

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
April 18, 2023

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7:00 p.m. Call to Order

Pledge of Allegiance

Roll Call:

Approve Minutes:

Special Board Meeting Minutes March 3, 2023

Board Meeting Minutes March 21, 2023

Special Board Meeting Minutes March 24, 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. Matrix & Sikora Report Update Information
 - The Board will be updated on the progress of identified areas needing to be improved.

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. IGA Agreement with MCFD #1 Information/Action
 - The Board will review the Intergovernmental Agreement (IGA) with Marion County Fire District #1
2. Levy Update Information
 - The Board will be updated on the progress on the upcoming levy.
3. Auditor RFP Information/Action
 - The Board will review the Finance Committee's recommendation for an Auditor, and will make a motion to appoint an Auditor for Fiscal Years 2023-2024, 2024-2025 and 2025-2026.
4. Keizer Fire District 75th Anniversary Information
 - The Board will be updated on the upcoming 75th Anniversary.
5. Fire Chief Contract Information/Action
 - The Board will review the contract for the Fire Chief and will make a motion to approve or amend the contract.
6. Audit Review
 - The Finance Committee will review the 2021-2022 FY audit results.

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
Budget Committee Meeting

May 16, 2023 @ 7:00 pm
May 17, 2023 @ 5:30 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
Don McBride	12/31/2025
Patti Tischer	12/31/2024
Jennifer Palanuke	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**

**SPECIAL BOARD MEETING
March 3, 2023**

Call to Order – President Joe Van Meter called the meeting to order at 1:00 p.m.

Roll Call –Those present at the Board meeting included: President Chet Patterson, Directors: Joe Van Meter, Betty Hart, Greg Ego, and Colleen Busch, Finance Officer Lyn Komp, SDAO Gordon Sletmoe

Guest Input – None

New Business

President Joe Van Meter closed the Special Board Meeting at 1:02pm and opened an executive session.

- At this time, the Board will hold an executive session pursuant to ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent. No final decisions will be made in executive session.

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An Executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public and under certain circumstances to the media also. The governing body is not allowed to take any final action or make any final decisions during the executive session. Any final action or decision can only be made after returning or at a next regularly scheduled meeting.

Under ORS 192.660(4) representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to cite the general subject of the session as previously announced.

The Special Board Meeting reconvened at 3:11pm.

1. President Joe Van Meter stated there was nothing to report.

Adjourn – President Joe Van Meter declared the meeting adjourned at 3:12pm.

Respectfully submitted,

Greg Ego
Secretary

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

REGULAR BOARD MEETING

March 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, Finance Officer Lyn Komp, DFM Anne-Marie Storms, EMS Billing & Records Manager Jacquelynn Sunderland, Captains Christina Wilson and Rachel Brozovich, Firefighter/Medics Kelby Frazier, SDAO Gordon Sletmoe, Attendees: Don McBride, Jennifer Palanuk, Mayor Cathy Clark, Kevin Clark and Baron Robison.

Minutes:

Regular Board Meeting: Chet Patterson made a motion to approve the minutes for February 21, 2023. Greg Ego seconded the motion. The motion carried unanimously.

Correspondence – None

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- None

Old Business-

- **Interview Process-** Gordon Sletmoe, with SDAO, stated that we started with four applicants to interview, and two of them withdrew. He then discussed the options for proceeding.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. We are 67% of the way through the fiscal year. We received almost \$200,000 in ambulance payments. We have received nearly 100% of the anticipated taxes. Overtime was normal. Personnel Services are at 68%. Materials & Services are under budget. Payments were made for dispatch and tuition payments. 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 stated she attended Coffee with Cathy and reported on the District. The City's 40th birthday is on June 16th and 17th. There will be an agriculture hub at Chemeketa Community College that will have a farmers market Wednesdays from 3:00-7:00pm. She also attended a meeting with Keizer United. KPD Lt. Andrew Copeland reported they are fully staffed, and overall crime rate is down. There will be a Blast Camp the week of July 17th.
- Colleen Busch stated she attended Coffee with Cathy, the City Council Meeting, Mayor's National Women's Week meeting, Marion County Commissioner Board members training, Chamber Greeters, Pre State of the City meeting with Keizer Neighborhood Associations, State of the County and Keizer Network of Women. She stated she spoke with the Marion County Commissioners regarding our ASA. At Chamber Greeters, she reported on where the District is going.

Chief/Staff Reports –

- Interim Fire Chief Ryan Russell- There will be a poll going out soon on the levy to see if an increase in the rate is supported. We received a \$10,000 grant from OSFM for wildfire education and risk reduction. We are looking at having a hands only CPR class on April 12th. The movement to Station 6 has slowed down. We are now looking at a May 1st start date and will have an IGA in place. There is continued work being done on looking for funding on the State and Federal level. Thank you to B.C. Rachel Brozovich for all her work done on the burn house. Thank you to DFM Anne-Marie Storms for her work on the fire investigation class. The fire investigation class is first weekend of April. The house will be burned on April 14th. There was a discussion on signage at Station 6. We will look into that after we have been there for 6 months and review how the program is running. We may be looking at moving the Mother's Day Breakfast to coincide with KeizerFest. There was a discussion on when the Board needs to get involved with the levy.

New Business-

- **Budget Committee Member Appointments-** The Board reviewed the Budget Committee applications. Greg Ego made a motion to appoint Don McBride to the Budget Committee. Colleen Busch seconded the motion. The motion carried unanimously. Colleen Busch made a motion to appoint Jennifer Palanuk to the Budget Committee. Betty Hart seconded the motion. The motion carried unanimously.
- **Sikora and Matrix Report Update:** Interim Fire Chief Ryan Russell gave a brief overview of items that have been worked on and completed. He also discussed a plan for upcoming items that still need to be worked on. Chet Patterson suggested creating a document of items that have been completed and items that are being worked on, then discuss them in a work session when the new Board of Directors is in place. After discussion, it was decided to keep the Sikora and Matrix Report Update on the agenda in old business.

President Joe Van Meter closed the Board Meeting at 8:16pm and opened an executive session.

- At this time, the Board will hold an executive session pursuant to ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent. No final decisions will be made in executive session.

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The Executive session adjourned at 8:40pm.

The Board Meeting reconvened at 8:41pm.

President Joe Van Meter stated it was decided that the interview process will proceed as originally planned with minor changes to times on the interview schedule.

Other Business – None

Good of the Order- None

Pay Bills – Greg Ego made a motion to pay the bills. Chet Patterson seconded the motion. The motion carried unanimously.

Adjourn – President Joe Van Meter declared the meeting adjourned at 8:42 pm.

Respectfully submitted,

Greg Ego
Secretary

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

SPECIAL BOARD MEETING

March 24, 2023

Call to Order – President Joe Van Meter called the meeting to order at 11:50 a.m.

Roll Call –Those present at the Board meeting included: President Chet Patterson, Directors: Joe Van Meter, Betty Hart, Greg Ego, and Colleen Busch, Finance Officer Lyn Komp, SDAO Gordon Sletmoe, Panelists: Captain Christina Wilson, Firefighter/Engineer Christopher Thorne, Firefighter/EMT Tim Coburn, Brian Loan, IT Analyst Josh Rutter, Keizer Times Lyndon Zaitz, KPD Chief John Teague, MCFD #1 Fire Chief Kyle McMann, KLSM Radio Jacqueline Smith, Retired Teacher Nancy Bauer

Guest Input – None

New Business

President Joe Van Meter closed the Special Board Meeting at 11:54am and opened an executive session.

