

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
September 19, 2023

You may attend in person or join from your computer, tablet or smartphone.

<https://www.gotomeet.me/KeizerFD>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3117](tel:+15713173117)

Access Code: 590-273-869

5:30 p.m. Call to Order

Pledge of Allegiance:

Roll Call:

Approve Minutes:

Board Meeting Minutes August 15, 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: None.

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. Levy Update Information
 - The Board will be updated on the campaign plan for the Levy.
2. Resolution 2023-06 Marion County Multi-Jurisdictional Hazard Mitigation Plan Information/Action
 - The Board will discuss approving Resolution 2023-06.
3. Intergovernmental Agreement with Woodburn Fire District Information/Action
 - The Board will discuss approving an Intergovernmental Agreement with Woodburn Fire District for Interra Software.

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
Board Meeting

October 17, 2023 @ 5:30 pm
November 21, 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.

2023 – 2024 Board of Director Committee Assignments (Proposed):

Personnel Issues – Joe Van Meter & Louis Risewick
Land & Building (Facilities) – Betty Hart & Kevin Clark
Intergovernmental Issues – Betty Hart & Colleen Busch

Financial – Betty Hart & Louis Risewick
Equipment Replacement – Kevin Clark & Colleen Busch
Response Times/EMS – Joe Van Meter & Betty Hart
Technology / Communications – Colleen Busch & Louis Risewick

****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. Louis Risewick	06/30/2027
4. Kevin Clark	06/30/2027
5. Betty Hart	06/30/2027

****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 Palanuk	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
Bob Shackelford	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

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

2:03 PM

09/14/23

Accrual Basis

Keizer Fire District **Cash Position Statement** **As of August 31, 2023**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 - US Bank - Ambulance Billing							8,392.35
Check	08/15/2023	862	Keizer Fire District	Ambulance Revenue		80,000.00	(71,607.65)
Check	08/31/2023	863	Keizer Fire District	Ambulance Revenue		145,000.00	(216,607.65)
General Jour...	08/31/2023	1531		Ambulance Billing	223,702.44		7,094.79
Total 1011 - US Bank - Ambulance Billing					223,702.44	225,000.00	7,094.79
1012 - Columbia Bank - Checking							(1,058.00)
Bill Pmt -Check	08/01/2023	30033	Behavioral Wellness Res...	PO #072023-1630		600.00	(1,658.00)
Bill Pmt -Check	08/01/2023	30034	BioTek Medical, Inc.	Oxygen Cylinders		459.00	(2,117.00)
Bill Pmt -Check	08/01/2023	30035	BoundTree	108812		1,328.39	(3,445.39)
Bill Pmt -Check	08/01/2023	30036	C.W. Nielsen Mfg. Corpo...	PO #070123-0123		1,052.80	(4,498.19)
Bill Pmt -Check	08/01/2023	30037	Comcast	Cable		68.11	(4,566.30)
Bill Pmt -Check	08/01/2023	30038	DPSST	PO #071223-5049		46.25	(4,612.55)
Bill Pmt -Check	08/01/2023	30039	ESO Solutions, Inc.	Annual Subscription		10,947.26	(15,559.81)
Bill Pmt -Check	08/01/2023	30040	Hughes Fire Equipment,...			1,644.34	(17,204.15)
Bill Pmt -Check	08/01/2023	30041	Lane Council of Govern...			179.00	(17,383.15)
Bill Pmt -Check	08/01/2023	30042	Les Schwab			2,365.52	(19,748.67)
Bill Pmt -Check	08/01/2023	30043	Life-Assist, Inc	PO #072323-1645		2,301.84	(22,050.51)
Bill Pmt -Check	08/01/2023	30044	LN Curtis & Sons, Inc			1,524.70	(23,575.21)
Bill Pmt -Check	08/01/2023	30045	Napa Auto Parts			279.97	(23,855.18)
Bill Pmt -Check	08/01/2023	30046	New Media Northwest, L...	Levy Consulting		3,000.00	(26,855.18)
Bill Pmt -Check	08/01/2023	30047	Northside Electric	PO #2023-146		1,380.86	(28,236.04)
Bill Pmt -Check	08/01/2023	30048	Pacific Fitness	PO #2023-143		450.00	(28,686.04)
Bill Pmt -Check	08/01/2023	30049	Pacific Northwest Hydro	PO #2023-141		4,162.50	(32,848.54)
Bill Pmt -Check	08/01/2023	30050	Petro Card System Inc.	Gasoline		55.63	(32,904.17)
Bill Pmt -Check	08/01/2023	30051	PGE	Electric		3,078.50	(35,982.67)
Bill Pmt -Check	08/01/2023	30052	Platt	PO #2023.142		474.91	(36,457.58)
Bill Pmt -Check	08/01/2023	30053	Product Advantage LLC	PO #2023-135		159.95	(36,617.53)
Bill Pmt -Check	08/01/2023	30054	Professional Benefit Ser...	Cafeteria Plan Fee		95.00	(36,712.53)
Bill Pmt -Check	08/01/2023	30055	Salem Seal Coating	PO #2023-140		1,427.00	(38,139.53)
Bill Pmt -Check	08/01/2023	30056	Schurter Trucking LLC			3,073.82	(41,213.35)
Bill Pmt -Check	08/01/2023	30057	SingerLewak Accountan...	Audit Fees		8,230.00	(49,443.35)
Bill Pmt -Check	08/01/2023	30058	Standard Insurance Co...	Life & Disability Insurance		2,602.39	(52,045.74)
Bill Pmt -Check	08/01/2023	30059	Staples Credit Plan	Office Supplies		266.54	(52,312.28)
Bill Pmt -Check	08/01/2023	30060	Teleflex Medical (Vidac...	1080884		2,010.50	(54,322.78)
Bill Pmt -Check	08/01/2023	30061	Verizon	Acct #342003079-00001		1,275.49	(55,598.27)
Deposit	08/02/2023			Deposit	107,552.29		51,954.02
General Jour...	08/02/2023	1516		Visa- Blanco		264.62	51,689.40
General Jour...	08/02/2023	1516		Visa- Brozovich		1,305.16	50,384.24
General Jour...	08/02/2023	1516		Visa- Butler		618.73	49,765.51
General Jour...	08/02/2023	1516		Visa- Komp		329.99	49,435.52
General Jour...	08/02/2023	1516		Visa- Russell		737.65	48,697.87
General Jour...	08/02/2023	1516		Visa- Storms		36.98	48,660.89
General Jour...	08/08/2023	1517		LGIP transfer to Checking	200,000.00		248,660.89
General Jour...	08/11/2023	1520		PERS		129,871.89	118,789.00
Bill Pmt -Check	08/15/2023	30062	76 Fleet/Wex Bank	Gasoline		540.66	118,248.34
Bill Pmt -Check	08/15/2023	30063	AccurAccounts, Inc.	Payroll- July & Quarterlies		2,557.60	115,690.74
Bill Pmt -Check	08/15/2023	30064	All Star Health	PO #080323-0700		800.00	114,890.74
Bill Pmt -Check	08/15/2023	30065	Batteries NW			1,051.65	113,839.09
Bill Pmt -Check	08/15/2023	30066	BoundTree	108812		2,439.74	111,399.35
Bill Pmt -Check	08/15/2023	30067	Central Refrigeration	Ice Machine Lease		150.00	111,249.35
Bill Pmt -Check	08/15/2023	30068	Comcast	Telephones		500.43	110,748.92
Bill Pmt -Check	08/15/2023	30069	DMV	PO #073123-0910		7.00	110,741.92
Bill Pmt -Check	08/15/2023	30070	Ensemble Solutions Gro...	PO #073123-1305		2,150.96	108,590.96
Bill Pmt -Check	08/15/2023	30071	Hughes Fire Equipment,...			1,134.38	107,456.58
Bill Pmt -Check	08/15/2023	30072	Killers Pest Control	Pest Control		90.00	107,366.58
Bill Pmt -Check	08/15/2023	30073	Knox	Ambulance Knox Box-Annual F...		584.00	106,782.58
Bill Pmt -Check	08/15/2023	30074	Life-Assist, Inc			477.20	106,305.38
Bill Pmt -Check	08/15/2023	30075	LN Curtis & Sons, Inc			1,378.14	104,927.24
Bill Pmt -Check	08/15/2023	30076	Local Government Law ...	Legal Services		999.00	103,928.24
Bill Pmt -Check	08/15/2023	30077	Loren's Sanitation	Garbage & Recycling		261.68	103,666.56
Bill Pmt -Check	08/15/2023	30078	Lowe's	Acct #821 3138 022094 2		132.10	103,534.46
Bill Pmt -Check	08/15/2023	30079	Medline Industries, Inc	PO #072323-1650		984.00	102,550.46
Bill Pmt -Check	08/15/2023	30080	NW Natural	Natural Gas		212.26	102,338.20
Bill Pmt -Check	08/15/2023	30081	Overhead Door - Corp.	PO #2023-138		1,613.00	100,725.20
Bill Pmt -Check	08/15/2023	30082	Petro Card System Inc.	Gasoline		552.37	100,172.83
Bill Pmt -Check	08/15/2023	30083	Phelps, David	PO #2023-169		1,000.00	99,172.83
Bill Pmt -Check	08/15/2023	30084	Safeway			834.85	98,337.98
Bill Pmt -Check	08/15/2023	30085	Salem, City of	WVCC Radio Comm. Operation...		10,710.00	87,627.98
Bill Pmt -Check	08/15/2023	30086	SDIS	Health Insurance- August		73,132.09	14,495.89
Bill Pmt -Check	08/15/2023	30087	Stryker Sales Corporation	PO #072323-1700		175.10	14,320.79
Bill Pmt -Check	08/15/2023	30088	Sunderland, Jacquelynn	Systems Design Training- Per D...		390.40	13,930.39
Bill Pmt -Check	08/15/2023	30089	System Design West, LLC.	EMS Billing- August		6,407.76	7,522.63
Bill Pmt -Check	08/15/2023	30090	Toshiba Financial Services	Copier Lease		430.00	7,092.63
Bill Pmt -Check	08/15/2023	30091	Training4Responders			1,025.00	6,067.63
Bill Pmt -Check	08/15/2023	30092	Walter E. Nelson Co.	PO #080123-0900		701.14	5,366.49
General Jour...	08/15/2023	1522		Visa- Russell		4,277.07	1,089.42
Deposit	08/17/2023			Deposit	84,420.20		85,509.62
General Jour...	08/28/2023	1523		LGIP transfer to checking	450,000.00		535,509.62
General Jour...	08/31/2023	1524		Payroll		302,315.89	233,193.73
General Jour...	08/31/2023	1524		HRA Veba #7002		11,500.00	221,693.73
General Jour...	08/31/2023	1524		IAFF Local 3881 #7003		4,017.00	217,676.73
General Jour...	08/31/2023	1524		KFD Cafeteria #7004		1,316.69	216,360.04
General Jour...	08/31/2023	1524		PenServ #7005		1,582.90	214,777.14
General Jour...	08/31/2023	1524		Valic #7006		33,231.77	181,545.37
General Jour...	08/31/2023	1524		IRS		133,635.02	47,910.35
General Jour...	08/31/2023	1524		Oregon Dept of Rev		33,869.00	14,041.35
Bill Pmt -Check	08/31/2023	30093	Batteries NW	PO #2023-179		115.90	13,925.45
Bill Pmt -Check	08/31/2023	30094	BioTek Medical, Inc.	Oxygen Cylinders		410.50	13,514.95

