

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
November 21, 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

4:00pm Board Training- George Dunkel, SDAO

5:30 p.m. Call to Order

Pledge of Allegiance:

Roll Call:

Approve Minutes:

Board Meeting Minutes October 17, 2023

Correspondence:

Guest Input: Statements by members of the public should be brief and concise. A time limit of five (5) minutes will be allotted to an individual or a member of the group.

Organizational Input:

1. IAFF Local 3881
2. Keizer Volunteer Fire Fighter's Association

Old Business: None

Reports:

1. Financial Reports –

Information/Action

- Receipts of the District's monthly financial reports, which include ambulance billing reports, and act upon the financial reports.

2. Board Member Reports –

Information

- This time is allowed for Board Members to report on any contacts or District Business they have conducted.

3. Chief/Staff Reports -

Information

- Reports from staff covering activities for the month.

New Business:

1. Policy Manual Redesign

Information/Action

- The Board will review the proposal to redesign the Policy/Guideline manual.

2. Intent to Purchase two Medic Unit

Information/Action

- The Board will review the intent to purchase two new medic units.

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

December 19, 2023 @ 5:30 pm

Board Meeting

January 16, 2024 @ 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
October 17, 2023

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

Roll Call – Those present at the Board meeting included: President Joe Van Meter, Directors: Betty Hart, Colleen Busch, Kevin Clark and Louis Risewick, Fire Chief Ryan Russell, Division Chief Brian Butler, Finance Officer Lyn Komp, Captain Rachel Brozovich, IT Analyst Josh Rutter, DFM Anne-Marie Storms, Vol. Firefighter Darrell Fuller, MCFD #1 Fire Chief Kyle McMann and Mayor Cathy Clark.

Minutes – Kevin Clark made a motion to approve the minutes as presented for September 19, 2023. Betty Hart seconded the motion. The motion carried unanimously.

Correspondence – None

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- None

Old Business-

- Levy Update- We attended three neighborhood association meetings, Chamber Government Affairs Committee meeting, Greeters and City Council. We have two more neighborhood association meetings to attend. Levy yard signs are out. Joe Van Meter reported on the amount of people the website is reaching. Information is also going out by radio.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. We are 25% of the way through the fiscal year. We received approximately \$180,000 in ambulance payments. We received a small amount of property taxes. Personnel Services is a little high at 28%. Overtime and PERS are high. Materials & Services is at 25%. There were payments made for apparatus maintenance on repairs to an engine, emergency lighting being installed, and payments made to Oregon Health Authority (OHA) for GEMT funds. Colleen Busch made a motion to accept the financial report as presented. Louis Risewick seconded the motion. The motion carried unanimously.

Board Member Reports –

- Betty Hart and Colleen Busch reported on meetings and events that they attended. Kevin Clark reported that it was nice to see all the agencies working together at the open house.

Chief/Staff Reports –

- Chief Ryan Russell- The annual report is out. The verbiage in section 4.2 of the contract for the Interra Software was corrected, and the contract was signed. There will be a Board best practices training next month. Captain Rachel Brozovich has agreed to take over training. We are excited to see where this change will bring us. Division Chief Hector Blanco will be working on administrative tasks.
- EMS Billing Manager Jacquelynn Sunderland- Joe Van Meter reviewed her report on her visit with our billing vendor.

- Division Chief Hector Blanco- Captain Rachel Brozovich reviewed what a vent prop is.
- Division Chief Brian Butler- Betty Hart asked if we are at 100% staffing. Division Chief Brian Butler reported that we have had some injuries, but other than that we are fully staffed. We are also working on moving people up from acting in capacity (AIC) to administrative positions. Conflagration amounts were reviewed.

New Business

Policy 6.16 Residency Requirements Update- There was a discussion on reviewing and updating Policy 6.05. Chief Ryan Russell stated we are looking at just looking at adding section BB to Policy 6.05 at this time and remove Policy 6.16. There will be a second reading next month. There was also a discussion on working on Board Policies.

Radio Purchase- The radio purchase was a planned purchase through the bond. Betty Hart made a motion to approve the purchase of radios with bond funds. Kevin Clark seconded the motion. The motion carried unanimously.

Other Business – None

Good of the Order – Betty Hart thanked the fire foundation for stepping up.

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

Adjourn – President Joe Van Meter declared the meeting adjourned at 6:05pm.

Respectfully submitted,

Kevin Clark
Secretary

Date: November 21, 2023
To: KFD Board of Directors
From: Darrell Fuller, KVFA President

Below are unapproved minutes of the recent KVFA meeting. The minutes may be amended/edited prior to approval during our January meeting. The draft minutes are submitted as the KVFA Report to the KFD Board of Directors.

Darrell Fuller / dfuller@keizerfire.com / 971-388-1786

KEIZER VOLUNTEER FIREFIGHTERS ASSOCIATION

Monthly Meeting

Date: November 12, 2023
Time: 1800
Location: Keizer Fire District Office

DRAFT Minutes of the Meeting

1. Roll Call

Volunteers attending: President Darrell Fuller, Treasurer Erik Sorensen, Arianna Grant

Staff attending: Chief Ryan Russell, Chief Brian Butler

Guests attending: None

2. Pledge of Allegiance

Deferred

3. Chiefs Reports

a. Chief Russell

With the five-year levy adopted, they are beginning the process of determining the ramp up in staffing / Acknowledged the challenge of getting sufficient support to staff the upcoming pancake breakfast.

Encouraged reaching out to Chamber, WSHS EMS program, and CCC for volunteers / Said he planned to add the KFD blue food donation barrel at convenient locations during upcoming events / New fire-life-safety specialist may not be a certified responder.

b. Chief Blanco (unable to attend)

c. Chief Butler

With five-year levy adopted, looking to add single-role paramedics, maybe even single-role EMTs / They would like to fully staff Engine 365 / Expressed the value of volunteer program, especially moving from three-person to four-person crews on engines / Ordering two new medics (fully equipped) will likely exhaust funds from the bond / Staff beginning a long process to completely update the policies and procedures of KFD. Anything that touches the volunteer program will include input from KVFA.

