

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
October 17, 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:

1. Levy Update Information
 - The Board will be updated on the campaign plan for the Levy.

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. Policy 6.16 Residency Requirements Update

Information/Action

- The Board will review updates to Policy 6.16.

2. Radio Purchase

Information/Action

- The Board will review the proposal for a radio purchase.

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

November 21, 2023 @ 5:30 pm
December 19, 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
September 19, 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 (Online), Kevin Clark and Louis Risewick, Fire Chief Ryan Russell, Division Chiefs Brian Butler and Hector Blanco, Finance Officer Lyn Komp, Lieutenant Andrew Alderson, MCFD #1 Fire Chief Kyle McMann,

Minutes – Betty Hart made a motion to approve the minutes as presented for August 15, 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 17% of the way through the fiscal year. We received approximately \$201,000 in ambulance payments. We received a small amount of property taxes. Personnel Services is a little high at 21%. Overtime and PERS are high. Materials & Services is at 12%. There was quarterly payment for radio maintenance. Louis Risewick made a motion to accept the financial report as presented. Kevin Clark seconded the motion. The motion carried unanimously.

Board Member Reports –

- Betty Hart and Colleen Busch reported on meetings and events that they attended.

Chief/Staff Reports –

- Chief Ryan Russell- The Chamber of Commerce Government Affairs meeting will be here tomorrow at 12:00pm, and the facts on the levy will be presented. Board member training will be in November. The Annual Report is coming along and will be out the first week of October. The 9/11 Ceremony was reported on. We are still working on getting the staff survey report completed. The results that have been received will be reported to Joe Van Meter.
- EMS Billing Manager Jacquelynn Sunderland- The Board would like to see a report on the take-aways from her trip to Systems Design for next month.
- Division Chief Brian Butler- An update on conflagrations was reported.

New Business

Levy Updates- All materials have been filed. We have collected letters of support. Digital ads will be starting on Facebook and an electronic newsletter will go out October 1st. There will be advertising in the KeizerTimes. Lawn signs will be going out the beginning of October.

Resolution 2023-06 Marion County Multi-Jurisdictional Hazard Mitigation Plan- This plan is for all cities and districts in the county. It allows FEMA to allocate funds for disasters. Betty Hart made a motion to approve Resolution 2023-06. Louis Risewick seconded the motion. The motion carried unanimously.

Intergovernmental Agreement with Woodburn Fire District- This agreement is for mapping software called Interra for when we go on mutual aid calls to Woodburn, Silverton, Mt. Angel and Marion County Fire District #1. We did budget for the software. Kevin Clark had a question on the wording in 4.2. Chief Russell stated he will get the wording corrected before signing the agreement. Louis Risewick made a motion to approve the Intergovernmental agreement with Woodburn Fire District for Interra Software. Betty Hart seconded the motion. The motion carried unanimously.

Other Business – None

Good of the Order – Colleen Busch thanked the conflagration teams for their hard work and being recognized by others for the same.

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

Adjourn – President Joe Van Meter declared the meeting adjourned at 5:56pm.

Respectfully submitted,

Kevin Clark
Secretary

10:42 AM
10/12/23
Accrual Basis

Keizer Fire District
Cash Position Statement
As of September 30, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							7,094.79
Check	09/08/2023	864	Chaney, Thomas	Ambulance Refund DOS 10/12...		1,816.10	5,278.69
Check	09/08/2023	865	Luneke, Beverly	Ambulance Refund DOS 01/25...		123.81	5,154.88
Check	09/08/2023	866	Toney, Larry	Ambulance Refund DOS 04/28...		150.00	5,004.88
Check	09/08/2023	867	Bueli, Marlene	Ambulance Refund DOS 06/01...		112.50	4,892.38
Check	09/08/2023	868	Lanssens, Edward	Ambulance Refund DOS 07/11...		100.00	4,792.38
Check	09/08/2023	869	Lanssens, Edward	Ambulance Refund DOS 07/17...		50.00	4,742.38
Check	09/08/2023	870	RIS	Ambulance Refund DOS 02/13...		2,005.85	2,736.53
Check	09/08/2023	871	RIS	Ambulance Refund DOS 03/04...		1,388.95	1,347.58
Check	09/08/2023	872	Regence Blue Shield of ...	Ambulance Refund DOS 03/21...		82.64	1,264.94
Check	09/08/2023	873	United Healthcare	Ambulance Refund DOS 09/10...		236.33	1,028.61
Check	09/08/2023	874	United Healthcare	Ambulance Refund DOS 11/08...		419.44	609.17
Check	09/08/2023	875	RIS	Ambulance Refund DOS 09/30...		419.44	189.73
Check	09/08/2023	876	Keizer Fire District	Ambulance Revenue		30,000.00	(29,810.27)
Check	09/19/2023	877	Keizer Fire District	Ambulance Revenue		40,000.00	(69,810.27)
General Jour...	09/30/2023	1539		Ambulance Billing	149,541.59		79,731.32
Total 1011 · US Bank - Ambulance Billing					149,541.59	76,905.06	79,731.32
1012 · Columbia Bank - Checking							(107,036.44)
Deposit	09/01/2023			Deposit	183,644.51		76,608.07
General Jour...	09/05/2023	1525		Visa- Blanco		3,146.57	73,461.50
General Jour...	09/05/2023	1525		Visa- Brozovich		296.94	73,164.56
General Jour...	09/05/2023	1525		Visa- Butler		3,764.86	69,399.70
General Jour...	09/05/2023	1525		Visa- Komp		1,030.57	68,369.13
General Jour...	09/05/2023	1525		Visa- Russell		181.31	68,187.82
General Jour...	09/05/2023	1525		Visa- Storms		185.79	68,002.03
General Jour...	09/05/2023	1525		Visa- Wilson		37.67	67,964.36
General Jour...	09/08/2023	1528		LGIP transfer to Checking	100,000.00		167,964.36
Bill Pmt -Check	09/12/2023	30115	76 Fleet/Wex Bank	Gasoline		994.60	166,969.76
Bill Pmt -Check	09/12/2023	30116	911 Supply, Inc	PO #090523-1455		298.70	166,671.06
Bill Pmt -Check	09/12/2023	30117	All Star Health	PO #082523-0102		800.00	165,871.06
Bill Pmt -Check	09/12/2023	30118	BoundTree	108812		1,905.91	163,965.15
Bill Pmt -Check	09/12/2023	30119	C.W. Nielsen Mfg. Corpo...	PO #080123-2022		48.45	163,916.70
Bill Pmt -Check	09/12/2023	30120	Central Refrigeration	Ice Machine Lease		150.00	163,766.70
Bill Pmt -Check	09/12/2023	30121	Comcast	Cable		68.11	163,698.59
Bill Pmt -Check	09/12/2023	30122	DMV	PO #083123-1200		5.00	163,693.59
Bill Pmt -Check	09/12/2023	30123	Finnerty, Casey	Per Diem- Pierce Training		307.00	163,386.59
Bill Pmt -Check	09/12/2023	30124	Hart, Betty	Board- Quarterly Stipend		150.00	163,236.59
Bill Pmt -Check	09/12/2023	30125	Herring Jr., Bill	682		236.00	163,000.59
Bill Pmt -Check	09/12/2023	30126	Juarez, Miguel	Per Diem- Smith River Complex		236.00	162,764.59
Bill Pmt -Check	09/12/2023	30127	Keizer Times	KeizerFest Ad		569.00	162,195.59
Bill Pmt -Check	09/12/2023	30128	Keizer, City of	Water & Sewer		762.05	161,433.54
Bill Pmt -Check	09/12/2023	30129	Life-Assist, Inc	PO #082223-1230		141.72	161,291.82
Bill Pmt -Check	09/12/2023	30130	Loren's Sanitation	Garbage & Recycling		280.85	161,010.97
Bill Pmt -Check	09/12/2023	30131	Lowe's	Acct #821 3138 022094 2		121.84	160,889.13
Bill Pmt -Check	09/12/2023	30132	Marion Environmental S...	Bio-Hazard Bags		52.00	160,837.13
Bill Pmt -Check	09/12/2023	30133	NW Natural	Natural Gas		179.44	160,657.69
Bill Pmt -Check	09/12/2023	30134	NWSC, Inc.	PO #080123-1500		267.55	160,390.14
Bill Pmt -Check	09/12/2023	30135	Oregon State Police	PO #083123-0800		99.00	160,291.14
Bill Pmt -Check	09/12/2023	30136	Overhead Door - Corp.	PO #2023-183		441.25	159,849.89
Bill Pmt -Check	09/12/2023	30137	Pacific Northwest Hydro	PO #2023-149		860.00	158,989.89
Bill Pmt -Check	09/12/2023	30138	Petro Card System Inc.	Gasoline		143.31	158,846.58
Bill Pmt -Check	09/12/2023	30139	Schurter Trucking LLC	PO #2023-180		688.07	158,158.51
Bill Pmt -Check	09/12/2023	30140	SDIS	Health Insurance- September		73,132.09	85,026.42
Bill Pmt -Check	09/12/2023	30141	SeaWestern, Inc			1,729.45	83,296.97
Bill Pmt -Check	09/12/2023	30142	Skyline Ford, Inc.	PO #2023-184		529.70	82,767.27
Bill Pmt -Check	09/12/2023	30143	Stryker Sales Corporation			2,064.65	80,702.62
Bill Pmt -Check	09/12/2023	30144	Thorne, Chris - Career	Per Diem- Smith River Complex		236.00	80,466.62
Deposit	09/12/2023			Deposit	111,383.27		191,849.89
Payment	09/12/2023	082773	World Triathlon Corpora...		1,422.96		193,272.85
General Jour...	09/12/2023	1529		PERS		139,811.33	53,461.52
Bill Pmt -Check	09/19/2023	30145	AccurAccounts, Inc.	Payroll- August		1,610.00	51,851.52
Bill Pmt -Check	09/19/2023	30146	All Star Health			1,820.00	50,031.52
Bill Pmt -Check	09/19/2023	30147	Blanco, Hector - Vendor	646		123.00	49,908.52
Bill Pmt -Check	09/19/2023	30148	BoundTree	108812		1,679.03	48,229.49
Bill Pmt -Check	09/19/2023	30149	Brozovich, Rachel - Ven...			335.00	47,894.49
Bill Pmt -Check	09/19/2023	30150	C.W. Nielsen Mfg. Corpo...	Name Tag- Alderson		170.00	47,724.49
Bill Pmt -Check	09/19/2023	30151	Carson Oil Company	Diesel		340.93	47,383.56
Bill Pmt -Check	09/19/2023	30152	CIS Benefits	Dental Insurance- October		5,570.11	41,813.45
Bill Pmt -Check	09/19/2023	30153	Comcast	Telephones		500.43	41,313.02
Bill Pmt -Check	09/19/2023	30154	DPSST	PO #090523-5150		92.50	41,220.52
Bill Pmt -Check	09/19/2023	30155	Finnerty, Casey	Training Reimbursement		978.03	40,242.49
Bill Pmt -Check	09/19/2023	30156	Gillette, Layne	VOID: Reimbursement- Book			40,242.49
Bill Pmt -Check	09/19/2023	30157	Hughes Fire Equipment,...	PO #2023-185		164.35	40,078.14
Bill Pmt -Check	09/19/2023	30158	Killers Pest Control	Pest Control		90.00	39,988.14
Bill Pmt -Check	09/19/2023	30159	Life-Assist, Inc			3,354.70	36,633.44
Bill Pmt -Check	09/19/2023	30160	LN Curtis & Sons, Inc	PO #2023-181		457.90	36,175.54
Bill Pmt -Check	09/19/2023	30161	Local Government Law ...	Legal Services		135.00	36,040.54
Bill Pmt -Check	09/19/2023	30162	Northside Electric	PO #2023-188		2,922.81	33,117.73
Bill Pmt -Check	09/19/2023	30163	Northwest Occupational...	PO #080923-1430		450.00	32,667.73
Bill Pmt -Check	09/19/2023	30164	Performance Systems In...	Fire Sprinkler Inspection		717.00	31,950.73
Bill Pmt -Check	09/19/2023	30165	Petro Card System Inc.	PO #2023-186		762.86	31,187.87
Bill Pmt -Check	09/19/2023	30166	Platt	PO #073123-1306		722.18	30,465.69
Bill Pmt -Check	09/19/2023	30167	Professional Benefit Ser...	Participant Fee		95.00	30,370.69
Bill Pmt -Check	09/19/2023	30168	Safeway	Water		461.40	29,909.29
Bill Pmt -Check	09/19/2023	30169	SingerLewak Accountan...	Audit Fee		8,230.00	21,679.29
Bill Pmt -Check	09/19/2023	30170	System Design West, LLC.	EMS Billing- August		7,170.84	14,508.45
Bill Pmt -Check	09/19/2023	30171	Toshiba Financial Services	Copier Lease		430.00	14,078.45
Bill Pmt -Check	09/19/2023	30172	Walter E. Nelson Co.	PO #080723-1500		597.24	13,481.21

