

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
March 21, 2023

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7:00 p.m. Call to Order

Pledge of Allegiance

Roll Call:

Approve Minutes:

Board Meeting Minutes February 21, 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:

1. Interview Process
 - The Board will review the Fire Chief Interview Process

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 Committee Member Appointment Information/Action
 - The Board will appoint two budget committee members.
2. Sikora and Matrix Report Update Information
 - The Board will be updated on the progress of identified areas needing to be improved.

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	April 18, 2023 @ 7:00 pm
Board Meeting	May 16, 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
February 21, 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, Division Chief Hector Blanco, Finance Officer Lyn Komp, IT Josh Rutter, EMS Billing & Records Manager Jacquelynn Sunderland, Captains Christina Wilson and Aaron Pittis, Firefighter/Medics Tim Coburn and Kelby Frazier, Attendees: Bob Busch and Jennifer Palanuk.

Minutes:

Regular Board Meeting: Chet Patterson made a motion to approve the minutes as amended for January 17, 2023. Betty Hart seconded the motion. The motion carried unanimously. Colleen Busch stated that at needs to be and in the first paragraph of New Business, and holding needs to be removed out of the paragraph in Good of the Order.

Correspondence – None

Guest Input –

Organizational Input

IAFF Local 3881 – None

KVFA- None

Old Business- Betty Hart made a motion to approve the amendments to Board Policy B. Greg Ego seconded the motion. The motion carried unanimously. Colleen Busch asked if credit card use should be included in this policy. After discussion, it was decided it should not be. There is a separate District policy for credit card use.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. We received \$200,900 in ambulance payments. We have received 97% of the anticipated taxes. Overtime was normal. Personnel Services are at 61%. Materials & Services are at 51%. Payments were made for maintenance on the medic equipment, Polk County and City of Salem for dispatch fees, tuition and courses, and Teamviewer. Chet Patterson made a motion to accept the financial report as presented. Greg Ego seconded the motion. The motion carried unanimously. There was a discussion on going out for an RFP for auditors. The current contract expires on June 30, 2023. Betty Hart made a motion to go out for an RFP for auditors. Chet Patterson seconded the motion. The motion carried unanimously.

Board Member Reports –

- Betty Hart reported she attended Coffee with Cathy. She also attended the SDAO Conference and will send out a conference update.
- Colleen Busch stated she attended a couple of meetings with Chief Ryan Russell. She also attended the Keizer Heritage Board. There was a discussion on a display for the 75th Anniversary. Chief Ryan Russell stated we have a plan for a display. At the Keizer Neighborhood Association and City Council meetings, she report on the openings on the Budget Committee. She attended the SDAO Conference and reviewed the classes she attended.

Chief/Staff Reports –

- Interim Fire Chief Ryan Russell- He provided an update on the levy. He stated that he will be meeting with Chuck Adams next month and will work on a timeline of the things that need to be done. Things are being worked on from the Sikora/Matrix reports. There is a proposal with MCFD #1 for IT support and HR support. AIC Captain Rachel Brozovich is working on creating a SOP/SOG process. Hands only CPR will start quarterly this spring. We are starting to explore station growth opportunities and applying for grants. There was a discussion on if we have received applications for the Budget Committee. Betty Hart stated she is pleased with the progress on the Sikora/Matrix reports. She would also like to be involved with helping with the levy. Colleen Busch stated that we may have matching funds that will be needed for grants, and it would be good to include legislators in that process.
- EMS Billing Manager Jacqueline Sunderland- There was a discussion on what a billable call is. Jacqueline Sunderland stated that transports are the only calls we bill for.
- Division Chief Hector Blanco- He stated he attended that SDAO Conference. He discussed that SDIS is getting out of the worker's compensation business and are getting bids from SAIF. There was a discussion that the students are doing great here. There is a lot of training going on.
- Division Chief Brian Butler- Betty Hart asked what an ambulance service area is. Chief Ryan Russell stated it is area we provide services for. It is managed by Marion County Commissioners. Betty Hart asked if the single role medics are also qualified to be a firefighter. D.C. Hector Blanco reviewed that we are in the process of training the single role medics who are interested in becoming firefighters.

New Business-

- **Budget Officer and Calendar-** Chief Ryan Russell presented the budget calendar. He also stated that a Budget Officer needs to be elected, and the Budget Calendar adopted according to Public Meetings Law. The Fire Chief is standardly elected to be the Budget Officer. Greg Ego moved to elect the Fire Chief as the Budget Officer and adopt the Budget Calendar FY 2023-2024. Colleen Busch seconded the motion. The motion carried unanimously.
- **Intergovernmental Agreement (IGA) with Marion County Fire District #1-** Chief Ryan Russell presented the IGA for IT and HR services and recommended entering into the agreement. It has gone through legal. Greg Ego asked if there was a time period to review it. Chief Ryan Russell stated that we have 30 days to get out of the agreement. Greg Ego made a motion to approve entering into an Intergovernmental Agreement with Marion County Fire District #1 for IT and HR services. Colleen Busch seconded the motion. The motion carried unanimously.
- **Fire Chief Hiring Process-** The calendar for the hiring process was presented. There will be two interview panels with five people. The two panels will interview the candidates in the morning, then the Board will meet with the panelists in an executive session for lunch. After the lunch, the panelists will be excused and the Board will decide which candidates will be interviewed by the Board. After the Board has interviewed the candidates, a conditional offer will be made. The candidate will still need to pass an extensive background check and physical. The Board approved the Personnel Committee to put the panels together. Any recommendations for panelists need to be sent to Joe Van Meter or Greg Ego.

Other Business –

- There was a discussion on a SDAO Legislative representative from the Board. After discussion, Betty Hart and Colleen Busch will be the representatives. The Fire Chief will direct them on any issues that need addressed.
- Betty Hart suggested that we reach out to the Board applicants to see if they would like an agenda.

Good of the Order

- Chief Ryan Russell stated to look forward for more opportunities to work with Marion County Fire District #1.
- There was a discussion on having a strategic planning meeting. After discussion, it was decided to wait until after June 2023 when the new Board Members have been elected and are in place.

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 8:23 pm.

