

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

**REGULAR BOARD MEETING**

December 20, 2022

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

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

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

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

**Minutes:**

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

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

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

**Organizational Input**

IAFF Local 3881 – None

KVFA- None

**Old Business**- None

**Reports**

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

**Board Member Reports** –

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

#### **Chief/Staff Reports –**

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

#### **New Business-**

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

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

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

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

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

Respectfully submitted,



Colleen Busch  
Secretary