10:42 AM

10/12/23

Accrual Basis

Keizer Fire District
Cash Position Statement
As of September 30, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Jour...	09/20/2023	1532		Stop Payment Fee		40.00	13,441.21
Bill Pmt -Check	09/21/2023	30173	Gillette, Layne	Reimbursement- Book		51.48	13,389.73
Deposit	09/21/2023			Deposit	40,000.00		53,389.73
General Jour...	09/26/2023	1533		LGIP transfer to checking	450,000.00		503,389.73
General Jour...	09/30/2023	1538		Payroll		268,327.08	235,062.65
General Jour...	09/30/2023	1538		Reed Goodman- #7007		3,050.65	232,012.00
General Jour...	09/30/2023	1538		Jacob MacPherson- #7008		3,423.73	228,588.27
General Jour...	09/30/2023	1538		Brandon Ragsdale- #7009		2,755.42	225,832.85
General Jour...	09/30/2023	1538		Trevor Riordan- #7010		3,614.31	222,218.54
General Jour...	09/30/2023	1538		Erik Sorenson- #7011		3,857.31	218,361.23
General Jour...	09/30/2023	1538		IRS		5,241.46	213,119.77
General Jour...	09/30/2023	1538		Oregon Dept of Revenue		1,601.00	211,518.77
General Jour...	09/30/2023	1538		HRA Veba- #7012		11,750.00	199,768.77
General Jour...	09/30/2023	1538		IAFF Local 3881- #7013		4,132.00	195,636.77
General Jour...	09/30/2023	1538		KFD Cafeteria- #7014		1,316.69	194,320.08
General Jour...	09/30/2023	1538		PenServ- #7015		1,582.90	192,737.18
General Jour...	09/30/2023	1538		Valic- #7016		33,338.96	159,398.22
General Jour...	09/30/2023	1538		IRS		117,231.42	42,166.80
General Jour...	09/30/2023	1538		Oregon Dept of Revenue		29,668.00	12,498.80
Total 1012 - Columbia Bank - Checking					886,450.74	766,915.50	12,498.80
1015 - Bond Sales - Money Market							810,747.21
General Jour...	09/30/2023	1536		Interest Received	3,085.28		813,832.49
Total 1015 - Bond Sales - Money Market					3,085.28		813,832.49
1020 - Petty Cash							200.00
Total 1020 - Petty Cash							200.00
1120 - State Investment Pool							2,735,627.11
General Jour...	09/07/2023	1530		LGIP	14,813.47		2,750,440.58
General Jour...	09/07/2023	1530		LGIP	961.18		2,751,401.76
General Jour...	09/08/2023	1528		LGIP transfer to Checking		100,000.00	2,651,401.76
General Jour...	09/26/2023	1533		LGIP transfer to checking		450,000.00	2,201,401.76
General Jour...	09/30/2023	1537		Interest Received	9,308.52		2,210,710.28
General Jour...	09/30/2023	1537		Interest Received	88.75		2,210,799.03
General Jour...	09/30/2023	1537		Interest Received	463.45		2,211,262.48
Total 1120 - State Investment Pool					25,635.37	550,000.00	2,211,262.48
TOTAL					1,064,712.98	1,393,820.56	3,117,525.09

Keizer Fire District
Financial Report- All
10/12/2023

	Sep 23	Budget	\$ Over Budget	% of Budget
Income				
4000 · Revenue				
4010 · Taxes, Current Year	8,435.82	5,675,075.00	-5,633,588.71	0.73%
4020 · Taxes, Prior Year	7,338.83	72,000.00	-50,458.50	29.92%
4030 · Taxes, 911 Excise	0.00	128,390.00	-128,390.00	0.0%
4100 · EMS Revenue	393,885.63	2,450,000.00	-1,629,736.15	33.48%
4120 · Capitol Fire Med	2,351.20	32,000.00	-26,739.76	16.44%
4140 · Interest & Dividends	12,946.00	84,000.00	-40,621.98	51.64%
4150 · Miscellaneous	5,576.16	73,500.00	-45,878.15	37.58%
4156 · Conflagration Reimbursement	106,451.87	100,000.00	6,451.87	106.45%
Total 4000 · Revenue	536,985.51	8,614,965.00	-7,548,961.38	12.37%
Expense				
5000 · Personal Services				
5001 · Salaries & Wages	342,466.61	4,258,554.00	-3,195,401.44	24.97%
5070 · Board Members	600.00	4,875.00	-4,275.00	12.31%
5080 · Overtime	96,610.07	462,000.00	-190,428.93	58.78%
5082 · Longevity Incentive	1,135.87	7,924.00	-4,516.39	43.0%
5083 · Leave Payoff	3,949.29	85,000.00	-49,718.27	41.51%
5084 · Wellness Incentive	0.00	8,400.00	-3,200.00	61.91%
5085 · Education Incentive	1,800.00	33,300.00	-27,900.00	16.22%
5086 · Preceptor Pay	900.00	1,200.00	-300.00	75.0%
5090 · Volunteer Program	92.50	79,750.00	-79,611.25	0.17%
5110 · Payroll Tax Soc. Sec. (FICA)	33,480.44	376,677.00	-272,802.64	27.58%
5115 · State Unemployment Tax (SUTA)	437.68	5,485.00	-4,127.16	24.76%
5119 · Workers' Compensation Tax	121.47	2,307.00	-1,951.14	15.43%
5120 · Workers' Compensation	-3,131.46	175,000.00	-87,441.41	50.03%
5125 · Health and Dental Insurance	68,293.63	913,720.00	-634,569.86	30.55%
5126 · Medical Savings Plan (HRA Veba)	11,750.00	126,000.00	-91,000.00	27.78%
5127 · Cafeteria Plan Administration	95.00	1,400.00	-1,115.00	20.36%
5130 · Life & Disability Insurance	2,877.45	85,042.00	-75,632.44	11.07%
5135 · Retirement (PERS)	139,805.25	1,549,149.00	-1,176,747.07	24.04%
5137 · Deferred Compensation Match	7,154.05	102,454.00	-81,072.29	20.87%
5210 · Physical Exams	0.00	20,035.00	-19,305.00	3.64%
5220 · Employee Assistance Plan (EAP)	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	708,437.85	8,301,472.00	-6,004,315.29	27.67%
6000 · Materials and Services				
6010 · General Operating Expense	34,573.74	17,350.00	-4,252.13	75.49%
6015 · Dispatch 911	0.00	379,200.00	-318,729.62	15.95%
6020 · Volunteer Recruitment/Retention	0.00	1,000.00	-1,000.00	0.0%
6022 · Grant Expense	0.00	11,500.00	-11,500.00	0.0%
6025 · Civil Service Expense	33.00	7,000.00	-3,662.78	47.68%
6035 · Apparatus Maintenance(Vehicles)	28,636.54	68,000.00	-23,272.26	65.78%
6040 · Equipment Maintenance	1,589.17	29,745.00	-11,741.01	60.53%

Keizer Fire District Financial Report- All

	10/12/2023			
	Sep 23	Budget	\$ Over Budget	% of Budget
6062 · Furniture	150.00	14,500.00	-11,792.00	18.68%
6070 · Small Tools & FF Equip/Supplies	1,751.23	19,750.00	-15,040.54	23.85%
6073 · Building & Grounds Maintenance	5,327.34	42,250.00	-30,837.59	27.01%
6074 · Building Improvements	0.00	51,000.00	-51,000.00	0.0%
6075 · Radio Maintenance	0.00	51,800.00	-39,734.80	23.29%
6080 · Ladder & Hose Testing	0.00	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	265.70	52,000.00	-49,185.05	5.41%
6137 · Uniforms	731.10	36,800.00	-33,667.79	8.51%
6145 · Supplies	932.53	12,000.00	-9,415.48	21.54%
6160 · Public Ed / Fire Prevention	168.68	12,000.00	-11,533.78	3.89%
6180 · Medical Supplies	12,427.19	125,000.00	-85,081.64	31.94%
6200 · District Meetings	0.00	1,500.00	-958.32	36.11%
6210 · District Events	0.00	8,000.00	-8,000.00	0.0%
6300 · Utilities	3,430.95	55,250.00	-44,144.66	20.1%
6400 · Fuel Expense	1,932.35	45,750.00	-29,431.09	35.67%
6505 · Communications	2,383.21	65,650.00	-57,252.97	12.79%
6600 · Training	4,748.58	63,500.00	-53,370.38	15.95%
6605 · Training Supplies	0.00	5,050.00	-4,245.38	15.93%
6620 · Water Rescue	0.00	2,500.00	-2,500.00	0.0%
6622 · Health & Fitness Supplies	0.00	2,500.00	-2,500.00	0.0%
6704 · Computer/Network Expenses	1,023.03	46,100.00	-33,212.47	27.96%
6707 · Office Supplies	136.87	7,600.00	-6,756.72	11.1%
6710 · Insurance & Fidelity Bond	0.00	60,000.00	-60,000.00	0.0%
6715 · Publicity/Advertising	0.00	6,425.00	-5,856.00	8.86%
6720 · Printing and Publishing	0.00	4,600.00	-4,600.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	129,026.17	319,160.00	-139,468.54	56.3%
6750 · Other Professional Services	15,698.23	119,500.00	-84,288.07	29.47%
6771 · GO Bond Payment	0.00	250,000.00	-250,000.00	0.0%
6772 · Interest Expense	0.00	134,378.00	-134,378.00	0.0%
6780 · Election Expense	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	244,965.61	2,135,358.00	-1,635,246.57	23.42%
7000 · Capital Outlay	0.00	70,000.00	-70,000.00	0.0%
8200 · Bond Capital Projects Expend.	0.00	189,596.00	-188,123.52	0.78%
9000 · Transfers and/or Miscellaneous	-145,000.00	704,772.00	-704,772.00	0.0%
	808,403.46	11,401,198.00	-8,602,457.38	24.55%