Respectfully submitted,

Greg Ego
Secretary

03/16/23

Accrual Basis

Keizer Fire District
Cash Position Statement
As of February 28, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							22,807.90
General Jour...	02/28/2023	1466		Ambulance Billing	235,221.16		258,029.06
Total 1011 · US Bank - Ambulance Billing					235,221.16		258,029.06
1012 · Columbia Bank - Checking							(122,106.23)
Deposit	02/01/2023			Deposit	132,068.42		9,962.19
General Jour...	02/02/2023	1447		LGIP transfered to Checking	100,000.00		109,962.19
General Jour...	02/08/2023	1449		Visa- Blanco		868.67	109,093.52
General Jour...	02/08/2023	1449		Visa- Brozovich		52.99	109,040.53
General Jour...	02/08/2023	1449		Visa- Butler		335.54	108,704.99
General Jour...	02/08/2023	1449		Visa- Komp		531.03	108,173.96
General Jour...	02/08/2023	1449		Visa- Russell		2,166.96	106,007.00
General Jour...	02/08/2023	1449		Visa- Wilson		357.00	105,650.00
Bill Pmt -Check	02/09/2023	29593	76 Fleet/Wex Bank	Gasoline		281.28	105,368.72
Bill Pmt -Check	02/09/2023	29594	911 Supply, Inc			3,620.10	101,748.62
Bill Pmt -Check	02/09/2023	29595	Bob's Auto & Truck Pain...	PO #2023-028		5,785.43	95,963.19
Bill Pmt -Check	02/09/2023	29596	BoundTree	108812		168.45	95,794.74
Bill Pmt -Check	02/09/2023	29597	C.W. Nielsen Mfg. Corpo...	PO #012323-1100		243.00	95,551.74
Bill Pmt -Check	02/09/2023	29598	Central Refrigeration	Ice Machine Lease		150.00	95,401.74
Bill Pmt -Check	02/09/2023	29599	Comcast	Phones		497.89	94,903.85
Bill Pmt -Check	02/09/2023	29600	Cruise Master Prisms, Inc.	PO #012023-1520		188.50	94,715.35
Bill Pmt -Check	02/09/2023	29601	De Lage Landen Financi...	Copier Lease		435.33	94,280.02
Bill Pmt -Check	02/09/2023	29602	DMV	PO #013123-1000		4.00	94,276.02
Bill Pmt -Check	02/09/2023	29603	Industrial Welding Supp...			17.69	94,258.33
Bill Pmt -Check	02/09/2023	29604	Keizer Times	Advertising		329.00	93,929.33
Bill Pmt -Check	02/09/2023	29605	Life-Assist, Inc	PO #013023-0830		1,389.20	92,540.13
Bill Pmt -Check	02/09/2023	29606	LN Curtis & Sons, Inc	Air Sample		195.00	92,345.13
Bill Pmt -Check	02/09/2023	29607	Loren's Sanitation	Garbage/Recycling		237.02	92,108.11
Bill Pmt -Check	02/09/2023	29608	Lowe's	Acct #821 3138 022094 2		120.94	91,987.17
Bill Pmt -Check	02/09/2023	29609	Marion Environmental S...	Bio-Hazard Bag		25.41	91,961.76
Bill Pmt -Check	02/09/2023	29610	NWSC, Inc.	PO #011523-2200		383.44	91,578.32
Bill Pmt -Check	02/09/2023	29611	Petro Card System Inc.	Gasoline		64.92	91,513.40
Bill Pmt -Check	02/09/2023	29612	PGE	Electric	2,664.61		88,848.79
Bill Pmt -Check	02/09/2023	29613	Premier Truck Service	PO #2023-029		144.06	88,704.73
Bill Pmt -Check	02/09/2023	29614	Ragsdale, Brandon	Class- Reimbursement		400.00	88,304.73
Bill Pmt -Check	02/09/2023	29615	SDIS	Health Insurance- March		75,878.00	12,426.73
Bill Pmt -Check	02/09/2023	29616	SeaWestern, Inc	PO #010523-1200		1,059.75	11,366.98
Bill Pmt -Check	02/09/2023	29617	Staples Credit Plan	Office Supplies		257.20	11,109.78
Bill Pmt -Check	02/09/2023	29618	System Design West, LLC.	EMS Billing- January		7,151.53	3,958.25
Bill Pmt -Check	02/09/2023	29619	Training4Responders	PO #020623-1472		2,730.00	1,228.25
Bill Pmt -Check	02/09/2023	29620	Valley Fire Control, Inc.	PO #2023-023		120.00	1,108.25
Bill Pmt -Check	02/09/2023	29621	Walter E. Nelson Co.	PO #020623-1200		427.24	681.01
Bill Pmt -Check	02/09/2023	29622	Comcast	Cable		68.11	612.90
Bill Pmt -Check	02/09/2023	29623	SDIS	Property/Casualty Insurance		52,402.00	(51,789.10)
General Jour...	02/10/2023	1453		PERS		90,119.75	(141,908.85)
General Jour...	02/10/2023	1460		LGIP transfer to Checking	100,000.00		(41,908.85)
General Jour...	02/14/2023	1454		LGIP transfer to Checking	75,000.00		33,091.15
Bill Pmt -Check	02/21/2023	29624	A1 Backflow Services, LLP	PO #2023-030		200.00	32,891.15
Bill Pmt -Check	02/21/2023	29625	AccurAccounts, Inc.	Payroll, Quarterlies, 1096 & 1099		2,923.80	29,967.35
Bill Pmt -Check	02/21/2023	29626	BioTek Medical, Inc.	Oxygen Cylinders		608.50	29,358.85
Bill Pmt -Check	02/21/2023	29627	BoundTree	108812		422.00	28,936.85
Bill Pmt -Check	02/21/2023	29628	Hart, Betty	Mileage Reimbursement- Per Di...		218.77	28,718.08
Bill Pmt -Check	02/21/2023	29629	Hughes Fire Equipment,...			362.69	28,355.39
Bill Pmt -Check	02/21/2023	29630	Life-Assist, Inc			2,769.77	25,585.62
Bill Pmt -Check	02/21/2023	29631	Local Government Law ...	Legal Services		364.00	25,221.62
Bill Pmt -Check	02/21/2023	29632	NW Natural	Natural Gas		2,665.38	22,556.24
Bill Pmt -Check	02/21/2023	29633	Overhead Door - Corp.	PO #2023-034		125.00	22,431.24
Bill Pmt -Check	02/21/2023	29634	Professional Benefit Ser...	Cafeteria Plan Fee		50.00	22,381.24
Bill Pmt -Check	02/21/2023	29635	Safeway	Acct #67146		112.37	22,268.87
General Jour...	02/27/2023	1457		LGIP transfer to Checking	375,000.00		397,268.87
General Jour...	02/28/2023	1456		Payroll		212,489.44	184,779.43
General Jour...	02/28/2023	1456		IRS		86,518.04	98,261.39
General Jour...	02/28/2023	1456		Oregon Dept of Rev		21,698.00	76,563.39
General Jour...	02/28/2023	1456		HRA Veba #6967		9,750.00	66,813.39
General Jour...	02/28/2023	1456		IAFF Local 3881 #6968		3,553.00	63,260.39
General Jour...	02/28/2023	1456		KFD Cafeteria #6969		617.50	62,642.89
General Jour...	02/28/2023	1456		Penserv #6970		977.27	61,665.62
General Jour...	02/28/2023	1456		Valic #6971		25,536.55	36,129.07
Total 1012 · Columbia Bank - Checking					782,068.42	623,833.12	36,129.07
1015 · Bond Sales - Money Market							823,775.59
General Jour...	02/28/2023	1458		Interest Received	2,369.71		826,145.30
Total 1015 · Bond Sales - Money Market					2,369.71		826,145.30
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00

03/16/23

Accrual Basis

Keizer Fire District
Cash Position Statement
As of February 28, 2023

<i>Type</i>	<i>Date</i>	<i>Num</i>	<i>Name</i>	<i>Memo</i>	<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
1120 · State Investment Pool							5,737,181.10
General Jour...	02/02/2023	1447		LGIP transfered to Checking		100,000.00	5,637,181.10
General Jour...	02/02/2023	1452		LGIP	16,431.47		5,653,612.57
General Jour...	02/02/2023	1452		LGIP	1,097.96		5,654,710.53
General Jour...	02/10/2023	1460		LGIP transfer to Checking		100,000.00	5,554,710.53
General Jour...	02/14/2023	1454		LGIP transfer to Checking		75,000.00	5,479,710.53
General Jour...	02/27/2023	1457		LGIP transfer to Checking		375,000.00	5,104,710.53
General Jour...	02/28/2023	1459		Interest Received	14,627.34		5,119,337.87
General Jour...	02/28/2023	1459		Interest Received	936.94		5,120,274.81
General Jour...	02/28/2023	1459		Interest Received	316.02		5,120,590.83
Total 1120 · State Investment Pool					33,409.73	650,000.00	5,120,590.83
TOTAL					1,053,069.02	1,273,833.12	6,241,094.26