- At this time, the Board will hold an executive session pursuant to ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent. No final decisions will be made in executive session.

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Under ORS 192.660(4) representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to cite the general subject of the session as previously announced.

The Executive session closed at 3:31pm. There was a short break.

The Special Board Meeting reconvened at 3:38pm.

Greg Ego made a motion that by Board consensus the we offer Ryan Russell the permanent job of Fire Chief of Keizer Fire District pending the completion of our employment agreement as we will have it in place by the April 18, 2023 Board Meeting that will stipulate starting dates. Colleen Busch seconded the motion. The motion carried unanimously.

President Joe Van Meter announced that Ryan Russell had accepted a conditional offer of employment pending the execution of an employment agreement acceptable to both parties. He also stated that all interview panels chose him for Fire Chief.

Betty Hart made a motion to approve the Personnel Committee to meet with Ryan Russell to negotiate the employment agreement. Chet Patterson seconded the motion. The motion carried unanimously.

Adjourn – President Joe Van Meter declared the meeting adjourned at 3:42pm.

Respectfully submitted,

Greg Ego
Secretary

4:33 PM

04/13/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							258,029.06
Check	03/01/2023	839	Keizer Fire District	Ambulance Revenue		255,000.00	3,029.06
Check	03/13/2023	840	Keizer Fire District	Ambulance Revenue		50,000.00	(46,970.94)
General Jour...	03/31/2023	1477		Ambulance Billing	213,861.29		166,890.35
Total 1011 · US Bank - Ambulance Billing					213,861.29	305,000.00	166,890.35
1012 · Columbia Bank - Checking							36,129.07
Bill Pmt -Check	03/01/2023	29636	All Star Health	PO #021423-0850		365.00	35,764.07
Bill Pmt -Check	03/01/2023	29637	Bob's Auto & Truck Pain...	PO #2023-041		3,794.96	31,969.11
Bill Pmt -Check	03/01/2023	29638	BoundTree	108812		1,277.46	30,691.65
Bill Pmt -Check	03/01/2023	29639	Central Refrigeration	Ice Machine Lease		150.00	30,541.65
Bill Pmt -Check	03/01/2023	29640	CIS Benefits	Dental Insurance- March		5,261.92	25,279.73
Bill Pmt -Check	03/01/2023	29641	De Lage Landen Financi...	Copier Lease		457.31	24,822.42
Bill Pmt -Check	03/01/2023	29642	Department of Consume...	Elevator Permit		197.12	24,625.30
Bill Pmt -Check	03/01/2023	29643	Killers Pest Control	Pest Control		90.00	24,535.30
Bill Pmt -Check	03/01/2023	29644	Life-Assist, Inc	PO #021723-2100		544.30	23,991.00
Bill Pmt -Check	03/01/2023	29645	LN Curtis & Sons, Inc	PO #2023-042		7,069.34	16,921.66
Bill Pmt -Check	03/01/2023	29646	Matrix Consulting Group	Management Audit		11,350.00	5,571.66
Bill Pmt -Check	03/01/2023	29647	MCFD #1	PO 011123-1000		50.00	5,521.66
Bill Pmt -Check	03/01/2023	29648	Northside Electric	PO #2022-214		4,060.13	1,461.53
Bill Pmt -Check	03/01/2023	29649	OHA	GEMT- CCO- Non-Federal Portion		41,912.24	(40,450.71)
Bill Pmt -Check	03/01/2023	29650	Peerless Chain	PO #2022-244		1,652.01	(42,102.72)
Bill Pmt -Check	03/01/2023	29651	Petro Card System Inc.	Gasoline		82.63	(42,185.35)
Bill Pmt -Check	03/01/2023	29652	Product Advantage LLC	PO #2023-039		119.95	(42,305.30)
Bill Pmt -Check	03/01/2023	29653	Salem, City of	Dispatch Fees		60,861.95	(103,167.25)
Bill Pmt -Check	03/01/2023	29654	SDAO	PO #010923-1219		230.00	(103,397.25)
Bill Pmt -Check	03/01/2023	29655	Skyline Ford, Inc.	PO #2023-038		63.52	(103,460.77)
Bill Pmt -Check	03/01/2023	29656	Sorenson, Erik	Tuition- Reimbursement		1,770.00	(105,230.77)
Bill Pmt -Check	03/01/2023	29657	Standard Insurance Co...	Life & Disability		2,066.75	(107,297.52)
Bill Pmt -Check	03/01/2023	29658	Staples Credit Plan	Office Supplies		215.94	(107,513.46)
Bill Pmt -Check	03/01/2023	29659	Stryker Sales Corporation			2,464.73	(109,978.19)
Bill Pmt -Check	03/01/2023	29660	OHA	GEMT- CCO- Administrative Fees		8,382.45	(118,360.64)
Bill Pmt -Check	03/01/2023	29661	Salem, City of, Fleet SVC	PO #2023-014, 15, 16		3,048.94	(121,409.58)
Deposit	03/02/2023			Deposit	274,180.83		152,771.25
General Jour...	03/06/2023	1463		Visa- Blanco		524.65	152,246.60
General Jour...	03/06/2023	1463		Visa- Brozovich		386.99	151,859.61
General Jour...	03/06/2023	1463		Visa-Butler		600.65	151,258.96
General Jour...	03/06/2023	1463		Visa-Komp		800.83	150,458.13
General Jour...	03/06/2023	1463		Visa-Russell		1,043.39	149,414.74
General Jour...	03/06/2023	1463		Visa- Storms		392.39	149,022.35
General Jour...	03/06/2023	1463		Visa- Wilson		53.11	148,969.24
General Jour...	03/10/2023	1464		PERS		87,464.85	61,504.39
Bill Pmt -Check	03/13/2023	29662	76 Fleet/Wex Bank	Gasoline		386.46	61,117.93
Bill Pmt -Check	03/13/2023	29663	Comcast	Cable		68.11	61,049.82
Bill Pmt -Check	03/13/2023	29664	ESO Solutions, Inc.	PO #030123-1130		995.00	60,054.82
Bill Pmt -Check	03/13/2023	29665	Focus Security Group, L...	Door Locks		20,747.50	39,307.32
Bill Pmt -Check	03/13/2023	29666	G & G Auto Care Supply...	PO #2023-043		276.68	39,030.64
Bill Pmt -Check	03/13/2023	29667	Hughes Fire Equipment,...	PO #2022-231		248.74	38,781.90
Bill Pmt -Check	03/13/2023	29668	Keizer Times			365.00	38,416.90
Bill Pmt -Check	03/13/2023	29669	Keizer, City of	Water/Sewer		762.05	37,654.85
Bill Pmt -Check	03/13/2023	29670	Killers Pest Control	Pest Control		90.00	37,564.85
Bill Pmt -Check	03/13/2023	29671	Les Schwab	PO #2023-027		134.99	37,429.86
Bill Pmt -Check	03/13/2023	29672	Life-Assist, Inc			1,586.32	35,843.54
Bill Pmt -Check	03/13/2023	29673	Local Government Law ...	Legal Services		234.00	35,609.54
Bill Pmt -Check	03/13/2023	29674	Loren's Sanitation	Garbage/Recycling		261.68	35,347.86
Bill Pmt -Check	03/13/2023	29675	Lowe's	Training Supplies		203.71	35,144.15
Bill Pmt -Check	03/13/2023	29676	Marion Environmental S...	Bio- Hazard Bags		26.00	35,118.15
Bill Pmt -Check	03/13/2023	29677	NWSC, Inc.	PO #020723-0800		990.05	34,128.10
Bill Pmt -Check	03/13/2023	29678	OFCA	OFCA Conference- Russell		290.00	33,838.10
Bill Pmt -Check	03/13/2023	29679	PGE	Electric		3,150.07	30,688.03
Bill Pmt -Check	03/13/2023	29680	PHS	PO #022323-1040		1,680.00	29,008.03
Bill Pmt -Check	03/13/2023	29681	Premier Truck Service			109.08	28,898.95
Bill Pmt -Check	03/13/2023	29682	Schurter Trucking LLC			1,609.28	27,289.67
Bill Pmt -Check	03/13/2023	29683	SDIS	Health Insurance- April		51,449.38	(24,159.71)
Bill Pmt -Check	03/13/2023	29684	Verizon	Cell Phones & Modems		961.70	(25,121.41)
Deposit	03/13/2023			Deposit	57,292.46		32,171.05
General Jour...	03/14/2023	1467		LGIP Transfer to Checking	400,000.00		432,171.05
Bill Pmt -Check	03/21/2023	29685	911 Supply, Inc			1,052.43	431,118.62
Bill Pmt -Check	03/21/2023	29686	AccurAccounts, Inc.	Payroll- February		1,383.30	429,735.32
Bill Pmt -Check	03/21/2023	29687	Bach Brothers, Inc.	PO #2023-025		1,083.01	428,652.31
Bill Pmt -Check	03/21/2023	29688	Busch, Colleen	Per Diem- SDAO Conference		50.00	428,602.31
Bill Pmt -Check	03/21/2023	29689	Comcast	Telephones		497.89	428,104.42
Bill Pmt -Check	03/21/2023	29690	Cruise Master Prisms, Inc.	PO #021623-1430		78.50	428,025.92
Bill Pmt -Check	03/21/2023	29691	Hughes Fire Equipment,...			82.07	427,943.85
Bill Pmt -Check	03/21/2023	29692	J/K Carpet Center	PO #030923-1051		80.00	427,863.85
Bill Pmt -Check	03/21/2023	29693	LN Curtis & Sons, Inc			514.72	427,349.13
Bill Pmt -Check	03/21/2023	29694	Northwest Occupational...			800.00	426,549.13
Bill Pmt -Check	03/21/2023	29695	NW Natural	Natural Gas		3,043.86	423,505.27
Bill Pmt -Check	03/21/2023	29696	Professional Benefit Ser...	Cafeteria Plan Fee		50.00	423,455.27
Bill Pmt -Check	03/21/2023	29697	Safeway	Account #67146		83.68	423,371.59
Bill Pmt -Check	03/21/2023	29698	SeaWestern, Inc	PO #020123-1406		434.60	422,936.99
Bill Pmt -Check	03/21/2023	29699	System Design West, LLC.	Ambulance Billing- February		7,271.08	415,665.91
Bill Pmt -Check	03/21/2023	29700	Training4Responders	PO #031723-0830		1,675.00	413,990.91
Bill Pmt -Check	03/21/2023	29701	Ultrex Business Solutio...	Copier Lease		435.53	413,555.38
General Jour...	03/24/2023	AJE-24		Komp- Visa		645.06	412,910.32
General Jour...	03/28/2023	1468		LGIP Transfer to Checking	10,000.00		422,910.32
General Jour...	03/31/2023	1469		Payroll		232,784.25	190,126.07
General Jour...	03/31/2023	1469		Austin Rice- #6972		2,976.79	187,149.28
General Jour...	03/31/2023	1469		IRS		526.34	186,622.94