4. Review minutes of the previous meeting / Secretary Trevor Riordan (unable to attend)

Deferred to January meeting.

5. Treasurer's Report / Treasurer Erik Sorenson

a. Current information

Checking account: \$20,496.94

Savings account: \$1,503.05

Edward Jones: \$13,206

Financial transactions: \$7,500 check to levy campaign

Accounts payable: \$2,500 to levy campaign

Accounts receivable: \$1,750 volunteer stipend (received/not deposited)

b. Creation of 2024 Budget Committee

President Fuller asked Treasurer Sorensen to form and Chair a Budget Committee to draft a 2024 budget.

Discussion suggested inviting at least the following to participate:

Erick Sorensen, Chair

Darrell Fuller, Brandon Ragsdale, Trevor Riordan, Samantha Russell, Amber Butler, Brian Loan,

Lynnette Komp (ex officio)

6. President's Report / President Darrell Fuller

a. Election results / Previously discussed

b. Upcoming events

Expressed concern (and requested assistance) in encouraging support for pancake breakfast. Chief Russell indicated Anne-Marie Storm should be able to help with pushing out the volunteer sign up link, and with the holiday party.

c. Bylaws discussion

Said form would follow function. The draft bylaws are very rough and will be modified based on discussions with Chief Russell and others to better define the goals and objectives of the reset volunteer program.

d. Looking for good ideas for our reset

Said he would be soliciting input from everyone on what a new, reset volunteer program should look like, and could look like. Suggested there are four different stakeholders: The District, the Union, KVFA and the Foundation. Hoping to create a three-year plan for how KVFA fits in with the other three stakeholders.

UPCOMING EVENTS

November 24 / Fill the Boot at Keizer Station

December 6 / Tree Lighting

December 9 / Holiday Parade

December 10 / Pancake Breakfast

December 15 / Christmas Party at AJ's Hideaway

December 16 / Candy Cane Day

7. Old Business

None

8. New Business

a. Email from Deputy Fire Marshal Storms / 1520 / 2023 11 13

"Each year KFD staff and volunteers pool their money to fill tags from the giving tree for Keizer kids. In the last few years Union and Volunteers often donate so we can fill more tags. Would KVFA be willing to make a donation again this year?"

With only three volunteers attending, no action was taken on the request. However, President Fuller said he is planning to indicate to DFM Storms that KVFA will support at \$500.

b. Next meeting

No December meeting. Next meeting January 8, 2024 at 1800.

9. Adjournment

No motion to adjourn since there were not enough members to bring the meeting to order.