Keizer Fire District
Financial Report- All
02/28/2023

	Feb 23	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Currrent Year	12,575.35	5,393,888.30	5,444,650.00	-50,761.70	99.07%
4020 · Taxes, Prior Year	4,954.08	66,981.96	72,000.00	-5,018.04	93.03%
4030 · Taxes, 911 Excise	0.00	96,502.89	124,414.00	-27,911.11	77.57%
4100 · EMS Revenue	235,990.03	1,919,986.41	2,080,000.00	-160,013.59	92.31%
4120 · Capitol Fire Med	0.00	24,601.71	32,000.00	-7,398.29	76.88%
4140 · Interest & Dividends	18,250.01	87,685.78	53,250.00	34,435.78	164.67%
4150 · Miscellaneous	68.42	55,627.79	36,000.00	19,627.79	154.52%
4156 · Conflagration Reimbursement	0.00	134,916.25	50,000.00	84,916.25	269.83%
Total 4000 · Revenue	271,837.89	7,780,191.09	7,892,314.00	-112,122.91	98.58%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	277,322.90	2,608,495.48	3,902,338.00	-1,293,842.52	66.84%
5070 · Board Members	0.00	2,000.00	4,875.00	-2,875.00	41.03%
5080 · Overtime	47,588.23	517,375.88	437,000.00	80,375.88	118.39%
5082 · Longevity Incentive	952.53	8,610.06	7,054.00	1,556.06	122.06%
5083 · Leave Payoff	0.00	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	1,725.00	13,500.00	35,930.00	-22,430.00	37.57%
5086 · Preceptor Pay	0.00	300.00	1,200.00	-900.00	25.0%
5090 · Volunteer Program	1,843.98	17,215.17	85,750.00	-68,534.83	20.08%
5110 · Payroll Tax Soc. Sec. (FICA)	24,487.02	223,721.01	346,637.00	-122,915.99	64.54%
5115 · State Unemployment Tax (SUTA)	320.07	3,028.52	5,053.00	-2,024.48	59.94%
5119 · Workers' Compensation Tax	92.52	778.53	2,307.00	-1,528.47	33.75%
5120 · Workers' Compensation	0.00	121,063.47	230,000.00	-108,936.53	52.64%
5125 · Health and Dental Insurance	74,260.73	553,141.20	869,350.00	-316,208.80	63.63%
5126 · Medical Savings Plan (HRA Veba)	9,750.00	78,500.00	123,000.00	-44,500.00	63.82%
5127 · Cafeteria Plan Administration	50.00	325.00	1,400.00	-1,075.00	23.21%
5130 · Life& Disability Insurance	2,066.75	18,544.58	39,616.00	-21,071.42	46.81%
5135 · Retirement (PERS)	90,113.67	895,661.21	1,352,987.00	-457,325.79	66.2%
5137 · Deferred Compensation Match	6,523.76	56,535.69	95,244.00	-38,708.31	59.36%
5210 · Physical Exams	365.00	1,455.00	20,035.00	-18,580.00	7.26%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	537,462.16	5,221,771.51	7,655,976.00	-2,434,204.49	68.21%
6000 · Materials and Services					
6010 · General Operating Expense	3,103.56	-3,502.87	17,350.00	-20,852.87	-20.19%
6015 · Dispatch 911	60,861.95	279,510.00	372,680.00	-93,170.00	75.0%
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	0.00	5,394.74	7,000.00	-1,605.26	77.07%
6035 · Apparatus Maintenance(Vehicles)	15,889.41	54,204.35	68,000.00	-13,795.65	79.71%
6040 · Equipment Maintenance	24.99	21,642.40	25,425.00	-3,782.60	85.12%
6062 · Furniture	300.00	7,883.32	14,500.00	-6,616.68	54.37%

Keizer Fire District Financial Report- All

	02/28/2023				
	Feb 23	YTD	Budget	\$ Over Budget	% of Budget
6070 · Small Tools & FF Equip/Supplies	3,432.69	18,928.77	19,750.00	-821.23	95.84%
6073 · Building & Grounds Maintenance	4,672.25	75,743.18	87,250.00	-11,506.82	86.81%
6074 · Building Improvements	0.00	17,015.03	66,000.00	-48,984.97	25.78%
6075 · Radio Maintenance	0.00	33,146.10	51,800.00	-18,653.90	63.99%
6080 · Ladder & Hose Testing	0.00	7,844.86	8,840.00	-995.14	88.74%
6100 · Turnouts & Prot. Equipment	1,443.19	15,617.33	47,800.00	-32,182.67	32.67%
6137 · Uniforms	4,195.05	30,307.35	34,500.00	-4,192.65	87.85%
6145 · Supplies	636.50	8,048.69	12,000.00	-3,951.31	67.07%
6160 · Public Ed / Fire Prevention	137.01	3,577.20	13,200.00	-9,622.80	27.1%
6180 · Medical Supplies	8,272.71	100,851.60	120,000.00	-19,148.40	84.04%
6200 · District Meetings	86.25	696.67	1,500.00	-803.33	46.45%
6210 · District Events	0.00	925.64	9,600.00	-8,674.36	9.64%
6300 · Utilities	6,421.83	36,963.75	55,250.00	-18,286.25	66.9%
6400 · Fuel Expense	469.09	5,200.87	45,750.00	-40,549.13	11.37%
6505 · Communications	1,459.59	15,188.59	27,650.00	-12,461.41	54.93%
6600 · Training	4,822.40	45,053.73	63,500.00	-18,446.27	70.95%
6605 · Training Supplies	0.00	2,439.25	4,900.00	-2,460.75	49.78%
6620 · Water Rescue	0.00	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	793.86	41,201.40	56,816.00	-15,614.60	72.52%
6707 · Office Supplies	277.51	1,956.48	7,600.00	-5,643.52	25.74%
6710 · Insurance & Fidelity Bond	52,402.00	58,054.00	54,900.00	3,154.00	105.75%
6715 · Publicity/Advertising	300.00	2,462.00	6,950.00	-4,488.00	35.42%
6720 · Printing and Publishing	0.00	313.95	4,600.00	-4,286.05	6.83%
6727 · Dues/Subscriptions/Fees-Career	57,514.47	282,687.91	210,160.00	72,527.91	134.51%
6750 · Other Professional Services	3,157.80	58,142.39	113,200.00	-55,057.61	51.36%
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	230,674.11	1,301,617.29	2,036,203.00	-734,585.71	63.92%
7000 · Capital Outlay	0.00	5,768.34	70,000.00	-64,231.66	8.24%
8200 · Bond Capital Projects Expend.	7,069.34	24,352.12	155,363.00	-131,010.88	15.67%
9000 · Transfers and/or Miscellaneous	-132,000.00	0.00	951,250.00	-951,250.00	0.0%
Total Expense	643,205.61	6,553,509.26	10,868,792.00	-4,315,282.74	60.3%