04/13/23

Accrual Basis

Keizer Fire District
Cash Position Statement
As of March 31, 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>
General Jour...	03/31/2023	1469		Oregon Dept. of Revenue		196.00	186,426.94
General Jour...	03/31/2023	1469		IRS		96,619.94	89,807.00
General Jour...	03/31/2023	1469		Oregon Dept. of Revenue		24,324.00	65,483.00
General Jour...	03/31/2023	1469		HRA Veba #6973		10,250.00	55,233.00
General Jour...	03/31/2023	1469		IAFF Local 3881 #6974		3,766.00	51,467.00
General Jour...	03/31/2023	1469		KFD Cafeteria- #6975		817.50	50,649.50
General Jour...	03/31/2023	1469		PenServ- #6976		1,177.27	49,472.23
General Jour...	03/31/2023	1469		Valic- #6977		27,272.70	22,199.53
General Jour...	03/31/2023	1474		Cash in Bank		2,600.08	19,599.45
Total 1012 · Columbia Bank - Checking					741,473.29	758,002.91	19,599.45
1015 · Bond Sales - Money Market							826,145.30
Total 1015 · Bond Sales - Money Market							826,145.30
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00
1120 · State Investment Pool							5,120,590.83
General Jour...	03/03/2023	1465		LGIP	81,533.01		5,202,123.84
General Jour...	03/03/2023	1465		LGIP	5,720.67		5,207,844.51
General Jour...	03/14/2023	1467		LGIP Transfer to Checking		400,000.00	4,807,844.51
General Jour...	03/28/2023	1468		LGIP Transfer to Checking		10,000.00	4,797,844.51
General Jour...	03/31/2023	1471		Interest Received	14,217.97		4,812,062.48
General Jour...	03/31/2023	1471		Interest Received	1,248.04		4,813,310.52
General Jour...	03/31/2023	1471		Interest Received	331.76		4,813,642.28
Total 1120 · State Investment Pool					103,051.45	410,000.00	4,813,642.28
TOTAL					1,058,386.03	1,473,002.91	5,826,477.38

Keizer Fire District
Financial Report- All
04/13/2023

	Mar 23	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Currrent Year	84,313.40	5,453,208.23	5,444,650.00	8,558.23	100.16%
4020 · Taxes, Prior Year	2,940.28	70,621.00	72,000.00	-1,379.00	98.09%
4030 · Taxes, 911 Excise	32,308.05	96,502.89	124,414.00	-27,911.11	77.57%
4100 · EMS Revenue	257,192.10	2,177,178.51	2,080,000.00	97,178.51	104.67%
4120 · Capitol Fire Med	5,462.67	24,601.71	32,000.00	-7,398.29	76.88%
4140 · Interest & Dividends	15,797.77	106,114.77	53,250.00	52,864.77	199.28%
4150 · Miscellaneous	11,699.91	56,847.67	36,000.00	20,847.67	157.91%
4156 · Conflagration Reimbursement	0.00	134,916.25	50,000.00	84,916.25	269.83%
Total 4000 · Revenue	409,714.18	8,119,991.03	7,892,314.00	227,677.03	102.89%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	309,619.80	2,918,115.28	3,902,338.00	-984,222.72	74.78%
5070 · Board Members	0.00	2,000.00	4,875.00	-2,875.00	41.03%
5080 · Overtime	50,977.94	568,353.82	437,000.00	131,353.82	130.06%
5082 · Longevity Incentive	952.53	9,562.59	7,054.00	2,508.59	135.56%
5083 · Leave Payoff	837.21	97,357.92	85,000.00	12,357.92	114.54%
5084 · Wellness Incentive	0.00	5,000.00	8,000.00	-3,000.00	62.5%
5085 · Education Incentive	1,950.00	15,450.00	35,930.00	-20,480.00	43.0%
5086 · Preceptor Pay	0.00	300.00	1,200.00	-900.00	25.0%
5090 · Volunteer Program	5,801.26	23,016.43	85,750.00	-62,733.57	26.84%
5110 · Payroll Tax Soc. Sec. (FICA)	27,252.14	250,973.15	346,637.00	-95,663.85	72.4%
5115 · State Unemployment Tax (SUTA)	356.27	3,384.79	5,053.00	-1,668.21	66.99%
5119 · Workers' Compensation Tax	99.15	877.68	2,307.00	-1,429.32	38.04%
5120 · Workers' Compensation	-5,997.47	121,097.63	230,000.00	-108,902.37	52.65%
5125 · Health and Dental Insurance	46,320.50	625,147.31	869,350.00	-244,202.69	71.91%
5126 · Medical Savings Plan (HRA Veba)	10,250.00	88,750.00	123,000.00	-34,250.00	72.15%
5127 · Cafeteria Plan Administration	50.00	375.00	1,400.00	-1,025.00	26.79%
5130 · Life& Disability Insurance	2,346.46	20,891.04	39,616.00	-18,724.96	52.73%
5135 · Retirement (PERS)	87,458.77	989,729.66	1,352,987.00	-363,257.34	73.15%
5137 · Deferred Compensation Match	6,523.76	63,059.45	95,244.00	-32,184.55	66.21%
5210 · Physical Exams	365.00	1,820.00	20,035.00	-18,215.00	9.08%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	545,163.32	5,805,261.75	7,655,976.00	-1,850,714.25	75.83%
6000 · Materials and Services					
6010 · General Operating Expense	17,279.58	13,775.61	17,350.00	-3,574.39	79.4%
6015 · Dispatch 911	32,308.05	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	1,310.00	6,704.74	7,000.00	-295.26	95.78%
6035 · Apparatus Maintenance(Vehicles)	4,730.65	59,570.71	68,000.00	-8,429.29	87.6%
6040 · Equipment Maintenance	0.00	21,642.40	25,425.00	-3,782.60	85.12%
6062 · Furniture	0.00	7,883.32	14,500.00	-6,616.68	54.37%