2:03 PM

09/14/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	08/31/2023	30095	BoundTree	108812		324.75	13,190.20
Bill Pmt -Check	08/31/2023	30096	CIS Benefits	Dental Insurance- September		5,197.74	7,992.46
Bill Pmt -Check	08/31/2023	30097	CJ Hansen Co, Inc.	PO #2023-178		352.00	7,640.46
Bill Pmt -Check	08/31/2023	30098	Gillette, Layne	Reimbursement- Admission Ap...		50.00	7,590.46
Bill Pmt -Check	08/31/2023	30099	Hughes Fire Equipment,...			1,431.87	6,158.59
Bill Pmt -Check	08/31/2023	30100	Life-Assist, Inc			2,816.44	3,342.15
Bill Pmt -Check	08/31/2023	30101	LN Curtis & Sons, Inc	PO #2023-165		116.39	3,225.76
Bill Pmt -Check	08/31/2023	30102	LogRx	PO #081423-0800		2,160.00	1,065.76
Bill Pmt -Check	08/31/2023	30103	Medline Industries, Inc	PO #082223-1120		902.00	163.76
Bill Pmt -Check	08/31/2023	30104	New Media Northwest, I...	Consulting Fees		3,000.00	(2,836.24)
Bill Pmt -Check	08/31/2023	30105	Northwest Occupational...	Psych Exam		450.00	(3,286.24)
Bill Pmt -Check	08/31/2023	30106	Overhead Door - Corp.	PO #2023-176		295.00	(3,581.24)
Bill Pmt -Check	08/31/2023	30107	Petro Card System Inc.	Gasoline		95.66	(3,676.90)
Bill Pmt -Check	08/31/2023	30108	PGE	Electric		2,874.72	(6,551.62)
Bill Pmt -Check	08/31/2023	30109	Professional Benefit Ser...	Cafeteria Plan Fee		95.00	(6,646.62)
Bill Pmt -Check	08/31/2023	30110	Ragsdale, Brandon	Class- Reimbursement		400.00	(7,046.62)
Bill Pmt -Check	08/31/2023	30111	Salem, City of	Dispatch Fees		60,470.38	(67,517.00)
Bill Pmt -Check	08/31/2023	30112	Standard Insurance Co...	Life & Disability Insurance		3,929.72	(71,446.72)
Bill Pmt -Check	08/31/2023	30113	Stryker Sales Corporation	PO #080823-1100		338.30	(71,785.02)
Bill Pmt -Check	08/31/2023	30114	Verizon	Telephones & Modems		1,071.42	(72,856.44)
Total 1012 · Columbia Bank - Checking					841,972.49	913,770.93	(72,856.44)
1015 · Bond Sales - Money Market							807,717.72
General Jour...	08/31/2023	1527		Interest Received	3,029.49		810,747.21
Total 1015 · Bond Sales - Money Market					3,029.49		810,747.21
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00
1120 · State Investment Pool							3,344,751.76
General Jour...	08/03/2023	1518		LGIP	27,226.50		3,371,978.26
General Jour...	08/03/2023	1518		LGIP	1,822.49		3,373,800.75
General Jour...	08/08/2023	1517		LGIP transfer to Checking		200,000.00	3,173,800.75
General Jour...	08/28/2023	1523		LGIP transfer to checking		450,000.00	2,723,800.75
General Jour...	08/31/2023	1526		Interest Received	11,294.18		2,735,094.93
General Jour...	08/31/2023	1526		Interest Received	82.78		2,735,177.71
General Jour...	08/31/2023	1526		Interest	449.40		2,735,627.11
Total 1120 · State Investment Pool					40,875.35	650,000.00	2,735,627.11
TOTAL					1,109,579.77	1,788,770.93	3,480,812.67

Keizer Fire District
Financial Report- All
09/14/2023

	<u>Aug 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	20,707.83	41,486.29	5,675,075.00	-5,633,588.71	0.73%
4020 · Taxes, Prior Year	8,341.16	21,541.50	72,000.00	-50,458.50	29.92%
4030 · Taxes, 911 Excise	0.00	0.00	128,390.00	-128,390.00	0.0%
4100 · EMS Revenue	257,869.98	419,655.25	2,450,000.00	-2,030,344.75	17.13%
4120 · Capitol Fire Med	894.48	5,260.24	32,000.00	-26,739.76	16.44%
4140 · Interest & Dividends	14,855.85	30,421.77	84,000.00	-53,578.23	36.22%
4150 · Miscellaneous	1,852.42	7,428.58	73,500.00	-66,071.42	10.11%
4156 · Conflagration Reimbursement	0.00	106,451.87	100,000.00	6,451.87	106.45%
Total 4000 · Revenue	304,521.72	632,245.50	8,614,965.00	-7,982,719.50	7.34%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	304,521.72	632,245.50	8,639,965.00	-8,007,719.50	7.32%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	361,892.45	720,685.95	4,258,554.00	-3,537,868.05	16.92%
5070 · Board Members	0.00	0.00	4,875.00	-4,875.00	0.0%
5080 · Overtime	110,343.36	174,961.00	462,000.00	-287,039.00	37.87%
5082 · Longevity Incentive	1,135.87	2,271.74	7,924.00	-5,652.26	28.67%
5083 · Leave Payoff	0.00	31,332.44	85,000.00	-53,667.56	36.86%
5084 · Wellness Incentive	0.00	5,200.00	8,400.00	-3,200.00	61.91%
5085 · Education Incentive	1,800.00	3,600.00	33,300.00	-29,700.00	10.81%
5086 · Preceptor Pay	0.00	0.00	1,200.00	-1,200.00	0.0%
5090 · Volunteer Program	0.00	46.25	79,750.00	-79,703.75	0.06%
5110 · Payroll Tax Soc. Sec. (FICA)	35,673.01	70,393.92	376,677.00	-306,283.08	18.69%
5115 · State Unemployment Tax (SUTA)	466.29	920.16	5,485.00	-4,564.84	16.78%
5119 · Workers' Compensation Tax	125.10	234.39	2,307.00	-2,072.61	10.16%
5120 · Workers' Compensation	-3,131.46	87,558.59	175,000.00	-87,441.41	50.03%
5125 · Health and Dental Insurance	68,271.58	208,339.42	913,720.00	-705,380.58	22.8%
5126 · Medical Savings Plan (HRA Veba)	11,500.00	23,250.00	126,000.00	-102,750.00	18.45%
5127 · Cafeteria Plan Administration	95.00	190.00	1,400.00	-1,210.00	13.57%
5130 · Life & Disability Insurance	3,929.72	6,532.11	85,042.00	-78,509.89	7.68%
5135 · Retirement (PERS)	129,865.81	372,401.93	1,549,149.00	-1,176,747.07	24.04%
5137 · Deferred Compensation Match	7,154.05	14,227.66	102,454.00	-88,226.34	13.89%
5210 · Physical Exams	730.00	730.00	20,035.00	-19,305.00	3.64%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	729,850.78	1,722,875.56	8,301,472.00	-6,578,596.44	20.75%
6000 · Materials and Services					
6010 · General Operating Expense	-21,576.28	-16,729.12	17,350.00	-34,079.12	-96.42%
6015 · Dispatch 911	60,470.38	60,470.38	379,200.00	-318,729.62	15.95%
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	1,829.00	2,854.22	7,000.00	-4,145.78	40.78%