Keizer Fire District
General Fund- Admin
02/28/2023

	<u>Feb 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	16,190.40	418,240.09	435,403.00	-17,162.91	96.06%
5070 · Board Members	0.00	1,800.00	4,875.00	-3,075.00	36.92%
5080 · Overtime	0.00	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)	1,218.70	16,705.99	35,874.00	-19,168.01	46.57%
5115 · State Unemployment Tax (SUTA)	15.93	275.35	515.00	-239.65	53.47%
5119 · Workers' Compensation Tax	2.80	29.94	220.00	-190.06	13.61%
5120 · Workers' Compensation	0.00	127,095.10	230,000.00	-102,904.90	55.26%
5125 · Health and Dental Insurance	4,820.70	27,245.96	44,613.00	-17,367.04	61.07%
5126 · Medical Savings Plan (HRA Veba)	500.00	4,750.00	9,000.00	-4,250.00	52.78%
5127 · Cafeteria Plan Administration	50.00	325.00	1,400.00	-1,075.00	23.21%
5130 · Life& Disability Insurance	121.31	1,127.48	4,357.00	-3,229.52	25.88%
5135 · Retirement (PERS)	35,060.58	354,787.14	535,052.00	-180,264.86	66.31%
5137 · Deferred Compensation Match	836.25	10,142.70	25,032.00	-14,889.30	40.52%
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	58,816.67	984,598.73	1,358,441.00	-373,842.27	72.48%
6000 · Materials and Services					
6010 · General Operating Expense	198.36	3,195.57	17,350.00	-14,154.43	18.42%
6015 · Dispatch 911	60,861.95	279,510.00	372,680.00	-93,170.00	75.0%
6025 · Civil Service Expense	0.00	4,884.74	7,000.00	-2,115.26	69.78%
6062 · Furniture	300.00	7,883.32	14,500.00	-6,616.68	54.37%
6073 · Building & Grounds Maintenance	4,672.25	75,743.18	87,250.00	-11,506.82	86.81%
6074 · Building Improvements	0.00	17,015.03	66,000.00	-48,984.97	25.78%
6145 · Supplies	636.50	8,048.69	12,000.00	-3,951.31	67.07%
6200 · District Meetings	86.25	696.67	1,500.00	-803.33	46.45%
6210 · District Events	0.00	925.64	9,600.00	-8,674.36	9.64%
6300 · Utilities	6,421.83	36,963.75	55,250.00	-18,286.25	66.9%
6505 · Communications	1,459.59	15,188.59	27,650.00	-12,461.41	54.93%
6704 · Computer/Network Expenses	793.86	41,201.40	56,816.00	-15,614.60	72.52%
6707 · Office Supplies	277.51	1,956.48	7,600.00	-5,643.52	25.74%
6710 · Insurance & Fidelity Bond	52,402.00	58,054.00	54,900.00	3,154.00	105.75%
6715 · Publicity/Advertising	300.00	2,462.00	6,450.00	-3,988.00	38.17%
6720 · Printing and Publishing	0.00	313.95	4,600.00	-4,286.05	6.83%
6727 · Dues/Subscriptions/Fees-Career	68.25	11,557.78	13,265.00	-1,707.22	87.13%
6750 · Other Professional Services	3,157.80	53,142.39	103,200.00	-50,057.61	51.5%
6780 · Election Expense	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 6000 · Materials and Services	131,636.15	618,743.18	932,611.00	-313,867.82	66.35%
Total 9000 · Transfers and/or Miscellaneous	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Expense	190,452.82	1,603,341.91	2,391,052.00	-787,710.09	67.06%

Keizer Fire District
General Fund- Fire
02/28/2023

	<u>Feb 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	176,000.22	1,433,227.69	2,375,821.00	-942,593.31	60.33%
5080 · Overtime	38,080.08	362,553.10	250,000.00	112,553.10	145.02%
5082 · Longevity Incentive	839.99	6,832.42	6,449.00	383.42	105.95%
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	1,275.00	10,050.00	22,500.00	-12,450.00	44.67%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	16,188.58	136,333.43	210,455.00	-74,121.57	64.78%
5115 · State Unemployment Tax (SUTA)	211.60	1,825.73	3,026.00	-1,200.27	60.34%
5119 · Workers' Compensation Tax	54.39	432.56	1,265.00	-832.44	34.19%
5125 · Health and Dental Insurance	41,462.61	335,524.86	508,854.00	-173,329.14	65.94%
5126 · Medical Savings Plan (HRA Veba)	5,500.00	41,500.00	69,000.00	-27,500.00	60.15%
5130 · Life& Disability Insurance	1,172.99	9,065.69	23,344.00	-14,278.31	38.84%
5135 · Retirement (PERS)	43,238.64	394,392.25	551,545.00	-157,152.75	71.51%
5137 · Deferred Compensation Match	4,333.53	34,263.12	56,672.00	-22,408.88	60.46%
5210 · Physical Exams	365.00	1,455.00	5,975.00	-4,520.00	24.35%
Total 5000 · Personal Services	328,722.63	2,814,823.06	4,129,506.00	-1,314,682.94	68.16%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	5,031.23	25,892.18	37,000.00	-11,107.82	69.98%
6040 · Equipment Maintenance	24.99	11,193.40	8,500.00	2,693.40	131.69%
6070 · Small Tools & FF Equip/Supplies	967.96	10,872.12	10,750.00	122.12	101.14%
6075 · Radio Maintenance	0.00	31,972.40	51,800.00	-19,827.60	61.72%
6080 · Ladder & Hose Testing	0.00	7,505.37	8,840.00	-1,334.63	84.9%
6100 · Turnouts & Prot. Equipment	1,443.19	15,617.33	47,800.00	-32,182.67	32.67%
6137 · Uniforms	4,195.05	30,307.35	33,000.00	-2,692.65	91.84%
6160 · Public Ed / Fire Prevention	137.01	3,577.20	13,200.00	-9,622.80	27.1%
6400 · Fuel Expense	469.09	4,873.16	28,500.00	-23,626.84	17.1%
6600 · Training	0.00	16.99	0.00	16.99	100.0%
6620 · Water Rescue	0.00	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	8,139.95	13,320.00	-5,180.05	61.11%
Total 6000 · Materials and Services	12,268.52	153,220.06	267,710.00	-114,489.94	57.23%
7000 · Capital Outlay	0.00	5,768.34	10,000.00	-4,231.66	57.68%
Total Expense	340,991.15	2,973,811.46	4,407,216.00	-1,433,404.54	67.48%