Keizer Fire District Financial Report- All

	04/13/2023				
	Mar 23	YTD	Budget	\$ Over Budget	% of Budget
6070 · Small Tools & FF Equip/Supplies	1,841.56	20,009.23	19,750.00	259.23	101.31%
6073 · Building & Grounds Maintenance	22,612.01	77,564.94	87,250.00	-9,685.06	88.9%
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	2,792.85	17,854.73	47,800.00	-29,945.27	37.35%
6137 · Uniforms	5,609.46	36,749.23	34,500.00	2,249.23	106.52%
6145 · Supplies	539.77	8,419.80	12,000.00	-3,580.20	70.17%
6160 · Public Ed / Fire Prevention	597.99	3,645.11	13,200.00	-9,554.89	27.61%
6180 · Medical Supplies	4,077.24	105,434.29	120,000.00	-14,565.71	87.86%
6200 · District Meetings	169.81	1,024.49	1,500.00	-475.51	68.3%
6210 · District Events	0.00	925.64	9,600.00	-8,674.36	9.64%
6300 · Utilities	9,212.70	43,094.49	55,250.00	-12,155.51	78.0%
6400 · Fuel Expense	27,275.37	32,476.24	45,750.00	-13,273.76	70.99%
6505 · Communications	1,477.59	16,666.18	27,650.00	-10,983.82	60.28%
6600 · Training	3,866.26	48,800.27	63,500.00	-14,699.73	76.85%
6605 · Training Supplies	203.71	-5,441.53	4,900.00	-10,341.53	-111.05%
6620 · Water Rescue	0.00	3,132.88	2,500.00	632.88	125.32%
6622 · Health & Fitness Supplies	16.99	136.72	1,000.00	-863.28	13.67%
6704 · Computer/Network Expenses	381.28	43,046.60	56,816.00	-13,769.40	75.77%
6707 · Office Supplies	244.98	2,178.98	7,600.00	-5,421.02	28.67%
6710 · Insurance & Fidelity Bond	0.00	58,054.00	54,900.00	3,154.00	105.75%
6715 · Publicity/Advertising	65.00	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	14,398.23	297,755.19	210,160.00	87,595.19	141.68%
6750 · Other Professional Services	1,383.30	59,525.69	113,200.00	-53,674.31	52.59%
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	152,394.38	1,391,787.89	2,036,203.00	-644,415.11	68.35%
7000 · Capital Outlay	0.00	5,768.34	70,000.00	-64,231.66	8.24%
8200 · Bond Capital Projects Expend.	0.00	24,544.62	155,363.00	-130,818.38	15.8%
9000 · Transfers and/or Miscellaneous	0.00	0.00	951,250.00	-951,250.00	0.0%
Total Expense	697,557.70	7,227,362.60	10,868,792.00	-3,641,429.40	66.5%

Keizer Fire District
General Fund- Admin
04/13/2023

	Mar 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	18,618.96	436,859.05	435,403.00	1,456.05	100.33%
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)	1,404.49	18,110.48	35,874.00	-17,763.52	50.48%
5115 · State Unemployment Tax (SUTA)	18.36	293.71	515.00	-221.29	57.03%
5119 · Workers' Compensation Tax	3.73	33.67	220.00	-186.33	15.31%
5120 · Workers' Compensation	34.16	127,129.26	230,000.00	-102,870.74	55.27%
5125 · Health and Dental Insurance	1,477.80	31,222.10	44,613.00	-13,390.90	69.98%
5126 · Medical Savings Plan (HRA Veba)	500.00	5,250.00	9,000.00	-3,750.00	58.33%
5127 · Cafeteria Plan Administration	50.00	375.00	1,400.00	-1,025.00	26.79%
5130 · Life & Disability Insurance	121.31	1,248.79	4,357.00	-3,108.21	28.66%
5135 · Retirement (PERS)	33,821.15	391,982.06	535,052.00	-143,069.94	73.26%
5137 · Deferred Compensation Match	836.25	10,978.95	25,032.00	-14,053.05	43.86%
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	56,886.21	1,047,357.05	1,358,441.00	-311,083.95	77.1%
6000 · Materials and Services					
6010 · General Operating Expense	169.84	3,364.31	17,350.00	-13,985.69	19.39%
6015 · Dispatch 911	32,308.05	279,510.00	372,680.00	-93,170.00	75.0%
6025 · Civil Service Expense	1,310.00	6,194.74	7,000.00	-805.26	88.5%
6062 · Furniture	0.00	7,883.32	14,500.00	-6,616.68	54.37%
6073 · Building & Grounds Maintenance	22,612.01	77,564.94	87,250.00	-9,685.06	88.9%
6074 · Building Improvements	0.00	17,015.03	66,000.00	-48,984.97	25.78%
6145 · Supplies	539.77	8,419.80	12,000.00	-3,580.20	70.17%
6200 · District Meetings	169.81	1,024.49	1,500.00	-475.51	68.3%
6210 · District Events	0.00	925.64	9,600.00	-8,674.36	9.64%
6300 · Utilities	9,212.70	43,094.49	55,250.00	-12,155.51	78.0%
6505 · Communications	1,477.59	16,666.18	27,650.00	-10,983.82	60.28%
6704 · Computer/Network Expenses	381.28	43,046.60	56,816.00	-13,769.40	75.77%
6707 · Office Supplies	244.98	2,178.98	7,600.00	-5,421.02	28.67%
6710 · Insurance & Fidelity Bond	0.00	58,054.00	54,900.00	3,154.00	105.75%
6715 · Publicity/Advertising	65.00	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	70.00	12,177.78	13,265.00	-1,087.22	91.8%
6750 · Other Professional Services	1,383.30	54,525.69	103,200.00	-48,674.31	52.84%
Total 6000 · Materials and Services	69,944.33	634,421.94	932,611.00	-298,189.06	68.03%
9000 · Transfers and/or Miscellaneous	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Expense	126,830.54	1,681,778.99	2,391,052.00	-709,273.01	70.34%

