award contracts which are in the best interest of the District.

5.1.b To exercise positive financial control to insure that expenditures do not exceed the amount appropriated.

5.1.c To develop goodwill and to maintain a professional image in District/Vendor relations.

5.2 This policy applies to every member of the District whenever a purchase is made in the name of the District.

5.3 The Keizer Fire District adopted Resolution Number 2005-03, as amended, opting Out of the Attorney General’s Model Public Contracting Rules and Adopting Public Contracting Rules for the Keizer Rural Fire Protection District. These contracting rules are on file with the District and shall be referred to as appropriate.

5.4 The Fire Chief will be the District Purchasing Agent. It will be the Purchasing Agents’ responsibility to administer the purchasing system, analyze purchasing performance, negotiate and approve contract terms, consolidate purchases of like or common items and generally determine and coordinate the purchasing functions.

5.5 The Fire Chief is authorized to delegate purchasing responsibilities to District employees, as he/she deems appropriate.

5.6 All purchases will be made at the BEST PRICE. Buying at the best price means obtaining the greatest possible ultimate value.

5.6.a In order to establish the quantity to be purchased, it is necessary to consider several factors such as demand, supply, time and cost. Specifically, the factors that determine quantity are: NEED, PRICE ADVANTAGE OF QUANTITY PURCHASE, STORAGE, THE OBSOLESCENCE AND/OR DETERIORATION FACTOR OF THE ITEM, PUBLIC TRENDS, INFLATION, TIME REQUIRED FOR DELIVERY, and MINIMUM ECONOMICAL AND MANUFACTURING QUANTITY.

5.6.b Service will be considered in buying when the product purchased requires continuing servicing by the manufacturer and replacement of parts for its maintenance. Improper evaluation of this factor could greatly affect the ultimate value received.

5.7 COOPERATIVE PURCHASING AND SURPLUS PROPERTY ACQUISITION: When the interest of the District can be benefited, the Purchasing Agent or designee will purchase through other agencies such as Marion County or the State of Oregon. Cooperative purchasing with local agencies such as School Districts, the City and other Districts is encouraged.

5.8 The District employees, Board members, and volunteers are expressly prohibited from soliciting or accepting any rebate, money or costly entertainment, gifts or gratuity, per ORS 244, except mementos and novelties of a nominal value (less than \$50), from any person or company to which any purchase order or contract is or might be awarded. The District will not tolerate circumstances that produce or reasonably appear to produce conflicts between the personal interests of any employee and the interest of the District. Accordingly, the District may terminate, at no charge to it, any purchase if it is found that substantial gifts or gratuities were offered to a District employee subject to any applicable contractual terms. The District may also take disciplinary action, including dismissal, against any employee or volunteer who solicits or accepts gifts or gratuities. Any unsolicited gift mailed or left for an employee in his/her absence will be attempted to be returned to the giver. If the gift is not returned, it must be used to benefit the employee group or given to charity. Violations of this policy must be immediately reported to the Fire Chief, except, in the case of a Board member, to the Board President.

5.9 The District will promote a policy of fairness and friendship to all vendors. Employees should give courteous hearings, within time limitations, to all vendors. No District employee is required to reschedule or place their time at the discretion of a salesperson. However, if an interview is denied or rescheduled, a prompt notice to the salesperson is appropriate. Divulging prices and other information to competitive vendors for the purpose of favoring one vendor over another, is prohibited.

5.10 Personal services contracts are considered exempt contracts per ORS chapters 279A and 279B. The procedure for acquiring personal services in a professional capacity such as accounting or legal services shall be as determined on a case-by-case basis by the Board of Directors.

5.11 The District Purchases shall be made in accordance with ORS Chapter 279A and 279B and the rules as adopted by the Board of Directors, acting both in that capacity and in the capacity as the District's Public Contact Review Board.

6.0 PURCHASES

6.1 To assure for timely and efficient District Operations the following named positions will have authorization to purchase material and services on behalf of the District: Fire Chief, EMS Billing Manager, Division Chief, Captain, Lieutenant, Deputy Fire Marshal, Public Education Specialist, Finance Officer, and Firefighter.

6.2 All purchases must be within current budget appropriations and line items and appropriately funded.

6.3 All such line items must have sufficient funds available for appropriate purchases. The District Board Members will approve all purchases in excess of \$15,000 with exception to the monthly medical insurance premium, monthly PERS Contribution Invoice, quarterly City of Salem 911 Fees and the twice-annual bond payments which will be approved by the Fire Chief or his/her designee. Said purchases must be in accordance with District policies regarding purchasing, as set forth in section 5.0 in this document and Operational Guideline 4.01. The Fire Chief or his/her designee must approve all purchases less than \$15,000 and more than \$500.

7.0 PETTY CASH

7.1 The Finance Officer shall maintain a petty cash fund in the amount of \$200.00. Purchases presented for reimbursement from petty cash must include a receipt and notation of item(s) purchased.

8.0 CAPITALIZATION POLICY

8.1. It is the policy of the District to capitalize all capital purchases in excess of \$2,500 in the Fixed Asset Group of Accounts. If asset components are purchased but the value of the completed asset exceeds \$2,500, then the components shall also be added to the Fixed Asset Group of Accounts.

9.0 MANUAL JOURNAL ENTRIES

9.1 All manual journal entries shall be reviewed, approved, and signed off by the Fire Chief or their designee. Evidence of the approval will be retained.

