

**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.

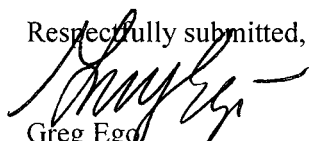
Good of the Order

- 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