Keizer Fire District
General Fund- Fire
04/13/2023

	<u>Mar 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	207,239.40	1,640,467.09	2,375,821.00	-735,353.91	69.05%
5080 · Overtime	40,511.40	403,064.50	250,000.00	153,064.50	161.23%
5082 · Longevity Incentive	839.99	7,672.41	6,449.00	1,223.41	118.97%
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	1,575.00	11,625.00	22,500.00	-10,875.00	51.67%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	18,755.85	155,089.28	210,455.00	-55,365.72	73.69%
5115 · State Unemployment Tax (SUTA)	245.19	2,070.92	3,026.00	-955.08	68.44%
5119 · Workers' Compensation Tax	61.61	494.17	1,265.00	-770.83	39.07%
5125 · Health and Dental Insurance	31,498.04	377,703.09	508,854.00	-131,150.91	74.23%
5126 · Medical Savings Plan (HRA Veba)	6,000.00	47,500.00	69,000.00	-21,500.00	68.84%
5130 · Life& Disability Insurance	1,278.52	10,344.21	23,344.00	-12,999.79	44.31%
5135 · Retirement (PERS)	41,980.59	439,141.83	551,545.00	-112,403.17	79.62%
5137 · Deferred Compensation Match	4,333.53	38,596.65	56,672.00	-18,075.35	68.11%
5210 · Physical Exams	365.00	1,820.00	5,975.00	-4,155.00	30.46%
Total 5000 · Personal Services	354,684.12	3,182,956.36	4,129,506.00	-946,549.64	77.08%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	3,368.50	29,824.07	37,000.00	-7,175.93	80.61%
6040 · Equipment Maintenance	0.00	11,193.40	8,500.00	2,693.40	131.69%
6070 · Small Tools & FF Equip/Supplies	1,841.56	11,952.58	10,750.00	1,202.58	111.19%
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	2,792.85	17,854.73	47,800.00	-29,945.27	37.35%
6137 · Uniforms	5,609.46	36,749.23	33,000.00	3,749.23	111.36%
6160 · Public Ed / Fire Prevention	597.99	3,645.11	13,200.00	-9,554.89	27.61%
6400 · Fuel Expense	9,904.56	14,777.72	28,500.00	-13,722.28	51.85%
6600 · Training	0.00	0.00	0.00	0.00	0.0%
6620 · Water Rescue	0.00	3,132.88	2,500.00	632.88	125.32%
6622 · Health & Fitness Supplies	16.99	136.72	1,000.00	-863.28	13.67%
6727 · Dues/Subscriptions/Fees-Career	6,062.15	15,316.15	13,320.00	1,996.15	114.99%
Total 6000 · Materials and Services	30,194.06	184,060.36	267,710.00	-83,649.64	68.75%
7000 · Capital Outlay	0.00	5,768.34	10,000.00	-4,231.66	57.68%
8200 · Bond Capital Projects Expend.	0.00	0.00	0.00	0.00	0.0%
	384,878.18	3,372,785.06	4,407,216.00	-1,034,430.94	76.53%

Keizer Fire District
General Fund- EMS
04/13/2023

	Mar 23	YTD	Budget	\$ Over Budget	% of Budget
	257,192.10	2,177,343.51	2,080,000.00	97,343.51	104.68%
	257,192.10	2,177,343.51	2,080,000.00	97,343.51	104.68%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	71,644.78	731,739.20	945,719.00	-213,979.80	77.37%
5080 · Overtime	10,466.54	162,481.05	175,000.00	-12,518.95	92.85%
5082 · Longevity Incentive	112.54	1,890.18	605.00	1,285.18	312.43%
5083 · Leave Payoff	837.21	24,412.80	20,000.00	4,412.80	122.06%
5084 · Wellness Incentive	0.00	800.00	2,600.00	-1,800.00	30.77%
5085 · Education Incentive	300.00	2,925.00	11,630.00	-8,705.00	25.15%
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)	6,178.35	68,998.96	87,354.00	-18,355.04	78.99%
5115 · State Unemployment Tax (SUTA)	80.78	901.95	1,326.00	-424.05	68.02%
5119 · Workers' Compensation Tax	32.64	329.64	770.00	-440.36	42.81%
5125 · Health and Dental Insurance	11,084.08	193,358.24	288,734.00	-95,375.76	66.97%
5126 · Medical Savings Plan (HRA Veba)	3,500.00	33,750.00	42,000.00	-8,250.00	80.36%
5130 · Life& Disability Insurance	868.13	8,591.54	10,478.00	-1,886.46	82.0%
5135 · Retirement (PERS)	9,234.72	136,051.02	222,773.00	-86,721.98	61.07%
5137 · Deferred Compensation Match	309.02	4,079.21	1,000.00	3,079.21	407.92%
5210 · Physical Exams	0.00	0.00	3,155.00	-3,155.00	0.0%
Total 5000 · Personal Services	114,648.79	1,370,608.79	1,814,344.00	-443,735.21	75.54%
6000 · Materials and Services					
6010 · General Operating Expense	17,109.74	10,411.30	0.00	10,411.30	100.0%
6035 · Apparatus Maintenance(Vehicles)	1,362.15	26,919.13	31,000.00	-4,080.87	86.84%
6040 · Equipment Maintenance	0.00	10,449.00	16,925.00	-6,476.00	61.74%
6070 · Small Tools & FF Equip/Supplies	0.00	8,056.65	9,000.00	-943.35	89.52%
6180 · Medical Supplies	4,077.24	105,434.29	120,000.00	-14,565.71	87.86%
6400 · Fuel Expense	17,370.81	17,370.81	17,250.00	120.81	100.7%
6727 · Dues/Subscriptions/Fees-Career	8,266.08	263,383.96	174,510.00	88,873.96	150.93%
6750 · Other Professional Services	0.00	5,000.00	10,000.00	-5,000.00	50.0%
Total 6000 · Materials and Services	48,186.02	447,025.14	378,685.00	68,340.14	118.05%
7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous	0.00	0.00	0.00	0.00	0.0%
Total Expense	162,834.81	1,817,633.93	2,203,029.00	-385,395.07	82.51%

Keizer Fire District
General Fund- Training
04/13/2023

	<u>Mar 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	109,049.94	145,395.00	-36,345.06	75.0%
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	675.00	900.00	-225.00	75.0%
5090 · Volunteer Program	5,801.26	23,016.43	85,750.00	-62,733.57	26.84%
5110 · Payroll Tax Soc. Sec. (FICA)	913.45	8,774.43	12,954.00	-4,179.57	67.74%
5115 · State Unemployment Tax (SUTA)	11.94	118.21	186.00	-67.79	63.55%
5119 · Workers' Compensation Tax	1.17	20.20	52.00	-31.80	38.85%
5125 · Health and Dental Insurance	2,260.58	22,863.88	27,149.00	-4,285.12	84.22%
5126 · Medical Savings Plan (HRA Veba)	250.00	2,250.00	3,000.00	-750.00	75.0%
5130 · Life& Disability Insurance	78.50	706.50	1,437.00	-730.50	49.17%
5135 · Retirement (PERS)	2,422.31	22,554.75	43,617.00	-21,062.25	51.71%
5137 · Deferred Compensation Match	1,044.96	9,404.64	12,540.00	-3,135.36	75.0%
5210 · Physical Exams	0.00	0.00	10,505.00	-10,505.00	0.0%
Total 5000 · Personal Services	<u>24,975.83</u>	<u>210,171.18</u>	<u>353,685.00</u>	<u>-143,513.82</u>	<u>59.42%</u>
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	3,866.26	48,800.27	63,500.00	-14,699.73	76.85%
6605 · Training Supplies	203.71	4,558.47	4,900.00	-341.53	93.03%
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	<u>4,069.97</u>	<u>60,236.04</u>	<u>80,465.00</u>	<u>-20,228.96</u>	<u>74.86%</u>
Total Expense	<u>29,045.80</u>	<u>270,407.22</u>	<u>434,150.00</u>	<u>-163,742.78</u>	<u>62.28%</u>