02/16/23

Accrual Basis

Keizer Fire District **Cash Position Statement** **As of January 31, 2023**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							56,650.68
Check	01/03/2023	831	Keizer Fire District	Ambulance Revenue		53,000.00	3,650.68
Check	01/17/2023	832	Keizer Fire District	Ambulance Revenue		59,000.00	(55,349.32)
Check	01/27/2023	833	Mellbye, Donna	Ambulance Refund DOS 05/10...		125.00	(55,474.32)
Check	01/27/2023	834	UnitedHealthcare	Ambulance Refund DOS 05/10...		54.17	(55,528.49)
Check	01/27/2023	835	Phillips, Juanda	Ambulance Refund DOS 06/07...		37.50	(55,565.99)
Check	01/27/2023	836	Ready, Logan	Ambulance Refund DOS 07/08...		75.00	(55,640.99)
Check	01/27/2023	837	Ward, Dorothy	Ambulance Refund DOS 09/20...		50.00	(55,690.99)
Check	01/27/2023	838	Keizer Fire District	Ambulance Revenue		132,000.00	(187,690.99)
General Jour...	01/31/2023	1455		Ambulance Billing	210,498.89		22,807.90
Total 1011 · US Bank - Ambulance Billing					210,498.89	244,341.67	22,807.90
1012 · Columbia Bank - Checking							7,285.78
Bill Pmt - Check	01/03/2023	29496	76 Fleet/Wex Bank	Gasoline		183.53	7,102.25
Bill Pmt - Check	01/03/2023	29497	Batteries NW	PO #2022-246		189.95	6,912.30
Bill Pmt - Check	01/03/2023	29498	BioTek Medical, Inc.	Oxygen Cylinders		480.85	6,431.45
Bill Pmt - Check	01/03/2023	29499	Central Refrigeration	Ice Machine Lease		150.00	6,281.45
Bill Pmt - Check	01/03/2023	29500	Chemeketa Community ...			1,855.19	4,426.26
Bill Pmt - Check	01/03/2023	29501	CIS Benefits	Dental Insurance- January		5,443.74	(1,017.48)
Bill Pmt - Check	01/03/2023	29502	CJ Hansen Co, Inc.	PO #2022-207		274.75	(1,292.23)
Bill Pmt - Check	01/03/2023	29503	Comcast	Cable		59.43	(1,351.66)
Bill Pmt - Check	01/03/2023	29504	Department of Consume...	Permits		44.80	(1,396.46)
Bill Pmt - Check	01/03/2023	29505	Hughes Fire Equipment,...	PO #2022-242		64.77	(1,461.23)
Bill Pmt - Check	01/03/2023	29506	Keizer Outdoor Power, L...	PO #2022-238		35.70	(1,496.93)
Bill Pmt - Check	01/03/2023	29507	Life-Assist, Inc			4,432.03	(5,928.96)
Bill Pmt - Check	01/03/2023	29508	LN Curtis & Sons, Inc			476.00	(6,404.96)
Bill Pmt - Check	01/03/2023	29509	Loren's Sanitation	Garbage & Recycling		275.36	(6,680.32)
Bill Pmt - Check	01/03/2023	29510	Pacific Fire Apparel	PO #122222-0900		200.00	(6,880.32)
Bill Pmt - Check	01/03/2023	29511	Petro Card System Inc.			662.48	(7,542.80)
Bill Pmt - Check	01/03/2023	29512	PGE	Electric		3,224.02	(10,766.82)
Bill Pmt - Check	01/03/2023	29513	Professional Benefit Ser...	Cafeteria Plan Fee		50.00	(10,816.82)
Bill Pmt - Check	01/03/2023	29514	R. Bauer Insurance Inc.	Accident & Sickness Policy		5,652.00	(16,468.82)
Bill Pmt - Check	01/03/2023	29515	Russell, Ryan - Vendor	Reimbursement		98.38	(16,567.20)
Bill Pmt - Check	01/03/2023	29516	Salem Fire Alarm, Inc.	Fire Alarm Monitoring		270.00	(16,837.20)
Bill Pmt - Check	01/03/2023	29517	Salem, City of, Fleet SVC	PO #2022-204		809.46	(17,646.66)
Bill Pmt - Check	01/03/2023	29518	Skyline Ford, Inc.	PO #2022-237		217.82	(17,864.48)
Bill Pmt - Check	01/03/2023	29519	Standard Insurance Co...	Life & Disability		2,464.19	(20,328.67)
Bill Pmt - Check	01/03/2023	29520	Staples Credit Plan	Office Supplies		502.92	(20,831.59)
Bill Pmt - Check	01/03/2023	29521	Ultrix Business Solutio...	Copies		24.74	(20,856.33)
Bill Pmt - Check	01/03/2023	29522	Verizon	Cell Phones & Modems		961.59	(21,817.92)
Bill Pmt - Check	01/03/2023	29523	Walter E. Nelson Co.	PO #121522-1200		682.33	(22,500.25)
Bill Pmt - Check	01/03/2023	29524	LN Curtis & Sons, Inc			509.38	(23,009.63)
Bill Pmt - Check	01/03/2023	29525	Oceanid	PO #111022-1654		5,025.00	(28,034.63)
Deposit	01/04/2023			Deposit	53,227.16		25,192.53
General Jour...	01/05/2023	1439		Visa- Blanco		276.68	24,915.85
General Jour...	01/05/2023	1439		Visa- Brozovich		1,040.00	23,875.85
General Jour...	01/05/2023	1439		Visa- Butler		10.00	23,865.85
General Jour...	01/05/2023	1439		Visa- Cowan		63.96	23,801.89
General Jour...	01/05/2023	1439		Visa- Komp		589.48	23,212.41
General Jour...	01/05/2023	1439		Visa- Pittis		424.38	22,788.03
General Jour...	01/05/2023	1439		Visa- Russell		5,095.35	17,692.68
General Jour...	01/05/2023	1439		Visa- Storms		1,010.71	16,681.97
General Jour...	01/05/2023	1439		Visa- Wilson		391.87	16,290.10
General Jour...	01/10/2023	1440		LHIP transfer to Checking	150,000.00		166,290.10
General Jour...	01/12/2023	1441		PERS		99,537.15	66,752.95
Bill Pmt - Check	01/12/2023	29526	Koulibali, Lazen	Physician Advisor		2,500.00	64,252.95
Bill Pmt - Check	01/17/2023	29527	AccurAccounts, Inc.	Payroll- December		1,948.80	62,304.15
Bill Pmt - Check	01/17/2023	29528	All Star Health			2,760.00	59,544.15
Bill Pmt - Check	01/17/2023	29529	Batteries NW			559.95	58,984.20
Bill Pmt - Check	01/17/2023	29530	BioTek Medical, Inc.	Oxygen Cylinders		804.95	58,179.25
Bill Pmt - Check	01/17/2023	29531	BoundTree	108812		67.50	58,111.75
Bill Pmt - Check	01/17/2023	29532	Braun Northwest, Inc.			433.31	57,678.44
Bill Pmt - Check	01/17/2023	29533	Chemeketa Community ...			2,707.00	54,971.44
Bill Pmt - Check	01/17/2023	29534	CJ Hansen Co, Inc.	PO #2022-207		2,869.40	52,102.04
Bill Pmt - Check	01/17/2023	29535	Comcast	Telephones		497.89	51,604.15
Bill Pmt - Check	01/17/2023	29536	Dick's Canby Ford, Inc.	PO #2023-008		29.74	51,574.41
Bill Pmt - Check	01/17/2023	29537	DMV	PO #012322-0600		8.00	51,566.41
Bill Pmt - Check	01/17/2023	29538	Eastern Oregon University	PO #011023-1641		1,830.00	49,736.41
Bill Pmt - Check	01/17/2023	29539	Home Depot	Acct #6035 3220 2438 5910		29.00	49,707.41
Bill Pmt - Check	01/17/2023	29540	Hughes Fire Equipment,...	PO #2023-020		59.89	49,647.52
Bill Pmt - Check	01/17/2023	29541	Keizer, City of	Water/Sewer		746.86	48,900.66
Bill Pmt - Check	01/17/2023	29542	Life-Assist, Inc			4,710.69	44,189.97
Bill Pmt - Check	01/17/2023	29543	LN Curtis & Sons, Inc	PO #2022-240		1,324.98	42,864.99
Bill Pmt - Check	01/17/2023	29544	Local Government Law ...	Legal Services		468.00	42,396.99
Bill Pmt - Check	01/17/2023	29545	Lowe's			685.70	41,711.29
Bill Pmt - Check	01/17/2023	29546	MacPherson, Jacob	Reimbursement- EMT Basic		1,000.00	40,711.29
Bill Pmt - Check	01/17/2023	29547	Motorola Solutions, Inc.	1012002359-0001		785.34	39,925.95
Bill Pmt - Check	01/17/2023	29548	Newegg Business	PO #010523-1630		97.98	39,827.97
Bill Pmt - Check	01/17/2023	29549	NW Natural	Natural Gas		3,363.99	36,463.98
Bill Pmt - Check	01/17/2023	29550	OFDDA	OFDDA Conference		325.00	36,138.98
Bill Pmt - Check	01/17/2023	29551	Petro Card System Inc.	Gasoline		50.02	36,088.96
Bill Pmt - Check	01/17/2023	29552	PHS	PO #010523-0945		2,780.00	33,308.96
Bill Pmt - Check	01/17/2023	29553	Polk County	Radio Communications		1,173.70	32,135.26
Bill Pmt - Check	01/17/2023	29554	Product Advantage LLC	PO #2023-004		19.50	32,115.76
Bill Pmt - Check	01/17/2023	29555	Safeway			62.16	32,053.60
Bill Pmt - Check	01/17/2023	29556	Saltalamachia, Ryan - V...	667		227.40	31,826.20
Bill Pmt - Check	01/17/2023	29557	SDIS	Health Insurance- February		73,301.60	(41,475.40)
Bill Pmt - Check	01/17/2023	29558	Storms, Anne-Marie (Ve...	Conference- Per Diem		123.00	(41,598.40)
Bill Pmt - Check	01/17/2023	29559	Stryker Sales Corporation	PO #010523-1035		168.30	(41,766.70)