Keizer Fire District Financial Report- All

	09/14/2023				
	Aug 23	YTD	Budget	\$ Over Budget	% of Budget
6035 · Apparatus Maintenance(Vehicles)	4,089.61	16,623.89	68,000.00	-51,376.11	24.45%
6040 · Equipment Maintenance	350.00	17,274.82	29,745.00	-12,470.18	58.08%
6062 · Furniture	2,558.00	2,708.00	14,500.00	-11,792.00	18.68%
6070 · Small Tools & FF Equip/Supplies	708.54	2,871.27	19,750.00	-16,878.73	14.54%
6073 · Building & Grounds Maintenance	2,818.25	6,591.46	42,250.00	-35,658.54	15.6%
6074 · Building Improvements	0.00	0.00	51,000.00	-51,000.00	0.0%
6075 · Radio Maintenance	10,710.00	12,065.20	51,800.00	-39,734.80	23.29%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	1,997.00	2,549.25	52,000.00	-49,450.75	4.9%
6137 · Uniforms	144.43	2,529.81	36,800.00	-34,270.19	6.87%
6145 · Supplies	1,054.57	1,493.86	12,000.00	-10,506.14	12.45%
6160 · Public Ed / Fire Prevention	50.04	244.66	12,000.00	-11,755.34	2.04%
6180 · Medical Supplies	11,072.41	27,108.67	125,000.00	-97,891.33	21.69%
6200 · District Meetings	179.73	394.73	1,500.00	-1,105.27	26.32%
6210 · District Events	0.00	0.00	8,000.00	-8,000.00	0.0%
6300 · Utilities	4,197.99	7,853.83	55,250.00	-47,396.17	14.22%
6400 · Fuel Expense	1,233.57	14,399.45	45,750.00	-31,350.55	31.47%
6505 · Communications	1,571.85	6,013.82	65,650.00	-59,636.18	9.16%
6600 · Training	1,913.66	8,302.53	63,500.00	-55,197.47	13.08%
6605 · Training Supplies	594.82	594.82	5,050.00	-4,455.18	11.78%
6620 · Water Rescue	0.00	0.00	2,500.00	-2,500.00	0.0%
6622 · Health & Fitness Supplies	0.00	0.00	2,500.00	-2,500.00	0.0%
6704 · Computer/Network Expenses	4,435.90	11,601.26	46,100.00	-34,498.74	25.17%
6707 · Office Supplies	198.53	601.94	7,600.00	-6,998.06	7.92%
6710 · Insurance & Fidelity Bond	0.00	0.00	60,000.00	-60,000.00	0.0%
6715 · Publicity/Advertising	569.00	569.00	6,425.00	-5,856.00	8.86%
6720 · Printing and Publishing	0.00	0.00	4,600.00	-4,600.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	9,642.26	50,806.80	319,160.00	-268,353.20	15.92%
6750 · Other Professional Services	5,557.60	19,378.70	119,500.00	-100,121.30	16.22%
6771 · GO Bond Payment	0.00	0.00	250,000.00	-250,000.00	0.0%
6772 · Interest Expense	0.00	0.00	134,378.00	-134,378.00	0.0%
6780 · Election Expense	0.00	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	106,370.86	263,335.75	2,135,358.00	-1,872,022.25	12.33%
7000 · Capital Outlay	0.00	0.00	70,000.00	-70,000.00	0.0%
8200 · Bond Capital Projects Expend.	0.00	0.00	189,596.00	-189,596.00	0.0%
9000 · Transfers and/or Miscellaneous	40,000.00	0.00	704,772.00	-704,772.00	0.0%
Total Expense	876,221.64	1,986,211.31	11,401,198.00	-9,414,986.69	17.42%

Keizer Fire District
General Fund- Admin
09/14/2023

	<u>Aug 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	32,850.49	64,017.31	392,286.00	-328,268.69	16.32%
5070 · Board Members	0.00	0.00	4,875.00	-4,875.00	0.0%
5080 · Overtime	22,208.29	22,404.77	12,000.00	10,404.77	186.71%
5082 · Longevity Incentive	269.76	539.52	0.00	539.52	100.0%
5083 · Leave Payoff	0.00	4,999.94	15,000.00	-10,000.06	33.33%
5084 · Wellness Incentive	0.00	600.00	600.00	0.00	100.0%
5085 · Education Incentive	75.00	150.00	900.00	-750.00	16.67%
5110 · Payroll Tax Soc. Sec. (FICA)	4,197.86	7,011.38	33,323.00	-26,311.62	21.04%
5115 · State Unemployment Tax (SUTA)	54.88	91.66	477.00	-385.34	19.22%
5119 · Workers' Compensation Tax	7.07	11.96	165.00	-153.04	7.25%
5120 · Workers' Compensation	-3,131.46	87,558.59	175,000.00	-87,441.41	50.03%
5125 · Health and Dental Insurance	4,767.22	14,543.38	56,420.00	-41,876.62	25.78%
5126 · Medical Savings Plan (HRA Veba)	750.00	1,500.00	9,000.00	-7,500.00	16.67%
5127 · Cafeteria Plan Administration	95.00	190.00	1,400.00	-1,210.00	13.57%
5130 · Life & Disability Insurance	233.95	467.90	7,592.00	-7,124.10	6.16%
5135 · Retirement (PERS)	51,008.77	157,059.34	591,151.00	-434,091.66	26.57%
5137 · Deferred Compensation Match	2,098.53	4,197.06	26,808.00	-22,610.94	15.66%
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	115,485.36	365,342.81	1,330,597.00	-965,254.19	27.46%
6000 · Materials and Services					
6010 · General Operating Expense	1,118.78	5,965.94	17,350.00	-11,384.06	34.39%
6015 · Dispatch 911	60,470.38	60,470.38	379,200.00	-318,729.62	15.95%
6025 · Civil Service Expense	1,829.00	2,854.22	7,000.00	-4,145.78	40.78%
6062 · Furniture	2,558.00	2,708.00	14,500.00	-11,792.00	18.68%
6073 · Building & Grounds Maintenance	2,818.25	6,591.46	42,250.00	-35,658.54	15.6%
6074 · Building Improvements	0.00	0.00	51,000.00	-51,000.00	0.0%
6145 · Supplies	1,054.57	1,493.86	12,000.00	-10,506.14	12.45%
6200 · District Meetings	179.73	394.73	1,500.00	-1,105.27	26.32%
6210 · District Events	0.00	0.00	8,000.00	-8,000.00	0.0%
6300 · Utilities	4,197.99	7,853.83	55,250.00	-47,396.17	14.22%
6505 · Communications	1,571.85	6,013.82	65,650.00	-59,636.18	9.16%
6704 · Computer/Network Expenses	4,435.90	11,601.26	46,100.00	-34,498.74	25.17%
6707 · Office Supplies	198.53	601.94	7,600.00	-6,998.06	7.92%
6710 · Insurance & Fidelity Bond	0.00	0.00	60,000.00	-60,000.00	0.0%
6715 · Publicity/Advertising	569.00	569.00	5,925.00	-5,356.00	9.6%
6720 · Printing and Publishing	0.00	0.00	4,600.00	-4,600.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	200.50	432.56	12,765.00	-12,332.44	3.39%
6750 · Other Professional Services	5,557.60	19,378.70	109,500.00	-90,121.30	17.7%
6780 · Election Expense	0.00	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	86,760.08	126,929.70	900,190.00	-773,260.30	14.1%
Total Expense	202,245.44	492,272.51	2,255,787.00	-1,763,514.49	21.82%

Keizer Fire District
General Fund- Fire
09/14/2023

	<u>Aug 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	227,540.00	456,480.18	2,682,517.00	-2,226,036.82	17.02%
5080 · Overtime	75,535.56	119,836.51	275,000.00	-155,163.49	43.58%
5082 · Longevity Incentive	866.11	1,732.22	6,449.00	-4,716.78	26.86%
5083 · Leave Payoff	0.00	21,321.55	40,000.00	-18,678.45	53.3%
5084 · Wellness Incentive	0.00	3,600.00	5,000.00	-1,400.00	72.0%
5085 · Education Incentive	1,350.00	2,700.00	24,300.00	-21,600.00	11.11%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	22,930.30	45,473.02	236,447.00	-190,973.98	19.23%
5115 · State Unemployment Tax (SUTA)	299.70	594.36	3,400.00	-2,805.64	17.48%
5119 · Workers' Compensation Tax	78.95	145.05	1,375.00	-1,229.95	10.55%
5120 · Workers' Compensation					
5125 · Health and Dental Insurance	42,846.87	133,333.03	582,769.00	-449,435.97	22.88%
5126 · Medical Savings Plan (HRA Veba)	7,000.00	14,250.00	75,000.00	-60,750.00	19.0%
5130 · Life& Disability Insurance	2,339.53	4,008.66	53,090.00	-49,081.34	7.55%
5135 · Retirement (PERS)	55,339.19	157,037.98	662,675.00	-505,637.02	23.7%
5137 · Deferred Compensation Match	3,963.76	7,847.08	62,545.00	-54,697.92	12.55%
5210 · Physical Exams	730.00	730.00	5,975.00	-5,245.00	12.22%
Total 5000 · Personal Services	440,819.97	969,089.64	4,716,542.00	-3,747,452.36	20.55%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	4,089.61	12,739.15	37,000.00	-24,260.85	34.43%
6040 · Equipment Maintenance	350.00	1,842.82	8,500.00	-6,657.18	21.68%
6070 · Small Tools & FF Equip/Supplies	370.24	2,532.97	10,750.00	-8,217.03	23.56%
6075 · Radio Maintenance	10,710.00	12,065.20	51,800.00	-39,734.80	23.29%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	1,997.00	2,549.25	52,000.00	-49,450.75	4.9%
6137 · Uniforms	144.43	2,529.81	36,300.00	-33,770.19	6.97%
6160 · Public Ed / Fire Prevention	50.04	244.66	12,000.00	-11,755.34	2.04%
6400 · Fuel Expense	1,233.57	6,961.03	28,500.00	-21,538.97	24.43%
6600 · Training	0.00	0.00	0.00	0.00	0.0%
6620 · Water Rescue	0.00	0.00	2,500.00	-2,500.00	0.0%
6622 · Health & Fitness Supplies	0.00	0.00	2,500.00	-2,500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	120.00	2,602.95	13,320.00	-10,717.05	19.54%
Total 6000 · Materials and Services	19,064.89	48,230.34	273,670.00	-225,439.66	17.62%
7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
8200 · Bond Capital Projects Expend.	0.00	0.00	0.00	0.00	0.0%
Total Expense	459,884.86	1,017,319.98	5,000,212.00	-3,982,892.02	20.35%