Keizer Fire District
Reserve Fund
04/13/2023

	Mar 23	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4140 · Interest & Dividends	331.76	2,144.37	750.00	1,394.37	285.92%
Total 4000 · Revenue	331.76	2,144.37	750.00	1,394.37	285.92%
9050 · Transfer In From General Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Income	331.76	2,144.37	100,750.00	-98,605.63	2.13%
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

	04/13/2023				
	Mar 23	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4140 · Interest & Dividends	0.00	16,112.44	2,000.00	14,112.44	805.62%
4150 · Miscellaneous	0.00	0.00	0.00	0.00	0.0%
Total 4000 · Revenue	0.00	16,112.44	2,000.00	14,112.44	805.62%
Expense					
8200 · Bond Capital Projects Expend.					
8210 · Equipment	0.00	24,544.62	105,363.00	-80,818.38	23.3%
8240 · Staff/Misc. Vehicles	0.00	0.00	50,000.00	-50,000.00	0.0%
Total 8200 · Bond Capital Projects Expend.	0.00	24,544.62	155,363.00	-130,818.38	15.8%
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	0.00	0.00	700,000.00	-700,000.00	0.0%
Total Expense	0.00	24,544.62	855,363.00	-830,818.38	2.87%

Keizer Fire District
Bond Repayment Fund
04/13/2023

	Mar 23	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income						
4000 · Revenue						
4010 · Taxes, Current Year	5,547.36	0.0%	357,691.14	358,447.00	-755.86	99.79%
4020 · Taxes, Prior Year	173.31	0.0%	3,852.99	2,000.00	1,852.99	192.65%
4140 · Interest & Dividends	1,248.04	0.0%	4,355.29	500.00	3,855.29	871.06%
Total 4000 · Revenue	6,968.71	0.0%	365,899.42	360,947.00	4,952.42	101.37%
Expense						
6000 · Materials and Services						
6771 · GO Bond Payment	0.00	0.0%	0.00	235,000.00	-235,000.00	0.0%
6772 · Interest Expense	0.00	0.0%	70,866.00	141,732.00	-70,866.00	50.0%
Total 6000 · Materials and Services	0.00	0.0%	70,866.00	376,732.00	-305,866.00	18.81%
Total Expense	0.00	0.0%	70,866.00	376,732.00	-305,866.00	18.81%

KEIZER FIRE DISTRICT CHIEF REPORT

April 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.
- New Media Northwest has sent out polling information to gauge support for the levy as well as levels of support at varying levels of funding. Results from the polling should be back this week and will help us as we work to determine levels of support and our message moving forward.

➤ Reassigning Float Position to Shift and Adding Two Employees

- We have been watching overtime expenditures and working on ways to decrease our overtime expenses. We are currently on track to spend \$263,000 over what was budgeted for overtime in the 22/23 budget. To remedy this, we are exploring the option of hiring two new full-time employees at a cost of \$250,000 including wages and benefits.
- The addition of two employees would allow us to assign the two new hires to shift and reassign the current float position to shiftwork, adding one employee to each shift. This would put us at 11 personnel per shift with the minimum staffing remaining at 10.
- This would allow for one position to focus on time off coverage and overtime reduction. On average, an employee receives one shift of vacation per month, with 10 employees on each shift, that is 10 days off per month, per shift. The addition of one additional employee on each shift would be focused on time off coverage that is currently being covered at the overtime rate.

➤ Water Tender Award

- We have been fortunate enough to be awarded a water tender through the OSFM apparatus grant program. OSFM received 192 applications across the state. Keizer Fire District was one of 76 agencies to be awarded an apparatus in the first round of this important new program. A representative from the state fire marshal's office was sure to let us know that our professionalism, leadership, and our contributions to the state-level response system were all major contributors toward being awarded an apparatus. This is a result of a continuing commitment to excellence by our Keizer Fire staff. We are excited about this opportunity to improve our local response and the opportunity to continue to work with OSFM to improve the Oregon Fire Mutual Aid System.

➤ Community Hands-Only CPR Classes

- We will be offering 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 scheduled for April 27th and information has been posted on Facebook and the District website. You or people that may be interested can sign up on our website.

➤ KFD/MCFD#1 Intergovernmental Agreement

- See included memo recommending approval to sign an IGA between Keizer Fire District and Marion County Fire District #1 regarding shared station space at Marion County Station 6 in the Clearlake area.

➤ 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 one city council meeting this month
- I attended the Keizer Candidates Forum
- I plan to attend the MCFD#1 board meeting on 4/20

➤ 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.

- I will be attending a fire station design conference in May with Chief McMann. This conference will offer new station design ideas and address new requirements as well as potential funding avenues.

➤ Paid Leave Oregon:

- We have determined that the most economical and easiest option for us to manage is the equivalent plan offered by The Standard Insurance Co. The required forms and application fee have been submitted and we have received approval from the state for this equivalent plan. No other action will be needed on our part. The benefits of this program will become available for employees in September 2023.

➤ 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). AIC BC Brozovich has also taken on the "Burn to Learn" project and has represented us in a professional manner throughout the extensive project.
- May 1st, Captain Wilson will move back into the BC role on A shift. This will give AIC BC Wilson another opportunity to focus on grant research and writing. The next big grant opportunity will be for a SAFER grant that would potentially fund needed additional personnel.

➤ Fire Investigation Class:

- On 4/1 and 4/2 we hosted a fire investigation class at Keizer Fire District. It has been quite some time since we were able to host a class and invite members of outside agencies to join in the instruction and learning. The process started with training burns to provide realistic investigation scenarios for the class. These burns took place on 3/30, just prior to the class. We had participation in the training burns from members of Keizer Fire, Stayton Fire, Jefferson Fire, Polk County Fire, and Aurora Fire. All training evolutions went very well, thanks to the preparation and guidance from BC Brozovich.
- The investigation class was attended by members of multiple area agencies, including two of our own members. Thank you to DFM Storms and the participating members of the Marion Polk Fire Investigation Team that helped instruct and to ensure this class was a success. Thanks to the efforts, there are an additional 20 trained fire investigators in the area.

➤ Mother' Day Breakfast:

- We have determined that while there has been discussion of potentially moving the Mother's Day breakfast, it is not practical this year due to the short timeline. We will be making pancakes and all the fixings on Sunday May 14, 2023. I encourage you all to come be part of the festivities!

➤ Audit:

- The 2022 financial audit is complete and will be reviewed by the financial committee.
- We have received two proposals for auditing services that the board will review.

➤ 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:
 - We continue to work to put our people first, encouraging officers to support their personnel and strengthen relationships.
 - We continue to evaluate and address long-standing concerns, ensuring we are addressing issues in an open and honest fashion.
 - We have developed an officer assessment survey 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. The first survey should be ready to go out in the next couple of weeks.
 - 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. Open communications continue to build trust and relationships among personnel.
 - Continuing to build a high-performing team focusing on "we" instead of "me"
 - Items identified as accomplished in the March 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.