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02/16/23

Accrual Basis

Keizer Fire District
Cash Position Statement
As of January 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	01/17/2023	29560	System Design West, LLC.	EMS Billing- December		7,581.48	(49,348.18)
Bill Pmt -Check	01/17/2023	29561	Walter E. Nelson Co.			852.64	(50,200.82)
General Jour...	01/17/2023	1444		Transfer to Checking	16,715.84		(33,484.98)
Deposit	01/18/2023			Deposit	65,921.54		32,436.56
General Jour...	01/26/2023	1446		LGIP Transfer to Checking	400,000.00		432,436.56
Bill Pmt -Check	01/31/2023	29562	911 Supply, Inc			1,724.95	430,711.61
Bill Pmt -Check	01/31/2023	29563	All Star Health	PO #012323-0840		510.00	430,201.61
Bill Pmt -Check	01/31/2023	29564	Blanco, Hector - Vendor	646		142.00	430,059.61
Bill Pmt -Check	01/31/2023	29565	BoundTree	108812		2,567.79	427,491.82
Bill Pmt -Check	01/31/2023	29566	Braun Northwest, Inc.			533.27	426,958.55
Bill Pmt -Check	01/31/2023	29567	CIS Benefits	Dental Insurance- February		5,153.31	421,805.24
Bill Pmt -Check	01/31/2023	29568	De Lage Landen Financi...	Copier Lease		435.53	421,369.71
Bill Pmt -Check	01/31/2023	29569	Eastern Oregon University	PO #011923-1020		7,112.00	414,257.71
Bill Pmt -Check	01/31/2023	29570	Keizer, City of	Pump Repair		95.78	414,161.93
Bill Pmt -Check	01/31/2023	29571	Killers Pest Control			1,080.00	413,081.93
Bill Pmt -Check	01/31/2023	29572	Life-Assist, Inc	PO #012323-1210		2,603.30	410,478.63
Bill Pmt -Check	01/31/2023	29573	LN Curtis & Sons, Inc	PO #2023-001		809.30	409,669.33
Bill Pmt -Check	01/31/2023	29574	Mt. Hood Network, LLC	Server		2,299.00	407,370.33
Bill Pmt -Check	01/31/2023	29575	OFDDA	OFDDA Membership		1,750.00	405,620.33
Bill Pmt -Check	01/31/2023	29576	OTIS Elevator Company ...	Maintenance Contract		5,540.88	400,079.45
Bill Pmt -Check	01/31/2023	29577	Overhead Door - Corp.	PO #2023-024		2,031.00	398,048.45
Bill Pmt -Check	01/31/2023	29578	Professional Benefit Ser...	Cafeteria Plan Fee		50.00	397,998.45
Bill Pmt -Check	01/31/2023	29579	Salem, City of	Radio Fees		10,302.00	387,696.45
Bill Pmt -Check	01/31/2023	29580	SDAO			460.00	387,236.45
Bill Pmt -Check	01/31/2023	29581	SeaWestern, Inc	PO #122623-2022		365.60	386,870.85
Bill Pmt -Check	01/31/2023	29582	Sorenson, Erik	Tuition Reimbursement		1,770.00	385,100.85
Bill Pmt -Check	01/31/2023	29583	Standard Insurance Co...	Life & Disability Insurance		1,902.92	383,197.93
Bill Pmt -Check	01/31/2023	29584	Stryker Sales Corporation			16,012.47	367,185.46
Bill Pmt -Check	01/31/2023	29585	Training4Responders			3,405.00	363,780.46
Bill Pmt -Check	01/31/2023	29586	Underwriters Laboratori...	PO #2022-048		3,265.00	360,515.46
Bill Pmt -Check	01/31/2023	29587	Verizon	Cell Phones & Modems		961.31	359,554.15
Bill Pmt -Check	01/31/2023	29588	Walter E. Nelson Co.	PO #011923-1500		807.24	358,746.91
Bill Pmt -Check	01/31/2023	29589	Wendtlock, Amber	Books- Reimbursement		160.50	358,586.41
Bill Pmt -Check	01/31/2023	29590	OHA	VOID: Medicaid #139365			358,586.41
Bill Pmt -Check	01/31/2023	29591	OHA	Medicaid #139365		86,203.22	272,383.19
Bill Pmt -Check	01/31/2023	29592	OHA	Medicaid #139365		17,240.64	255,142.55
General Jour...	01/31/2023	1448		Payroll		223,800.72	31,341.83
General Jour...	01/31/2023	1448		Merryman, Jason- #6961		5,460.66	25,881.17
General Jour...	01/31/2023	1448		IRS		1,287.50	24,593.67
General Jour...	01/31/2023	1448		Oregon Dept. of Revenue		542.00	24,051.67
General Jour...	01/31/2023	1448		HRA Veba- #6962		10,000.00	14,051.67
General Jour...	01/31/2023	1448		IAFF Local 3881- #6963		3,668.00	10,383.67
General Jour...	01/31/2023	1448		KFD Cafeteria- #6964		617.50	9,766.17
General Jour...	01/31/2023	1448		PenServ Plan- #6965		977.27	8,788.90
General Jour...	01/31/2023	1448		Valic- #6966		26,094.67	(17,305.77)
General Jour...	01/31/2023	1448		IRS		92,532.46	(109,838.23)
General Jour...	01/31/2023	1448		Oregon Dept of Revenue		23,618.00	(133,456.23)
Total 1012 · Columbia Bank - Checking					685,864.54	826,606.55	(133,456.23)
1015 · Bond Sales - Money Market							838,110.84
General Jour...	01/17/2023	1444		Transfer to Checking		16,715.84	821,395.00
General Jour...	01/31/2023	1451		Interest Received	2,380.59		823,775.59
Total 1015 · Bond Sales - Money Market					2,380.59	16,715.84	823,775.59
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00
1120 · State Investment Pool							6,105,206.08
General Jour...	01/05/2023	1442		LGIP	153,941.33		6,259,147.41
General Jour...	01/05/2023	1442		LGIP	10,737.22		6,269,884.63
General Jour...	01/10/2023	1440		LGIP transfer to Checking		150,000.00	6,119,884.63
General Jour...	01/26/2023	1446		LGIP Transfer to Checking		400,000.00	5,719,884.63
General Jour...	01/31/2023	1450		Interest Received	16,085.71		5,735,970.34
General Jour...	01/31/2023	1450		Interest Received	899.42		5,736,869.76
General Jour...	01/31/2023	1450		Interest Received	311.34		5,737,181.10
Total 1120 · State Investment Pool					181,975.02	550,000.00	5,737,181.10
TOTAL					1,080,719.04	1,637,664.06	6,450,508.36

Keizer Fire District
Financial Report- All
01/31/2023

	Jan 23	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Currrent Year	159,693.54	5,309,574.90	5,444,650.00	-135,075.10	97.52%
4020 · Taxes, Prior Year	4,985.01	64,041.68	72,000.00	-7,958.32	88.95%
4030 · Taxes, 911 Excise	0.00	31,993.82	124,414.00	-92,420.18	25.72%
4100 · EMS Revenue	258,156.70	1,683,996.38	2,080,000.00	-396,003.62	80.96%
4120 · Capitol Fire Med	3,068.38	19,139.04	32,000.00	-12,860.96	59.81%
4140 · Interest & Dividends	19,677.06	69,435.77	53,250.00	16,185.77	130.4%
4150 · Miscellaneous	2,440.78	43,927.88	36,000.00	7,927.88	122.02%
4156 · Conflagration Reimbursement	0.00	134,916.25	50,000.00	84,916.25	269.83%
Total 4000 · Revenue	448,021.47	7,357,025.72	7,892,314.00	-535,288.28	93.22%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	302,818.03	2,331,172.58	3,902,338.00	-1,571,165.42	59.74%
5070 · Board Members	0.00	2,000.00	4,875.00	-2,875.00	41.03%
5080 · Overtime	41,849.51	469,787.65	437,000.00	32,787.65	107.5%
5082 · Longevity Incentive	952.53	7,657.53	7,054.00	603.53	108.56%
5083 · Leave Payoff	5,775.12	96,520.71	85,000.00	11,520.71	113.55%
5084 · Wellness Incentive	0.00	5,000.00	8,000.00	-3,000.00	62.5%
5085 · Education Incentive	1,500.00	11,775.00	35,930.00	-24,155.00	32.77%
5086 · Preceptor Pay	0.00	300.00	1,200.00	-900.00	25.0%
5090 · Volunteer Program	5,793.00	15,445.17	85,750.00	-70,304.83	18.01%
5110 · Payroll Tax Soc. Sec. (FICA)	26,422.98	199,233.99	346,637.00	-147,403.01	57.48%
5115 · State Unemployment Tax (SUTA)	345.39	2,708.45	5,053.00	-2,344.55	53.6%
5119 · Workers' Compensation Tax	101.29	686.01	2,307.00	-1,620.99	29.74%
5120 · Workers' Compensation	0.00	127,095.10	230,000.00	-102,904.90	55.26%
5125 · Health and Dental Insurance	69,936.18	506,588.17	869,350.00	-362,761.83	58.27%
5126 · Medical Savings Plan (HRA Veba)	10,000.00	68,750.00	123,000.00	-54,250.00	55.89%
5127 · Cafeteria Plan Administration	50.00	275.00	1,400.00	-1,125.00	19.64%
5130 · Life& Disability Insurance	1,902.92	16,477.83	39,616.00	-23,138.17	41.59%
5135 · Retirement (PERS)	99,531.07	808,202.44	1,352,987.00	-544,784.56	59.74%
5137 · Deferred Compensation Match	6,523.76	50,011.93	95,244.00	-45,232.07	52.51%
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	573,501.78	4,720,777.56	7,655,976.00	-2,935,198.44	61.66%
6000 · Materials and Services					
6010 · General Operating Expense	-9,157.43	-6,463.55	17,350.00	-23,813.55	-37.25%
6015 · Dispatch 911	0.00	154,138.98	372,680.00	-218,541.02	41.36%
6020 · Volunteer Recruitment/Retention	0.00	0.00	1,000.00	-1,000.00	0.0%
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6025 · Civil Service Expense	1,894.00	5,394.74	7,000.00	-1,605.26	77.07%
6035 · Apparatus Maintenance(Vehicles)	2,270.71	43,992.27	68,000.00	-24,007.73	64.7%
6040 · Equipment Maintenance	11,530.78	21,642.40	25,425.00	-3,782.60	85.12%

Keizer Fire District Financial Report- All

	01/31/2023				
	Jan 23	YTD	Budget	\$ Over Budget	% of Budget
6062 · Furniture	0.00	7,733.32	14,500.00	-6,766.68	53.33%
6070 · Small Tools & FF Equip/Supplies	5,221.61	15,582.99	19,750.00	-4,167.01	78.9%
6073 · Building & Grounds Maintenance	10,678.49	50,190.68	87,250.00	-37,059.32	57.53%
6074 · Building Improvements	0.00	17,015.03	66,000.00	-48,984.97	25.78%
6075 · Radio Maintenance	11,475.70	33,146.10	51,800.00	-18,653.90	63.99%
6080 · Ladder & Hose Testing	3,265.00	7,844.86	8,840.00	-995.14	88.74%
6100 · Turnouts & Prot. Equipment	0.00	14,627.28	47,800.00	-33,172.72	30.6%
6137 · Uniforms	527.50	29,892.36	34,500.00	-4,607.64	86.65%
6145 · Supplies	2,186.13	7,880.03	12,000.00	-4,119.97	65.67%
6160 · Public Ed / Fire Prevention	972.96	2,979.21	13,200.00	-10,220.79	22.57%
6180 · Medical Supplies	16,866.93	91,937.25	120,000.00	-28,062.75	76.61%
6200 · District Meetings	147.48	606.02	1,500.00	-893.98	40.4%
6210 · District Events	0.00	925.64	9,600.00	-8,674.36	9.64%
6300 · Utilities	4,415.98	30,056.46	55,250.00	-25,193.54	54.4%
6400 · Fuel Expense	346.20	4,731.78	45,750.00	-41,018.22	10.34%
6505 · Communications	1,459.20	14,226.89	27,650.00	-13,423.11	51.45%
6600 · Training	17,244.63	42,977.23	63,500.00	-20,522.77	67.68%
6605 · Training Supplies	617.30	2,235.54	4,900.00	-2,664.46	45.62%
6620 · Water Rescue	370.36	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	7,098.89	40,380.81	56,816.00	-16,435.19	71.07%
6707 · Office Supplies	257.20	1,718.06	7,600.00	-5,881.94	22.61%
6710 · Insurance & Fidelity Bond	0.00	58,054.00	54,900.00	3,154.00	105.75%
6715 · Publicity/Advertising	329.00	2,097.00	6,950.00	-4,853.00	30.17%
6720 · Printing and Publishing	100.80	313.95	4,600.00	-4,286.05	6.83%
6727 · Dues/Subscriptions/Fees-Career	112,843.59	230,944.02	210,160.00	20,784.02	109.89%
6750 · Other Professional Services	2,416.80	54,620.59	113,200.00	-58,579.41	48.25%
6771 · GO Bond Payment	0.00	0.00	235,000.00	-235,000.00	0.0%
6772 · Interest Expense	0.00	70,866.00	141,732.00	-70,866.00	50.0%
6780 · Election Expense	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 6000 · Materials and Services	205,379.81	1,055,540.55	2,036,203.00	-980,662.45	51.84%
7000 · Capital Outlay	0.00	5,768.34	70,000.00	-64,231.66	8.24%
8200 · Bond Capital Projects Expend.	0.00	17,282.78	155,363.00	-138,080.22	11.12%
9000 · Transfers and/or Miscellaneous	132,000.00	0.00	951,250.00	-951,250.00	0.0%
Total Expense	910,881.59	5,799,369.23	10,868,792.00	-5,069,422.77	53.36%