Keizer Fire District
General Fund- EMS
09/14/2023

	<u>Aug 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	88,917.72	175,019.98	976,695.00	-801,675.02	17.92%
5070 · Board Members	0.00	0.00	0.00	0.00	0.0%
5080 · Overtime	12,599.51	32,719.72	175,000.00	-142,280.28	18.7%
5082 · Longevity Incentive	0.00	0.00	1,475.00	-1,475.00	0.0%
5083 · Leave Payoff	0.00	0.00	20,000.00	-20,000.00	0.0%
5084 · Wellness Incentive	0.00	800.00	2,600.00	-1,800.00	30.77%
5085 · Education Incentive	300.00	600.00	7,200.00	-6,600.00	8.33%
5086 · Preceptor Pay	0.00	0.00	1,200.00	-1,200.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	7,599.54	15,620.25	89,193.00	-73,572.75	17.51%
5115 · State Unemployment Tax (SUTA)	99.35	204.21	1,353.00	-1,148.79	15.09%
5119 · Workers' Compensation Tax	36.33	71.88	715.00	-643.12	10.05%
5125 · Health and Dental Insurance	18,314.00	53,380.82	246,296.00	-192,915.18	21.67%
5126 · Medical Savings Plan (HRA Veba)	3,500.00	7,000.00	39,000.00	-32,000.00	17.95%
5130 · Life & Disability Insurance	1,277.74	1,898.55	20,166.00	-18,267.45	9.42%
5135 · Retirement (PERS)	20,735.48	50,345.60	229,812.00	-179,466.40	21.91%
5137 · Deferred Compensation Match	0.00	0.00	0.00	0.00	0.0%
5210 · Physical Exams	0.00	0.00	3,155.00	-3,155.00	0.0%
Total 5000 · Personal Services	153,379.67	337,661.01	1,813,860.00	-1,476,198.99	18.62%
6000 · Materials and Services					
6010 · General Operating Expense	-22,695.06	-22,695.06	0.00	-22,695.06	100.0%
6035 · Apparatus Maintenance(Vehicles)	0.00	3,884.74	31,000.00	-27,115.26	12.53%
6040 · Equipment Maintenance	0.00	15,432.00	21,245.00	-5,813.00	72.64%
6070 · Small Tools & FF Equip/Supplies	338.30	338.30	9,000.00	-8,661.70	3.76%
6180 · Medical Supplies	11,072.41	27,108.67	125,000.00	-97,891.33	21.69%
6400 · Fuel Expense	0.00	7,438.42	17,250.00	-9,811.58	43.12%
6727 · Dues/Subscriptions/Fees-Career	9,151.76	47,601.29	284,010.00	-236,408.71	16.76%
6750 · Other Professional Services	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 6000 · Materials and Services	-2,132.59	79,108.36	497,505.00	-418,396.64	15.9%
7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous	40,000.00	0.00	0.00	0.00	0.0%
Total Expense	191,247.08	416,769.37	2,321,365.00	-1,904,595.63	17.95%

Keizer Fire District
General Fund- Training
09/14/2023

	<u>Aug 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	12,584.24	25,168.48	207,056.00	-181,887.52	12.16%
5080 · Overtime	0.00	0.00	0.00	0.00	0.0%
5083 · Leave Payoff	0.00	5,010.95	10,000.00	-4,989.05	50.11%
5084 · Wellness Incentive	0.00	200.00	200.00	0.00	100.0%
5085 · Education Incentive	75.00	150.00	900.00	-750.00	16.67%
5090 · Volunteer Program	0.00	46.25	79,750.00	-79,703.75	0.06%
5110 · Payroll Tax Soc. Sec. (FICA)	945.31	2,289.27	17,714.00	-15,424.73	12.92%
5115 · State Unemployment Tax (SUTA)	12.36	29.93	255.00	-225.07	11.74%
5119 · Workers' Compensation Tax	2.75	5.50	52.00	-46.50	10.58%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	2,343.49	7,082.19	28,235.00	-21,152.81	25.08%
5126 · Medical Savings Plan (HRA Veba)	250.00	500.00	3,000.00	-2,500.00	16.67%
5130 · Life& Disability Insurance	78.50	157.00	4,194.00	-4,037.00	3.74%
5135 · Retirement (PERS)	2,782.37	7,959.01	65,511.00	-57,551.99	12.15%
5137 · Deferred Compensation Match	1,091.76	2,183.52	13,101.00	-10,917.48	16.67%
5210 · Physical Exams	0.00	0.00	10,505.00	-10,505.00	0.0%
Total 5000 · Personal Services	20,165.78	50,782.10	440,473.00	-389,690.90	11.53%
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	500.00	-500.00	0.0%
6600 · Training	1,913.66	8,066.53	63,500.00	-55,433.47	12.7%
6605 · Training Supplies	524.93	524.93	5,050.00	-4,525.07	10.4%
6715 · Publicity/Advertising	0.00	0.00	500.00	-500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	170.00	170.00	9,065.00	-8,895.00	1.88%
Total 6000 · Materials and Services	2,608.59	8,761.46	79,615.00	-70,853.54	11.01%
Total Expense	22,774.37	59,543.56	520,088.00	-460,544.44	11.45%

Keizer Fire District
Reserve Fund
09/14/2023

	<u>Aug 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	449.40	844.94	1,500.00	-655.06	56.33%
Total 4000 · Revenue	449.40	844.94	1,500.00	-655.06	56.33%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	449.40	844.94	26,500.00	-25,655.06	3.19%
	449.40	844.94	26,500.00	-25,655.06	3.19%
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	79,772.00	-79,772.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	0.00	0.00	79,772.00	-79,772.00	0.0%
Total Expense	0.00	0.00	129,772.00	-129,772.00	0.0%

Keizer Fire District
Capital Projects Fund
09/14/2023

	<u>Aug 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	3,029.49	5,836.10	10,000.00	-4,163.90	58.36%
Total 4000 · Revenue	<u>3,029.49</u>	<u>5,836.10</u>	<u>10,000.00</u>	<u>-4,163.90</u>	<u>58.36%</u>
Total Income	<u>3,029.49</u>	<u>5,836.10</u>	<u>10,000.00</u>	<u>-4,163.90</u>	<u>58.36%</u>
	3,029.49	5,836.10	10,000.00	-4,163.90	58.36%
Expense					
8200 · Bond Capital Projects Expend.					
8210 · Equipment	0.00	0.00	129,596.00	-129,596.00	0.0%
8240 · Staff/Misc. Vehicles	0.00	0.00	60,000.00	-60,000.00	0.0%
Total 8200 · Bond Capital Projects Expend.	<u>0.00</u>	<u>0.00</u>	<u>189,596.00</u>	<u>-189,596.00</u>	<u>0.0%</u>
9000 · Transfers and/or Miscellaneous					
9034 · Reserved for Future Expenditure	0.00	0.00	600,000.00	-600,000.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>-600,000.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>789,596.00</u>	<u>-789,596.00</u>	<u>0.0%</u>

Keizer Fire District
Bond Repayment Fund
09/14/2023

	<u>Aug 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	1,360.79	2,717.34	370,378.00	-367,660.66	0.73%
4020 · Taxes, Prior Year	461.70	1,160.38	2,000.00	-839.62	58.02%
4140 · Interest & Dividends	82.78	146.58	2,500.00	-2,353.42	5.86%
Total 4000 · Revenue	<u>1,905.27</u>	<u>4,024.30</u>	<u>374,878.00</u>	<u>-370,853.70</u>	<u>1.07%</u>
Total Income	<u>1,905.27</u>	<u>4,024.30</u>	<u>374,878.00</u>	<u>-370,853.70</u>	<u>1.07%</u>
Expense					
6000 · Materials and Services					
6771 · GO Bond Payment	0.00	0.00	250,000.00	-250,000.00	0.0%
6772 · Interest Expense	0.00	0.00	134,378.00	-134,378.00	0.0%
Total 6000 · Materials and Services	<u>0.00</u>	<u>0.00</u>	<u>384,378.00</u>	<u>-384,378.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>384,378.00</u>	<u>-384,378.00</u>	<u>0.0%</u>

KEIZER FIRE DISTRICT CHIEF REPORT

September 2023

Activities and Projects:

➤ 2023 Keizer Fire District Operating Levy:

- A flyer related to campaign restrictions placed on public employees has been posted at the station.
- The SEL 805, 803, and the explanatory statement have been filed and accepted by Marion County Elections.
- Letters of support have also been written and filed with Marion County Elections.
- Election Day is November 7, 2023

➤ September 11th Remembrance

- We had a static display of flags in the yard followed by a moment of silence at the flag pole at the front of the station. Director Busch and Mayor Clark placed a wreath at the memorial in honor of the lives lost on September 11, 2001. Thank you to all who were able to attend.

➤ Keizer Chamber Government Affairs Committee

- We will be hosting the chamber government affairs meeting on September 20th to share information regarding our upcoming levy. The meeting will be held here at Keizer Fire District at 1200.

➤ Board Member Training

- SDAO will provide training regarding board member responsibilities at 4:00 p.m., prior to the November 21st board meeting.