Keizer Fire District
General Fund- EMS
02/28/2023

	Feb 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	73,015.62	660,094.42	945,719.00	-285,624.58	69.8%
5080 · Overtime	9,508.15	152,014.51	175,000.00	-22,985.49	86.87%
5082 · Longevity Incentive	112.54	1,777.64	605.00	1,172.64	293.83%
5083 · Leave Payoff	0.00	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	375.00	2,625.00	11,630.00	-9,005.00	22.57%
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)	6,166.30	62,820.61	87,354.00	-24,533.39	71.92%
5115 · State Unemployment Tax (SUTA)	80.60	821.17	1,326.00	-504.83	61.93%
5119 · Workers' Compensation Tax	32.58	297.00	770.00	-473.00	38.57%
5125 · Health and Dental Insurance	25,716.84	169,767.08	288,734.00	-118,966.92	58.8%
5126 · Medical Savings Plan (HRA Veba)	3,500.00	30,250.00	42,000.00	-11,750.00	72.02%
5130 · Life& Disability Insurance	693.95	7,723.41	10,478.00	-2,754.59	73.71%
5135 · Retirement (PERS)	9,392.14	126,349.38	222,773.00	-96,423.62	56.72%
5137 · Deferred Compensation Match	309.02	3,770.19	1,000.00	2,770.19	377.02%
5210 · Physical Exams	0.00	0.00	3,155.00	-3,155.00	0.0%
Total 5000 · Personal Services	128,902.74	1,242,986.00	1,814,344.00	-571,358.00	68.51%
6000 · Materials and Services					
6010 · General Operating Expense	2,905.20	-6,698.44	0.00	-6,698.44	100.0%
6035 · Apparatus Maintenance(Vehicles)	10,858.18	25,484.66	31,000.00	-5,515.34	82.21%
6040 · Equipment Maintenance	0.00	10,449.00	16,925.00	-6,476.00	61.74%
6070 · Small Tools & FF Equip/Supplies	2,464.73	8,056.65	9,000.00	-943.35	89.52%
6180 · Medical Supplies	8,272.71	100,851.60	120,000.00	-19,148.40	84.04%
6400 · Fuel Expense	0.00	0.00	17,250.00	-17,250.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	57,446.22	256,112.88	174,510.00	81,602.88	146.76%
6750 · Other Professional Services	0.00	5,000.00	10,000.00	-5,000.00	50.0%
Total 6000 · Materials and Services	81,947.04	399,256.35	378,685.00	20,571.35	105.43%
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	78,849.78	1,642,242.35	2,203,029.00	-560,786.65	74.55%

Keizer Fire District
General Fund- Training
02/28/2023

	<u>Feb 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	12,116.66	96,933.28	145,395.00	-48,461.72	66.67%
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	600.00	900.00	-300.00	66.67%
5090 · Volunteer Program	1,843.98	17,215.17	85,750.00	-68,534.83	20.08%
5110 · Payroll Tax Soc. Sec. (FICA)	913.44	7,860.98	12,954.00	-5,093.02	60.68%
5115 · State Unemployment Tax (SUTA)	11.94	106.27	186.00	-79.73	57.13%
5119 · Workers' Compensation Tax	2.75	19.03	52.00	-32.97	36.6%
5125 · Health and Dental Insurance	2,260.58	20,603.30	27,149.00	-6,545.70	75.89%
5126 · Medical Savings Plan (HRA Veba)	250.00	2,000.00	3,000.00	-1,000.00	66.67%
5130 · Life& Disability Insurance	78.50	628.00	1,437.00	-809.00	43.7%
5135 · Retirement (PERS)	2,422.31	20,132.44	43,617.00	-23,484.56	46.16%
5137 · Deferred Compensation Match	1,044.96	8,359.68	12,540.00	-4,180.32	66.66%
5210 · Physical Exams	0.00	0.00	10,505.00	-10,505.00	0.0%
Total 5000 · Personal Services	21,020.12	185,195.35	353,685.00	-168,489.65	52.36%
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	4,822.40	44,517.62	63,500.00	-18,982.38	70.11%
6605 · Training Supplies	0.00	1,821.95	4,900.00	-3,078.05	37.18%
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	4,822.40	53,216.87	80,465.00	-27,248.13	66.14%
Total Expense	25,842.52	238,412.22	434,150.00	-195,737.78	54.92%

Keizer Fire District
Reserve Fund
02/28/2023

	<u>Feb 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	<u>316.02</u>	<u>1,812.61</u>	<u>750.00</u>	<u>1,062.61</u>	<u>241.68%</u>
Total 4000 · Revenue	<u>316.02</u>	<u>1,812.61</u>	<u>750.00</u>	<u>1,062.61</u>	<u>241.68%</u>
9050 · Transfer In From General Fund	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>-100,000.00</u>	<u>0.0%</u>
Total Income	<u>316.02</u>	<u>1,812.61</u>	<u>100,750.00</u>	<u>-98,937.39</u>	<u>1.8%</u>
Expense					
7000 · Capital Outlay					
7010 · Fire/Rescue Equipment	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
7040 · Land/Bldg Improvement	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
Total 7000 · Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>-50,000.00</u>	<u>0.0%</u>
9000 · Transfers and/or Miscellaneous					
9034 · Reserved for Future Expenditure	<u>0.00</u>	<u>0.00</u>	<u>151,250.00</u>	<u>-151,250.00</u>	<u>0.0%</u>
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>151,250.00</u>	<u>-151,250.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>201,250.00</u>	<u>-201,250.00</u>	<u>0.0%</u>

Keizer Fire District
Capital Projects Fund
02/28/2023

	<u>Feb 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	2,369.71	13,481.22	2,000.00	11,481.22	674.06%
4150 · Miscellaneous	0.00	0.00	0.00	0.00	0.0%
Total 4000 · Revenue	<u>2,369.71</u>	<u>13,481.22</u>	<u>2,000.00</u>	<u>11,481.22</u>	<u>674.06%</u>
Expense					
8200 · Bond Capital Projects Expend.					
8210 · Equipment	7,069.34	24,352.12	105,363.00	-81,010.88	23.11%
8240 · Staff/Misc. Vehicles	0.00	0.00	50,000.00	-50,000.00	0.0%
Total 8200 · Bond Capital Projects Expend.	<u>7,069.34</u>	<u>24,352.12</u>	<u>155,363.00</u>	<u>-131,010.88</u>	<u>15.67%</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>7,069.34</u>	<u>24,352.12</u>	<u>855,363.00</u>	<u>-831,010.88</u>	<u>2.85%</u>

Keizer Fire District
Bond Repayment Fund
02/28/2023

	<u>Feb 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	0.00	353,791.50	358,447.00	-4,655.50	98.7%
4020 · Taxes, Prior Year	0.00	3,648.55	2,000.00	1,648.55	182.43%
4140 · Interest & Dividends	<u>936.94</u>	<u>3,107.25</u>	<u>500.00</u>	<u>2,607.25</u>	<u>621.45%</u>
Total 4000 · Revenue	<u>936.94</u>	<u>360,547.30</u>	<u>360,947.00</u>	<u>-399.70</u>	<u>99.89%</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	<u>0.00</u>	<u>70,866.00</u>	<u>141,732.00</u>	<u>-70,866.00</u>	<u>50.0%</u>
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

March 2023

Activities and Projects:

➤ 2023 Keizer Fire District Operating Levy:

- We have received a legal timeline for the upcoming levy renewal. We are continuing to work through a five-year budget forecast that will determine needed levy rates and funding requirements.
- 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 voter's pamphlet.
 - August 18 – September 7 – Appeal period for anyone wishing to contest the ballot title.
- We met with Chuck Adams of New Media Northwest and discussed the timeline and next steps for the levy. We will be moving forward with voter polling and plan to have the poll results presented at the April Board Meeting. The poll results will help us determine the levy rate and give us an idea of the level of support from our voters.
- We continue to work on a financial forecast to ensure the levy rates meet the needs and keep up with the growth of the fire district.

