

**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 Jacquelynn 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 and 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 Shackelford 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