➤ 2022 Annual Report

- The 2022 annual report is progressing and is scheduled to go out in the first week of October. Copies will also be available at the fire prevention open house on October 9th.

➤ Seasonal Hires

- The seasonal hire program has worked extremely well, providing additional staffing and a larger pool for time off coverage during the busy summer months. I look forward to continuing this seasonal program in the coming years.

➤ Keizer Fire District Employee Survey:

- A satisfaction survey has been sent out to all district members. This survey is intended to gauge the overall morale, feeling of the fire district, and the satisfaction of our employees while offering a feedback tool for the performance of the Fire District administration. Results will be shared with the board once there is an adequate number of replies. We continue to work to collect responses to the survey.

➤ KFD/MCFD#1 Intergovernmental Agreement – Station 6

- Operations continue to go well with M36 stationed at station 6. It was great to see our medic crew working side by side with the MCFD crew at their annual open house at station 6.

➤ Hands-Only CPR

- Our quarterly Hands-Only CPR class was held on August 24th. Announcements were made on Facebook and in the Keizer Times in the weeks leading up to the class. We had 6 community members attend and learn valuable life-saving skills from Deputy Fire Marshal Storms.

➤ Interagency Relations:

- I led the Marion County Task Force on the response to the Lookout Conflagration in the McKenzie Bridge area last month. 5 crews from Marion County fire agencies made up the task force. This was yet another good example of us working together and supporting our partners at the Oregon State Fire Marshal's office, helping to keep Oregon fires small and away from communities.
- Captain Brozovich and Lieutenant Alderson were also deployed to the Lookout Conflagration as part of the OSFM overhead team. Both individuals received glowing reviews and continue to do excellent work representing Keizer Fire at the state level. I had conversations with state and federal-level leaders on the fire that searched me out to complement the work Andrew and Rachel were doing.
- We continue to meet with the Chief Officers from MCFD#1. Our next scheduled meeting is in October. Planning for the future, we have made this a recurring monthly meeting.

- I attended the Marion County Fire District open house at Station 6 along with Director Busch. It was well attended and provided some nice public exposure to our crews working together.
 - I met with other area fire chiefs to discuss ways to better support each other and become stronger as agencies countywide. I would expect this to become a recurring meeting as we are all dealing with the same funding, staffing, and increasing material cost issues.
- 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. Current fire station construction costs in our area are currently exceeding \$550 per square foot.
- Volunteer Program
- We are working to revise the volunteer program to better suit the needs of the Fire District and the demands currently required by our volunteers. Revisions will address time requirements and provide for other avenues to be part of the Fire District in a support role. We currently have 9 applications for volunteer firefighter positions. We will once again use the Santiam Fire Academy for our training and certification of these new volunteer firefighter applicants. The Santiam Fire Academy is scheduled for January 2024.
 - KVFA is working to update their bylaws to more accurately reflect the current day volunteer and what they want their association to look like in the future. This is another crucial step in updating our volunteer program.
- Upcoming Classes/Conferences:

Respectfully Submitted,
Ryan Russell
Fire Chief

EMS ACTIVITY REPORT

September 2023 Board Meeting

- **Ambulance Billing Items:**

- Our August financial reports from Systems Design show **\$660,150.30** in new charges for **307 billable calls**. With a deposited revenue of **\$201,007.38** and an A/R balance of **\$1,332,740.14**. Our net revenue from accounts in collections during August was **\$ 1,673.07**.

- **Capital FireMed Program Revenue:**

- August reports for Capital Fire Med Memberships revenue was \$1,380.00 with 34 memberships.
- July reports for Capital Fire Med memberships revenue was \$1050.00 with 15 memberships.
- June report for Capital Fire Med memberships revenue was \$2,170.00 with 31 memberships.
- May report for Capital Fire Med memberships revenue was \$2,660.00 with 38 memberships.

Systems Design Meet & Greet: I drove to Poulsbo WA and had a Meet & Greet with our billing vendor. It was a nice visit. It gave me a new understanding for all that they do for us. I will continue to work side by side with them to work out a few things, but overall, it was nice to meet everyone and see behind the scenes of the services they provide us.

GEMT CCO: *The next check in for 2023-2024 is 9-19-2023, we are on track where we need to be.*

To date we have received \$128,115.46 in non-federal funds and \$452,639.54 in federal funds. For a **total of \$580,755.00**.

Regular GEMT: Nothing new to report. To date we have received \$162,471.60. Including the \$91,450.73 funds we received in July 2022.

After paying all GEMT expenses of \$187,953.01 between November 2022 – May 2023, we have received a **grand total of \$646,724.32 in GEMT revenue**.

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
AUGUST 2023

Activity by Level of Service – Count / Gross Charges:

ALS1: 239 = \$460,553.00
ALS2: 13 = \$25,051.00
BLS E: 55 = \$105,985.00
BLS NE: 0
Total: \$ 660,150.30

Activity by Unit – Count / Gross Charges:

M35:107 = \$227,949.20
M36: 67 = \$147,250.60
M37:116 = \$248,772.20
M38: 17 = \$36,178.30
TOTAL: 307 = \$660,150.30

Patients evaluated/No Transport: 74 KFD- 74, MCFD- 0, SFD- 0, POLK – 0, KPD - 0
Cancellations Prior To Or Upon Arrival: 22 KFD – 5, MCF- 2, SFD- 7, KPD - 8
Public Service: 20 KFD – 20, MCFD - 0, SFD - 0
Extra Attendant During Transport: 8 @ \$93.00 = 744.00
Transport Mileage: 1,832.90 = \$67,817.30

- Gross charges reflect an ambulance rate increase effective 07/01/2023.

Keizer Fire District EMS Billing History

[illegible]

Keizer Fire District EMS Billing History

Revenue	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Jul	65,462	78,953	129,662	74,283	155,355	110,689	166,008	180,606	205,895
Aug	139,003	165,993	181,478	132,266	166,988	139,090	179,545	173,584	201,007
Sep	58,709	59,543	135,854	105,684	101,381	117,413	169,364	218,124	
Oct	53,203	214,632	130,546	210,423	130,058	165,592	194,548	176,634	
Nov	79,701	109,023	120,833	135,352	144,771	127,517	162,399	130,791	
Dec	76,590	79,285	145,891	88,244	165,431	139,785	156,483	171,846	
Jan	83,245	114,791	147,772	111,902	145,160	143,117	189,756	200,895	
Feb	147,370	37,550	172,111	141,727	135,067	130,182	171,588	199,583	
Mar	85,784	95,970	164,984	164,707	131,067	175,461	187,941	230,971	
Apr	186,135	111,930	165,746	139,272	145,583	165,619	182,346	212,466	
May	93,132	150,894	170,324	157,801	150,025	155,776	161,055	205,977	
Jun	97,402	166,705	136,241	130,353	143,060	157,321	183,020	205,227	
Total	1,165,735	1,385,269	1,801,442	1,592,014	1,713,946	1,727,562	2,104,053	2,306,705	406,902
Mon/Avg	97,145	115,439	150,120	132,668	142,829	143,964	175,338	187,003	205,895
Variance	-3%	19%	30%	-13%	8%	1%	22%	10%	-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 7/1/2017 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%									
KFD fees increased 7/1/2023 by 4.14%									

TRAINING SAFETY AND HEALTH DIVISION

August 2023

KVFA: The KVFA Bi-Laws are being re-written to allow current members the opportunity to hold E-Board positions, thus vote and take action on Volunteer business.

Covid19

Vaccination mandates have been lifted which means that vaccination or exceptions are not required.

(MWFIA) Mid-Willamette Fire Instructors Association (member)

Training to be offered this winter: Wildland, Instructor

Oregon Volunteer Firefighter Network (member)

No meeting scheduled

Fire District Student and RV Programs

New term starts in late September

Resigned, Dismissed, Retired

None

On Restricted Duty or Injury

None

Peer Fitness Committee

Coordinating a member meeting

Peer Support Team

Coordinating a member meeting

Training Committee Meeting

Coordinating a member meeting

Safety Committee Meeting

Coordinating a member meeting

Burn to Learn or Donated Structure

Forms sent to property owner of 5780 McLeod

TRAINING SAFETY AND HEALTH DIVISION
August 2023

September:

Independent study (Target Solutions):

- ☐ Review hose loads PowerPoint
- ☐ Review car fire RFP (DPSST prop if available)

Task performances:

- ☐ All Firefighters demonstrate the following proficiencies:
 - Deploy 1 ¾" Cross-lays (150' and 250')
 - Deploy 2 ½" Blitz line
 - Deploy 1 ¾" Bumper line
 - Properly advance hand lines
 - Properly reload each hose line
 - Inspect each section for damage
- ☐ Engineers:
 - Properly supply each hand line with appropriate pressure and GPM
 - Properly supply master stream with appropriate pressure and GPM
 - Take own hydrant for each evolution, except master stream

EMS:

- ☐ Sepsis Alert
- ☐ Shock causes and treatments

Officer specifics:

- ☐ Review policy 12.07 regarding recording pre-hospital care. Ensure crews are aware of published and current standards.