➤ Fire Adapted Home: Fire Agency Outreach Investment Pilot Project

- We have been awarded \$10,000 through the Office of the Oregon State Fire Marshal. The award is to be used for education and methods of prevention with respect to wildfire risk, defensible space, and community preparedness for wildfires. Staff is currently working through ideas for the project to determine the best use of the award. The statement of work is still being modified and updated by OSFM. We expect a final statement of work to be completed soon; this will lay out the guidelines of the project and will help to guide our final decision on how to best use the money for Keizer Fire District.

➤ Budget Committee Openings:

- We have received Budget Committee applications from Jennifer Palanuk and Don McBride. Both applicants have confirmed that they will be at the March Board Meeting to be appointed to the budget committee. Thank you to both applicants for their willingness to serve in this essential role. The first budget meeting is tentatively scheduled for May 17, 2023.

➤ Community Hands-Only CPR Classes

- As mentioned at the last Board meeting, we will offer quarterly hands-on 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 is tentatively scheduled for April 12th. I am excited to be offering this essential lifesaving skill to the community once again.

➤ KFD/MCFD#1 Intergovernmental Agreement

- We are working to develop an IGA related to the joint use of MCFD#1 station 6. An IGA should be ready for review and approval at the April Board Meeting.
- We are still moving forward and plan to move Medic 36 to MCFD#1 station 6 on April 3, 2023. There are still some small details to work out, we are moving forward cautiously and taking time to assure we address all of the issues and concerns. As we have discussed previously, this will be of huge benefit to Keizer Fire District, offering us much-needed space for apparatus and personnel as well as improved response in the north end of our fire district.

➤ Interagency Relations:

- I continue to have ongoing meetings with the Marion County Fire District #1 Fire Chief with discussions on being good neighbors and good partners.
- I attended the initial strategic planning meeting at the City of Keizer. There were some good takeaways to use in our future strategic plan.
- I attended two city council meetings this month, we continue to work to build good relationships with our partners in the City of Keizer.
- I attended the State of the County address with Director Busch and Deputy Chief Lee from Marion County Fire District #1.
- I attended the Keizer Neighborhood Associations meeting. All five of the neighborhood associations in Keizer were represented.
- I attended the State of the City address with Director Busch and Chief McMann from Marion County Fire District #1.

➤ Future Fire Station Funding Options

- We are continuing 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. Information on alternate plans is still coming in, at this time it looks like the equivalent plan through the Standard Insurance Co. will be the best fit for us.

➤ BC Succession Planning:

- AIC BC Brozovich continues to work through her position task book while learning the BC role. The current 3-month rotation will be from 2/1/23 through 4/30/23. AIC BC Brozovich is focusing her 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. AIC BC Brozovich has also taken on the “Burn to Learn” where we will have live fire in an acquired structure. This labor-intensive project will ultimately result in 24 personnel from around Oregon gaining certification as Fire Investigators. After the completion of the fire investigation class, we will use the structure to gain valuable training and interior firefighting checkoffs for the certification of our personnel.

➤ Audit:

- The audit will not be ready to present to the board this month. 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 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 monthly.

- Some personnel will be moving shifts beginning in April. This will help our continued efforts to standardize shift consistency and help to standardize the way we operate.
 - We continue to evaluate and address long-standing concerns, ensuring we are addressing issues in an open and honest fashion.
 - We are working to develop an officer assessment tool that will offer current feedback on the leaders of the fire district. This will allow us to address any concerns as they arise and will offer current feedback on the performance of all district officers.
 - 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 February 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

March 2023 Board Meeting

- **Ambulance Billing Items:**

- Our February financial reports from Systems Design show \$663,651.70 in new charges for 326 billable calls. With a deposited revenue of \$199,583.47 and an A/R balance of \$1,247,376.26. Our net revenue from accounts in collections during December was \$317.54.

- **Capital FireMed Program Revenue:**

- February report for Capital Fire Med memberships revenue was \$1,715.00 with 24 memberships.
- January report for Capital Fire Med memberships revenue was \$4,025.00 with 57 memberships.
- December report for Capital Fire Med memberships revenue was \$3,150.00 with 45 memberships.
- GEMT-CCO Program Expansion: I attended a video meeting on March 3rd, 2023 for the 2023 program. Not much to report other than I have applied, signed the application and waiting for approval to move forward. More to come in April.

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

February 2023

Activity by Level of Service – Count / Gross Charges:

ALS-1 E	245 =	501,188.70
ALS-1 NE	00 =	000.00
ALS-2	11 =	22,805.20
BLS-E	67=	136,047.80
BLS-NE	01=	1,850.00
TNT	02=	1,760.00
Total:	326=	\$663,651.70

Activity by Unit – Count / Gross Charges:

M35	117=	238,467.60
M36	147=	301,636.50
M37	53=	107,524.20
M38	07=	14,263.40
E355	02=	1,760.00
Total:	326 =	\$663,651.70

Patients evaluated and not transported: 81 KPD - 3	KFD- 77, MCFD- 0, SFD- 1, POLK – 0,
Cancellations Prior To Or Upon Arrival: 26	KFD – 13, MCF- 0, SFD- 10, PD - 3
Public Service / Persons in Distress: 31	KFD - 31, MCFD - 0, SFD - 0
Extra Attendant During Transport Fee:04	@ \$89 = \$356.00
Patient Transport Mileage:1882.9	@ \$33 = \$62,135.70

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

Keizer Fire District EMS Billing History

[illegible]

Keizer Fire District EMS Billing History

Revenue	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Jul	81,980	65,462	78,953	129,662	74,283	155,355	110,689	166,008	180,606
Aug	89,066	139,003	165,993	181,478	132,266	166,988	139,090	179,545	173,584
Sep	109,780	58,709	59,543	135,854	105,684	101,381	117,413	169,364	218,124
Oct	115,625	53,203	214,632	130,546	210,423	130,058	165,592	194,548	176,634
Nov	96,778	79,701	109,023	120,833	135,352	144,771	127,517	162,399	130,791
Dec	111,556	76,590	79,285	145,891	88,244	165,431	139,785	156,483	171,846
Jan	88,587	83,245	114,791	147,772	111,902	145,160	143,117	189,756	200,895
Feb	73,696	147,370	37,550	172,111	141,727	135,067	130,182	171,588	199,583
Mar	131,954	85,784	95,970	164,984	164,707	131,067	175,461	187,941	
Apr	93,127	186,135	111,930	165,746	139,272	145,583	165,619	182,346	
May	112,130	93,132	150,894	170,324	157,801	150,025	155,776	161,055	
Jun	96,021	97,402	166,705	136,241	130,353	143,060	157,321	183,020	
Total	1,200,300	1,165,735	1,385,269	1,801,442	1,592,014	1,713,946	1,727,562	2,104,053	1,452,063
Mon/Avg	100,025	97,145	115,439	150,120	132,668	142,829	143,964	175,338	177,095
Variance	38%	-3%	19%	30%	-13%	8%	1%	22%	7%
Note: The above deposits do not include collection agency funds received on delinquent accounts.									
* Payments made on Salem billed claims after 11/2013 are not included in deposits listed above.									
Salem deposited revenue listed prior to 11/2013 is after deducting billing charges & issued refunds.									
IMX began submitting Keizer claims on 9/11/2013. Collection revenue is not recorded in IMX reports.									
SDW began submitting Keizer claims on 1/1/2017, first bill sent 2/17/2017. No collection revenue incl.									
KFD fees increased 7/1/2016 by 1.19%									
KFD fees increased 7/1/2017 by 2.58%									
KFD fees increased 7/1/2018 by 2.31%									
KFD fees increased 7/1/2019 by 3.70%									
KFD fees increased 7/1/2020 by 12.93%									
KFD fees increased 7/1/2021 by 12.24%									
KFD fees increased 12/21/2022 by 12.2%									