Keizer Fire District
General Fund- Admin
10/12/2023

	Sep 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	31,166.81	95,184.12	392,286.00	-297,101.88	24.26%
5070 · Board Members	600.00	600.00	4,875.00	-4,275.00	12.31%
5080 · Overtime	3,853.25	26,258.02	12,000.00	14,258.02	218.82%
5082 · Longevity Incentive	269.76	809.28	0.00	809.28	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	225.00	900.00	-675.00	25.0%
5110 · Payroll Tax Soc. Sec. (FICA)	2,664.88	9,676.26	33,323.00	-23,646.74	29.04%
5115 · State Unemployment Tax (SUTA)	34.84	126.50	477.00	-350.50	26.52%
5119 · Workers' Compensation Tax	5.10	17.06	165.00	-147.94	10.34%
5120 · Workers' Compensation	-3,131.46	87,558.59	175,000.00	-87,441.41	50.03%
5125 · Health and Dental Insurance	4,767.05	21,827.69	56,420.00	-34,592.31	38.69%
5126 · Medical Savings Plan (HRA Veba)	750.00	2,250.00	9,000.00	-6,750.00	25.0%
5127 · Cafeteria Plan Administration	95.00	285.00	1,400.00	-1,115.00	20.36%
5130 · Life & Disability Insurance	233.95	701.85	7,592.00	-6,890.15	9.25%
5135 · Retirement (PERS)	62,976.03	157,059.34	591,151.00	-434,091.66	26.57%
5137 · Deferred Compensation Match	2,098.53	6,295.59	26,808.00	-20,512.41	23.48%
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	106,458.74	414,474.24	1,330,597.00	-916,122.76	31.15%
6000 · Materials and Services					
6010 · General Operating Expense	5,604.56	6,823.75	17,350.00	-10,526.25	39.33%
6015 · Dispatch 911	0.00	60,470.38	379,200.00	-318,729.62	15.95%
6025 · Civil Service Expense	33.00	3,337.22	7,000.00	-3,662.78	47.68%
6062 · Furniture	150.00	2,708.00	14,500.00	-11,792.00	18.68%
6073 · Building & Grounds Maintenance	5,327.34	11,412.41	42,250.00	-30,837.59	27.01%
6074 · Building Improvements	0.00	0.00	51,000.00	-51,000.00	0.0%
6145 · Supplies	932.53	2,584.52	12,000.00	-9,415.48	21.54%
6200 · District Meetings	0.00	541.68	1,500.00	-958.32	36.11%
6210 · District Events	0.00	0.00	8,000.00	-8,000.00	0.0%
6300 · Utilities	3,430.95	11,105.34	55,250.00	-44,144.66	20.1%
6505 · Communications	1,573.21	7,587.03	65,650.00	-58,062.97	11.56%
6704 · Computer/Network Expenses	1,023.03	12,887.53	46,100.00	-33,212.47	27.96%
6707 · Office Supplies	136.87	843.28	7,600.00	-6,756.72	11.1%
6710 · Insurance & Fidelity Bond	0.00	0.00	60,000.00	-60,000.00	0.0%
6715 · Publicity/Advertising	0.00	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	185.06	695.06	12,765.00	-12,069.94	5.45%
6750 · Other Professional Services	13,198.23	32,711.93	109,500.00	-76,788.07	29.87%
6780 · Election Expense	0.00	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	31,594.78	154,277.13	900,190.00	-745,912.87	17.14%
9000 · Transfers and/or Miscellaneous	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Expense	138,053.52	568,751.37	2,255,787.00	-1,687,035.63	25.21%

Keizer Fire District
General Fund- Fire
10/12/2023

	Sep 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	212,305.98	668,786.16	2,682,517.00	-2,013,730.84	24.93%
5080 · Overtime	79,476.46	199,312.97	275,000.00	-75,687.03	72.48%
5082 · Longevity Incentive	866.11	2,598.33	6,449.00	-3,850.67	40.29%
5083 · Leave Payoff	3,949.29	25,270.84	40,000.00	-14,729.16	63.18%
5084 · Wellness Incentive	0.00	3,600.00	5,000.00	-1,400.00	72.0%
5085 · Education Incentive	1,350.00	4,050.00	24,300.00	-20,250.00	16.67%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	22,394.22	67,867.24	236,447.00	-168,579.76	28.7%
5115 · State Unemployment Tax (SUTA)	292.75	887.11	3,400.00	-2,512.89	26.09%
5119 · Workers' Compensation Tax	75.79	220.84	1,375.00	-1,154.16	16.06%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	43,658.36	176,991.22	582,769.00	-405,777.78	30.37%
5126 · Medical Savings Plan (HRA Veba)	7,000.00	21,250.00	75,000.00	-53,750.00	28.33%
5130 · Life& Disability Insurance	1,732.39	5,741.05	53,090.00	-47,348.95	10.81%
5135 · Retirement (PERS)	57,443.93	157,037.98	662,675.00	-505,637.02	23.7%
5137 · Deferred Compensation Match	3,963.76	11,810.84	62,545.00	-50,734.16	18.88%
5210 · Physical Exams	0.00	730.00	5,975.00	-5,245.00	12.22%
Total 5000 · Personal Services	434,509.04	1,346,154.58	4,716,542.00	-3,370,387.42	28.54%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	25,692.12	37,898.58	37,000.00	898.58	102.43%
6040 · Equipment Maintenance	1,589.17	2,571.99	8,500.00	-5,928.01	30.26%
6070 · Small Tools & FF Equip/Supplies	1,601.23	4,221.16	10,750.00	-6,528.84	39.27%
6075 · Radio Maintenance	0.00	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	265.70	2,814.95	52,000.00	-49,185.05	5.41%
6137 · Uniforms	731.10	3,132.21	36,300.00	-33,167.79	8.63%
6160 · Public Ed / Fire Prevention	168.68	436.23	12,000.00	-11,563.77	3.64%
6400 · Fuel Expense	1,932.35	8,880.49	28,500.00	-19,619.51	31.16%
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	1,962.95	4,346.95	13,320.00	-8,973.05	32.64%
Total 6000 · Materials and Services	33,943.30	80,530.26	273,670.00	-193,139.74	29.43%
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	468,452.34	1,426,684.84	5,000,212.00	-3,573,527.16	28.53%

Keizer Fire District
General Fund- EMS
10/12/2023

	Sep 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	86,409.58	261,429.56	976,695.00	-715,265.44	26.77%
5070 · Board Members	0.00	0.00	0.00	0.00	0.0%
5080 · Overtime	13,280.36	46,000.08	175,000.00	-128,999.92	26.29%
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	900.00	7,200.00	-6,300.00	12.5%
5086 · Preceptor Pay	300.00	300.00	1,200.00	-900.00	25.0%
5110 · Payroll Tax Soc. Sec. (FICA)	7,476.01	23,096.26	89,193.00	-66,096.74	25.9%
5115 · State Unemployment Tax (SUTA)	97.73	301.94	1,353.00	-1,051.06	22.32%
5119 · Workers' Compensation Tax	37.83	109.71	715.00	-605.29	15.34%
5125 · Health and Dental Insurance	17,524.73	70,905.55	246,296.00	-175,390.45	28.79%
5126 · Medical Savings Plan (HRA Veba)	3,750.00	10,750.00	39,000.00	-28,250.00	27.56%
5130 · Life & Disability Insurance	832.61	2,731.16	20,166.00	-17,434.84	13.54%
5135 · Retirement (PERS)	16,630.96	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	146,639.81	467,669.86	1,813,860.00	-1,346,190.14	25.78%
6000 · Materials and Services					
6010 · General Operating Expense	28,969.18	6,274.12	0.00	6,274.12	100.0%
6035 · Apparatus Maintenance(Vehicles)	2,944.42	6,829.16	31,000.00	-24,170.84	22.03%
6040 · Equipment Maintenance	0.00	15,432.00	21,245.00	-5,813.00	72.64%
6070 · Small Tools & FF Equip/Supplies	0.00	338.30	9,000.00	-8,661.70	3.76%
6180 · Medical Supplies	12,427.19	39,918.36	125,000.00	-85,081.64	31.94%
6400 · Fuel Expense	0.00	7,438.42	17,250.00	-9,811.58	43.12%
6727 · Dues/Subscriptions/Fees-Career	126,878.16	174,479.45	284,010.00	-109,530.55	61.43%
6750 · Other Professional Services	2,500.00	2,500.00	10,000.00	-7,500.00	25.0%
Total 6000 · Materials and Services	173,718.95	253,209.81	497,505.00	-244,295.19	50.9%
7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous	-145,000.00	0.00	0.00	0.00	0.0%
Total Expense	175,358.76	720,879.67	2,321,365.00	-1,600,485.33	31.05%

Keizer Fire District
General Fund- Training
10/12/2023

	<u>Sep 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	37,752.72	207,056.00	-169,303.28	18.23%
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	225.00	900.00	-675.00	25.0%
5090 · Volunteer Program	92.50	138.75	79,750.00	-79,611.25	0.17%
5110 · Payroll Tax Soc. Sec. (FICA)	945.33	3,234.60	17,714.00	-14,479.40	18.26%
5115 · State Unemployment Tax (SUTA)	12.36	42.29	255.00	-212.71	16.58%
5119 · Workers' Compensation Tax	2.75	8.25	52.00	-43.75	15.87%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	2,343.49	9,425.68	28,235.00	-18,809.32	33.38%
5126 · Medical Savings Plan (HRA Veba)	250.00	750.00	3,000.00	-2,250.00	25.0%
5130 · Life& Disability Insurance	78.50	235.50	4,194.00	-3,958.50	5.62%
5135 · Retirement (PERS)	2,754.33	7,959.01	65,511.00	-57,551.99	12.15%
5137 · Deferred Compensation Match	1,091.76	3,275.28	13,101.00	-9,825.72	25.0%
5210 · Physical Exams	0.00	0.00	10,505.00	-10,505.00	0.0%
Total 5000 · Personal Services	20,230.26	68,258.03	440,473.00	-372,214.97	15.5%
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	4,512.58	9,893.62	63,500.00	-53,606.38	15.58%
6605 · Training Supplies	0.00	734.73	5,050.00	-4,315.27	14.55%
6715 · Publicity/Advertising	0.00	0.00	500.00	-500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	0.00	170.00	9,065.00	-8,895.00	1.88%
Total 6000 · Materials and Services	4,512.58	10,798.35	79,615.00	-68,816.65	13.56%
Total Expense	24,742.84	79,056.38	520,088.00	-441,031.62	15.2%