**Keizer Fire District
General Fund- Admin**

	<u>01/31/2023</u>				
	<u>Jan 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	17,695.05	402,049.69	435,403.00	-33,353.31	92.34%
5070 · Board Members	0.00	1,800.00	4,875.00	-3,075.00	36.92%
5080 · Overtime	454.72	2,281.99	12,000.00	-9,718.01	19.02%
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)	1,368.60	15,487.29	35,874.00	-20,386.71	43.17%
5115 · State Unemployment Tax (SUTA)	17.89	259.42	515.00	-255.58	50.37%
5119 · Workers' Compensation Tax	2.80	27.14	220.00	-192.86	12.34%
5120 · Workers' Compensation	0.00	127,095.10	230,000.00	-102,904.90	55.26%
5125 · Health and Dental Insurance	3,373.52	25,704.34	44,613.00	-18,908.66	57.62%
5126 · Medical Savings Plan (HRA Veba)	500.00	4,250.00	9,000.00	-4,750.00	47.22%
5127 · Cafeteria Plan Administration	50.00	275.00	1,400.00	-1,125.00	19.64%
5130 · Life& Disability Insurance	121.31	1,006.17	4,357.00	-3,350.83	23.09%
5135 · Retirement (PERS)	38,446.23	320,965.99	535,052.00	-214,086.01	59.99%
5137 · Deferred Compensation Match	836.25	9,306.45	25,032.00	-15,725.55	37.18%
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	62,866.37	930,300.57	1,358,441.00	-428,140.43	68.48%
6000 · Materials and Services					
6010 · General Operating Expense	446.21	3,140.09	17,350.00	-14,209.91	18.1%
6015 · Dispatch 911	0.00	154,138.98	372,680.00	-218,541.02	41.36%
6025 · Civil Service Expense	1,384.00	4,884.74	7,000.00	-2,115.26	69.78%
6062 · Furniture	0.00	7,733.32	14,500.00	-6,766.68	53.33%
6073 · Building & Grounds Maintenance	10,678.49	50,190.68	87,250.00	-37,059.32	57.53%
6074 · Building Improvements	0.00	17,015.03	66,000.00	-48,984.97	25.78%
6145 · Supplies	2,186.13	7,880.03	12,000.00	-4,119.97	65.67%
6200 · District Meetings	147.48	606.02	1,500.00	-893.98	40.4%
6210 · District Events	0.00	925.64	9,600.00	-8,674.36	9.64%
6300 · Utilities	4,415.98	30,056.46	55,250.00	-25,193.54	54.4%
6505 · Communications	1,459.20	14,226.89	27,650.00	-13,423.11	51.45%
6704 · Computer/Network Expenses	7,098.89	40,380.81	56,816.00	-16,435.19	71.07%
6707 · Office Supplies	257.20	1,718.06	7,600.00	-5,881.94	22.61%
6710 · Insurance & Fidelity Bond	0.00	58,054.00	54,900.00	3,154.00	105.75%
6715 · Publicity/Advertising	329.00	2,097.00	6,450.00	-4,353.00	32.51%
6720 · Printing and Publishing	100.80	313.95	4,600.00	-4,286.05	6.83%
6727 · Dues/Subscriptions/Fees-Career	1,818.25	11,489.53	13,265.00	-1,775.47	86.62%
6750 · Other Professional Services	2,416.80	49,620.59	103,200.00	-53,579.41	48.08%
6780 · Election Expense	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 6000 · Materials and Services	32,738.43	454,471.82	932,611.00	-478,139.18	48.73%
9000 · Transfers and/or Miscellaneous	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Expense	95,604.80	1,384,772.39	2,391,052.00	-1,006,279.61	57.92%

Keizer Fire District
General Fund- Fire
01/31/2023

	Jan 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	180,555.06	1,257,227.47	2,375,821.00	-1,118,593.53	52.92%
5080 · Overtime	32,193.51	324,473.02	250,000.00	74,473.02	129.79%
5082 · Longevity Incentive	839.99	5,992.43	6,449.00	-456.57	92.92%
5083 · Leave Payoff	0.00	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	8,775.00	22,500.00	-13,725.00	39.0%
5110 · Payroll Tax Soc. Sec. (FICA)	16,116.76	120,144.85	210,455.00	-90,310.15	57.09%
5115 · State Unemployment Tax (SUTA)	210.67	1,614.13	3,026.00	-1,411.87	53.34%
5119 · Workers' Compensation Tax	55.52	378.17	1,265.00	-886.83	29.9%
5125 · Health and Dental Insurance	35,873.28	304,055.35	508,854.00	-204,798.65	59.75%
5126 · Medical Savings Plan (HRA Veba)	5,000.00	36,000.00	69,000.00	-33,000.00	52.17%
5130 · Life& Disability Insurance	984.00	7,892.70	23,344.00	-15,451.30	33.81%
5135 · Retirement (PERS)	44,713.01	352,411.66	551,545.00	-199,133.34	63.9%
5137 · Deferred Compensation Match	4,333.53	29,929.59	56,672.00	-26,742.41	52.81%
5210 · Physical Exams	0.00	1,090.00	5,975.00	-4,885.00	18.24%
Total 5000 · Personal Services	322,075.33	2,497,351.58	4,129,506.00	-1,632,154.42	60.48%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	89.63	20,612.21	37,000.00	-16,387.79	55.71%
6040 · Equipment Maintenance	1,381.78	11,193.40	8,500.00	2,693.40	131.69%
6070 · Small Tools & FF Equip/Supplies	1,976.14	9,991.07	10,750.00	-758.93	92.94%
6075 · Radio Maintenance	10,302.00	31,972.40	51,800.00	-19,827.60	61.72%
6080 · Ladder & Hose Testing	3,265.00	7,505.37	8,840.00	-1,334.63	84.9%
6100 · Turnouts & Prot. Equipment	0.00	14,627.28	47,800.00	-33,172.72	30.6%
6137 · Uniforms	527.50	29,892.36	33,000.00	-3,107.64	90.58%
6160 · Public Ed / Fire Prevention	972.96	2,979.21	13,200.00	-10,220.79	22.57%
6210 · District Events	0.00	0.00	0.00	0.00	0.0%
6400 · Fuel Expense	346.20	4,404.07	28,500.00	-24,095.93	15.45%
6600 · Training	0.00	0.00	0.00	0.00	0.0%
6620 · Water Rescue	370.36	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	0.00	7,754.00	13,320.00	-5,566.00	58.21%
Total 6000 · Materials and Services	19,231.57	144,183.98	267,710.00	-123,526.02	53.86%
7000 · Capital Outlay					
7010 · Fire/Rescue Equipment	0.00	5,768.34	10,000.00	-4,231.66	57.68%
Total 7000 · Capital Outlay	0.00	5,768.34	10,000.00	-4,231.66	57.68%
Total Expense	341,306.90	2,647,303.90	4,407,216.00	-1,759,912.10	60.07%