➤ Upcoming Classes/Conferences:

- Oregon Fire Chiefs Association - 4/26-4/28
- Oregon Task Force Leader Symposium - 5/15-5/16
- Station Design Conference – 5/23-5/25

Respectfully Submitted,

Ryan Russell

Interim Fire Chief

EMS ACTIVITY REPORT

April 2023 Board Meeting

- **Ambulance Billing Items:**

- Our March financial reports from Systems Design show \$693,384.20 in new charges for 339 billable calls. With a deposited revenue of \$230,971.03 and an A/R balance of \$1,245,239.93. Our net revenue from accounts in collections during March was \$1,367.89.

- **Capital FireMed Program Revenue:**

- March report for Capital Fire Med memberships revenue was \$3,220.00 with 46 memberships.
- 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 for 2023: I attended a video meeting on March 3rd, 2023 for the 2023 program. Not much to report other than I have applied, signed the applications and waiting for approval to move forward. Nothing new to report, next timeline for an update from OHA is May 15th – May 30th.

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

March 2023

Activity by Level of Service – Count / Gross Charges:

ALS-1 E	235 =	\$434,750.00
ALS-1 NE	00 =	000.00
ALS-2	16 =	\$29,600.00
BLS-E	87=	\$160,950.00
BLS-NE	01=	\$1,850.00
Mileage	2004 =	\$66,145.20
Ambulance Attd: 1	=	\$89.00
Total:	339=	\$693,384.20

Activity by Unit – Count / Gross Charges:

M35	129=	263,756.40
M36	151=	308,881.60
M37	53=	108,303.10
M38	06=	12,443.10
Total:	326 =	\$693,384.20

Patients evaluated and not transported: 58: KFD- 51, MCFD- 0, SFD- 5, POLK – 0, KPD - 2	
Cancellations Prior To Or Upon Arrival: 22	KFD – 9, MCF- 0, SFD- 9, PD - 8
Public Service / Persons in Distress: 33	KFD - 33, MCFD - 0, SFD - 0
Extra Attendant During Transport: 01 \$89.00	@ \$89 =
Transport Mileage: 2004 \$66,145.20	

- 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]

EMS Billing History

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
March 2023

KVFA: The KVFA has been in transition, Chief Russell and Blanco are working on what the future KVFA team members will look like.

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)

Meeting cancelled

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

None

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

Scheduled for April 29th

External Training

EMS Stroke and Heart conference

MGT412 Large venue evac & protection actions

SDAO conference

S215 Wildland

S330 Wildland

TRAINING SAFETY AND HEALTH DIVISION
March 2023

April:

Independent study (Target Solutions):

- ☐ Review RT-130/Wildland Refresher
- ☐ Review RFP Natural Cover Fires
- ☐ Review 18 Watch out Situations
- ☐ Ethics training

Task performances:

- ☐ All: Demonstrate proficiency with the following wildland firefighting skills
 - Shelter deployment
 - Digging hand line
 - Progressive hose lay
 - Kestrel weather reading
 - Manning line during pump and roll operations
 - Familiarization with wildland hand tools and wildland apparatus
- ☐ Engineers: Demonstrate proficiency with the following
 - Pump and roll
 - Drafting
 - Mini pump
 - Wench use
 - Four-wheel drive
- ☐ Engine Boss:
 - Demonstrate understanding of wildland fire control strategies and tactics.
 - Review deployment paperwork and required documentation.
- ☐ Conflagration list members: Review deployment requirements and update go bag.

EMS:

- ☐ Allergic reactions/Anaphylaxis
- ☐ Strokes/TIA/TBI

Officer Specifics:

- ☐ Employee injury process/Reporting Policy 16.02

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

March 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. Alsum, Isaiah 787 (P)
21. Endicott, Justin 712 (P)
22. Farrand, Nathan 710 (P)
23. Gaither-Lyell, Ian 788 (P)
24. Gillette, Layne 740 (P)
25. Glaede, Daniel 766 (P)
26. Juarez, Miguel 764 (P)
27. Kruger, Brett 779 (P)
28. Lemmon, Dustin 776 (P)
29. Loan, Brian 751 (B)
30. McCormick, Brittany 743 (B)
31. Miley, Eric 789 (P)
32. Olheiser, Eric 781 (P)
33. Saltalamachia, Ryan 786 (P)
34. Zammarelli, Chris 777 (P)

Single Roles

35. Alsum, Isaiah 787 (P)
36. Coburn, Tim 607 (I)
37. Cook, Steven 807 (P)
38. Leaton, Dakota 808 (P)
39. Santoyo, Christina 804 (P)

Volunteer Firefighters

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

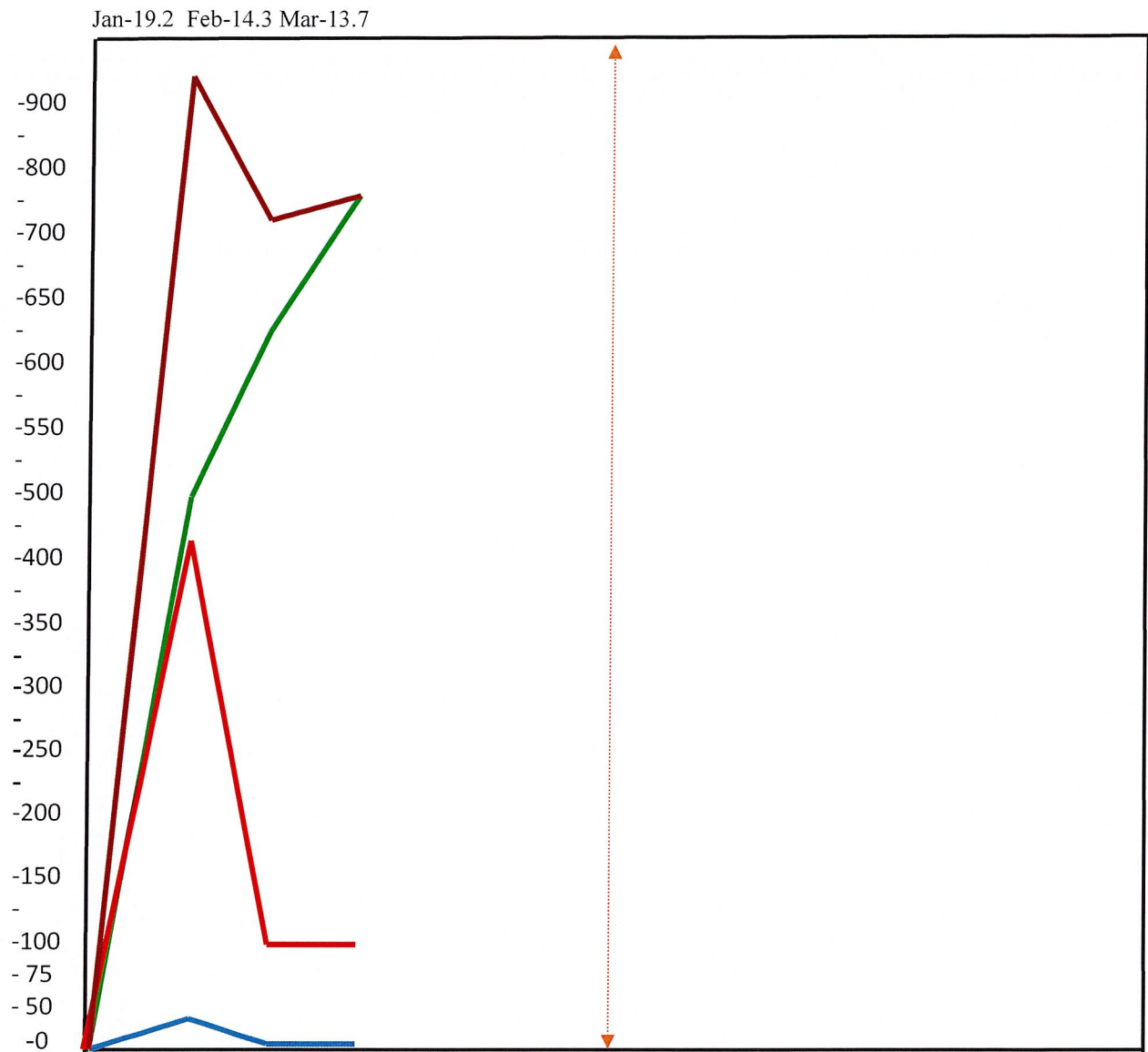
Administrative

50. Lynette Komp 723
51. Sunderland, Jacquelyn 782
52. Rutter, Josh 690

Fire Prevention/ Public Ed.