Respectively submitted by the Training Committee;

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

TRAINING SAFETY AND HEALTH DIVISION

August 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. Thorne, Chris | 625 (P) |
| 10. Herring, Bill | 682 (B) |
| 11. Dryden, Matt | 629 (Adv) |

Engineers

- | | |
|-----------------------|---------|
| 12. Finnerty, Casey | 711 (P) |
| 13. Frazier, J. Kelby | 617 (I) |
| 14. Gillette, Layne | 740 (P) |
| 15. Jensen, Mike | 697 (P) |
| 16. Kennen, Aaron | 737 (P) |
| 17. McClung, Ted | 677 (P) |
| 18. Perkins, Jason | 686 (B) |
| 19. Wendtlock, Amber | 727 (P) |

Firefighter/P

- | | |
|-------------------------|---------|
| 20. Alsum, Isaiah | 787 (P) |
| 21. Coburn, Tim | 607 (I) |
| 22. Endicott, Justin | 712 (P) |
| 23. Farrand, Nathan | 710 (P) |
| 24. Gaither-Lyell, Ian | 788 (P) |
| 25. Glaede, Daniel | 766 (P) |
| 26. Hiller, Joe | |
| 27. Juarez, Miguel | 764 (P) |
| 28. Kruger, Brett | 779 (P) |
| 29. Lemmon, Dustin | 776 (P) |
| 30. Loan, Brian | 751 (B) |
| 31. McCormick, Brittany | 743 (B) |
| 32. Miley, Eric | 789 (P) |
| 33. Olheiser, Eric | 781 (P) |
| 34. Zammarelli, Chris | 777 (P) |

Single Roles

- | | |
|------------------------|---------|
| 35. Brush, Berea | 811 (P) |
| 36. Cook, Steven | 807 (P) |
| 37. Leaton, Dakota | 808 (P) |
| 38. Santoyo, Christina | 804 (P) |

Volunteer Firefighters

- | | |
|-----------------------|---------|
| 39. Fuller, Darrell | 750 |
| 40. Goodman, Reed | 805 |
| 41. Grant, Ariana | 803 (B) |
| 42. MacPherson, Jacob | 784 |
| 43. Ragsdale, Brandon | 800 (B) |
| 44. Riordan, Trevor | 790 (B) |
| 45. Smith, Garren | 809 |
| 46. Sorenson, Erik | 774 (B) |

Administrative

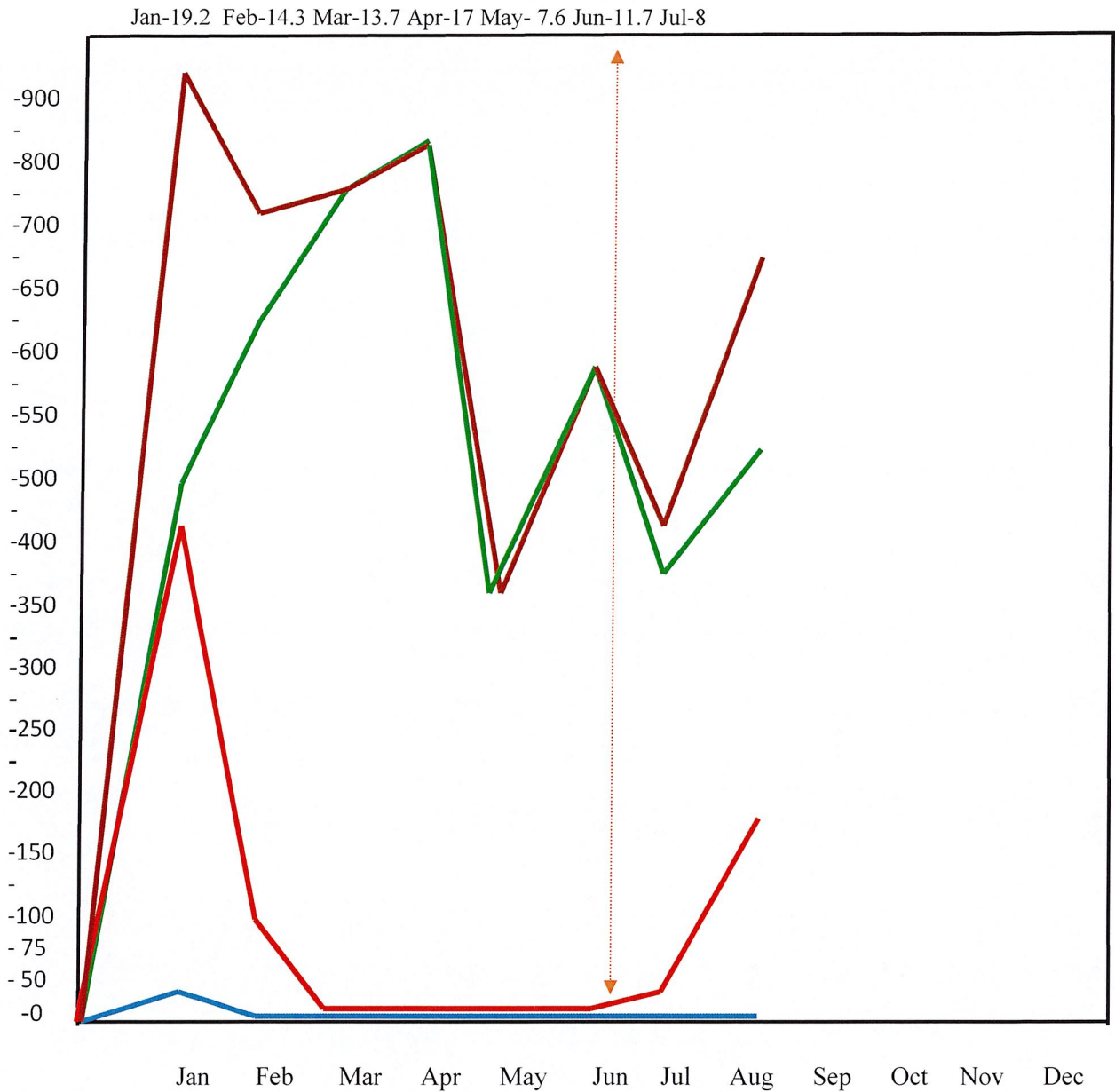
- | | |
|---------------------------|-----|
| 47. Komp, Lynette | 723 |
| 48. Rutter, Josh | 690 |
| 49. Sunderland, Jacquelyn | 782 |

Fire Prevention/ Public Ed

- | | |
|------------------------|---------|
| 50. Storms, Anne-Marie | 610 (B) |
|------------------------|---------|

TRAINING SAFETY AND HEALTH DIVISION

August 2023



KVFA-BM	20	0	0	0	0	0	0				
Training	476	618	729	824	358	589.5	364.5	510			
Other	410	99	0	0	0	0	45	155			
Total	906	717	729	824	358	589	409.5	665			

Other: Jan: Pride & Ownership, Wildland Trng, Fire/Arson Investigation Trng, Burn to learn prep hours, Multi agency training/ RTF, Active shooter, Promotional ceremony. KFD & City BBQ, McNary Blue, McNary yard sale, Blast camp, NNO, Parade

OPERATIONS MONTHLY REPORT

September 2023

August 2023 Total Incidents – 565
YTD – 4425

August 2022 Total Incidents – 535
YTD – 4117

August 2021 Total Incidents – 606
YTD – 4371

Continuous Code 3 “ALL” <= 6 minutes – 68, Average Response Time: 00:04:18

Continuous Code 3 “ALL” > 6 minutes – 7, Average Response Time: 00:06:43

Inc #	Address	Call Type	Shift	T.O.D.	Reason
23-4023	Verda Ln at Wildwood Pl	MVA	B	12:00 AM	Poor Turnout Time
23-4205	1200 Blk Candlewood Dr NE	Comm Fire	A	1:10 AM	Distance/Turnout
23-4228	5300 Blk Kalmia Dr NE	EMA	A	1:57 AM	Turnout Time
23-4270	6500 Blk McLeod Ln NE	EMA	B	5:28 AM	Poor Turnout Time
23-4279	5900 Blk Ulali Dr NE	EMA	C	1:20 PM	Driving Distance
23-4361	600 Blk Parkmeadow Lp NE	EMA	B	8:54 PM	Driving Distance
23-4440	1200 Blk Susan Ct NE	EMA	B	3:21 AM	Distance/Turnout

AUGUST 2023 RESPONSE TIME STANDARD – 90.7%

YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 92.1%

Projects:

- ASA Franchise Agreement Renewal: Our Ambulance Service Area (ASA) Franchise is now up for renewal. It expires December 31st, 2023. The renewal will be good for five years and take us to December 31st, 2028.

We filed the paperwork for renewal and it is now slogging through the approval process with the Marion County Board of Commissioners. All 10 ASA's in Marion County have been approved to go to public hearing phase. The process is on track to have final approval on October 18th with all parties signing the agreements in November.

- Operational Staffing: We are currently one Single Role Paramedic short of full staffing. We offered the position to Bee Brush. Bee just received her Paramedic License within the last couple days, she is from Lane Fire Authority where she has been a student for a couple years, she also worked as on a BLS ambulance with Eugene/Springfield Fire. She is planning on moving to Brooks and the position here worked out great for her.

We do anticipate an employee or two to move on to Salem Fire when they decide to have an academy. Bee Brush is a firefighter and hopes to move up. We currently have two firefighter/paramedics on the list with one single role paramedic on that list. We also receive a firefighter/paramedic application and will be processing that.

- Seasonal Firefighter/EMT Staffing: The Seasonal Firefighter program will be coming to an end on September 22nd. There is a consensus amongst management and labor that this program has exceeded expectations. The firefighters will go back to their volunteer positions after the 22nd and serve in that capacity.

We plan on continuing the program and anticipate applying for the OSFM Seasonal Firefighter Program grant again next year. As you may recall, the Fire District matched grant funding and was able to hire on additional Seasonal Firefighters. We have received great value back on the money that was expended on the program, so we anticipate funding this program again next year, as we did this year.

- State Conflagrations: We continue to be deployed on a regular basis around the State for conflagrations. As you can see from the list below, we were deployed to five additional incidents since the last Board meeting. I have the paper work for the Smith River Preposition, Smith River Complex and Bensel fires and should have a more up to date number for funds billed to the State at the Board meeting on Tuesday. We are currently deployed to the Gold Beach Preposition.