Keizer Fire District
General Fund- EMS
01/31/2023

	Jan 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	92,451.26	587,078.80	945,719.00	-358,640.20	62.08%
5080 · Overtime	9,201.28	142,506.36	175,000.00	-32,493.64	81.43%
5082 · Longevity Incentive	112.54	1,665.10	605.00	1,060.10	275.22%
5083 · Leave Payoff	5,775.12	23,575.59	20,000.00	3,575.59	117.88%
5084 · Wellness Incentive	0.00	800.00	2,600.00	-1,800.00	30.77%
5085 · Education Incentive	225.00	2,250.00	11,630.00	-9,380.00	19.35%
5086 · Preceptor Pay	0.00	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)	8,024.17	56,654.31	87,354.00	-30,699.69	64.86%
5115 · State Unemployment Tax (SUTA)	104.89	740.57	1,326.00	-585.43	55.85%
5119 · Workers' Compensation Tax	40.22	264.42	770.00	-505.58	34.34%
5125 · Health and Dental Insurance	28,428.80	158,485.76	288,734.00	-130,248.24	54.89%
5126 · Medical Savings Plan (HRA Veba)	4,250.00	26,750.00	42,000.00	-15,250.00	63.69%
5130 · Life& Disability Insurance	719.11	7,029.46	10,478.00	-3,448.54	67.09%
5135 · Retirement (PERS)	13,949.52	117,114.66	222,773.00	-105,658.34	52.57%
5137 · Deferred Compensation Match	309.02	3,461.17	1,000.00	2,461.17	346.12%
5210 · Physical Exams	0.00	0.00	3,155.00	-3,155.00	0.0%
Total 5000 · Personal Services	163,590.93	1,128,676.20	1,814,344.00	-685,667.80	62.21%
6000 · Materials and Services					
6010 · General Operating Expense	-9,603.64	-9,603.64	0.00	-9,603.64	100.0%
6035 · Apparatus Maintenance(Vehicles)	1,775.88	20,552.55	31,000.00	-10,447.45	66.3%
6040 · Equipment Maintenance	10,149.00	10,449.00	16,925.00	-6,476.00	61.74%
6070 · Small Tools & FF Equip/Supplies	3,245.47	5,591.92	9,000.00	-3,408.08	62.13%
6180 · Medical Supplies	16,866.93	91,937.25	120,000.00	-28,062.75	76.61%
6400 · Fuel Expense	0.00	0.00	17,250.00	-17,250.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	111,025.34	204,823.19	174,510.00	30,313.19	117.37%
6750 · Other Professional Services	0.00	5,000.00	10,000.00	-5,000.00	50.0%
Total 6000 · Materials and Services	133,458.98	328,750.27	378,685.00	-49,934.73	86.81%
7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous	132,000.00	0.00	0.00	0.00	0.0%
Total Expense	429,049.91	1,457,426.47	2,203,029.00	-745,602.53	66.16%

Keizer Fire District General Fund- Training

	01/31/2023				
	Jan 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	12,116.66	84,816.62	145,395.00	-60,578.38	58.34%
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	525.00	900.00	-375.00	58.33%
5090 · Volunteer Program	5,793.00	15,445.17	85,750.00	-70,304.83	18.01%
5110 · Payroll Tax Soc. Sec. (FICA)	913.45	6,947.54	12,954.00	-6,006.46	53.63%
5115 · State Unemployment Tax (SUTA)	11.94	94.33	186.00	-91.67	50.72%
5119 · Workers' Compensation Tax	2.75	16.28	52.00	-35.72	31.31%
5125 · Health and Dental Insurance	2,260.58	18,342.72	27,149.00	-8,806.28	67.56%
5126 · Medical Savings Plan (HRA Veba)	250.00	1,750.00	3,000.00	-1,250.00	58.33%
5130 · Life & Disability Insurance	78.50	549.50	1,437.00	-887.50	38.24%
5135 · Retirement (PERS)	2,422.31	17,710.13	43,617.00	-25,906.87	40.6%
5137 · Deferred Compensation Match	1,044.96	7,314.72	12,540.00	-5,225.28	58.33%
5210 · Physical Exams	0.00	0.00	10,505.00	-10,505.00	0.0%
Total 5000 · Personal Services	24,969.15	164,249.21	353,685.00	-189,435.79	46.44%
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	16,919.63	42,458.11	63,500.00	-21,041.89	66.86%
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	16,919.63	50,953.65	80,465.00	-29,511.35	63.32%
Total Expense	41,888.78	215,202.86	434,150.00	-218,947.14	49.57%

Keizer Fire District Reserve Fund

	01/31/2023				
	Jan 23	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4140 · Interest & Dividends	311.34	1,496.59	750.00	746.59	199.55%
Total 4000 · Revenue	311.34	1,496.59	750.00	746.59	199.55%
9050 · Transfer In From General Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Income	311.34	1,496.59	100,750.00	-99,253.41	1.49%
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%

Keizer Fire District
Capital Projects Fund
01/31/2023

	<u>Jan 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	2,380.59	11,111.51	2,000.00	9,111.51	555.58%
4150 · Miscellaneous	0.00	0.00	0.00	0.00	0.0%
Total 4000 · Revenue	<u>2,380.59</u>	<u>11,111.51</u>	<u>2,000.00</u>	<u>9,111.51</u>	<u>555.58%</u>
Total Income	<u>2,380.59</u>	<u>11,111.51</u>	<u>2,000.00</u>	<u>9,111.51</u>	<u>555.58%</u>
Expense					
8200 · Bond Capital Projects Expend.					
8210 · Equipment	0.00	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>0.00</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>0.00</u>	<u>17,282.78</u>	<u>855,363.00</u>	<u>-838,080.22</u>	<u>2.02%</u>

Keizer Fire District
Bond Repayment Fund
01/31/2023

	<u>Jan 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	10,440.18	348,244.14	358,447.00	-10,202.86	97.15%
4020 · Taxes, Prior Year	297.04	3,475.24	2,000.00	1,475.24	173.76%
4140 · Interest & Dividends	899.42	2,170.31	500.00	1,670.31	434.06%
Total 4000 · Revenue	<u>11,636.64</u>	<u>353,889.69</u>	<u>360,947.00</u>	<u>-7,057.31</u>	<u>98.05%</u>
Total Income	<u>11,636.64</u>	<u>353,889.69</u>	<u>360,947.00</u>	<u>-7,057.31</u>	<u>98.05%</u>
Expense					
6000 · Materials and Services					
6771 · GO Bond Payment	0.00	0.00	235,000.00	-235,000.00	0.0%
6772 · Interest Expense	0.00	70,866.00	141,732.00	-70,866.00	50.0%
Total 6000 · Materials and Services	<u>0.00</u>	<u>70,866.00</u>	<u>376,732.00</u>	<u>-305,866.00</u>	<u>18.81%</u>
Total Expense	<u>0.00</u>	<u>70,866.00</u>	<u>376,732.00</u>	<u>-305,866.00</u>	<u>18.81%</u>

KEIZER FIRE DISTRICT CHIEF REPORT

February 2023

Activities and Projects:

➤ Single Role Medic Program:

- The single-role program is still going well. Two of the current single-role personnel are working on their firefighter qualifications and will be eligible to move into open firefighter positions sometime in March. We have interviewed and offered positions to two new single-role candidates with a projected start date in March.

➤ 2023 Keizer Fire District Operating Levy:

- We have received a legal timeline for the upcoming levy renewal. We are currently working through a five-year budget forecast that will determine needed levy rates and funding requirements. Once all of the required materials are complete, we will be meeting with Chuck Adams of New Media Northwest to discuss the next steps and develop a timeline that is inclusive of the process.
- Important Dates:
 - July 18, 2023 – Board adoption of a Board Resolution calling for the election and setting out the proposed levy specifics at the July Board Meeting. A flyer related to campaign restrictions placed on public employees will need to be posted at the station once the Board approves the resolution.
 - August 18, 2023 – Deadline to file form SEL 805 with Marion County for the levy. Submission should occur soon after the July Board Meeting.
 - September 7, 2023 – Deadline to file SEL 803 with Marion County.
 - September 7, 2023 – Deadline to submit the explanatory statement to Marion County to be included in the voters pamphlet.
 - August 18 – September 7 – Appeal period for anyone wishing to contest the ballot title.
- Above are just the legal timeline requirements. We will be working with New Media Northwest to develop a timeline that will capture the other important dates and activities associated with the success of the levy.

➤ Budget Committee Openings:

- The open budget committee positions were posted in the Keizer Times and on the Fire District's Facebook page and website. The applications were due by Friday, February 10, 2023. We did not receive any applications for the two open positions. We will continue recruitment to fill these important positions.

➤ SDAO Legislative Information:

- Information was requested at the January Board meeting, related to legislative resources. I have provided an extensive list of resources via email that is provided by SDAO. If there is further information that is required, please let me know. This will be a great resource for projects in the future.

➤ City of Keizer Emergency Management

- Chief Butler and I attended the City of Keizer Emergency Management on January 31st at the Civic Center. The current city emergency management plan has not been updated since 2008. The new city manager is dedicated to a cooperative effort to update the plan and ensure the City of Keizer is prepared to respond when needed. Keizer Fire will be a partner in the development of the plan and offer assistance and input as it is requested.

➤ Community Hands-Only CPR Classes

- As mentioned at the January Board meeting, we will be offering quarterly hands-only CPR classes that will be open to the community. The curriculum for the classes is already developed and available. Classes will be 1-1.5 hours in length and will be taught by a staff member. The first class will be in March of this year, I am excited to be offering this essential lifesaving skill to the community once again.

➤ KFD/MCFD#1 Intergovernmental Agreement

- I have an IGA for consideration and discussion, please see attached memo.

➤ Interagency Relations:

- I met with the Keizer City Manager this month. I plan to meet with him monthly to continue conversations on joint opportunities and working together as community partners. I would look to work toward meetings with the City Manager, the Fire Chief and an elected official from each agency on a reoccurring basis.
- I continue to have ongoing meetings with the Marion County Fire District #1 Fire Chief with discussions on being good neighbors and good partners.
- Chief Butler and I met with the MCFD#1 Chief and Deputy Chief regarding opportunities to share resources that will be of benefit to both fire districts.
- Some of the areas of benefit we are exploring are:
 - Shared ordering of supplies to take advantage of better pricing.
 - Station sharing.
 - IT
 - HR
 - There are a lot of other areas we are exploring that could potentially be of benefit to both fire districts, I look forward to continued ideas and cooperation.