Keizer Fire District
Reserve Fund
10/12/2023

	<u>Sep 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	463.45	1,308.39	1,500.00	-191.61	87.23%
Total 4000 · Revenue	463.45	1,308.39	1,500.00	-191.61	87.23%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	463.45	1,308.39	26,500.00	-25,191.61	4.94%
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
10/12/2023

	Sep 23	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4140 · Interest & Dividends	3,085.28	8,921.38	10,000.00	-1,078.62	89.21%
Total 4000 · Revenue	3,085.28	8,921.38	10,000.00	-1,078.62	89.21%
Total Income	3,085.28	8,921.38	10,000.00	-1,078.62	89.21%
Expense					
6000 · Materials and Services					
6070 · Small Tools & FF Equip/Supplies	0.00	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	0.00	0.00	0.00	0.00	0.0%
8200 · Bond Capital Projects Expend.					
8210 · Equipment	0.00	1,472.48	129,596.00	-128,123.52	1.14%
8240 · Staff/Misc. Vehicles	0.00	0.00	60,000.00	-60,000.00	0.0%
Total 8200 · Bond Capital Projects Expend.	0.00	1,472.48	189,596.00	-188,123.52	0.78%
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	0.00	0.00	600,000.00	-600,000.00	0.0%
Total Expense	0.00	1,472.48	789,596.00	-788,123.52	0.19%

Keizer Fire District
Bond Repayment Fund
10/12/2023

	<u>Sep 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Currrent Year	551.02	2,717.34	370,378.00	-367,660.66	0.73%
4020 · Taxes, Prior Year	410.16	1,160.38	2,000.00	-839.62	58.02%
4140 · Interest & Dividends	88.75	235.33	2,500.00	-2,264.67	9.41%
Total 4000 · Revenue	<u>1,049.93</u>	<u>4,113.05</u>	<u>374,878.00</u>	<u>-370,764.95</u>	<u>1.1%</u>
Total Income	<u>1,049.93</u>	<u>4,113.05</u>	<u>374,878.00</u>	<u>-370,764.95</u>	<u>1.1%</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

October 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

➤ Levy Informational Tour

- I have had the opportunity to present information and our need for our operating levy to the Keizer Chamber of Commerce, Keizer Greeters, Keizer Rotary, Gubser Neighborhood Association, West Keizer Neighborhood Association, KSLM, KBZY, Statesman Journal, and I am scheduled to present to the South East Keizer Neighborhood Association at their next meeting. The informational tour continues, as I am sure there will be more opportunities to share about the fire district, our increasing calls, and the good work our people continue to do daily.

➤ Interra IGA

- The recommended changes to the IGA with Woodburn Fire have been made and the IGA has been signed. We are currently waiting for all of the appropriate CAD connections to be made and tested at the two dispatch centers. We are on track for a go-live date prior to the end of the year.

➤ Keizer Fire Training

- Chief Blanco will be working to transition training responsibilities for the fire district to Captain Brozovich. We are thankful for our history, and we are excited about what is to come in this next chapter for our training division. Thank you to Chief Blanco for his years of dedication to training and thank you to Captain Brozovich for her willingness to take the reins and lead us to our future training success. We are planning for completion of the transition by January 1, 2024.

➤ Community Risk Reduction, Recruitment and Retention, and Program Development

- With the transition in the training division, Chief Blanco will become available for policy and program development. We will focus first on the development and modernization of the volunteer program, to include support volunteers and volunteer recruitment and retention. Other areas of program development and improvement will include community risk reduction, firefighter standards, firefighter resilience, peer counseling, career recruitment and retention, and a general focus on policy updates and improvements to current industry standards. Thank you again to Chief Blanco for stepping into this new role to help us plan for our future successes.

➤ Fire Prevention Open House

- The open house was again well attended and we were happy to invite our community into the firehouse. Free hotdogs, fire safety education, and interaction with our community make for a Monday night well spent.

➤ KNG Radio Purchase

- Please see the included memo for information related to the purchase of KNG mobile and portable radios.

➤ Medic Unit Purchase

- We have formed a specification committee to begin the process of purchasing two new medic units. The committee is in the beginning stages of the process; gathering information and rough pricing estimates. Once the committee has completed the process and is ready to place the order, we are expecting around a 500-day build time.
- These two medic units will replace our two oldest as front-line medics. Per our equipment replacement plan, medic units are rotated out of the front-line response to a reserve unit after 10 years of service. Our two oldest medics are due to be rotated in 2025, and 2026.
- This is a purchase that was planned using our remaining equipment replacement bond funds.

➤ Board Member Training

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

➤ 2022 Annual Report

- The 2022 annual report is complete. Thank you to all who contributed and a special thank you to DFM Storms who was the leader of the effort and ensured yet another professional document representing our efforts over the last year.

➤ KFD/MCFD#1 Intergovernmental Agreement – Station 6

- Operations continue to go well with M36 stationed at station 6. This continues to be a positive cooperative effort. We are building relationships and in turn, making each agency stronger in the process.

➤ Hands-Only CPR

- We look to schedule the last hands-only CPR class of the year in the coming months. This is a class that has value to our community and we plan to continue to offer it quarterly.

➤ Interagency Relations:

- We continue to meet with the Chief Officers from MCFD#1. Our next scheduled meeting is on October 19th. Planning for the future, we have made this a recurring monthly meeting.
- I continue to meet with the North Marion County Fire Chiefs focusing on continuing conversations and working together to support the fire service in the region. We are all focused on our agency's success and have made this a monthly meeting to continue our conversations and share our ideas.

➤ 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 again use the Santiam Fire Academy to train and certify 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.
- I met with the KVFA membership on Monday, October 9, 2023, where they elected new officers for their leadership. This was an important first step in the reinvention and reinvigoration of our volunteer membership.

➤ Upcoming Classes/Conferences:

Respectfully Submitted,
Ryan Russell
Fire Chief

EMS ACTIVITY REPORT

October 2023 Board Meeting

- **Ambulance Billing Items:**

- Our **September** financial reports from Systems Design show **\$782,786.60** in new charges for **364 billable calls**. With a deposited revenue of **\$178,510.77** and an A/R balance of **\$1,387,932.76** Our net revenue from accounts in collections during **September** was **\$1,643.24**.

- **Capital FireMed Program Revenue:**

- **September** reports for Capital Fire Memberships revenue was \$3,010.00 with 43 memberships.
- **August** reports for Capital Fire Med Memberships revenue was \$2,380.00 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.

Systems Design Meet & Greet: Expanding on my visit: I got to walk around the office and was able to meet a few of my contacts that I deal with the most. I also met a few of the others that work behind the scenes for KFD, a total of 8 different people work on our behalf. From the mail room to scanning EOB's, to the one's that post our payments. I sat down for a couple of hours and went over how their system works and what it looks like from their end to get a better understanding. I would like to go again next year or maybe do a yearly video conference. All in all it was a good visit.

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: Nothing new to report. The next check in for FY23-24 is

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

SEPTEMBER 2023

Activity by Level of Service – Count / Gross Charges:

ALS1: 254 =	\$489,458.00
ALS2: 12 =	\$23,124.00
BLS E: 95 =	\$183,065.00
BLS NE: 1 =	\$917.00
TNT: 2 =	\$1,834.00
Extra Attendant During Transport: 6 @	\$93.00 = \$558.00
Transport Mileage: 2,237 =	\$82,798.60
Wait Time:	\$1032.00
Total:	\$ 782,786.60

Activity by Unit – Count / Gross Charges:

M35:120 =	\$257,839.30
M36: 81 =	\$181,403.60
M37:148 =	\$311,889.60
M38: 15 =	\$31,654.10
TOTAL: 364 =	\$782,786.60

Patients evaluated/No Transport: 85 KFD- 78, MCFD- 3, SFD- 2, POLK – 0, KPD - 2	
Cancellations Prior To Or Upon Arrival: 23	KFD – 5, MCF- 5, SFD- 8, KPD - 5
Public Service: 20	KFD – 20, MCFD - 0, SFD - 0

- 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	178,510
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	585,412
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%	4%
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

September 2023

KVFA: Members are still working on updating the KVFA Bi-Laws. Their E-Board positions are as follows; Darrell Fuller President, Brandon Ragsdale Vice President, Eric Sorenson Treasure, Trevor Riordan, Secretary.

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

Did not attend

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

One

Peer Fitness Committee

Coordinating a member meeting

Peer Support Team

Committee met and discussed various methods the team can reach-out to staff and provide up to the minute support resources. Members are reviewing the peer support policy. A peer support file was created to provide wellness information.

Training Committee Meeting

2023-24 training schedule should be posted soon. Continue to work on standardizing training, to include an on-line folder which will become a one-stop resource center. DPSST vent prop coming in October

Safety Committee Meeting

Committee met and discussed various methods the team can reach-out to staff and provide up to the minute areas of concerns, warnings or precautions. Discussed methods to document high hazard, low frequency training. Discussed up-coming aerial ladder course, water tender training, and engineer task book status.

Burn to Learn or Donated Structure

None

TRAINING SAFETY AND HEALTH DIVISION
September 2023

External Training in September

Occupational health conference
National Fire Academy
PUC Maintenance
Railway training

October:

Independent study (Target Solutions):

- ☐ Review NFPA Roof Construction PowerPoint
- ☐ Review NFPA Ventilation PowerPoint and Skill Sheets
- ☐ Review chimney fire RFP
- ☐ Harassment training

Task performances:

- ☐ All Firefighters demonstrate the following proficiencies:
 - Properly perform vertical ventilation
 - Properly perform horizontal ventilation
 - Properly perform flat roof operations

EMS:

- ☐ Respiratory Emergencies

Officer specifics:

- ☐ Given a structure, accurately identify the roof construction and any ventilation concerns and/or hazards. Given a scenario, identify the appropriate ventilation tactics.