8:19 AM

11/17/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							80,150.76
Check	10/02/2023	878	Keizer Fire District - Am...	Ambulance Revenue		85,000.00	(4,849.24)
Check	10/02/2023	879	Rodriguez, Miguel	Ambulance Refund DOS 07/29...		107.09	(4,956.33)
Check	10/02/2023	880	Mendoza De La Rosa, Kr...	Ambulance Refund DOS 04/11...		75.00	(5,031.33)
Check	10/17/2023	881	Keizer Fire District	Ambulance Revenue		130,000.00	(135,031.33)
Check	10/30/2023	882	Kaiser Permanente	DOS 09/30/2022		378.52	(135,409.85)
Check	10/30/2023	883	Keizer Fire District - Am...	Ambulance Revenue		140,000.00	(275,409.85)
General Jour...	10/31/2023	1556		Ambulance Billing	291,027.69		15,617.84
Total 1011 · US Bank - Ambulance Billing					291,027.69	355,560.61	15,617.84
1012 · Columbia Bank - Checking							(26,874.63)
Bill Pmt -Check	10/02/2023	30174	76 Fleet/Wex Bank	Gasoline		471.22	(27,345.85)
Bill Pmt -Check	10/02/2023	30175	911 Supply, Inc	PO #091823-1030		432.40	(27,778.25)
Bill Pmt -Check	10/02/2023	30176	Active 911, Inc.	PO #092123-1500		810.00	(28,588.25)
Bill Pmt -Check	10/02/2023	30177	BioTek Medical, Inc.	Oxygen Cylinder Rent		434.50	(29,022.75)
Bill Pmt -Check	10/02/2023	30178	Bob's Auto & Truck Pain...	Engine Repairs	20,958.86		(49,981.61)
Bill Pmt -Check	10/02/2023	30179	BoundTree	108812	2,261.45		(52,243.06)
Bill Pmt -Check	10/02/2023	30180	Busch, Colleen	Board Stipend- 3rd Quarter	150.00		(52,393.06)
Bill Pmt -Check	10/02/2023	30181	Clark, Kevin	Board Stipend- 3rd Quarter	150.00		(52,543.06)
Bill Pmt -Check	10/02/2023	30182	Comcast	Cable	68.11		(52,611.17)
Bill Pmt -Check	10/02/2023	30183	First Arriving	Annual Subscription	1,744.00		(54,355.17)
Bill Pmt -Check	10/02/2023	30184	Hart, Betty	Board Stipend- 3rd Quarter	150.00		(54,505.17)
Bill Pmt -Check	10/02/2023	30185	Keizer, City of	Fuel Tank Repairs	271.27		(54,776.44)
Bill Pmt -Check	10/02/2023	30186	Komp, Lynette	OFSOA Conference- Per Diem	62.00		(54,838.44)
Bill Pmt -Check	10/02/2023	30187	Koulibali, Lazen	Physician Advisor- 3rd Quarter	2,500.00		(57,338.44)
Bill Pmt -Check	10/02/2023	30188	Life-Assist, Inc		1,828.76		(59,167.20)
Bill Pmt -Check	10/02/2023	30189	LN Curtis & Sons, Inc	PO #2023-025	1,601.23		(60,768.43)
Bill Pmt -Check	10/02/2023	30190	Loren's Sanitation	Garbage/Recycling	261.68		(61,030.11)
Bill Pmt -Check	10/02/2023	30191	New Media Northwest, L...	VOID: Levy Consulting- Stop p...			(61,030.11)
Bill Pmt -Check	10/02/2023	30192	OHA	GEMT- CCO-Non-Federal Portion	99,756.10		(160,786.21)
Bill Pmt -Check	10/02/2023	30193	Oregon State Police	PO #093023-1000	33.00		(160,819.21)
Bill Pmt -Check	10/02/2023	30194	Petro Card System Inc.	Gasoline	304.33		(161,123.54)
Bill Pmt -Check	10/02/2023	30195	PGE	Electric	2,921.72		(164,045.26)
Bill Pmt -Check	10/02/2023	30196	Premier Truck Service	PO #2023-167	676.82		(164,722.08)
Bill Pmt -Check	10/02/2023	30197	Risewick, Louis	Board Stipend- 3rd Quarter	150.00		(164,872.08)
Bill Pmt -Check	10/02/2023	30198	Salem Fire Alarm, Inc.	Alarm Monitoring	270.00		(165,142.08)
Bill Pmt -Check	10/02/2023	30199	Schurter Trucking LLC		6,241.46		(171,383.54)
Bill Pmt -Check	10/02/2023	30200	SDIS	Health Insurance	73,132.09		(244,515.63)
Bill Pmt -Check	10/02/2023	30201	SeaWestern, Inc	PO #090123-1523	265.70		(244,781.33)
Bill Pmt -Check	10/02/2023	30202	Skyline Ford, Inc.	PO #2023-195	60.36		(244,841.69)
Bill Pmt -Check	10/02/2023	30203	Standard Insurance Co...	Life & Disability Insurance	2,877.45		(247,719.14)
Bill Pmt -Check	10/02/2023	30204	Stryker Sales Corporation		3,251.25		(250,970.39)
Bill Pmt -Check	10/02/2023	30205	Van Meter, Joe	Board Stipend- 3rd Quarter	150.00		(251,120.39)
Bill Pmt -Check	10/02/2023	30206	Verizon	Cell Phones & Modems	1,072.78		(252,193.17)
Bill Pmt -Check	10/02/2023	30207	OHA	GEMT- CCO- Administrative Fees	19,951.22		(272,144.39)
Deposit	10/03/2023			Deposit	105,285.16		(166,859.23)
General Jour...	10/03/2023	1534		Visa- Blanco		120.53	(166,979.76)
General Jour...	10/03/2023	1534		Visa- Brozovich		409.95	(167,389.71)
General Jour...	10/03/2023	1534		Visa- Komp		931.94	(168,321.65)
General Jour...	10/03/2023	1534		Visa- Russell		3,195.03	(171,516.68)
General Jour...	10/03/2023	1534		Visa- Storms		35.40	(171,552.08)
General Jour...	10/04/2023	1550		LGIP transfer to checking	250,000.00		78,447.92
General Jour...	10/11/2023	1535		LGIP Transfer to Checking	50,000.00		128,447.92
General Jour...	10/12/2023	1540		PERS		132,544.21	(4,096.29)
Bill Pmt -Check	10/17/2023	30208	911 Supply, Inc	PO #100123-1212		18.10	(4,114.39)
Bill Pmt -Check	10/17/2023	30209	AccurAccounts, Inc.	Payroll		1,775.60	(5,889.99)
Bill Pmt -Check	10/17/2023	30210	Batteries NW	PO #2023-200		169.20	(6,059.19)
Bill Pmt -Check	10/17/2023	30211	BioTek Medical, Inc.	Oxygen Cylinder Lease		671.50	(6,730.69)
Bill Pmt -Check	10/17/2023	30212	BoundTree	108812		5,577.67	(12,308.36)
Bill Pmt -Check	10/17/2023	30213	Braun Northwest, Inc.	PO #2023-203		82.54	(12,390.90)
Bill Pmt -Check	10/17/2023	30214	Central Refrigeration	Ice Machine Lease		150.00	(12,540.90)
Bill Pmt -Check	10/17/2023	30215	Comcast	Telephones		502.19	(13,043.09)
Bill Pmt -Check	10/17/2023	30216	Eastern Oregon University			2,927.60	(15,970.69)
Bill Pmt -Check	10/17/2023	30217	Industrial Welding Supp...	Helium Cylinder Lease		60.00	(16,030.69)
Bill Pmt -Check	10/17/2023	30218	Keizer Florist IV, LLC	9/11 Wreath		200.00	(16,230.69)
Bill Pmt -Check	10/17/2023	30219	Keizer Times	Advertising		449.00	(16,679.69)
Bill Pmt -Check	10/17/2023	30220	Killers Pest Control	Pest Control		90.00	(16,769.69)
Bill Pmt -Check	10/17/2023	30221	Life-Assist, Inc			1,338.57	(18,108.26)
Bill Pmt -Check	10/17/2023	30222	LN Curtis & Sons, Inc	PO #2023-190		520.79	(18,629.05)
Bill Pmt -Check	10/17/2023	30223	Local Government Law ...	Legal Services		459.00	(19,088.05)
Bill Pmt -Check	10/17/2023	30224	Lowe's	Acct #821 3138 022094 2		80.20	(19,168.25)
Bill Pmt -Check	10/17/2023	30225	Marion Environmental S...	Bio-Hazard Bags		26.00	(19,194.25)
Bill Pmt -Check	10/17/2023	30226	Master Appliance	PO #2023-121		6,049.00	(25,243.25)
Bill Pmt -Check	10/17/2023	30227	Medline Industries, Inc	PO #100323-2030		1,148.00	(26,391.25)
Bill Pmt -Check	10/17/2023	30228	Mt. Hood Network, LLC	IT Services		962.50	(27,353.75)
Bill Pmt -Check	10/17/2023	30229	Napa Auto Parts	PO #2023-207		119.90	(27,473.65)
Bill Pmt -Check	10/17/2023	30230	NW Natural	Natural Gas		212.39	(27,686.04)
Bill Pmt -Check	10/17/2023	30231	Pape	PO #2023-210		86.44	(27,772.48)
Bill Pmt -Check	10/17/2023	30232	Petro Card System Inc.	Diesel		79.23	(27,851.71)
Bill Pmt -Check	10/17/2023	30233	Polk County	Radio Communications		1,355.20	(29,206.91)
Bill Pmt -Check	10/17/2023	30234	Premier Truck Service	PO #2023-204		208.67	(29,415.58)
Bill Pmt -Check	10/17/2023	30235	Professional Benefit Ser...	Cafeteria Plan Fee		95.00	(29,510.58)
Bill Pmt -Check	10/17/2023	30236	Safeway	Acct #67146		237.93	(29,748.51)
Bill Pmt -Check	10/17/2023	30237	Salem, City of	Radio Services		10,710.00	(40,458.51)
Bill Pmt -Check	10/17/2023	30238	Schurter Trucking LLC	PO #2023-202		1,420.00	(41,878.51)
Bill Pmt -Check	10/17/2023	30239	SeaWestern, Inc	PO #052623-0500		813.55	(42,692.06)
Bill Pmt -Check	10/17/2023	30240	Standard Insurance Co...	PLO- September		4,692.05	(47,384.11)
Bill Pmt -Check	10/17/2023	30241	Stryker Sales Corporation	PO #032923-1115		396.87	(47,780.98)
Bill Pmt -Check	10/17/2023	30242	System Design West, LLC.	Ambulance Billing- September		8,438.16	(56,219.14)