- Chief McMann and I are working on a mutually beneficial plan to share space at the MCFD#1 Clearlake Station (Station 6). We will continue to work on this plan with the intent of presenting a mutually beneficial IGA to the Board in the coming months. A second station location and additional space for apparatus and personnel is an identified need for Keizer Fire District. This proposal would also have the benefit of improved response in the north end of our fire district.

➤ Future Fire Station Funding Options

- We are beginning to explore grant and alternate funding options for a future fire station. As the community continues to grow, so does our call volume. The current fire station is over capacity on personnel and apparatus. We are looking toward the future and beginning the plans that will meet our future needs. There are some grants and areas of funding that we are currently looking into, as well as potential partnerships we are working to develop.

➤ Paid Leave Oregon:

- A final decision on which equivalent plan we will go with is required to be filed with the state by May 31, 2023. We have pricing from The Standard Insurance and we are still awaiting an update on the second equivalent plan pricing from The Hartford. We will make a final recommendation once pricing from both companies is available.

➤ BC Succession Planning:

- AIC BC Brozovich is working through her position task book while learning the BC role. We will continue to work through the requirements and offer on-the-job training as opportunities present. The current 3-month rotation will be 2/1/23 through 4/30/23. AIC BC Brozovich will focus her in office time on developing and standardizing Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs). These procedures and guidelines were an area identified in the Sikora and Matrix reports as requiring our focus and development. Thank you to AIC BC Brozovich for her work on this important project.

➤ Audit:

- The audit will not be ready to present to the board this month. We need to have the results back and ready to present at to the March 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.
- The Audit and Culture Assessment Input Group met this month and continues to review the information in the reports. We will continue to meet monthly and review the progress of identified areas we are working to improve.
 - 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
 - An IGA with MCFD#1 will provide Keizer Fire with a dedicated HR resource. This was an area identified in the reports as needing improvement, this agreement will remedy that concern.
 - Continuing to develop Standard Operating Guidelines (SOGs) and Standard Operating Guidelines (SOPs). This also was noted in the report as an area requiring attention. We are in the process of developing needed documents that will standardize Fire District operations.
 - Continuously working to improve open, honest communication from the top down and the bottom up.
 - Items identified as accomplished in the January Board Report have been omitted from this month's 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.

Respectfully Submitted,
Ryan Russell
Interim Fire Chief

EMS ACTIVITY REPORT

February 2023 Board Meeting

- Ambulance Billing Items: Our January financial reports from Systems Design show \$652,996.00 in new charges for 320 billable calls. With a deposited revenue of \$200,895.25 and an A/R balance of \$1,247,376.26. Our net revenue from accounts in collections during December was \$1,135.83.
- Capital FireMed Program Revenue: I have not received the report for January.
- The December report for Capital Fire Med memberships revenue was \$3,150.00 with 45 memberships.
- FY21/22 closed with \$35,572.34 in revenue for 519 household memberships.
- EMT-CCO Program Expansion: I will be attending a video meeting for more updates on March 3rd, 2023. I will report an update in our March board meeting.
- 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

January 2023

Activity by Level of Service – Count / Gross Charges:

ALS-1 E	234 =	477,036.80
ALS-1 NE	00 =	
ALS-2	16 =	32,754.80
BLS-E	69 =	141,354.40
BLS-NE	01=	1,850.00
TNT	00=	
Total:	320 =	\$652,996.00

Activity by Unit – Count / Gross Charges:

M35	114=	232,435.60
M36	144=	293.931.30
M37	56=	114,265.20
M38	06=	12.363.90
Total:	320 =	\$652,996.00

Patients evaluated and not transported: 77	KFD-74 , MCFD- 2, SFD- 0, POLK - 1
Cancellations Prior To Or Upon Arrival: 11	KFD – 4, MCF- 4, SFD- 3
Public Service / Persons in Distress: 35	KFD - 35, MCFD - 0, SFD - 0
Extra Attendant During Transport Fee:12	@ \$89 = \$1,068.00
Patient Transport Mileage:1816	@ \$33 \$59,928.00

- 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

[illegible]

TRAINING SAFETY AND HEALTH DIVISION
January 2023

Covid19

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

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

Hosted this month's meeting

Group looking to offer wildland, fire officer-I, fire instructor-I and engineer training

Oregon Volunteer Firefighter Network (member)

No meeting scheduled

Fire Protection Advisory Committee to Chemeketa (Member)

Interim Chief plans to attend as the District representative

Fire District Student and RV Programs

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

Resigned, Dismissed, Retired

H. Harms, D. Wiltgen

On Restricted Duty or Injury

None

Peer Fitness Committee

No meeting scheduled

Training Committee

Need to re-schedule the canceled meeting

Burn to Learn or Donated Structure

Structure has been acquired and training shall be coordinated with MPFIT

External Training

Chief Lasky Pride and Ownership

- Sweating the Small Stuff Keeping Your People Safe and Alive
- Fireground Scenario Workshop

S290 Intermediate Wildland Fire Behavior

S230 Single Resource Boss

Fire & Arson Investigation

TRAINING SAFETY AND HEALTH DIVISION
January 2023

February:

Independent study (Target Solutions):

- ☐ Bloodborne pathogens/ Infectious disease training
- ☐ HIPAA training

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

- ☐ Demonstrate forcible entry techniques for the following:
 - Inward swinging
 - Outward swinging
 - Padlock techniques
 - Barred window access
 - Through the lock access
 - 1-man forcible entry
 - Keyless garage access tool
 - Roll up door techniques
 - “Barn door” cut technique
- ☐ Familiarization with forcing tools and maintenance
- ☐ Review various doors/locking mechanisms within district

EMS:

- ☐ PALS

Officer Specifics:

- ☐ Complete an initial 360 objectives with the BC on three high risk buildings
 - Quality Inn hotel Fire on 3rd floor
 - Avamere fully involved kitchen
 -
- ☐ Complete drive time and document on form-A
- ☐ Virus precautions review (Current status).

Respectively submitted by the Training Committee;

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

TRAINING SAFETY AND HEALTH DIVISION

January 2023

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) |
|------------------------|---------|

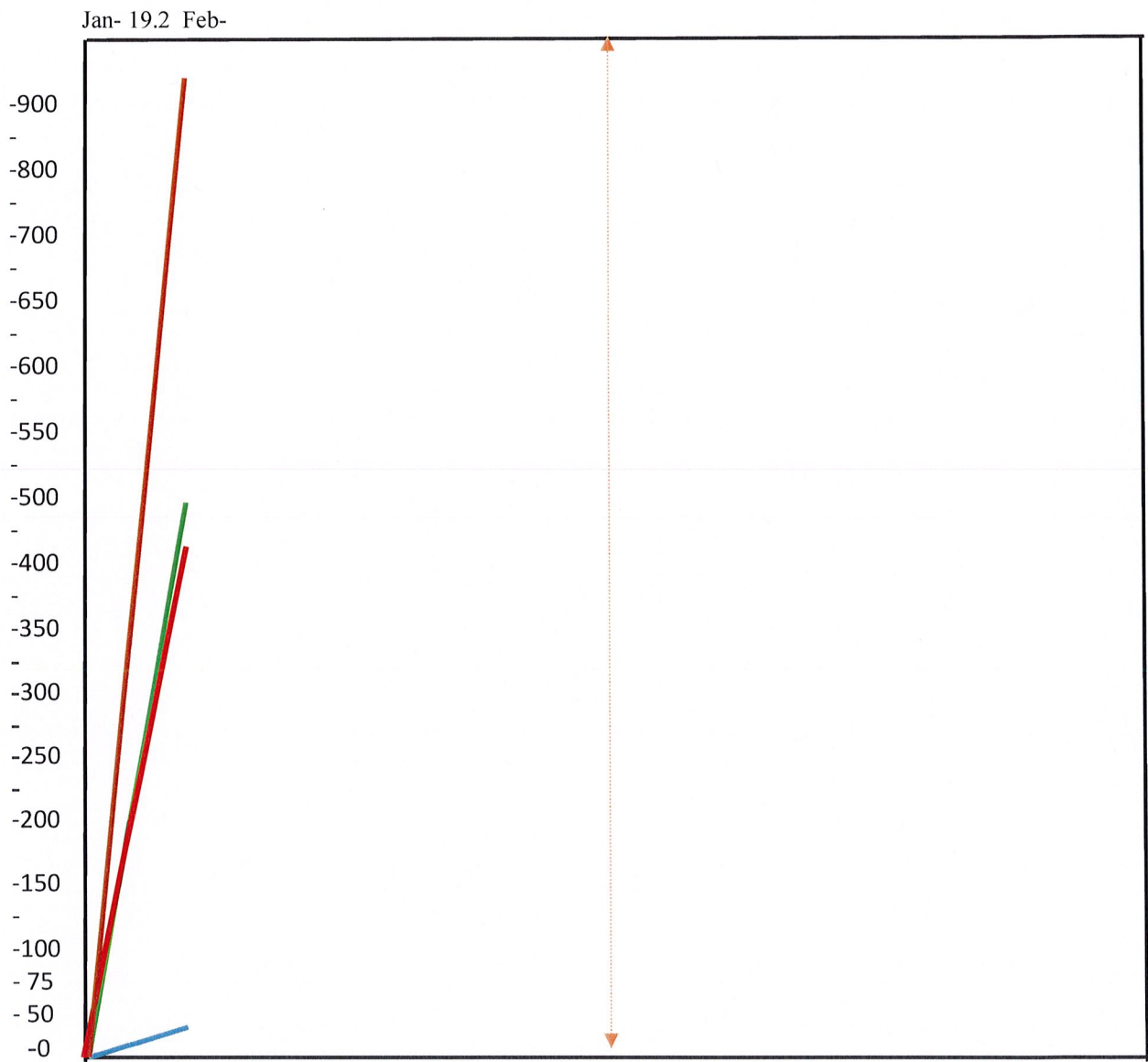
Volunteer Firefighters

- | | |
|-----------------------|---------|
| 38. Fuller, Darrell | 750 |
| 39. Goodman, Reed | 805 |
| 40. Grant, Ariana | 803 (B) |
| 41. Keasler, Katrina | 804 |
| 42. MacPherson, Jacob | 784 |
| 43. McCullough, Evan | 801(B) |
| 44. McNeely, Nathan | 752 (B) |
| 45. Ragsdale, Brandon | 800 (B) |
| 46. Riordan, Trevor | 790 (B) |
| 47. Sorenson, Erik | 774 (B) |

Administrative

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

TRAINING SAFETY AND HEALTH DIVISION January 2023



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

KVFA-BM	20										
Shift-Drill	476										
Other	410										
Total	906										

Other: Jan: Pride & Ownership, Wildland Trng, Fire/Arson Investigation Trng.