Respectively submitted by the Training Committee;

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

TRAINING SAFETY AND HEALTH DIVISION

September 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)

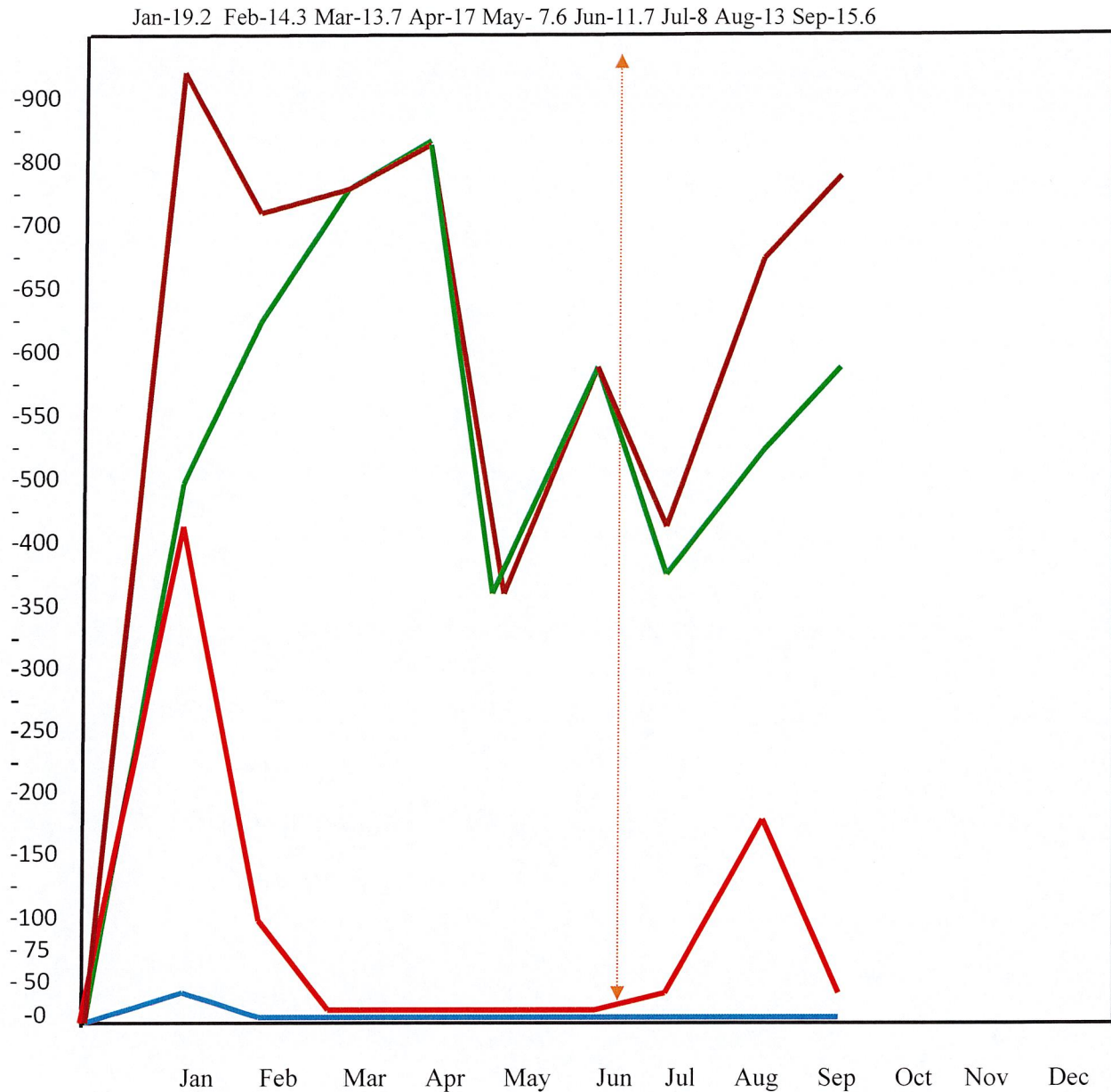
Administrative

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
September 2023



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
KVFA-BM	20	0	0	0	0	0	0	0	0			
Training	476	618	729	824	358	589.5	364.5	510	587.75			
Other	410	99	0	0	0	0	45	155	24			
Total	906	717	729	824	358	589	409.5	665	783.25			

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, McNary football standby, 911 flags, KPD in-service trng

OPERATIONS MONTHLY REPORT

October 2023

September 2023 Total Incidents – 613
YTD – 5033

September 2022 Total Incidents – 545
YTD – 4662

September 2021 Total Incidents – 530
YTD – 4901

Continuous Code 3 “ALL” <= 6 minutes – 58, Average Response Time: 00:04:23

Continuous Code 3 “ALL” > 6 minutes – 6, Average Response Time: 00:06:57

Inc #	Address	Call Type	Shift	T.O.D.	Reason
4483	500 Blk Glynbrook St NE	EMS	B	1:15 AM	Poor Turnout Time
4674	6700 Blk Keizer Station Blvd NE	MVA	A	2:45 AM	Poor Turnout Time
4693	3800 Blk 3rd Ave N	EMS	A	11:28 PM	Poor Turnout Time
4872	Cherry at Plymouth	MVA	B	1:48 PM	Driving Distance
4902	7000 Offenbach Ct NE	EMS	C	1:29 AM	Poor Turnout Time
4991	6400 Blk Tepper Park Wy NE	EMS	B	2:36 PM	Multiple Calls

SEPTEMBER 2023 RESPONSE TIME STANDARD – 90.6%

YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 91.7%

Projects:

- ASA Franchise Agreement Renewal: Our ASA Franchise, along with the other 9 ASAs in Marion County, have been approved for the five-year renewal by the Marion County Board of Commissioners. This renewal will expire December 31st, 2028. We expect to see the paperwork any day, so that we can sign off on the renewal on our end and make it official.
- Operational Staffing: We are currently 100% staffed. We are working on making some promotions so that we can move on from using Acting in Capacity folks for some senior positions. We have three folks on our entry register and have two that have yet to test.

We did anticipate two folks leaving for Salem Fire; however, they have put a hold on hiring until they see how their tax increase does at the ballot box. A failure to pass the tax will probably mean that we will not see those folks move on to Salem for some time.

- State Conflagrations: It seems that the season is over for conflagrations. We had a very busy Summer and anticipate this being more of the norm in the future. We also look

forward to some changes in the County where we may have prepositioned or designated Task Forces within the County on red flag days available to respond to high risk fires in Marion County. The plan, worked through the Fire Defense Board, looks to hit fires faster with more apparatus/people to keep fires smaller and more manageable.

For this year, we have billed the State of Oregon:

Conflagration	Total
Red Hat	\$32,993.35
Golden	\$73,458.52
Lookout	\$112,273.45
Smith River PrePosition	\$42,326.91
Smith River Complex	\$61,207.55
Bensel	\$4,271.68
Gold Beach PrePosition	\$27,107.04
Total	\$353,638.50

- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In September Engine 725, from Marion County Fire District #1, handled 51 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 1.7 calls per shift, which is a nice relief for Engine 355. Engine 355 had 297 calls for the month of October, without the relief of E725, they would have responded to 348 calls. This is a decrease in work load of 15% for our engine company.
- EMS Improvements: In the month of September we have added a couple items in the field of EMS to improve how we do business.
 - RxLog – An app-based program that tracks our controlled drugs with QR codes.
 - IV Pumps – Added IV pumps to the medic units to ensure proper drug administration to patient.

Other Events, Activities and Meetings:

- Sept 26th – Chiefs Meeting
- Sept 26th – Met with Boundtree Rep
- Oct. 3rd - Met with Stryker Rep / Stryker equipment annual maintenance
- Oct. 4th – ASA Meeting regarding data collecting and reporting
- Oct. 10th – Officers Meeting
- Oct. 12th – EMS QI Meeting

Respectfully Submitted,

Brian Butler
Division Chief

Fire Prevention Division Board Report

Anne-Marie Storms, Deputy Fire Marshal

October 2023

Fire & Life Safety

Inspections/code issues

I've been reviewing plans that have been resubmitted with corrections and continuing to work with current projects. There has not been anything new submitted in the last 30 days. This time of year, things slow down as companies are working to complete projects as the weather changes.

Community Outreach

KFD Open House and Safety Fair – I feel like our Open House on Monday night was a great success. We welcomed new groups to the Open House including the Autism Society and Cherriots as well as bring back Keizer Police, Liberty House, ODOT, CERT, SKSD Emergency Services Program and so many more. We were lucky the rain cooperated with us and held off until after everything had been cleaned up! Thanks to the 911 Store for their donation to the Fire Foundation we were able to serve free hot dogs!

Car Seat Clinics – With help from community partners we held a car seat clinic at Woodburn Fire on October 10th. The goal of the Mid-Valley Car Seat Coalition is to expand across Marion and Polk counties serving all families. The clinic was a great success serving 9 families and installing 11 seats in two hours. We hope to continue to support the Woodburn area as they work to get their own car seat program established.

Annual Report – The annual report has been completed and is now posted on the website. It highlights the activities we completed during the year, responses, staffing the budget and gives an overview of the district.

Wolverine Night – Weddle Elm invite me to their Wolverine night in September to share resources Keizer Fire can offer to students and their families. It was a nice evening talking about fire safety, car seat safety and generally chatting with parents.

Meetings Attended

- 9/22 – OFMA Education Committee Meeting
- 9/25 – JFIN Meeting
- 9/26 – OFMA Board Meeting
- 9/27 – McNary JFS Meeting
- 10/3 – Autism Society Meeting
- 10/3 – Fire Risk Assessment Meeting
- 10/3 – MVCSC – Meeting
- 10/4 – Station Tur
- 10/6 – Station Tour

- 10/9 - Open House
- 10/10 – Officer meeting
- 10/10 – Car Seat Clinic
- 10/12-13 – Post Blast Training

Fire Investigations

- None

Upcoming Events

- Halloween – 10/31
- 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
From: Ryan Russell, Fire Chief
Date: October 17, 2023
Subject: KNG Radio Purchase

ISSUE:

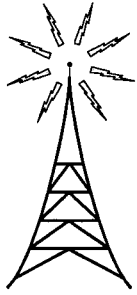
Since passing the Equipment Replacement Bond in 2015 we have been upfitting apparatus with KNG mobile and portable radios. These radios are used for interoperability with neighboring agencies and for improved, safer communications on conflagration responses.

Outfitting apparatus and providing a sufficient amount of KNG radios has been part of the equipment replacement bond plan. With the anticipated arrival of multiple new apparatus, radios need to be ordered for these units as well as two apparatus currently in service.

Attached is the quote from Complete Wireless Solutions for the equipment that we need to purchase. The quote is for \$20,122.17 and takes advantage of NAPSOC Cooperative Purchasing.

RECOMMENDATION:

Staff recommends that the Board of Directors approve the attached purchase order with Complete Wireless Solutions for new KNG radios for the purchase price of \$20,122.17.

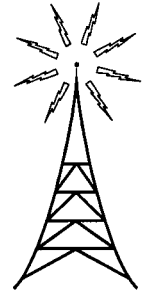


Complete Wireless Solutions

1758 22nd St. SE
Salem, OR 97302

(503) 362-1388 (503) 362-1559 Fax

Radio Communications Service, Inc.