So far, we have billed the State of Oregon:

Conflagration	Total
Red Hat	\$32,993.35
Golden	\$73,458.52
Lookout	\$112,017.45
Smith River PrePosition	
Smith River Complex	
Bensel	
Gold Beach PrePosition	
Total	\$218,469.32

- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In July Engine 725, from Marion County Fire District #1, handled 38 calls in the North end of Keizer that would have usually been handled by our engine company. This decreased the work load on our engine by 1.2 calls/shift, which is a nice relief for Engine 355.

We did have some significant dispatch issues with the shared area in Clear Lake and North Keizer causing Medic 36 not to receive tones and other units being dispatched to the area when they were in quarters. We worked with WVCC over a couple weeks and have cleared up the issues and it is now working smoothly.

Other Events, Activities and Meetings:

- Aug 15th and 16th – Data Analytics Training at WVCC for new CAD
- Aug 22nd – Chief Meeting
- Aug 29th – Emergency Management Meeting at Keizer City Hall
- Sept 6th – Clear Lake Dispatching Issue Meeting at WVCC
- Sept 7th – MCFD#1/KFD Chiefs Meeting
- Sept 12th – Labor Management Meeting
- Sept 12th – Chiefs Meeting
- Sept 12th – Fire/EMS Services Meeting at WVCC

Respectfully Submitted,

Brian Butler
Division Chief

Fire Prevention Division Board Report

Anne-Marie Storms, Deputy Fire Marshal

September 2023

Fire & Life Safety

Inspections/code issues

The Verda apartments are moving right along. The first six buildings are slowly being completed, with the desire for occupancy in the next 30 days. The second half of the project on the North end of the property will not be completed for another 90 days.

I have not heard any further information concerning the property on River Road and the proposed five story apartments. The new Trail Ave apartments have broken ground and once the infrastructure is completed in October, construction will begin.

Community Outreach

September 11th – On the morning of September 11th, crews placed 343 flags in the front lawn of the station to remember the 343 firefighters killed on 9/11/01. At 7:30 am Chief Russell, crews and the public met under the flag pole to place a memorial wreath and have a moment of silence.

Blast Camp – Captain Pittis and I attended Blast Camp with our daughters. We did tours of the Heavy Brush truck and had a water relay for the students. They were divided into two groups and had to complete a water bucket brigade relay where they had to transfer water from one end of the field to the other. The students exercised team work, communication, learned a little history about bucket brigades and enjoyed cooling down in the heat.

McNary Blue Day – Crews attended McNary Blue Day at McNary High School to pass out stickers, cheer on the various athletes and answer general questions about the fire district.

Car Seat Clinics – With help from community partners we had two car seat clinics in the area over the last 30 days. Marion County Sheriff's Office with Stayton Fire held a clinic in Stayton on August 29th and we hosted one on September 12th. We are lucky to partner with 12 different agencies to assist families in the county. Clinics are a huge success and average 30 families attending from all over Marion County at each clinic.

Meetings Attended

- 8/15 – MPFIT Meeting
- 8/15 – Board Meeting
- 8/16 – BLAST Camp
- 8/21 – JFIN
- 8/21 – Exchange Student Station Tour
- 8/22 – OFMA

- 8/22 – OLST
- 8/24 – Hands Only CPR Class
- 8/29 – MCSO Car Seat Clinic
- 9/7 - OFMA Education Committee
- 9/12 – Car seat Clinic
- 9/13 – OFMA Education Committee
- 9/14 – OSFM Chief Cross Meeting
- 9/14 – Back to School Night at Weddle

Fire Investigations

- None

Upcoming Events

- Open House – 10/9
- Bernie Arrives – 12/1
- Tree Lighting – 12/5
- Keizer Light Parade – 12/9
- Santa Breakfast – 12/10
- Candy Cane Day Drive-thru – 12/16



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: September 8th, 2023
Subject: Marion County Multi-Jurisdictional
Hazard Mitigation Plan

In 2021, the Keizer Fire District entered into an intergovernmental with the Department of Land Conservation and Development to work with Marion County Emergency Management in the update of their Multi-Jurisdictional Hazard Mitigation Plan. The plan is a cooperative effort between Marion County and the cities and special districts in Marion County to have a preplanned response to natural disasters that have an impact on people, infrastructure and the environment.

The plan further allows Marion County and agencies like the Keizer Fire District to apply for grants for hazard mitigation projects and to maintain eligibility to be reimbursed for natural disasters from agencies like the Federal Emergency Management Agency (FEMA).

The plan is required to be adopted by the Keizer Fire District by Resolution. Attached you find Resolution 2023-06 Marion County Multi-Jurisdiction Hazard Mitigation Plan.

KEIZER RURAL FIRE PROTECTION DISTRICT

Resolution No. 2023-06

A RESOLUTION ADOPTING THE KEIZER FIRE DISTRICT ADDENDUM TO THE MARION COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS, the Keizer Fire District Staff have worked with the Marion County Emergency Management Team to develop a Hazard Mitigation Plan; and

WHEREAS, this plan will be included as a District specific addendum in the Marion County Multi-Jurisdictional Hazard Mitigation Plan; and

WHEREAS, emergency policies and procedures to protect the community, our emergency responders, and their families, from the spread of this global pandemic, are vital to our mission,

WHEREAS, the Plan will allow the District and Marion County to receive funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre-and-post disaster mitigation grant programs; and

WHEREAS, this Plan and plans from other cooperating Marion County agencies approved by FEMA, and

WHEREAS, on April 5th, 2023 the Marion County Board of Commissioners adopted the Marion County Multi-Jurisdictional Hazard Mitigation Plan, including the Keizer Fire District Addendum.

THEREFORE, BE IT RESOLVED that the Board of Directors of the Keizer Fire District hereby resolves the following:

SECTION 1. the Keizer Fire District Addendum to the Marion County Multi-Jurisdictional Hazard Mitigation Plan shall be adopted.

SECTION 2. this Resolution shall take effect immediately upon approval

APPROVED by the Board of Directors of the Keizer Rural Fire Protection District this 19th day of September 2023.

By: _____
President, Board of Directors

ATTEST:

By: _____
Secretary, Board of Directors



MEMORANDUM:

To: Board of Directors
From: Ryan Russell, Fire Chief
Date: September 19, 2023
Re: Woodburn Fire: Interra IGA

Issue:

Included is a proposed Inter-Governmental Agreement (IGA) with Woodburn Fire District regarding Interra mapping, preplanning, and response software.

Discussion:

Dispatch information is limited on mutual aid responses to agencies dispatched outside of Willamette Valley Communications. This is a proposed Inter-Governmental Agreement (IGA) with Woodburn Fire District to share a portion of the cost of Interra software. This software will allow access to dispatch information, mapping, and fire pre-plans for mutual aid response. The details of the agreement are listed in the included IGA. The fee structure is based on number of stations. At this time, there are 5 area agencies participating in this joint effort that will provide needed real-time information and streamline our mutual aid response. This IGA has been reviewed by our legal counsel and the recommended changes have been made. This was a planned expense that is included in the 2023/2024 budget.

Recommendation:

Review and approval of the IGA by the Board of Directors with authorization for the fire chief to enter into an agreement, and administer the process with Woodburn Fire District.



INTERGOVERNMENTAL AGREEMENT FOR SERVICES

This Intergovernmental Agreement For Services (Agreement), by and between Woodburn Rural Fire Protection District, organized and operating under ORS Chapter 478, (Woodburn), and Keizer Rural Fire Protection District, organized and operating under ORS Chapter 478, (Keizer), is effective the 1st day of July 2023. Woodburn and Keizer each may also be referred to herein as a “Party” or “Parties.”

RECITALS

Whereas Oregon Revised Statutes (ORS) Chapter 190 authorizes unit(s) of local government to enter into written agreements with other unit(s) of local government to jointly cooperate in the performance of any or all of the functions and activities of a party to the agreement; and,

Whereas both Parties are duly organized rural fire protection districts established under ORS Chapter 478 who have a long history of mutual aid and assistance and a strong working relationship; and,

Whereas the Parties desire that Woodburn enter into and hold the contract with Intterra for software services to be used by Keizer (Intterra Contract) and for Keizer to provide an annual payment to reimburse Woodburn for the Intterra software and services described herein.

AGREEMENT

Now, therefore, in consideration of each Party’s performance of the covenants, terms and conditions herein the Parties mutually agree:

SECTION 1 - PURPOSE

- 1.1 The purpose of this Agreement is for Woodburn to administer the Intterra Contract and pay the costs for Keizer’s use of the Intterra software subscription services used by Keizer and Keizer will reimburse Woodburn for Keizer’s share of costs associated with Woodburn’s administration of the Intterra Contract and all costs Woodburn pays for Keizer’s use of the Intterra software.

- 1.2 Keizer agrees to pay Woodburn for the Intterra software used by Keizer as per the Keizer portion of the cost schedule included as Attachment A to this Agreement which becomes part of this Agreement by reference herein.
- 1.3 This Agreement also establishes a once annual administrative fee that will be paid to Woodburn from Keizer for the calculation of the Keizer payment and invoicing to Keizer.

SECTION 2 - TERM

This Agreement shall be effective from July 1, 2023, to June 30, 2024 (Term) and will be automatically renewed for each succeeding year, subject to new cost allocations and a revised Attachment A, unless either Party notifies the other that it wishes to terminate the Agreement in accordance with the provisions hereof. A Party wishing to terminate the Agreement must give ninety (90) days' written notice in accordance with Section 9. Termination shall be effective on the next June 30th.