8:19 AM

11/17/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	10/17/2023	30243	Toshiba Financial Services	Copier Lease		430.00	(56,649.14)
Bill Pmt -Check	10/17/2023	30244	Umpqua Bank	Safety Deposit Box		35.00	(56,684.14)
Bill Pmt -Check	10/17/2023	30245	CIS Benefits	Dental Insurance- November		5,442.47	(62,126.61)
Bill Pmt -Check	10/17/2023	30246	Fuller, Darrell	Volunteer Stipend		149.00	(62,275.61)
Bill Pmt -Check	10/17/2023	30247	Grant, Arianna	Volunteer Stipend		149.00	(62,424.61)
Bill Pmt -Check	10/17/2023	30248	KVFA - Volunteer Associ...	Volunteer Stipend		1,750.00	(64,174.61)
Deposit	10/18/2023			Deposit	252,935.18		188,760.57
General Jour...	10/18/2023	1541		Visa- Russell		3,025.77	185,734.80
General Jour...	10/24/2023	1544		Visa- Russell		5,558.67	180,176.13
General Jour...	10/26/2023	1545		LGIP transfer to Checking	225,000.00		405,176.13
General Jour...	10/31/2023	1546		Payroll		228,327.37	176,848.76
General Jour...	10/31/2023	1546		Oregon Dept of Rev		24,701.00	152,147.76
General Jour...	10/31/2023	1546		IRS		96,025.82	56,121.94
General Jour...	10/31/2023	1546		HRA Veba #7017		10,500.00	45,621.94
General Jour...	10/31/2023	1546		IAFF Local 3881#7018		4,132.00	41,489.94
General Jour...	10/31/2023	1546		KFD Cafeteria #7019		1,316.69	40,173.25
General Jour...	10/31/2023	1546		PenServ #7020		1,582.90	38,590.35
General Jour...	10/31/2023	1546		Valic #7021		30,014.57	8,575.78
General Jour...	10/31/2023	1546		Payroll		7,582.79	992.99
General Jour...	10/31/2023	1546		Payroll		2,761.33	(1,768.34)
Total 1012 - Columbia Bank - Checking					883,220.34	858,114.05	(1,768.34)
1015 - Bond Sales - Money Market							813,832.49
General Jour...	10/31/2023	1548		Interest Rec'd	3,388.71		817,221.20
Total 1015 - Bond Sales - Money Market					3,388.71		817,221.20
1020 - Petty Cash							200.00
Total 1020 - Petty Cash							200.00
1120 - State Investment Pool							2,211,262.48
General Jour...	10/04/2023	1550		LGIP transfer to checking		250,000.00	1,961,262.48
General Jour...	10/05/2023	1543		LGIP	6,723.34		1,967,985.82
General Jour...	10/05/2023	1543		LGIP	439.52		1,968,425.34
General Jour...	10/11/2023	1535		LGIP Transfer to Checking		50,000.00	1,918,425.34
General Jour...	10/26/2023	1545		LGIP transfer to Checking		225,000.00	1,693,425.34
General Jour...	10/31/2023	1549		Interest Rec'd	7,369.70		1,700,795.04
General Jour...	10/31/2023	1549		Interest Rec'd	95.50		1,700,890.54
General Jour...	10/31/2023	1549		Interest Rec'd	493.44		1,701,383.98
Total 1120 - State Investment Pool					15,121.50	525,000.00	1,701,383.98
TOTAL					1,192,758.24	1,738,674.66	2,532,654.68