OPERATIONS MONTHLY REPORT FEBRUARY 2023

January 2023 Total Incidents – 511
YTD – 511

January 2022 Total Incidents – 620
YTD – 620

January 2021 Total Incidents – 457
YTD – 457

Continuous Code 3 “ALL” <= 6 minutes – 67, Average Response Time: 00:04:43

Continuous Code 3 “ALL” > 6 minutes – 4, Average Response Time: 00:06:35

Inc #	Address	Call Type	Shift	T.O.D.	Reason
130	900 Blk Sagrada Cir N	EMS	A	5:58 AM	Poor Turnout Time
231	2200 Blk Aldine Dr NE	EMS	A	12:53 AM	Poor Turnout Time
409	1700 Blk Mistwood Dr NE	Chimney Fire	C	8:04 AM	Poor Turnout Time
453	4200 Blk Cherry Ave NE	EMS	B	12:54 PM	Poor Turnout Time

JANUARY 2023 RESPONSE TIME STANDARD – 94.4%

YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 94.4%

Projects:

- Operational Staffing: We began the month down four FTE's. Both Brittany McCormick and Austin Rice received their paramedic licenses. Both were on our list and have been moved to regular full-time employee status.

We have interviewed Christina Santoyo, who is a 20-year paramedic from AMR Multnomah County. Christina accepted a job offer and will start as a Single Role Paramedic on March 1st. We also interviewed Cody Leaton, a five-year paramedic with Falck Salem and he has accepted a job offer for a Single Role Paramedic. We hope to start him mid-March.

With that we have received notice that an employee is leaving in March for Corvallis Fire Department. We also received a job application for Single Role Paramedic. If that candidate is successful, we will be fully staffed by the end of March.

- 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. The “Unit Utilization” data we have been collecting has shown an evening out of call volume

across the three medic units. Clearly, it is not absolutely equal, but the call volume is shown to be more equitable.

- WVCC CAD Replacement: We continue to move forward with the CAD replacement. This month we worked on what our Mobile Data Terminals (MDTs) will look like and how they will operate. These are the computers in the apparatus and what our firefighters will see and use most often, so it is important that it is put together with thought and, in the end, easy to use. We are still on track for a May 15th implementation.
- Salem Hospital Divert: For the month of January, Salem Health was on divert only for a short amount of time. For the month of January, we had three transports that were not to Salem Health (compared to 44 for December).
- ASA Committee: The Committee is working on a rewrite of their by-laws and the State has required an update to the Marion County ASA Plan. We have done the work and the rewrites have gone to legal at Marion County. It is planned that there will be a six-month extension of our ASA. We anticipate reapplying for the ASA by June 30th 2024. We have never had another agency/private company bid on our ASA and we do not see that occurring this time either. However, it is interesting that Washington County, served by Metro West Ambulance for at least 30 years, has two other bidders for this renewal, AMR and Falck.

Other Events, Activities and Meetings:

- January 19th – ASA Meeting at Salem Fire
- January 24th – Chiefs Meeting
- January 30th – Meeting w/ Matt Neuvenheim, new ASA Data Analyst for our ASA Area
- January 31st – Emergency Management Meeting, City Hall
- February 6th – PALS Class
- February 8th – Meeting w/ MCFD#1 Chiefs
- February 14th – Officers Meeting
- February 16th – Salem Health / EMS Provider Meeting
- February 17th – ASA Meeting, Committee Bylaws

Respectfully Submitted,

Brian Butler
Division Chief

MAINTENANCE MONTHLY REPORT

February 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. We still have not received word back on whether we will be able to order or not. The discount offered to government agencies is enough that it doesn't make sense for us to pursue the purchase at retail pricing. If we are unable to secure a 2023 model at the discounted rate, we will wait and try again to buy a 2024 model replacement next year.

➤ Facilities:

- Routine maintenance of apparatus and facilities continues to be completed by staff as time allows between calls.
- The new door locks have been installed and with the exception of a learning curve, they are working well. We once again are able to secure the station and control access. Let me know if you have any questions or concerns.

➤ Apparatus Maintenance:

- Paint repairs have been made to paint damage as a result of a broken tire chain during the ice storm in December to vehicle 2002 (M36).
- We continue to have issues with repair facilities not performing mechanical repairs on apparatus to our standards. We are transitioning all non-warranty related mechanical repair to Schurter Trucking. This will be a replacement for most of the work we were having done at Freightliner. They have the facilities and personnel to meet our needs; they come highly recommended from other area agencies. We will continue to use the City of Salem Fire Shop as needed for fire truck specific repairs.
- M37 is still scheduled for minor paint repairs from damage that occurred in the fall. The damage is mostly superficial paint repair as a result of a traffic accident in which we were not at fault.

➤ Ladder Truck:

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

VEHICLE MAINTENANCE REPORT

January 2023
(1/1/23-1/31/23)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes:</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	232	232	Chain Damage Paint Repair (O)
2002 (M36)	347	347	Light Repair (I) and PM/DOT (O)
1501 (M37)	0	0	
1601 (M38)	29	29	Shoreline and Light Repair (I)
 <u>Engines</u>			
1711 (E355)	11	11	PM/DOT (O)
1712 (E365)	13	13	PM/DOT (O)
2111 (E375)	0	0	
0411 (E385)	0	0	
 <u>Other</u>			
9221 (L358)	0	0	
1731 (SQ359)	0	0	
2141 (BR358)	129	129	Fire PM (I)
1741 (BR368)	0	0	
1641 (U368)	0	0	
1651 (BC35)	0	0	
1652 (BC36)	0	0	
 <u>Staff Vehicles</u>			
0851 (U394)	0	0	
2151 (U354)	1	1	Equipment install (I)
0951 (U384)	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

January 2023

Fire & Life Safety

Inspections/code issues

A new challenge has been put in place for plan review. While we fully support Keizer having affordable housing, we want everyone to be safe and to access all properties in the fire district. Oregon House Bill 2001 was passed by Oregon Legislature in 2019 mandating specific charges for larger cities including Keizer. HB 2001 was intended to increase Middle housing diversity, supply, and affordability. Traditionally in Keizer we have single family homes, duplexes and Multifamily (apartments). Middle housing can include Townhouses/Row Houses, triplexes, fourplexes, and cottage clusters which can be built where originally single-family homes were zoned. While building and fire codes are still required to be met, we now have to ask more questions when properties are being subdivided. Prior to HB2001 if a property was divided into 3 separate pieces, it would only have 3 homes built. Under HB2001, each property could now have a duplex, triplex or larger built on each piece of land. This means water supply and access needs to be considered earlier in the process and we are having more conversations with the City of Keizer Planning Department to ensure all goals are being met.

Community Outreach

Car Seats –On January 10th we hosted our first car seat clinic of 2023. We have seen great support from ODOT with a grant for seats and two technicians attending most clinics. At this clinic we installed 14 seats. Outside of the clinic I installed seven seats.

Community Education Classes – January was busy getting into the schools, having a couple of station tours, a fall prevention class at Emerald Point Senior Living, and talking to a West Keizer Neighborhood Association about Emergency Preparedness. Over the course of the month I spoke to one classroom at Keizer Elementary (27 students), I did two assemblies at Cummings Elementary School (325 students) as well. It's exciting to be back in the community and schools.

75th Anniversary – Save May 20th for celebrating 75 years of Keizer Fire District.

Training

During the week of January 24-27, I attended the IAAI Fire Investigation Training in Medford. The highlight of the training was an entire day spent on documentation. While this might not seem riveting for some, if a fire investigation goes to court it's the report that's on the stand. The training lead by a lawyer went over each key detail we need to highlight and where to focus our greatest energy.

Our local Fire Investigation Team (MPFIT) hosts a yearly Basic Fire Investigation class. This year Keizer Fire will be hosting the classroom and burn house. This is a great opportunity for firefighters to learn how to investigate simple fires and not destroy the fire scene during

overhaul. I'm thankful Chief Blanco has taken the lead on securing the house and working through all of the paperwork.