9/25/2023

Keizer Fire Department

From: Kai LaPlante

To: Andrew Alderson

Re: BK Portables & Mobiles

<u>Qnt.</u>	<u>Description</u>	<u>Price Ea.</u>	<u>Total</u>
3	KNG-M150HP BK 110w VHF Dash Mount Mobile Radios	\$2,942.17	\$8,826.51
1	KNG-M150HPR BK 110W VHF Remote Only Mobile Radio	\$2,323.30	\$2,323.30
1	KAA0660 Remote Head	\$978.68	\$978.68
1	KAA0636 Remote Cable	\$107.80	\$107.80
4	KAA0290S Smart Microphone w/Straight Connector	\$256.20	\$1,024.80
4	BKR5000-T3BS-0 6w VHF BKR5000 Portable	\$1,552.78	\$6,211.12
4	BKR0813 20" VHF Whip Antenna	\$59.95	\$239.80
4	BKR0120 "AA" 12 Cell Battery Clamshell Orange	\$102.54	\$410.16

The KNG Mobile is no longer on the NASPO discount price list, CWS is giving the same discount moving forward and is quoted accordingly. The BKR-5000 is on the NASPO list and has been quoted as so.

Please feel free to reach out to me at any time if you have any questions.

Thanks,

Kai LaPlante
503-932-1128
klaplante@cwsoregon.com

Quote Good for 30 Days



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: October 9th, 2023
Subject: Policy 6.16 Residency Requirement

Over the years the residency requirement for firefighters volunteering and employed with the Fire District has evolved. From being required to live within the District, to having to live within City limits, to being required to live within 60 minutes of the main fire station. Currently, there is no residency requirement for represented employees, volunteers are monitored by the Fire Chief for response capability and Chief Officers must live within five minutes of the main fire station.

As we continue to fill vacancies and plan for the future, it is once again time to look at Operational Policy 6.16 "Residency Requirement". The goal is to meet the current needs of the District, attract candidates for promotion and provide an agreeable work environment.

Changes since the last revision of Policy 6.16 (2/16/2010):

1. Career and volunteer firefighters are no longer relied upon to respond from home for working incidents. Multiple alarm incidents in any given year can be counted on one hand or less and Keizer staffs more apparatus than we did 14 years ago.
2. When incidents require additional assistance, we now utilize mutual aid, including additional Chief Officers, if needed. Both Salem Fire and Marion County Fire District #1 have been more than willing to assist when needed. These mutual aid responses are quicker into Keizer than a home response by off-duty personnel
3. The current housing market makes it extremely difficult for an employee to purchase a home if they are limited in the area that they are to look. Both housing costs and interest rates make purchasing a home near impossible and we should be amicable in assisting our employees in finding long-term housing.

4. Chief Officers are no longer relied upon to respond to working incidents, as we utilize assistance from our mutual aid partners, including use of their Battalion Chief. Chief Officers should still maintain a relaxed residency requirement if they are needed to staff the back-up Battalion Chief for prolonged incidents or if they are needed in the case of a firefighter injury/death.

Staff Recommendation:

1. Eliminate Policy 6.16 Residency Requirement.
2. Use existing policies/procedures to ensure volunteer participation, including training requirements and minimum shift participation.
3. Update Policy 6.05 “Non-Represented and at Will Employment” to include new section:

BB. Residency Requirement

In order to maintain a timely response in case of a prolonged incident, all District Chief Officers, ranked Division Chief or higher, shall maintain a 30-minute commuting distance of the District’s main fire station.

Non-represented, non-responder employees are exempt from a residency requirement.

###

OPERATIONAL POLICY

Number: 6.16

Effective: 7/1/92

Revised: 02/16/2010

DIVISION: Personnel

TITLE: Residency Requirement

PURPOSE

To establish a policy regarding Residency Requirements of District employees and volunteers.

SCOPE

This policy shall apply to all specified District employees and volunteers.

RESPONSIBILITY

It is each individual's responsibility to comply with this policy, and it is the District's responsibility to ensure that it is followed. Compliance with this policy shall be considered a part of the terms and conditions of employment / membership with the District.

PROCEDURE

A. General

This policy is designed to provide the District with effective and efficient emergency response capabilities and applies to all career and volunteer emergency response personnel. The District has a limited number of on-duty career staff available for emergency response. This may require off-duty career personnel, in addition to volunteers, respond in order to adequately control a given situation.

All personnel must report and maintain a record of their current address and telephone number with the Fire District's business office.

B. Career Personnel

In order to maintain a timely and adequate response, all District Chief Officers shall reside within a 5-mile commuting distance of the District's main fire station. The

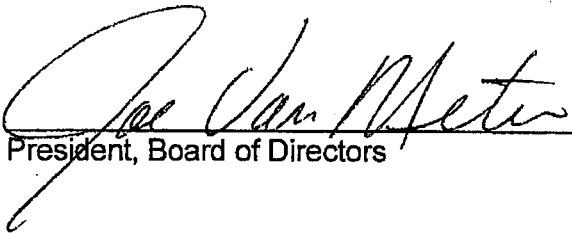
residency requirements of all other represented employees are covered under the current Labor Agreement / Contract. Non-represented, non-responder employees are exempt from a residency requirement.

C. Volunteer Personnel

It is the intent of the Fire District that volunteer firefighters live within the Fire District or City of Keizer boundaries.

The number of volunteers residing outside of the above boundaries will be monitored and evaluated by the Fire Chief and/or their designee in order to ensure the District can provide for an adequate emergency response and coverage. This may result in limiting the number of volunteer firefighters who may be allowed to reside outside of the area. All personnel living outside of the area must be assigned to a regular weekly duty shift and attend weekly drills. Personnel that are not on a regular scheduled duty shift can satisfy this requirement by pulling 5 duty shifts per month. It is expected that all personnel shall remain involved in volunteer activities.

APPROVED BY THE BOARD OF DIRECTORS


President, Board of Directors

2-24-10
Date

OPERATIONAL POLICY

Number: 6.05

Effective: 07/12/88

Revised: 12/20/16, 06/20/17, 08/21/18, 11/16/2021, 10/17/2023

Division: Personnel

Title: Non-Represented and at Will Employment

PURPOSE

To establish a policy governing the employment practices of the District.

SCOPE

This policy shall apply to all Fire District non-represented and at will employees. This policy does not apply to District volunteers. Represented employees are covered under the collective bargaining agreement.

RESPONSIBILITY

It is the responsibility of the Keizer Fire District and its employees to follow and abide by this policy.

PROCEDURE

This personnel policy is not an employment contract. It represents policies adopted by the Board of Directors, relative to the non-represented and at will personnel employed by the Keizer Fire District and may be amended from time to time. The District will always strive to be fair and to provide notice and an opportunity for the employee to comment regarding any employment concerns.

A. Application to the District

In all positions where the driving of District vehicle is or could be a part of the applicant's job description; a current Oregon Driver's License shall be required. It is further required that in

such positions the applicant must have a good driving record so as to insure that the individual is an insurable risk as mandated by the District's insurance carrier.

The driving record will be checked with the Department of Motor Vehicles Division prior to employment, and the employee's driver's license must be maintained throughout the employee's course of employment. If the applicant is from out-of-state a three-year driving record is required prior to the District offering the applicant a position.

Upon initial hiring, each new non-represented and at will employee shall be presented with policy 6.05 Non-represented and at will employment to review. After reviewing, the new employee and the District's representative shall sign this document, indicating that they have reviewed the document, and a copy shall be placed in the employees personnel file for future reference.

Due to the nature of the District's functions, the handling of public funds, the public trust involved in entering people's homes and businesses to respond to emergencies, and the necessity for quick, clear thinking in emergency situations, applicants who have been convicted of felonies or misdemeanors involving burglary, theft, robbery, embezzlement, fraud, arson (in any degree), violent crimes, or any other crimes involving dishonesty or breach of trust may be disqualified from employment with the District.

The District reserves the rights to further investigate and withhold employment with the District to any applicant who has provided false or misleading statements or information on the application for employment.

B. Trial Service Period / Probationary Status

All original hires or promotional appointments and reemployment of positions pertaining to and including firefighting or emergency services activities shall be subject to a probationary period of twelve months and must follow the terms and conditions as outlined in the District's civil service rules. All other District positions such as Office / Clerical staff or Information Technology which do not meet civil service criteria will also serve a trial service period for twelve months. Any employee whose trial service is interrupted by a leave of absence will result in their trial period being extended until it reaches a full twelve months. An employee's probationary period ends when a supervisor provides written notice of the end of the probationary period.

The trial service period is part of the examination process for determining the suitability and qualification to hold the position. The trial service period occurs during the first twelve (12) months of hire or during the first twelve (12) months of a promotion. The trial service period may be extended by the supervisor. When the supervisor determines that the trial service has ended, the employee will receive written notice. Should a Provisional, Temporary or Relief Appointment employee working full-time hours for the District be offered a regular position within the same classification, this employee will be given credit towards their probationary period for the time previously served while in the appointment position.

The appointment start date will also be used in determining the anniversary date for the purposes of establishing future wage increases and other benefit accumulations as appropriate.

These probationary period provisions do not apply to employees promoted to Acting in Capacity (AIC) status as relates to any position, unless the AIC status is in excess of 30 days. The 30 days must be contiguous with the appointment of that person to a position being newly opened based upon a vacancy. If the requirements are met, the AIC time shall be considered as part of the trial service period for the promotion. The AIC appointed employee is not guaranteed the promotion of the new vacancy. This provision only applies if the person acting in capacity meets the requirements of the position.

C. Evaluation Reports

The District has established a personnel evaluation guideline. This is accomplished through monthly evaluation reports while on trial service and annual evaluation reports once becoming a regular District employee. The evaluation reports are conducted by the employee's supervisor.

Employee performance reviews are an essential communication process between the employee and their supervisor. Such reviews provide information relating to merit, identifying areas of training needs, target the strengths and weaknesses of the employee's work performance, and measure the relationship between the goals and objectives and the individual employee's job performance. The purpose of the evaluations is to let employee's know how well they are performing their job and whether they have performance problems. An employee should be informed as soon as practical of a job performance problem that will or may be included in the member's evaluation.

Each employee shall review their evaluation report with their supervisor on an annual basis. The supervisor may elect to conduct other evaluation reviews on a more frequent basis in order to correct and/or more closely monitor the employee's performance. Upon completion of this review, an individual employee, if not satisfied with its outcome may submit written comments regarding their evaluation within 7 days, which will be reviewed and placed in the employees file.

All evaluation reports shall be kept in the individual employees personnel file. All evaluation reports are to be kept confidential between the individual and the District, except to the extent that disclosure is required by law, or that disclosure is warranted to assist in defending any claim, suits or actions including unemployment, worker's compensation and other claims of any type, or to the extent the District deems disclosure is necessary to support a disciplinary action or discharge.

D. Personnel Record File

Official personnel records of employees shall be maintained by their supervisor. If there is a change of name, address, telephone number, marital status, number of dependents, or any change that affects payroll or benefits eligibility the District's Officer Manager shall be notified. The District has a legal requirement to have a physical address in order to properly issue W-2 and 1099 forms at the end of the calendar year, therefore any updates to addresses must be sent to the Office Manager.