53. Storms, Anne-Marie 610 (B)

TRAINING SAFETY AND HEALTH DIVISION March 2023



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

KVFA-BM	20	0	0									
Training	476	618	729									
Other	410	99	??									
Total	906	717	729									

Other: Jan: Pride & Ownership, Wildland Trng, Fire/Arson Investigation Trng. Burn to learn prep hours?

OPERATIONS MONTHLY REPORT APRIL 2023

March 2023 Total Incidents – 543

YTD – 1589

March 2022 Total Incidents – 446

YTD – 1540

March 2021 Total Incidents – 525

YTD – 1531

Continuous Code 3 “ALL” <= 6 minutes – 61, Average Response Time: 00:04:23

Continuous Code 3 “ALL” > 6 minutes – 5, Average Response Time: 00:07:07

Inc #	Address	Call Type	Shift	T.O.D.	Reason
1107	600 Blk Parkmeadow Lp NE	EMS	B	4:58 PM	Distance
1172	4000 Blk Arleta Ave NE	EMS	A	7:19 PM	Turnout Time
1280	6400 Blk Tepper Park Way NE	EMS	A	1:30 PM	Distance
1528	2100 Blk Heatherstone Ct NE	EMS	A	10:05 PM	Distance
1551	3800 Blk Partridge Ln NE	EMS	B	1:30 AM	Turnout Time

MARCH 2023 RESPONSE TIME STANDARD – 92.4%

YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 93.9%

Projects:

- Operational Staffing: Currently we are overstaffed with one extra Firefighter/EMT that we are using as a float to help cut down on the expense of overtime. We plan on advertising again for Single Role Paramedic and Firefighter/Paramedic so that we can get some depth to our list. There are several departments that are testing at this time and we anticipate some employees taking advantage of those opportunities.
- Lieutenants Exam: We have scheduled a Lieutenants exam for April 29th. We have seven internal candidates that have applied for the opportunity to promote. We are using several outside evaluators from Marion County Fire District, Salem Fire Department, Portland Fire and Clackamas Fire. At this time we anticipate promoting 1-2 Lieutenants after this exam.
- Engineers Exam: We have scheduled an Engineers exam for June 3rd. We have not opened the process up yet, but anticipate that 6-7 candidates may apply. Again, we would plan on promoting 1-2 folks to Engineer after the process.

- WVCC CAD Replacement: We continue to move forward with the CAD replacement. The CAD implementation date is May 15th or 16th.
- Salem Hospital Divert: For the month of March, Salem Health did not go on divert to the best of my knowledge. I have met with Salem Health staff and local EMS agencies to discuss the use of divert and how EMS agencies have to adjust their deployment to transport patients to other hospitals. Salem Health is understanding of our concerns, as we are of theirs, and we continue to look at ways to make the process better.
- ASA Committee: Now that the ASA by-laws have been rewritten and the Marion County ASA Plan has been sent to the State for approval, we have begun other tasks. Currently we are updating the application for ASA renewal. I have not gone through the process of renewing our ASA, this had been a task that Chief Jackson had accomplished in the past. I have reviewed the material and I anticipate it being a straight forward process, and if not, the folks at Marion County have been great to work with. Keizer has a very long history of providing ambulance transport to its citizens and I do not anticipate any hiccups with the process.
- Ambulance Service / Vehicle Renewal: As everyone is renewing their EMT licenses this year, we will also need to renew our Ambulance Service License and Ambulance Vehicle Licenses through the Oregon Health Authority. I am currently working with the OHA to accomplish this task.
- EMS Equipment: I have been working with the EMS QI Committee and other paramedics to ensure that we have the most up to date and useful equipment. EMS changes quickly and ensuring that our medics have the necessary equipment to perform their job is critical. We have updated our Video Laryngoscopes (used to intubate patients) with ones that have a better monitor screen, lighting and field of view. Our Physician Advisor believes that this is a critical piece of equipment that can help save lives. We are also looking at purchasing IV pumps for each medic unit. There are numerous drugs that can now be given by IV drip, compared to when I first started (there were two). Being able to accurately administer medications will increase positive patient outcomes. We also plan on purchasing one ventilator for our medic unit that does not have one.

Other Events, Activities and Meetings:

- March 19-27 – Trip to Japan
- April 11th – Officers Meeting
- April 14th – ASA Committee Meeting
- April 14th – House Burn

Respectfully Submitted,

Brian Butler
Division Chief



MEMORANDUM:

To: Board of Directors

From: Interim Chief Ryan Russell

Date: April 18, 2023

Re: KFD/MCFD#1
Intergovernmental Agreement

ISSUE:

- A) Keizer Fire District has identified a need to increase fire station space for both personnel and apparatus.
- B) Marion County Fire District has unused space at Station 6 (Clearlake) that would allow Medic 36 to be positioned for response in the north end of Keizer Fire District.
- C) Stationing Medic 36 in the Clearlake station will provide quicker and more efficient fire and EMS response to the citizens of North Keizer, while increasing space for personnel and apparatus at KFD Station 350.
- D) The addition of two additional personnel to Station 6 will allow MCFD#1 and KFD to meet the NFPA/OSHA two in, two out requirement, allowing for immediate interior firefighting. This will improve safety and fire response to citizens in both MCFD#1 and KFD areas of North Keizer.
- E) Continuing to build partnerships with neighboring agencies and redeploying our resources in a more effective manner will offer better coverage to our fire district and will help to alleviate future space restrictions.

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 station KFD Medic 36 at MCFD#1 Station 6 (Clearlake). This is a partnership in an area of identified need that will be mutually beneficial to both fire districts, increasing service to both MCFD#1 and KFD citizens at no additional cost to either district.



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Lyn Komp, Finance Officer
Date: April 14, 2023
Subject: 75th Anniversary Celebration

The Keizer Fire District 75th Anniversary Celebration will be on Saturday, May 20, 2023 from 2:00pm-5:00pm. Invitations will be going out soon. The first hour will be a social time to visit, reminisce, and view historical pictures and memorabilia while snacking on a charcuterie table comprised of snacks and goodies. Starting at 3:00pm, the presentation will begin, it will include remarks from Board President Joe Van Meter and Chief Ryan Russell. FF/EMT- I Tim Coburn and Captain Rachel Brozovich will speak on the history of Keizer Fire. Next the 2022 Length of Service and District Awards will be handed out to the recipients. After the awards have been presented, there will be a brief slide show, then closing remarks. The day will conclude with an hour to socialize and catch up.

We are hard at work planning all the details from small to large to make this event a memorable day. We hope to see you all there!