

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

**REGULAR BOARD MEETING
August 15, 2023**

Call to Order – President Joe Van Meter called the meeting to order at 5:30 p.m.

Roll Call –Those present at the Board meeting included: President Joe Van Meter, Directors: Betty Hart, Colleen Busch, Kevin Clark and Louis Risewick, Finance Officer Lyn Komp, DFM Anne-Marie Storms, EMS Billing Manager Jacquelynn Sunderland, IT Josh Rutter, Budget Committee Member Jennifer Palanuke, Citizen(s): Bob Busch. Absent: Chief Ryan Russell

Minutes – Colleen Busch made a motion to approve the minutes as presented for July 18, 2023. Kevin Clark seconded the motion. The motion carried unanimously.

Correspondence – None

Guest Input – None

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 are 8% of the way through the fiscal year. We received approximately \$206,000 in ambulance payments and \$646,700 in GEMT Revenue. We received a small amount of property taxes. Personnel Services is at 9%. Overtime and PERS are high. Materials & Services is at 8%. There were payments made for tires, pro-care plan for the cots, fuel, anti-virus software, audit and several payments under Dues, Subscriptions and Fees. Kevin Clark made a motion to accept the financial report as presented. Colleen Busch seconded the motion. The motion carried unanimously.

Board Member Reports –

- Betty Hart, Colleen Busch, Louis Risewick and Joe Van Meter reported on meetings and events that they attended.

Chief/Staff Reports –

- Chief Ryan Russell- There was a discussion on how all of the training employees are receiving is good. They also discussed the upcoming hands only CPR class.
- Division Chief Brian Butler- There was a discussion on the process for the renewal of the ASA. There shouldn't be any problems renewing the ASA. Colleen Busch stated that it is great that we are documenting fire rescue protocols and have a live document. The narcotic medic control process was reviewed.
- EMS Billing Manager Jacquelynn Sunderland- Joe Van Meter stated that he had heard from a citizen regarding the great service she provided.

New Business

Levy Updates- The campaign plan for the levy was reviewed. There was discussion on testimonials, the annual report and the focus group.

Board of Director Committee Assignments- The committee assignments were reviewed. Betty Hart stated that they have a review draft of the second Board Policy. It can be put on the tablet for board review and discussed after the levy election.

Other Business –

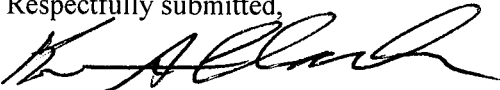
- Betty Hart stated that she would like to have a meeting to discuss everything Keizer Fire District and a SDAO training.
- Joe Van Meter reviewed a letter from the Oregon Department of Revenue reviewing new rules and audit filing fees.

Good of the Order – Betty Hart stated that the district did a great job with KeizerFest and National Night Out. Colleen Busch said good job on Chief for a Day for Maddox Schmidt.

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

Adjourn – President Joe Van Meter declared the meeting adjourned at 6:14pm.

Respectfully submitted,



Kevin Clark
Secretary