Upcoming Events –

- Feb 27 – March 3 - Read Across America
- March 14 – Car Seat Clinic – 4-6pm
- April 1 and 2 – Fire Investigation Class
- May 9th – Car Seat Clinic – 4-6pm
- May 20th- 75th Anniversary Celebration

Meetings Attended

- 1/3 – Burn House Mtg
- 1/9 – Keizer United
- 1/10 – Hands Only CPR @ CCMS
- 1/10 – Car Seat Clinic
- 1/11 – Station Tour
- 1/12 – WKNA Presentation
- 1/13 – LODD Meeting
- 1/13 – Promotion Ceremony
- 1/14 – Pride and Ownership
- 1/17 – Pre-AP
- 1/17 – Board Meeting
- 1/18 – Fall Prevention Presentation
- 1/18 – Meeting with City of Keizer Planning
- 1/19 – Cummings Elm Assembly
- 1/24-27 – IAAI Training
- 1/31 – Pre-AP
- 2/1 – Keizer Elm Pub Ed
- 2/1 – District Planning Meeting
- 2/3 – Station Tour
- 2/7-8 – Large Venue Evacuation Actions Training
- 2/14 – Officers Meeting

Fire Investigations

- 1/30 – Apartment Fire



MEMORANDUM:

To: Board of Directors
From: Lyn Komp, Finance Officer
Date: February 21, 2023
Re: Budget Process and Dates

Issue:

This is the time of year the Board prepares for our Budget Process. Per Oregon Budget Law, the Board must appoint a budget officer to act on behalf of the Board and assure their direction is carried out. This is also the time we announce the dates for the budget calendar for 2023-2024.

Discussion:

As part of our compliance with Oregon Budget Law, the Board must appoint a "Budget Officer." Our practice is to appoint the Fire Chief to this position. We have a standing Budget Committee of community members who represent Keizer Fire District for feedback and approval to the Board as part of our standard and respected practice. We also announce the budget calendar for this budget cycle as our Budget Committee Meeting #1 on May 17th, 2023 and Budget Committee Meeting #2 (if needed) on May 31st, 2023. The proposed Budget would then move to a public hearing for community input on June 21st at the opening of the regular Board Meeting. Then the Board would adopt the budget following the hearing. This first step is to announce the process and set the dates for participants.

Recommendation:

Staff recommends we follow our standard practice and appoint the Fire Chief to the Budget Officer position, by motion, and move forward with our 2023-2024 Budget Process.

Keizer Fire District Budget Calendar

May 16, 2023	Regular Board Meeting - 7:00 pm	Public Comment
May 17, 2023	1st Budget Committee Meeting - 5:30 pm Approve Proposed Budget	
May 31, 2023	2nd Budget Committee Meeting - 5:30 pm Approve Proposed Budget	(If needed)
June 20, 2023	Budget Hearing - Regular Board Meeting - 7:00 pm Adoption of Budget Set Appropriations and Levy Taxes by Resolution	Public Comment



MEMORANDUM:

To: Board of Directors
From: Interim Chief Ryan Russell
Date: February 21, 2023
Re: KFD/MCFD#1
Intergovernmental Agreement

ISSUE:

- A) Keizer Fire District does not currently have a dedicated Human Resources (HR) professional, which is an area needing improvement and was documented as such in the Sikora Report.
- B) Marion County Fire District #1 currently employs a full time HR Specialist that has the time and the skills to fulfill the HR requirements of Keizer Fire District.
- C) Marion County Fire District #1 is in need of Information Technology (IT) support and currently does not employ personnel with the time and skills to meet their requirements.
- D) Keizer Fire District currently employs a full time IT specialist that has the time and skills to fulfill the IT requirements of Marion County Fire District #1.

RECOMMENDATION:

It is the recommendation of staff that the Board of Directors approves the signing of an Intergovernmental agreement between Keizer Fire District and Marion County Fire District #1 to share Human Resource Specialist and Information Technology resources. Time commitments to either district for either HR or IT support will be limited to a maximum of 32 hours per month. This is a partnership in an area of identified need that will be mutually beneficial to both fire districts at no additional cost to either district.

INTERGOVERNMENTAL AGREEMENT ("Agreement")

between

KEIZER FIRE DISTRICT

an Oregon municipal corporation,
("KFD")

and

**MARION COUNTY FIRE DISTRICT 1,
("MCFD 1")**

for

**EXCHANGE OF INFORMATION TECHNOLOGY & HUMAN RESOURCE
PROFESSIONAL SERVICES**

WHEREAS, the Keizer Fire District ("KFD") is an Oregon Rural Fire Protection District; and

WHEREAS, the Marion County Fire District 1 ("MCFD 1") is an Oregon Rural Fire Protection District;
and

WHEREAS, MCFD 1 has needs for Information Technology Staff and has Human Resources Staff
available; and

WHEREAS, KFD has needs for Human Resources Staff and has Information Technology Staff available; and

WHEREAS, KFD and MCFD 1 wish to enter an intergovernmental agreement pursuant to ORS
190.110, which shall set forth the obligations of the parties.

NOW THEREFORE, in consideration of the mutual obligations and benefits set forth herein, the parties
agree as follows:

1. OBLIGATIONS

KFD shall:

- 1.1 Provide up to 32 hours per month of Information Technology Staff time to MCFD 1
for Information Technology hardware and software needs.
- 1.2 Support via remote access to MCFD 1 hardware and on-site services.
- 1.3 Support to MCFD 1 will be secondary to needs of KFD.
- 1.4 KFD will provide all wages and benefits for the IT position.

- 1.5 KFD shall maintain confidentiality of all MCFD 1 information accessed by KFD IT staff under this agreement as provided for under applicable MCFD 1 policies and applicable state and federal law.

MCFD 1 shall:

- 1.6 Provide up to 32 hours per month of Human Resources Staff time to KFD for Human Resources related projects, inquiries, and assistance.
- 1.7 Provide remote access to MCFD 1 hardware for KFD to provide IT support access.
- 1.8 Support to KFD will be secondary to needs of MCFD 1.
- 1.9 MCFD 1 will provide all wages and benefits for the Human Resource positions.
- 2.0 MCFD 1 shall maintain confidentiality of all KFD information accessed by MCFD 1 Human Resources staff under this agreement as provided for under applicable KFD policies and applicable state and federal law.

2. GENERAL PROVISIONS

- 2.1 Each party agrees to indemnify the other from each and every claim which the indemnitor would be legally liable to pay if: (a) a claim asserting the same loss or injury were made directly against the indemnitor, whether or not such a direct claim is actually made; and (b) the loss or injury sustained by the claimant resulted from the acts, errors, or omissions of the indemnitor or those for whose actions the indemnitor is legally responsible. This mutual right to indemnity is in addition to and not in lieu of any other right of contribution or indemnity which may exist in favor of either party under Oregon law; of the indemnitee party for claims made against them because of their actions or capacity as such. "Indemnify", as used herein, means to indemnify, defend, or save harmless.
- 2.2 This Agreement shall be effective upon the date of the last signature below, through and including June 30, 2023. This agreement will renew annually for an additional one (1) year term, on July 1 of each subsequent year, unless either party exercises section 2.3.
- 2.3 This Agreement may be terminated by either party, with or without cause, by providing the other party 30 days' prior written notice.

- 2.4 This Agreement represents the entire integrated understanding of the parties concerning the subject matter hereof. It supersedes all prior agreements, negotiations, and representations, written or oral. This Agreement may be amended only by a writing executed with the same formalities as this Agreement itself.
- 2.5 All communications concerning this Agreement and issues arising thereunder shall be made to:
- a. Ryan Russell, Fire Chief, Keizer Fire District; and
 - b. Kyle McMann, Fire Chief, Marion County Fire District 1.
- 2.6 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Marion County. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate the choice of venue made in this section.
- 2.7 In the event any portion of this Agreement shall be held to be invalid and unenforceable, the remaining portions shall be valid and binding upon the parties.
- 2.8 The parties agree that they will comply with any federal, state, and local laws, regulations, executive orders, and ordinances that may be applicable to this Agreement. The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230, and 279B.235.
- 2.9 The obligations of each party under this agreement are contingent upon adequate funds for that purpose being available, budgeted, appropriated, and otherwise made available.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

KEIZER FIRE DISTRICT

MARION COUNTY FIRE DISTRICT 1

By: _____
Ryan Russell, Fire Chief

By: _____
Kyle McMann, Fire Chief

Date: _____ Date: _____

Keizer Fire District Fire Chief Recruitment and Hiring Process

November 22, 2022	Kick-Off meeting with Board of Directors and Staff
November 28 – December 13, 2022	Development of job description, job posting, wage and benefit details for final Board approval
December 20, 2022	Board approval of Special Districts Association of Oregon (SDAO) Consulting Services agreement, position description, wage and benefit package, and job posting documents
February 1, 2023	Recruitment Period Opens, SDAO posts job description, position announcement and application on SDAO.com classifieds and Daily Dispatch
March 1, 2023	Recruitment Period Closes
March 2 - 3, 2023	SDAO to prescreen applicants and assist Keizer Fire District Board to select semi-finalists
March 6, 2023	SDAO to notify semi-finalists
March 24, 2023	Panel interviews of semi-finalists; Board interviews of finalists; Board makes final decision on conditional job offer
March 27, 2023	Conditional offer; medical physical and drug screen; criminal history, reference, and psychological checks
April 18, 2023	Board appoints new Fire Chief
June 2023	New Fire Chief starts