Keizer Fire District
Financial Report- All
11/17/2023

	Oct 23	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Currrent Year	3,850.28	948,192.59	5,675,075.00	-4,726,882.41	16.71%
4020 · Taxes, Prior Year	3,312.58	33,852.37	72,000.00	-38,147.63	47.02%
4030 · Taxes, 911 Excise	0.00	34,329.62	128,390.00	-94,060.38	26.74%
4100 · EMS Revenue	151,705.01	972,570.39	2,450,000.00	-1,477,429.61	39.7%
4120 · Capitol Fire Med	2,964.64	11,465.20	32,000.00	-20,534.80	35.83%
4140 · Interest & Dividends	11,357.60	54,725.37	84,000.00	-29,274.63	65.15%
4150 · Miscellaneous	20,693.27	28,144.01	73,500.00	-45,355.99	38.29%
4156 · Conflagration Reimbursement	112,273.45	218,725.32	100,000.00	118,725.32	218.73%
Total 4000 · Revenue	306,156.83	2,302,004.87	8,614,965.00	-6,312,960.13	26.72%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	335,335.89	1,398,488.45	4,258,554.00	-2,860,065.55	32.84%
5070 · Board Members	0.00	600.00	4,875.00	-4,275.00	12.31%
5080 · Overtime	31,513.64	303,084.71	462,000.00	-158,915.29	65.6%
5082 · Longevity Incentive	1,135.87	4,543.48	7,924.00	-3,380.52	57.34%
5083 · Leave Payoff	0.00	35,281.73	85,000.00	-49,718.27	41.51%
5084 · Wellness Incentive	0.00	5,200.00	8,400.00	-3,200.00	61.91%
5085 · Education Incentive	1,800.00	7,200.00	33,300.00	-26,100.00	21.62%
5086 · Preceptor Pay	0.00	900.00	1,200.00	-300.00	75.0%
5090 · Volunteer Program	2,048.00	2,233.00	79,750.00	-77,517.00	2.8%
5110 · Payroll Tax Soc. Sec. (FICA)	27,505.41	131,379.77	376,677.00	-245,297.23	34.88%
5115 · State Unemployment Tax (SUTA)	360.86	1,719.44	5,485.00	-3,765.56	31.35%
5119 · Workers' Compensation Tax	102.68	458.54	2,307.00	-1,848.46	19.88%
5120 · Workers' Compensation	0.00	85,897.39	175,000.00	-89,102.61	49.08%
5125 · Health and Dental Insurance	68,428.73	345,061.78	913,720.00	-568,658.22	37.76%
5126 · Medical Savings Plan (HRA Veba)	10,500.00	45,500.00	126,000.00	-80,500.00	36.11%
5127 · Cafeteria Plan Administration	95.00	380.00	1,400.00	-1,020.00	27.14%
5130 · Life& Disability Insurance	7,248.14	20,540.45	85,042.00	-64,501.55	24.15%
5135 · Retirement (PERS)	132,538.13	621,502.91	1,549,149.00	-927,646.09	40.12%
5137 · Deferred Compensation Match	7,154.05	28,535.76	102,454.00	-73,918.24	27.85%
5210 · Physical Exams	0.00	730.00	20,035.00	-19,305.00	3.64%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	625,766.40	3,039,237.41	8,301,472.00	-5,262,234.59	36.61%
6000 · Materials and Services					
6010 · General Operating Expense	614.03	13,611.49	17,350.00	-3,738.51	78.45%
6015 · Dispatch 911	0.00	94,800.00	379,200.00	-284,400.00	25.0%
6020 · Volunteer Recruitment/Retention	0.00	0.00	1,000.00	-1,000.00	0.0%
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6025 · Civil Service Expense	6.00	3,380.81	7,000.00	-3,619.19	48.3%
6035 · Apparatus Maintenance(Vehicles)	5,729.70	54,538.49	68,000.00	-13,461.51	80.2%

Keizer Fire District Financial Report- All

	11/17/2023				
	Oct 23	YTD	Budget	\$ Over Budget	% of Budget
6040 · Equipment Maintenance	386.44	19,410.98	29,745.00	-10,334.02	65.26%
6062 · Furniture	150.00	2,858.00	14,500.00	-11,642.00	19.71%
6070 · Small Tools & FF Equip/Supplies	943.91	8,258.84	19,750.00	-11,491.16	41.82%
6073 · Building & Grounds Maintenance	722.96	14,237.00	42,250.00	-28,013.00	33.7%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6075 · Radio Maintenance	12,065.20	24,130.40	51,800.00	-27,669.60	46.58%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	813.55	21,196.89	52,000.00	-30,803.11	40.76%
6137 · Uniforms	341.94	5,615.72	36,800.00	-31,184.28	15.26%
6145 · Supplies	1,201.51	3,723.71	12,000.00	-8,276.29	31.03%
6160 · Public Ed / Fire Prevention	1,361.53	3,422.48	12,000.00	-8,577.52	28.52%
6180 · Medical Supplies	12,305.84	61,046.31	125,000.00	-63,953.69	48.84%
6200 · District Meetings	321.19	715.92	1,500.00	-784.08	47.73%
6210 · District Events	0.00	200.00	8,000.00	-7,800.00	2.5%
6300 · Utilities	3,900.65	15,551.21	55,250.00	-39,698.79	28.15%
6400 · Fuel Expense	542.50	16,821.29	45,750.00	-28,928.71	36.77%
6505 · Communications	1,576.30	10,475.48	65,650.00	-55,174.52	15.96%
6600 · Training	9,644.04	22,521.81	63,500.00	-40,978.19	35.47%
6605 · Training Supplies	209.80	804.62	5,050.00	-4,245.38	15.93%
6620 · Water Rescue	0.00	0.00	2,500.00	-2,500.00	0.0%
6622 · Health & Fitness Supplies	0.00	0.00	2,500.00	-2,500.00	0.0%
6704 · Computer/Network Expenses	2,677.97	14,729.22	46,100.00	-31,370.78	31.95%
6707 · Office Supplies	268.57	870.51	7,600.00	-6,729.49	11.45%
6710 · Insurance & Fidelity Bond	0.00	0.00	60,000.00	-60,000.00	0.0%
6715 · Publicity/Advertising	0.00	1,018.00	6,425.00	-5,407.00	15.84%
6720 · Printing and Publishing	0.00	0.00	4,600.00	-4,600.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	-12,857.88	179,453.58	319,160.00	-139,706.42	56.23%
6750 · Other Professional Services	11,555.64	49,554.57	119,500.00	-69,945.43	41.47%
6771 · GO Bond Payment	0.00	0.00	250,000.00	-250,000.00	0.0%
6772 · Interest Expense	0.00	0.00	134,378.00	-134,378.00	0.0%
6780 · Election Expense	0.00	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	54,481.39	653,158.83	2,135,358.00	-1,482,199.17	30.59%
7000 · Capital Outlay	0.00	0.00	70,000.00	-70,000.00	0.0%
8200 · Bond Capital Projects Expend.	1,472.48	1,472.48	189,596.00	-188,123.52	0.78%
9000 · Transfers and/or Miscellaneous	140,000.00	0.00	704,772.00	-704,772.00	0.0%
Total Expense	821,720.27	3,693,868.72	11,401,198.00	-7,707,329.28	32.4%