Verbal warnings/reprimands and written reprimands shall be removed from a personnel file pursuant to a determination by their supervisor or Fire Chief that each particular document is not accurate, or is no longer relevant or timely to any personnel or performance matter. All other discipline records shall be permanent. The concerned employee will be notified of documents removed.

Documents containing medical information shall be kept in a separate, confidential file that is not part of the employee's personnel file. While these records shall be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and necessary accommodations and government officials investigating compliance with discrimination laws shall be provided relevant information on request.

No negative District provided material shall be placed in an employee's file unless the employee has had an opportunity to review the material, which shall be noted in the documents.

Employees may inspect and review their personnel files, excluding confidential reports from previous employers. Employees wishing to inspect/review their personnel file shall make an appointment in advance with their supervisor.

Information regarding an employee's name, address, telephone number, work history, performance or salary will not be given over the telephone. Only employment dates and job titles may be released verbally.

Verification of employment, requests for salary or other confidential information must be in writing, signed by the employee, authorizing release of specific information.

Work reference requests, for both present and terminated employees, must be in writing and signed by the employee, authorizing release of information.

E. Hours of Work: Staff Classifications

The hours of work shall be set by the Fire Chief for all positions. Required days and hours of work may be temporarily changed by the Fire Chief's designee or the employee's supervisor, to accommodate emergency situations, planned activities and to meet the needs of the Fire District.

1. Office/Clerical Staff or Information Technology

These positions are not covered by the District's civil service rules and do not have any responsibilities which may involve them in firefighting or emergency operations of the District.

These positions will normally work 8 hours a day (40 hours per week), beginning at 8:00am and ending at 5:00pm, Monday through Friday of each week with a one-hour unpaid lunch break provided. These positions will receive one and one half (1 ½) hours compensation for every hour worked over 8 hours per day or 40 hours in any one-week period. All overtime required must be pre-approved by the office/clerical staff's supervisor. Hours for part time positions could vary depending on staff levels, events or special activities.

2. Chief Officers, Firefighters and Emergency Services Employee's assigned to a 40-hour week.

FLSA (Fair Labor Standards Act) non-exempt Chief Officers, firefighters and emergency services employees assigned to an administrative 40-hour week will work a normal schedule, typically Monday through Friday with a one-hour unpaid lunch break provided.

These non-exempt positions will receive time and one-half (1 ½) for each authorized hour (in 15-minute increments) worked over the assigned 40 hours.

This 7-day work period will begin on Sunday morning at 00:00 and end on the following Saturday evening at 23:59.

FLSA exempt employees of the District do not qualify for overtime compensation, unless the employee meets the requirement in Policy 6.05, Section E, paragraph 4. Such employees usually work in an administrative, executive or professional capacity. The supervisor will clarify whether a position is FLSA exempt or non-exempt at the time of hire.

"Chief Officer" is any employee at the rank of a Battalion Chief or higher, Office Manager/Finance Officer, Division Chief and Fire Chief.

3. Overtime Calculations

To facilitate record keeping, overtime hours worked will be computed in 15-minute (1/4 hour) increments. For non-FLSA exempt staff overtime hours will be computed at a rate of 1.5 times the hourly rate for any hours worked over 40 in one workweek.

For the purpose of computing overtime hours worked includes all hours during which an employee is required to be on the employer's premises on duty or at a prescribed work place. Hours worked also include authorized vacation and sick leave hours. Hours worked does not include any other paid or unpaid leave time (such as; holidays, etc.). For non-fire protection employees, hours worked does not include vacation or sick leave hours.

The District may, at its discretion, pay overtime compensation to FLSA exempt employees for overtime hours worked by such employees if the District is being reimbursed at an overtime rate by another agency for such hours. One example of this is work during conflagrations.

4. Meals and Rest Periods

Generally, FLSA non-exempt employees shall have regularly scheduled meal and rest periods in accordance with state and federal regulations, the meal period is to be of a period of not less than 30 minutes who work shifts of six (6) or more hours and are not included as hours worked. Rest periods are to be for a period of not less than ten (10) minutes for every segment of four (4) hours worked in one work period.

5. Record Keeping

Employees are expected to maintain and submit accurate records of hours worked and time taken off. All record keeping shall be done in a manner and on forms approved by the Fire Chief.

Salaried (FLSA exempt) employees will submit a timesheet cover page showing leave usage, accruals, and balances.

F. Attendance

All employees are expected to complete their designated work period unless excused by their supervisor. Tardiness shall be cause for disciplinary action.

If an employee, for some unavoidable reason cannot report for work as scheduled they shall notify their supervisor or the District as soon as possible. Work attendance records are kept as a necessary part of the District's operations. Repeated absence from the job without proper notification or justification shall constitute grounds for discipline or termination of employment.

G. Bereavement Leave

An employee shall be granted a special funeral leave of absence not to exceed forty-eight (48) hours for shift personnel and forty (40) hours for 8 and 12 hour personnel in the event of a death in the immediate family. This special leave shall not be charged against sick leave or vacation time. Upon approval of the Fire Chief, an employee may draw upon, at the employee's discretion their accrued sick leave or vacation for additional special leave time. This leave is not to be considered a onetime per year benefit.

Immediate family, for the purposes of using leave, shall include the following:

- a. An employee's grandparents, biological, foster or adoptive parents, spouse/domestic partner, children, grandchildren, siblings, aunts, uncles and cousins.

- b. An employee's spouse's or domestic partner's grandparents, biological, foster or adoptive parents, children, grandchildren, siblings, aunts, uncles and cousins.

H. Jury Duty

Any paid employee shall serve jury duty as required by law. The employee will be placed on leave with pay for the term of the jury duty. Employees will be expected to report to work when less than the normal shift is required for jury duty or at such times as they are not required to report. Any monies paid to the employee by the courts for jury duty will be surrendered to the District. The District may at its discretion, request that an employee be excused from jury duty due to staffing levels or other conflicts, which places a hardship on the District.

I. Leave without Pay

Leave without pay up to twelve (12) weeks may be allowed with the approval of the Fire Chief or (if the leave is requested by the Fire Chief) the Board of Directors. Such leave is not guaranteed and may be granted at the District's sole discretion. Generally, the requesting employee must be an employee in good standing with no history of leave abuse or discipline related to unauthorized use of leave. Requests for leave without pay must be presented to the Fire Chief in writing. All benefits will continue to be provided by the District. An extension of six (6) additional weeks may be approved at the District's sole discretion, however benefits may not continue unless required under the law. Under Federal COBRA laws, the employee may elect to pay the District for continuation of the employee's health benefits.

J. Personal Appearance

All employees and members are required to maintain a clean, neat and professional appearance while on duty and any time the employee representing the District in official capacity. The employee's appearance shall be in keeping with the specific occasion. Other areas regarding appearance, such as facial hair and the wearing of jewelry by fire and emergency services personnel, while on duty will be regulated by the District's Safety Policy 16.09.

K. Uniforms

The District will provide uniforms and related apparel to its staff on an as needed basis. See District Operation Guideline 6.17

L. Health/Dental Insurance

The benefits offered under this section are subject to change. The District currently provides medical, vision, prescription, dental and orthodontics plan for each full-time employee and their

immediate family members. For the purposes of this benefit, the District has determined that "full-time" means the employee is a non-seasonal, regular employee who regularly works at least 30 hours per week.

Immediate family, for the purpose of obtaining health insurance, shall include the following:

- a. An employee's children;
- b. An employee's spouse and/or spouse's children; or
- c. An employee's registered partner and/or children.

An employee shall immediately notify the Fire Chief of any change in status regarding self, spouse or dependents as this affects the provisions of all insurance programs. This is especially important in the case of marriage or divorce as there are legal requirements including providing the District with a copy of the marriage license/certificate or divorce decree. Failure to do so may result in discipline up to and including termination.

M. Sick Leave

Sick leave begins to accrue upon hiring and may be used once accrued.

1. Definition of Sickness

Sickness is an illness, injury, or health condition that prevents an employee from performing their assigned duties for the District. Sick leave may also be used while an employee is away from work for medical and dental appointments and to care for a sick or injured family member.

2. Notice of Sickness or Disability

An employee unable to report for work because of sickness or disability shall notify the employee's supervisor or the on duty Shift Captain as soon as possible prior to the beginning of their shift. If it is not possible to telephone, notice should be given, as promptly as available means of communications will permit.

No sick leave will be payable for any period of absence in which an employee has failed to give notice, without giving good cause for doing so. The Fire Chief or their designee may request that the employee produce written documentation from a licensed physician verifying such sickness or disability. Generally, an employee will be asked to produce such written documentation if they are absent from work for more than 3 days (or 1 shift for 56 hour employees), but the District may ask for documentation at any time. If this is requested, it will be paid for by the District.

3. Oregon Family Leave Act (OFLA)

The District follows the Oregon Family Leave Act, which may be amended from time to time. Generally speaking, qualified employees who are on an approved OFLA Leave status are allowed to take up to 12 weeks of OFLA leave (utilizing existing vacation and sick leave

balances prior to requesting unpaid OFLA leave). Employees are required to give written notice to the employer 30 days in advance of the leave unless the leave is taken for an emergency. To qualify for OFLA leave benefits, employee's must have worked at least 180 calendar days and an average of 25 hours per week. Other rules may apply. See Oregon Family Leave Act for specifics.

Generally, OFLA leave is offered for the following purposes:

- Birth, adoption or placement of a child (parental leave).
- To care for a family member with a serious health condition or the employee's own serious health condition (serious health condition leave).
- For a pregnancy disability or prenatal care (pregnancy disability leave).
- To care for a sick child who does not have a serious health condition, but requires home care (sick child leave).
- Please see the District's Admin staff or the Oregon Family Leave Act for specifics.

4. Sickness while on Vacation

Should an employee suffer from sickness or disability while on vacation, the employee shall notify the Fire Chief or their designee at the time of the sickness or disability and seek approval for the use of sick leave, if the employee wishes to use sick leave for the remainder of their scheduled vacation until returning to work.

5. Employee Responsibility

Misrepresentation by an employee of the facts with respect to any sickness or disability leave, shall subject that employee to discipline up to and including termination.

6. Accumulation of Sick Leave Benefit

District employees assigned to 40 hours per week, accumulate sick leave time at the rate of 10 hours per full month. District employees assigned to 20 hours per week or more, accumulate sick leave at the rate of 5 hours per month.

This benefit can be used in any hourly configuration necessary and has no maximum limit; the unused yearly total will carry forward from year to year. If an employee leaves the District for any reason other than retirement, the employees unused accumulated sick leave time will be forfeited. An eligible retiring employee in Tier 1 or Tier 2 may choose to use this accumulated sick leave in calculating the employee's PERS retirement benefit, but it is not payable by the District upon termination.

7. Donation of Sick Leave

District employees in good standing who have no history of leave abuse or discipline based on improper use of leave can transfer a maximum of 72 hours of either vacation or sick leave time to a co-worker with an emergency that has exhausted all accumulated leave. The employee

giving the time must maintain a minimum of 240 hours of accumulated leave. Leave donated shall be posted to both the contributor and benefactor's time account. An employee wishing to make a voluntary transfer must make a formal request to the Fire Chief or their designee, which the District may grant or deny at its sole discretion. No refunds of unused leave will be granted.