SECTION 3 - SERVICES TO BE PROVIDED BY WOODBURN

Woodburn shall provide the following services (the Services) for and on behalf of Keizer:

- 3.1 Woodburn will pay Intterra for the Intterra software subscription used by Keizer and Keizer's share of the one-time CAD connection fee. The Intterra software includes the Operations module and Prefire module.
- 3.2 Woodburn will manage the contract with Intterra, calculate the portion of the Intterra subscription used by Keizer and pay Intterra. Woodburn will provide annual updates of this agreement and invoice Keizer annually for the Services.

SECTION 4- COSTS AND PAYMENT

- 4.1 For FY 2023-24 Services, Keizer agrees to pay Woodburn a total of \$5,017 for the Intterra software subscription described in Section 3 as per the cost schedule detailed in Attachment A to this agreement. This payment includes the Intterra software subscription costs, the one-time CAD connection fee and the annual administrative fee as detailed in 4.1.1 to 4.1.3 below:
 - 4.1.1 For FY 23-24 the Intterra subscription fees for the Operations and Prefire modules will be \$2,767.
 - 4.1.2 For FY 23-24 only, Keizer agrees to pay Woodburn \$2,250 for the Keizer share of the one-time CAD connection fee for Intterra.

- 4.1.3 The administration fee for FY 23-24 will be \$100. This fee will increase by 3% for each subsequent year that the Agreement is renewed. The administrative fee will be waived for FY 23-24.
- 4.2 Woodburn will provide an invoice to Keizer on or near July 15 of each year this Agreement is in effect for the Services for the fiscal year that began on the preceding July 1.
- 4.3 Keizer will pay Woodburn in a single lump sum within 30 days of the receipt of an invoice from Woodburn.

SECTION 5 - REVIEW, EVALUATION, AND QUALITY ASSURANCE

Each Party shall notify the other as soon as reasonably possible under the circumstances of incidents or events that may affect its performance under this Agreement. Both Parties agree to work diligently towards resolving any issues that may arise for the mutual benefit of the Parties.

SECTION 6 – LIABILITY/INDEMNITY

- 6.1 To the extent permitted by the Oregon Tort Claims Act and the Oregon Constitution, Woodburn shall defend, indemnify and hold harmless Keizer, and each of Keizer's elected officials, officers, agents and employees, from and against any and all losses, claims, actions, costs, judgments, damages or other expenses resulting from injury to any person (including injury resulting in death) or damage to property (including loss or destruction), of whatever nature, arising out of or incident to the performance of this Agreement by Woodburn, including, but not limited to, any acts or omissions of Woodburn's officers, employees, agents, volunteers and others, if any, designated by Woodburn to perform services under this agreement.
- 6.2 Woodburn shall not be held responsible for any losses, claims, actions, costs, judgments, damages or other expenses directly, solely and proximately caused by the negligence of Keizer.
- 6.3 To the extent permitted by the Oregon Tort Claims Act and the Oregon Constitution, Keizer shall defend, indemnify and hold harmless Woodburn, and each of its officers, agents and employees, from and against any and all losses, claims, actions, costs, judgments, damages or other expenses resulting from injury to any person (including injury resulting in death) or damage to property (including loss or destruction), of whatsoever nature, arising out of or incident to the performance of this Agreement by Keizer, including but not limited to, the acts and omissions of Keizer's employees, agents, volunteers and others, if any, designated by Keizer to perform services under this agreement.

- 6.4 Keizer shall not be held responsible for any losses, claims, actions, costs, judgments, damages or other expenses directly, solely and proximately caused by the negligence of Woodburn.
- 6.5 This section does not confer any right to indemnity on any person or entity other than the Parties, waive any right of indemnity or contribution from any person or entity; or waive any governmental immunity.
- 6.6 The obligations of Woodburn and Keizer under this section will survive expiration or termination of this Agreement.
- 6.7 In providing the services specified in this Agreement (and any associated services) both Parties are public bodies and maintain their public body status as specified in ORS 30.260. Both Parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any other statutory rights granted as a result of their status as local public bodies.

SECTION 7 - NOTICE

Any notice required or allowed to be given by this Agreement shall be given by hand delivery or by placing said notice in the United States Mail, first class postage pre-paid, and addressed as follows:

To Keizer	Board President Keizer Rural Fire Protection District 661 Chemawa Rd NE Keizer, Oregon 97033
To Woodburn	Board President Woodburn Rural Fire Protection District 1776 Newberg Highway Woodburn, Oregon 97071

Said notice shall be deemed to be received when hand delivered or, if mailed, three (3) days after mailing. If the mailing address of either Party changes, such Party shall provide notice of the change of address to the other Party in writing.

SECTION 8 – DEFAULT, CURE AND DISPUTE RESOLUTION

- 8.1. A Party (Non-Defaulting Party) that has cause to believe that the other Party (Defaulting Party) is in default of the terms or conditions of this Agreement, shall give the Defaulting Party written notice of said default, and allow not less than ten

(10) days for the default to be cured. Except for non-payment, if the Defaulting Party cannot cure the default within ten (10) days, it shall be sufficient if the Defaulting Party notifies the Non-Defaulting Party of the plan of cure, begins cure of the alleged default and continues with its best effort to resolve the default. If the default is not cured within that time or the time reasonably allowed for cure, the following remedies are available to the Parties:

- Declare this agreement to be terminated, at which time the provisions of Section 9 of this Agreement shall be complied with, subject to suspension of termination if the Defaulting Party commences the Dispute Resolution process; or,
- Commence the Dispute Resolution process of this Agreement and if unsuccessful in reaching a mutually agreeable resolution of the matter, then bring an action in the Marion County Circuit Court to enforce this Agreement; or,
- By mutual agreement, engage in binding arbitration of any dispute.

Each of the above remedies is deemed to be cumulative and non-exclusive of any other remedy available at law or equity.

- 8.2 As part of the Dispute Resolution process, any complaint regarding services may be referred to the boards of directors. After review by each respective board, if the issue is not resolved, the Parties may meet in joint session, either public or executive session, to further review the issues. If not resolved, the remainder of the Dispute Resolution procedures will apply.
- 8.3 A Party must attempt to resolve any issues through Dispute Resolution as a condition to commencement of litigation. To commence Dispute Resolution, a Party must provide a written notice to the other Party stating the issue(s) to be resolved. Upon receipt of such a request, the board presidents of the Parties shall meet within thirty (30) days. Any resolution shall be reduced to writing. If not resolved by the board presidents, the Parties shall mutually agree on a mediator and conduct non-binding mediation within thirty (30) days unless they agree to another schedule. If not resolved through mediation, then either Party may elect to pursue the matter through litigation (or arbitration if mutually agreed).
- 8.4 The board presidents may elect to refer the matter to their respective boards who may meet in joint session, either public or executive session, to resolve the issues. If not resolved, the remainder of the Dispute Resolution procedures apply.

- 8.5 Each Party shall be responsible for its own attorney fees and costs in any mediation, arbitration or litigation to enforce the terms of this Agreement.

SECTION 9 – TERMINATION

- 9.1 This Agreement may be terminated for cause after the terminating Party has complied with the requirements of Section 8 herein.
- 9.2 This Agreement may be terminated by either Party, without cause, by the terminating Party giving the other Party written notice of its intention to terminate this Agreement. Such notice shall be given at least ninety (90) days prior to the expiration of any Term or Renewal Term of this Agreement, although, by mutual consent of the Parties, this Agreement may be terminated on shorter notice.

SECTION 10 – PERSONNEL

The Woodburn office administrator that performs the Keizer invoicing shall, at all times remain and be an employee of Woodburn, subject to the rules and regulations of Woodburn and shall not be deemed an employee of Keizer. Salary, benefits, hours of work and compensation of any kind shall be the responsibility of Woodburn.

SECTION 11 – REPRESENTATION

The Parties acknowledge that Clark Balfour, a member of Cable Huston LLP represents the interests of Woodburn and only Woodburn on this Agreement. Keizer has agreed that it has the opportunity to consult with separate counsel regarding the Agreement.

SECTION 12 - ENTIRE AGREEMENT

This document and referenced attachment represent the entire agreement of the Parties hereto regarding the subject matter of this Agreement and contains all of the terms and conditions of the agreement between the Parties. Any amendment to this Agreement shall be in writing and signed by the representatives of the Parties as duly authorized by the governing body of each Party.

SECTION 13 – USE OF INTTERRA SOFTWARE

Keizer acknowledges and agrees that it uses and will comply with the Intterra software subject to the Marion County Intterra Final Budgetary Proposal (attached as Attachment B to this Agreement), the Intterra Terms of Use Agreement (attached as Attachment C to this Agreement), the Intterra End User License/Service Agreement (attached as Attachment D to this Agreement), and the Intterra Website Privacy Policy (attached as Attachment E to this Agreement).

Woodburn is not responsible for any losses, claims, actions, costs, judgments, damages or other expenses resulting from or related to Keizer's use of the Intterra software.

SECTION 14 - EXECUTION

The execution of this Agreement by each of the undersigned is done pursuant to the authorization of the governing body of each Party, voted upon in an open meeting in accordance with Oregon Law, and each person executing this Agreement hereby certifies that they are authorized to execute this Agreement.

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will constitute an original, and all of which together constitute one and the same Agreement. Execution of a facsimile or scanned copy has the same force and effect as execution of an original, and will constitute an original and valid signature.

In witness whereof, the Parties, through their duly authorized representatives, have executed this Agreement on the date or dates set forth below.

Keizer Fire District

By: _____

Date: _____

Ryan Russell

Keizer Fire Chief

Woodburn Fire District

By: _____

Date: _____

Joe Budge

Woodburn Fire Chief