Keizer Fire District
General Fund- Admin
11/17/2023

	<u>Oct 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	32,008.65	127,192.77	392,286.00	-265,093.23	32.42%
5070 · Board Members	0.00	600.00	4,875.00	-4,275.00	12.31%
5080 · Overtime	197.15	26,455.17	12,000.00	14,455.17	220.46%
5082 · Longevity Incentive	269.76	1,079.04	0.00	1,079.04	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	300.00	900.00	-600.00	33.33%
5110 · Payroll Tax Soc. Sec. (FICA)	2,350.68	12,026.94	33,323.00	-21,296.06	36.09%
5115 · State Unemployment Tax (SUTA)	32.02	159.26	477.00	-317.74	33.39%
5119 · Workers' Compensation Tax	5.32	22.38	165.00	-142.62	13.56%
5120 · Workers' Compensation	0.00	97,725.24	175,000.00	-77,274.76	55.84%
5125 · Health and Dental Insurance	4,767.22	24,077.90	56,420.00	-32,342.10	42.68%
5126 · Medical Savings Plan (HRA Veba)	750.00	3,000.00	9,000.00	-6,000.00	33.33%
5127 · Cafeteria Plan Administration	95.00	380.00	1,400.00	-1,020.00	27.14%
5130 · Life & Disability Insurance	605.28	1,648.91	7,592.00	-5,943.09	21.72%
5135 · Retirement (PERS)	55,866.79	262,508.73	591,151.00	-328,642.27	44.41%
5137 · Deferred Compensation Match	2,098.53	8,394.12	26,808.00	-18,413.88	31.31%
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	99,121.40	571,170.40	1,330,597.00	-759,426.60	42.93%
6000 · Materials and Services					
6010 · General Operating Expense	614.03	7,337.37	17,350.00	-10,012.63	42.29%
6015 · Dispatch 911	0.00	94,800.00	379,200.00	-284,400.00	25.0%
6025 · Civil Service Expense	6.00	3,380.81	7,000.00	-3,619.19	48.3%
6062 · Furniture	150.00	2,858.00	14,500.00	-11,642.00	19.71%
6073 · Building & Grounds Maintenance	722.96	14,237.00	42,250.00	-28,013.00	33.7%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6145 · Supplies	1,201.51	3,292.61	12,000.00	-8,707.39	27.44%
6200 · District Meetings	321.19	715.92	1,500.00	-784.08	47.73%
6210 · District Events	0.00	0.00	8,000.00	-8,000.00	0.0%
6300 · Utilities	3,900.65	15,551.21	55,250.00	-39,698.79	28.15%
6505 · Communications	1,576.30	9,665.48	65,650.00	-55,984.52	14.72%
6704 · Computer/Network Expenses	2,677.97	14,729.22	46,100.00	-31,370.78	31.95%
6707 · Office Supplies	268.57	870.51	7,600.00	-6,729.49	11.45%
6710 · Insurance & Fidelity Bond	0.00	0.00	60,000.00	-60,000.00	0.0%
6715 · Publicity/Advertising	0.00	1,018.00	5,925.00	-4,907.00	17.18%
6720 · Printing and Publishing	0.00	0.00	4,600.00	-4,600.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	4,582.50	6,342.56	12,765.00	-6,422.44	49.69%
6750 · Other Professional Services	11,555.64	47,054.57	109,500.00	-62,445.43	42.97%
Total 6000 · Materials and Services	27,577.32	227,902.26	900,190.00	-672,287.74	25.32%
9000 · Transfers and/or Miscellaneous	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Expense	126,698.72	799,072.66	2,255,787.00	-1,456,714.34	35.42%