8. Wellness Incentive

A wellness bonus in the amount of \$200 shall be paid once per contract year, on the July paycheck if the employee has worked the preceding 12 months and has completed their annual fitness assessment within that time period. The employee is responsible for notifying the office manager of their eligibility on their July timecard.

The "Wellness Bonus" shall be paid the payroll month following June 30 in order to accurately reflect sick leave usage.

9. Maternity Leave

The District shall provide for an employee's maternity issues, as set forth in the Operational Policy 6.19.

N. Sick Time

Per the Oregon Sick Time Law effective January 1, 2016 employers with more than 10 employees are required to accrue sick time hours for their employees. A minimum of 1 hour of sick time must be accrued for every 30 hours worked up to a maximum of 40 hours per year. The rate at which it is accrued may be established by the agency as long as it meets the minimums. Sick time must be given to part-time, seasonal, or relief hires that might not otherwise be eligible for the sick leave benefit outlined in "Section M". The District has elected to award sick time at the same rate as sick leave outlined in Section M (6).

O. Paid Holidays

Paid holidays are provided to full time, regular employees who regularly work at least 40 hours per week, and part-time employees who regularly work at least 20 hours per week.

Upon completion of the new full-time employees first full calendar month of employment they will be eligible for the following paid holiday benefit unless otherwise governed by the Union Contract.

The District recognizes 12 paid holidays. They are:

New Year's Day
Martin Luther King Jr. Day
President's Day

Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving
The day after Thanksgiving
Christmas Eve
Christmas Day

1. Observance of Holidays

When a holiday falls on a Sunday, the Monday following will be observed as the holiday. When a holiday falls on Saturday, it will be observed on the preceding Friday.

2. Pay for Holidays

All holiday benefits will be paid for in the equivalent of 8 hours (40 hour employees) at the employee's regular (straight time) hourly rate.

P. Vacation

Non-represented personnel assigned to 40 hours per week shall accrue vacation time as follows:

<u>Months of Service</u>	<u>Monthly Accumulation</u>
1 to 60 months (to 5 years)	15 hours / month
61 to 120 months (up to 10 years)	17 hours / month
121 to 180 months (up to 15 years)	19 hours / month
181 to 240 months (up to 20 years)	22 hours / month
241 to 300 months (up to 25 years)	24 hours / month

Non-represented personnel (Division Chiefs) assigned to fifty-six (56 hours) per week shall accrue vacation time as follows:

* Non-represented personnel assigned to part-time 20 hours per week shall accrue vacation time at one-half the above rate.

<u>Months of Service</u>	<u>Monthly Accumulation</u>
1 to 60 months (up to 5 years)	24 hours / month
61 to 84 months (up to 7 years)	26 hours / month
85 to 108 months (up to 9 years)	28 hours / month
109 to 132 months (up to 11 years)	30 hours / month
133 to 156 months (up to 13 years)	32 hours / month
157 to 216 months (up to 18 years)	34 hours / month
217 and over (18+ years)	36 hours / month

1. Vacation Leave Accrual

For purposes of determining the amount of vacation allowance to be granted, any time that an employee is off on paid sick leave shall be considered as time worked. Any unpaid sick leave or unpaid leave of absence shall not be considered as time worked and will not be used in computing earned vacation. However, leave of absence time spent in the military service is to be counted as time worked in determining years of service for the District.

Vacation time will be credited on the 1st day of each month.

2. Use of Vacation Time

An employee may take paid time off as vacation time if approved, accrued and available. All vacation time in excess of 8 hours must be requested in writing to the Fire Chief or their designee in advance for approval. The use of vacation or compensatory time of 8 hours or less may be scheduled with the employee's supervisor or the Fire Chief verbally. Vacation time may be used after completion of the employee's first full month of employment; the employee is limited to the amount of vacation time they have accumulated based on the appropriate schedule.

Vacation time will be subject to approval by the appropriate supervisor and is generally allowed on a first come first serve basis. However, if two employees request the same vacation period off, and staffing levels require that only one can be gone during that time period, the decision will be based on the length of service each employee has completed with the District and the needs of the District.

An employee using vacation time will be paid at their regular rate of pay. Each employee may carry a maximum of 40 hours of unused vacation time plus that year's accrued vacation forward from one benefit year to the next. An employee leaving the District will be paid any unused accumulated vacation time in addition to any wages due.

All Chief Officers may carry an unlimited amount of unused vacation time forward from one benefit year to the next. However, such Chief Officers who are leaving the District will be paid for such unused vacation hours up to a maximum of two times of the annual accrual rate.

Chief Officers who have provided written notice that they are retiring within five years will be paid a maximum of three times their annual vacation accruals, which will be payable upon retirement.

3. Vacation Time Sell Back

An employee may sell back vacation time to the District, however vacation sell back cannot be required by the District. The employee must request to sell back vacation time on their time cards in November or July only.

Vacation sell back must be done as follows:

- All employees may sell back hours at their regular hourly rate of pay in an amount not to exceed \$2,500 per year rounded to the nearest hour
- An employee must maintain a minimum of two months of accrued time off (sick and vacation combined to be eligible for this benefit)
- A Division Chief or the Fire Chief may sell back hours at their regular hourly rate of pay in an amount not to exceed \$5,000 twice per year.

4. New Hire Employee Accrual Rate:

With the approval of the Board of Directors, newly hired officers with Fire Service experience, may be brought in at a higher accrual step to recruit and be competitive in starting wages and benefits in the industry. This will be determined based on the candidate and the Fire Chief's recommendation.

Q. Life Insurance

The District will provide a 24 hour, seven days a week term Life/Accidental Death and Dismemberment insurance policy in the amount of \$75,000 for all regular full-time employees at no cost to the employee on the first day of the month following the employees start date. The Life Insurance policy shall remain in effect when an employee is on an approved paid leave such as maternity leave, workers compensation or injury leave.

R. Retirement (PERS)

The District will provide a retirement plan (PERS) for PERS qualified employees after the completion of the employees first six (6) full months of employment otherwise known as the waiting period. This waiting period does not apply if the new employee has previously been a PERS member. In that case, the benefit may begin upon employment with the District, if the employee is otherwise qualified. This policy does not apply to employees or positions who do not meet the requirements of PERS.

The District will pay both the employer's and the employee's portion of the PERS retirement contributions.

S. Deferred Compensation

Voluntary tax deferred compensation plans are available to District employees. Additional information and regulations regarding these plans are available at the District's business office.

All Chief Officers may elect to receive a match from the Fire District to their deferred compensation contribution. The matching contribution from the Fire District will be up to 5% of the employee's annual salary and will be awarded and administered as described below, plus the

difference between \$250 and the 5%, plus 125.00 per month that was originally awarded to the medical savings plan (see Section T).

Beginning July 1, 2020, so long as the employee is contributing to a 457(b) Deferred Compensation Plan offered by the District, the District shall pay a matching employer contribution to the employee's 457(b) Deferred Compensation Plan. District contributions will be provided (as described below) on behalf of the employee on a semi-monthly payroll basis.

The District contribution is provided based on years of continuous service under the following schedule:

- a. After completion of four (4) years of continuous service, an employee shall be eligible to receive a match of one percent (1%) calculated on a monthly base salary.
- b. After completion of nine (9) years of continuous service, an employee shall be eligible to receive a match of two percent (2%) calculated on a monthly base salary.
- c. After completion of fifteen (15) years of continuous service, an employee shall be eligible to receive a match of three percent (3%) calculated on a monthly base salary.
- d. After completion of twenty (20) years of continuous service, an employee shall be eligible to receive a match of four percent (4%) calculated on a monthly base salary.

T. Medical Savings Plan

All Chief Officers will receive a monthly contribution to their medical savings plan from the Fire District. Due to IRS guidelines the contribution amount will be \$250.00 to the HRA VEBA medical savings plan. The difference between \$250 and the 5%, plus \$125 per month as originally awarded will now be contributed to the employer match portion of deferred compensation.

U. Employee Assistance Plan

An employee assistance plan is provided to all District paid and volunteer personnel and their immediate families.

This is designed to help avoid possible personal issues, which may arise as a result of performing duties associated with emergency response services to the community, which they have dedicated themselves to serve. Additional information and regulation regarding this plan are available at the District's business office.

V. Cafeteria Plan

A Cafeteria Plan is available to District employees, as allowed by the Internal Revenue Service. Additional information and regulation regarding this plan are available at the District's business office. An employee is required to be enrolled in the District's health plan to be eligible for the

Cafeteria plan.

W. Employee Wage Schedule

A copy of the current employee wage schedule is available in the Fire District business office. The annual wage is used to establish monthly and hourly wage rates. This rate may vary depending on the employee's work assignment and/or tenure, even among two employees working within the same job classification.

X. Re-hired Employees

As provided for under Civil Service Rules for qualifying emergency response personnel and as may be approved by the Board of Directors for other District employees, as stated in Section B of this policy, employees who resign or otherwise leave employment with the District and are eligible for re-hire shall serve a new 12 month probationary period. In addition, upon leaving the District all accumulated benefit balances are removed from the District's books.

Upon qualifying employees return to District employment, that employee shall begin accumulating benefits with a zero balance and at the same rate as any new employee based on their work assignment. The maximum length a previous employee is eligible to return to District employment under this provision is two years.

For the purposes of establishing a re-hired employee's wages, if they return within 12 months of leaving they will return at the same pay scale at which they left. If they return after 12 months, but prior to the 24 months, they will return at one pay scale below the level for the classification at which they left. Returning employees will also assume a new employment date based on their rehire date and will also be used to establish seniority.

Y. Educational Incentive

1. Associate's Degree

An employee will received a wage incentive of \$75/month for an Associate's Degree in Fire Science or an Associate's Degree in Fire Prevention.

2. Bachelor's Degree

An employee will receive a wage incentive of \$150/month if they have both an Associate's Degree in Fire Science or Fire Prevention and a Bachelor's degree in Fire Service Administration.

Z. Longevity Incentive

The District recognizes the importance of retaining employees and the contribution to the organization they provide as senior members. Employees shall be eligible for the following longevity pay at each benchmark: 15 years – 1% of the employee’s current base salary, 20 years – 2% of the employee’s current base salary, 25 years – 3% of the employee’s current base salary.

AA. Shift Commander Stipend

In lieu of overtime, the Shift Commander positions, shall receive a stipend equal to \$5,000 annually, payable in equal monthly installments, as compensation for attending meetings, training, etc. on their non-shift days.

BB. Residency Requirement

In order to maintain a timely response in case of a prolonged incident, all District Chief Officers, ranked Division Chief or higher, shall maintain a 30-minute commuting distance of the District’s main fire station. Non-represented, non-responder employees are exempt from a residency requirement.

APPROVED BY THE BOARD OF DIRECTORS

Board of Directors, President

Date