TRAINING SAFETY AND HEALTH DIVISION

February 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)

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

Oregon Volunteer Firefighter Network (member)

No meeting scheduled

Fire District Student and RV Programs

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

Resigned, Dismissed, Retired

A. Rice

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

EMS Stroke and Heart conference

MGT412 Large venue evac & protection actions

SDAO conference

S215 Wildland

S330 Wildland

TRAINING SAFETY AND HEALTH DIVISION
February 2023

March:

Independent study (Target Solutions):

- ☐ Review inner/outer circle PowerPoint
- ☐ Review hybrid vehicle PowerPoint
- ☐ As a Team Review RFP Vehicle Extrication

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

- ☐ All ranks demonstrate scenario-based extrication techniques:
 - Vehicle stabilization
 - Door pop/removal
 - Dash roll
 - Roof removal
- ☐ All ranks demonstrate proficiency in and knowledge of maintenance of:
 - Hurst extrication tools
 - Z-struts
 - Step chalk
 - Circular saw
 - Sawzall
- ☐ Demonstrate proficiency of incident command during extrication (Officers only)

EMS:

- ☐ PHTLS
- ☐ Rapid extrication
- ☐ Spinal immobilization
- ☐ Splinting

Officer Specifics:

- ☐ Review Disciplinary process Policy 6.11/6.11 (a); Review right to representation.
- ☐ Review initial 360 objectives; perform for BC on three high risk buildings within district.

Respectively submitted by the Training Committee;

TRAINING SAFETY AND HEALTH DIVISION
February 2023

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

TRAINING SAFETY AND HEALTH DIVISION

February 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. Cook, Steven | 807 (P) |
| 36. Leaton, Dakota | 808 (P) |
| 37. Miley, Eric | 789 (P) |
| 38. Santoyo, Christina | 804 (P) |

Volunteer Firefighters

- | | |
|-----------------------|---------|
| 39. Fuller, Darrell | 750 |
| 40. Goodman, Reed | 805 |
| 41. Grant, Ariana | 803 (B) |
| 42. Keasler, Katrina | 806 |
| 43. MacPherson, Jacob | 784 |
| 44. McCullough, Evan | 801(B) |
| 45. McNeely, Nathan | 752 (B) |
| 46. Ragsdale, Brandon | 800 (B) |
| 47. Riordan, Trevor | 790 (B) |
| 48. Sorenson, Erik | 774 (B) |

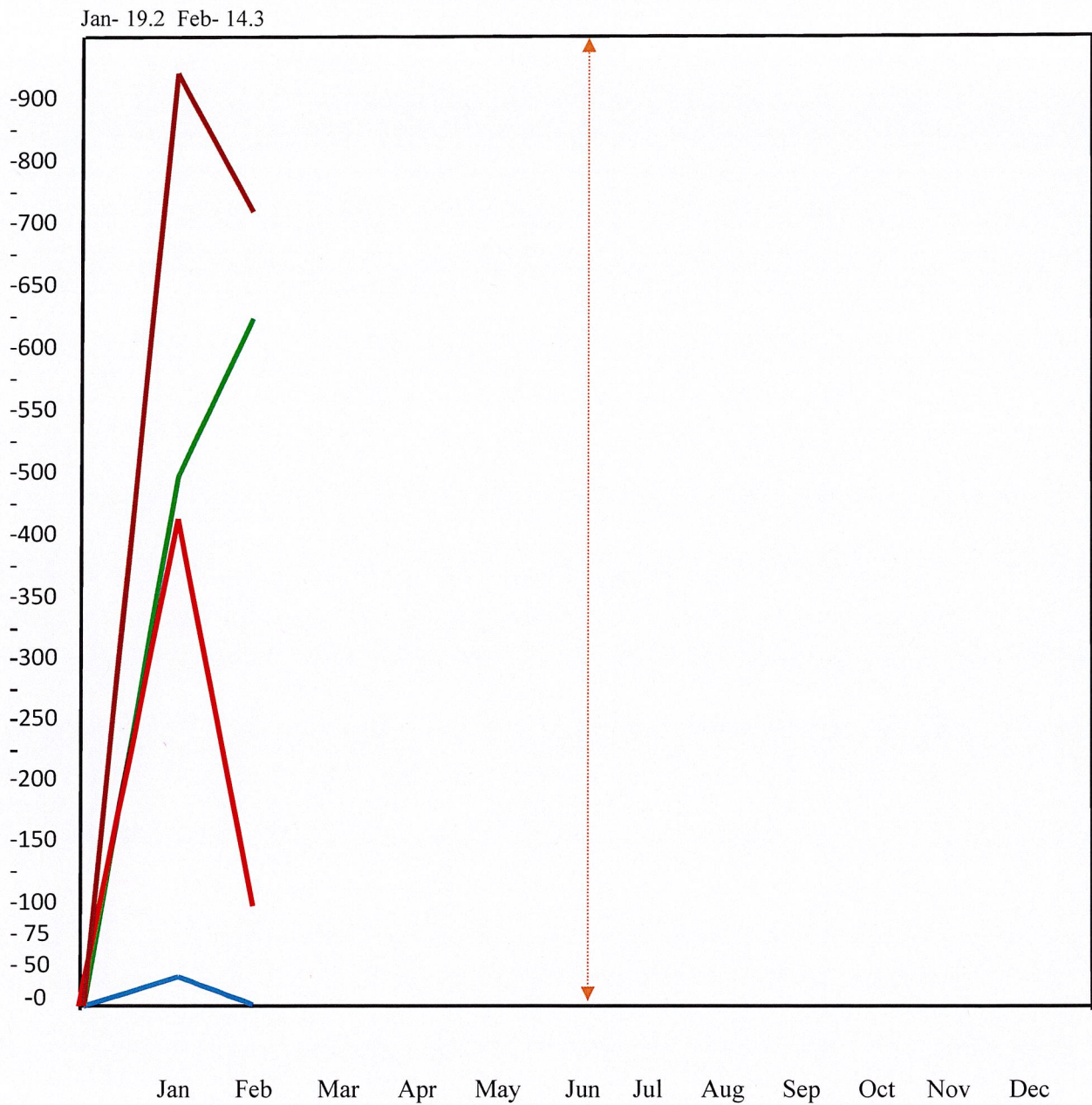
Administrative

- | | |
|---------------------------|-----|
| 49. Lynette Komp | 723 |
| 50. Sunderland, Jacquelyn | 782 |
| 51. Rutter, Josh | 690 |

Fire Prevention/ Public Ed.