Keizer Fire District
General Fund- Fire
11/17/2023

	<u>Oct 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	197,453.55	866,239.71	2,682,517.00	-1,816,277.29	32.29%
5080 · Overtime	25,122.50	224,435.47	275,000.00	-50,564.53	81.61%
5082 · Longevity Incentive	866.11	3,464.44	6,449.00	-2,984.56	53.72%
5083 · Leave Payoff	0.00	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	5,400.00	24,300.00	-18,900.00	22.22%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	16,772.08	84,639.32	236,447.00	-151,807.68	35.8%
5115 · State Unemployment Tax (SUTA)	219.27	1,106.38	3,400.00	-2,293.62	32.54%
5119 · Workers' Compensation Tax	57.94	278.78	1,375.00	-1,096.22	20.28%
5120 · Workers' Compensation	0.00	-11,827.85	0.00	-11,827.85	100.0%
5125 · Health and Dental Insurance	44,160.70	221,963.81	582,769.00	-360,805.19	38.09%
5126 · Medical Savings Plan (HRA Veba)	5,750.00	27,000.00	75,000.00	-48,000.00	36.0%
5130 · Life & Disability Insurance	4,617.99	12,891.97	53,090.00	-40,198.03	24.28%
5135 · Retirement (PERS)	62,432.19	269,890.33	662,675.00	-392,784.67	40.73%
5137 · Deferred Compensation Match	3,963.76	15,774.60	62,545.00	-46,770.40	25.22%
5210 · Physical Exams	0.00	730.00	5,975.00	-5,245.00	12.22%
Total 5000 · Personal Services	362,766.09	1,750,857.80	4,716,542.00	-2,965,684.20	37.12%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	1,051.00	40,660.92	37,000.00	3,660.92	109.89%
6040 · Equipment Maintenance	386.44	3,978.98	8,500.00	-4,521.02	46.81%
6070 · Small Tools & FF Equip/Supplies	863.71	5,761.34	10,750.00	-4,988.66	53.59%
6075 · Radio Maintenance	12,065.20	24,130.40	51,800.00	-27,669.60	46.58%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	813.55	21,196.89	52,000.00	-30,803.11	40.76%
6137 · Uniforms	341.94	5,615.72	36,300.00	-30,684.28	15.47%
6160 · Public Ed / Fire Prevention	1,331.54	3,392.49	12,000.00	-8,607.51	28.27%
6400 · Fuel Expense	542.50	9,382.87	28,500.00	-19,117.13	32.92%
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	4,077.00	8,488.95	13,320.00	-4,831.05	63.73%
Total 6000 · Materials and Services	21,472.88	126,771.06	273,670.00	-146,898.94	46.32%
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	384,238.97	1,877,628.86	5,000,212.00	-3,122,583.14	37.55%

Keizer Fire District
General Fund- EMS
11/17/2023

	<u>Oct 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income	<u>151,705.01</u>	<u>972,570.39</u>	<u>2,450,000.00</u>	<u>-1,477,429.61</u>	<u>39.7%</u>
	151,705.01	972,570.39	2,450,000.00	-1,477,429.61	39.7%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	93,289.45	354,719.01	976,695.00	-621,975.99	36.32%
5070 · Board Members	0.00	0.00	0.00	0.00	0.0%
5080 · Overtime	6,193.99	52,194.07	175,000.00	-122,805.93	29.83%
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	1,200.00	7,200.00	-6,000.00	16.67%
5086 · Preceptor Pay	0.00	300.00	1,200.00	-900.00	25.0%
5110 · Payroll Tax Soc. Sec. (FICA)	7,437.33	30,533.59	89,193.00	-58,659.41	34.23%
5115 · State Unemployment Tax (SUTA)	97.21	399.15	1,353.00	-953.85	29.5%
5119 · Workers' Compensation Tax	36.67	146.38	715.00	-568.62	20.47%
5125 · Health and Dental Insurance	17,157.32	87,250.90	246,296.00	-159,045.10	35.43%
5126 · Medical Savings Plan (HRA Veba)	3,750.00	14,500.00	39,000.00	-24,500.00	37.18%
5130 · Life& Disability Insurance	1,813.45	5,420.43	20,166.00	-14,745.57	26.88%
5135 · Retirement (PERS)	11,484.82	75,636.18	229,812.00	-154,175.82	32.91%
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	<u>141,560.24</u>	<u>623,099.71</u>	<u>1,813,860.00</u>	<u>-1,190,760.29</u>	<u>34.35%</u>
6000 · Materials and Services					
6010 · General Operating Expense	0.00	6,274.12	0.00	6,274.12	100.0%
6035 · Apparatus Maintenance(Vehicles)	4,678.70	13,877.57	31,000.00	-17,122.43	44.77%
6040 · Equipment Maintenance	0.00	15,432.00	21,245.00	-5,813.00	72.64%
6070 · Small Tools & FF Equip/Supplies	80.20	2,347.50	9,000.00	-6,652.50	26.08%
6180 · Medical Supplies	12,305.84	61,046.31	125,000.00	-63,953.69	48.84%
6400 · Fuel Expense	0.00	7,438.42	17,250.00	-9,811.58	43.12%
6727 · Dues/Subscriptions/Fees-Career	-21,517.38	164,452.07	284,010.00	-119,557.93	57.9%
6750 · Other Professional Services	0.00	2,500.00	10,000.00	-7,500.00	25.0%
Total 6000 · Materials and Services	<u>-4,452.64</u>	<u>273,367.99</u>	<u>497,505.00</u>	<u>-224,137.01</u>	<u>54.95%</u>
7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous	<u>140,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Expense	<u>277,107.60</u>	<u>896,467.70</u>	<u>2,321,365.00</u>	<u>-1,424,897.30</u>	<u>38.62%</u>

Keizer Fire District
General Fund- Training
11/17/2023

	<u>Oct 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	50,336.96	207,056.00	-156,719.04	24.31%
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	300.00	900.00	-600.00	33.33%
5090 · Volunteer Program	2,048.00	2,233.00	79,750.00	-77,517.00	2.8%
5110 · Payroll Tax Soc. Sec. (FICA)	945.32	4,179.92	17,714.00	-13,534.08	23.6%
5115 · State Unemployment Tax (SUTA)	12.36	54.65	255.00	-200.35	21.43%
5119 · Workers' Compensation Tax	2.75	11.00	52.00	-41.00	21.15%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	2,343.49	11,769.17	28,235.00	-16,465.83	41.68%
5126 · Medical Savings Plan (HRA Veba)	250.00	1,000.00	3,000.00	-2,000.00	33.33%
5130 · Life& Disability Insurance	211.42	579.14	4,194.00	-3,614.86	13.81%
5135 · Retirement (PERS)	2,754.33	13,467.67	65,511.00	-52,043.33	20.56%
5137 · Deferred Compensation Match	1,091.76	4,367.04	13,101.00	-8,733.96	33.33%
5210 · Physical Exams	0.00	0.00	10,505.00	-10,505.00	0.0%
Total 5000 · Personal Services	22,318.67	93,509.50	440,473.00	-346,963.50	21.23%
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	9,644.04	22,285.81	63,500.00	-41,214.19	35.1%
6605 · Training Supplies	209.80	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	9,853.84	23,190.54	79,615.00	-56,424.46	29.13%
Total Expense	32,172.51	116,700.04	520,088.00	-403,387.96	22.44%