- | | |
|------------------------|---------|
| 52. Storms, Anne-Marie | 610 (B) |
|------------------------|---------|

TRAINING SAFETY AND HEALTH DIVISION February 2023



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
KVFA-BM	20	0										
Training	476	618										
Other	410	99										
Total	906											

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

OPERATIONS MONTHLY REPORT

MARCH 2023

February 2023 Total Incidents – 535
YTD – 1046

February 2022 Total Incidents – 474
YTD – 1094

February 2021 Total Incidents – 549
YTD – 859

Continuous Code 3 “ALL” <= 6 minutes – 55, Average Response Time: 00:04:07

Continuous Code 3 “ALL” > 6 minutes – 3, Average Response Time: 00:06:54

Inc #	Address	Call Type	Shift	T.O.D.	Reason
586	700 Blk Plymouth Dr N	EMS	C	12:05 PM	Traffic
643	2500 Blk Jorie Ln NE	Crash	A	3:11 PM	Traffic
749	2400 Blk Aldine Dr NE	EMS	A	7:53 PM	Poor Turnout Time

FEBRUARY 2023 RESPONSE TIME STANDARD – 94.9%

YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 94.6%

Projects:

- Operational Staffing: We began the month down two FTE's and one Single Role Paramedic resigned to further their career at Corvallis Fire Department. Two of our Single Role Paramedics have been working hard to get their Firefighter I certificates so that they can move to the role of Firefighter/Paramedic. By the end March both Single Role Paramedics will be moved to their new positions.

At the beginning of the month we hired Christina Santoyo as a Single Role Paramedic. She comes from AMR with over 20 years of private ambulance experience.

On March 13th, Cody Leaton joined us as a Single Role Paramedic, he comes from Falck Ambulance and brings five years of private ambulance experience.

At the beginning of April, Steve Cook will join us, also as a Single Role Paramedic. He brings us experience from multiple agencies, but most recently from Falck Ambulance where he has been for a little over two years.

These hires will bring us up to full staffing. We have retained the temporary Firefighter/EMT as well. They have been used to fill in for overtime slots, saving us a significant amount of money in overtime.

- WVCC CAD Replacement: We continue to move forward with the CAD replacement. The CAD implementation date is May 15th or 16th. With our move to co-staff the Clear Lake Fire Station, our plans to split the District to even out the medic unit workload has gone out the window. I will have to reprogram a significant portion of the response assignments that were previously done. Although this is time consuming, when the new CAD comes on line, we should have responses that will get the closest, appropriate apparatus to calls faster.
- Salem Hospital Divert: For the month of February, Salem Health did not go on divert to the best of my knowledge. With the Federal government winding down the pandemic response, there will be some changes at Salem Health that will cause patients to back up on floor units and in the emergency department (they are losing the waiver to staff a step down unit where they house patients that are soon to be discharged). This may necessitate the need to go on divert more often. We will continue to monitor.
- 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. A follow-up note, Metro West did lose their ambulance contract with Washington County, a contract they have held for around 30 years. The contract was given to AMR.

Other Events, Activities and Meetings:

- February 24th – Meeting with MCFD#1 Chiefs
- February 24th – EMS QI Meeting
- February 28th – Chief's Meeting
- March 1st – MCFD#1/KFD and WVCC Meeting regarding co-staffing Clear Lake
- March 2nd – Labor/Management Meeting
- March 14th – Meeting with Chuck Adams
- March 14th – WVCC Fire and EMS Services Meeting
- March 17th – ASA Meeting

Respectfully Submitted,

Brian Butler

Division Chief

MAINTENANCE MONTHLY REPORT

March 2023

Projects:

➤ Vehicle Maintenance Report:

Report of vehicle maintenance is attached below.

➤ New Utility Vehicle Purchase:

- We have received news from Ford; we will 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 and it does not make sense for us to purchase this vehicle at retail pricing at this time. We will try again once 2024 model-year vehicles are available.

➤ Facilities:

- Routine maintenance of apparatus and facilities continues to be completed by staff as time allows between calls.
- A Shift has replaced the carpet in the elevator, they saw it was not up to our standard and fixed the issue. Taking pride in our station and fixing problems, well done!

➤ Apparatus Maintenance:

- Paint repairs have been made to paint damage as a result of a not-at-fault traffic accident to vehicle 1601 (M37). This repair was paid for by the other party's insurance company.
- As we have transitioned our non-warranty related repair to Schurter Trucking, they have committed and since sent 3 of their technicians to Emergency Vehicle Technician (EVT) training. This will allow them to perform some of the more in-depth emergency vehicle repairs as well as routine apparatus repairs. We appreciate their willingness to take on the extra work and have their personnel certified to the appropriate levels.

➤ Ladder Truck:

- A/O Dryden was part of a mechanics conference held at the Brooks Training Center this month. Our ladder truck was used as part of the class and was inspected by mechanics, EVT's and at least one Pierce ladder truck engineer. Only a couple of small issues were found by all those professional eyes. We will be working on those repairs in-house. The ladder truck remains in service at this time.

VEHICLE MAINTENANCE REPORT

February 2023
(2/1/23-2/28/23)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes:</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	18	235	PM/DOT (O)
2002 (M36)	0	347	
1501 (M37)	0	0	
1601 (M38)	155	158	Paint Repair and PM/DOT (O)
<u>Engines</u>			
1711 (E355)	0	11	
1712 (E365)	32	45	Brake Repair (O)
2111 (E375)	0	0	
0411 (E385)	0	0	
<u>Other</u>			
9221 (L358)	0	0	
1731 (SQ359)	7	7	PM/DOT (O)
2141 (BR358)	0	129	
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)	0	0	
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

March 2023

Fire & Life Safety

Inspections/code issues

New construction is still booming with plans being submitted for review, pre-construction meetings, and fire testing during construction. I don't think we will be seeing this slow down anytime soon. This month I had several CCC students reach out to shadow me on inspections as part of their fire codes class. It's fun to help them apply what they have learned in class in a practical setting.

Community Outreach

Car Seats –On March 14th we hosted our second 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 16 seats. Outside of the clinic I installed nine seats.

Community Education Classes – Keizer Elementary 4th graders invited me to speak to their classes. Over the course of two days they learned about Keizer Fire, general fire safety and asked lots of great questions.

On March 15th I taught four CCMS classes Hands Only CPR and one class an overview of First Aide. Teaching at CCMS Health Classes has become a tradition each term as the students takes their 7th grade Health Class.

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

Training

The Marion-Polk Fire Investigation Class is coming along. Over the last couple of weeks, we have been prepping the house with drywall and planning the burn rooms. There are currently 20 students enrolled with room for 4 more.

Upcoming Events –

- April 1 and 2 – Fire Investigation Class
- April 12 – Community Hands Only CPR Class
- April 26-May 10 – Vacation
- May 9th – Car Seat Clinic – 4-6pm
- May 20th- 75th Anniversary Celebration
- May 22-25 – Oregon Fire Marshals Association Conference

Meetings Attended

- 2/28 – OFMA Board Meeting
- 2/28 – Pre-Ap
- 3/1 – read Across America at Kennedy
- 3/7 – Dry Wall “Party” at Burn House

- 3/7 – Pre-ap
- 3/8 – Classroom Presentation at Cummings Elm.
- 3/8 – Meeting with Civic Center Employees
- 3/9 – Keizer Neighborhood Association Meeting
- 3/14 – Classroom Presentations at Keizer Elm.
- 3/14 – Car Seat Clinic
- 3/15 – OLST Advisory Meeting
- 3/16 – Keizer Elm. Construction Meeting
- 3/16 – CCMS Hands Only CPR

Fire Investigations

- None