Keizer Fire District
Capital Projects Fund
11/17/2023

	<u>Oct 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	<u>3,388.71</u>	<u>12,310.09</u>	<u>10,000.00</u>	<u>2,310.09</u>	<u>123.1%</u>
Total 4000 · Revenue	<u>3,388.71</u>	<u>12,310.09</u>	<u>10,000.00</u>	<u>2,310.09</u>	<u>123.1%</u>
Total Income	<u>3,388.71</u>	<u>12,310.09</u>	<u>10,000.00</u>	<u>2,310.09</u>	<u>123.1%</u>
Expense					
6000 · Materials and Services					
6070 · Small Tools & FF Equip/Supplies	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 6000 · Materials and Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
8200 · Bond Capital Projects Expend.					
8210 · Equipment	<u>1,472.48</u>	<u>1,472.48</u>	<u>129,596.00</u>	<u>-128,123.52</u>	<u>1.14%</u>
8240 · Staff/Misc. Vehicles	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>-60,000.00</u>	<u>0.0%</u>
Total 8200 · Bond Capital Projects Expend.	<u>1,472.48</u>	<u>1,472.48</u>	<u>189,596.00</u>	<u>-188,123.52</u>	<u>0.78%</u>
9000 · Transfers and/or Miscellaneous					
9034 · Reserved for Future Expenditure	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>-600,000.00</u>	<u>0.0%</u>
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>-600,000.00</u>	<u>0.0%</u>
Total Expense	<u>1,472.48</u>	<u>1,472.48</u>	<u>789,596.00</u>	<u>-788,123.52</u>	<u>0.19%</u>

Keizer Fire District
Bond Repayment Fund
11/17/2023

	<u>Oct 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	250.55	62,601.72	370,378.00	-307,776.28	16.9%
4020 · Taxes, Prior Year	188.97	1,909.87	2,000.00	-90.13	95.49%
4140 · Interest & Dividends	95.50	330.83	2,500.00	-2,169.17	13.23%
Total 4000 · Revenue	<u>535.02</u>	<u>64,842.42</u>	<u>374,878.00</u>	<u>-310,035.58</u>	<u>17.3%</u>
Total Income	<u>535.02</u>	<u>64,842.42</u>	<u>374,878.00</u>	<u>-310,035.58</u>	<u>17.3%</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
Reserve Fund
11/17/2023

	<u>Oct 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	493.44	1,801.83	1,500.00	301.83	120.12%
Total 4000 · Revenue	493.44	1,801.83	1,500.00	301.83	120.12%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	493.44	1,801.83	26,500.00	-24,698.17	6.8%
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 CHIEF REPORT

November 2023

Activities and Projects:

➤ 2023 Keizer Fire District Operating Levy:

- This is a great time to be part of Keizer Fire. With the passing of the levy and the support of our community, we are shifting our focus to the future of the Fire District. We are continuing our planning for the 2024/2025 budget year, to include additional needed staff. There is a lot of work to be done between now and July related to additional staffing, budgeting, and all of the other work that goes into adding additional response personnel and continuing to improve our service to the community.

➤ Policy Review and Update

- We are beginning a complete review and update of our policy manual, policies, and guidelines. See the attached memo from Chief Butler for further information. This will be a large undertaking; I would estimate it will take up to two years to complete.

➤ BC/DC Job Description

- We have met with our Civil Service Chief Examiner to discuss the two new job descriptions. We will be refining and taking the job descriptions to our Civil Service Commission for review and approval in early December.
- A Battalion Chief job description will go to the Civil Service Commission for approval.
- We will also be presenting a job description for the Division Chief of Community and Administrative Services for approval.

➤ Keizer Fire Training

- The transition of the training division has been completed. Captain Brozovich has hit the ground running and is doing excellent work. This month's training report is from the office of Captain Brozovich, please let her know if there is any specific information you would like to see in future training reports.

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

- With the transition in the training division, Chief Blanco is now 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.

➤ 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.
- See the included memo from Chief Butler for further information.

➤ Board Member Training

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

➤ KFD/MCFD#1 Intergovernmental Agreement – Station 6

- Nothing new to report. Operations continue to go well at station 6. Chief McMann and I continue to look for additional ways to further support our fire districts.

➤ Hands-Only CPR

- With the holiday events quickly approaching, we have decided to hold off on our next class. We will look to offer the next community class in the first quarter of next year. 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 in December. 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.
- I am working to schedule a meeting with the MCFD#1 and KFD fire chief and board presidents.

➤ 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 to begin in 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. A draft of the proposed bylaws was presented at the KVFA meeting on Monday, November 13th.

➤ Holiday Events

- Tree Lighting on December 5th
- Holiday Light Parade on December 9th
- Santa Breakfast on December 10th – A sign-up genius will be emailed soon. Sign up if you can!
- Candy Cane Day on December 16th – A sign-up genius will also be emailed out for this event soon.

➤ Upcoming Classes/Conferences:

Respectfully Submitted,
Ryan Russell
Fire Chief

EMS ACTIVITY REPORT

November 2023 Board Meeting

- **Ambulance Billing Items:**

- Our **October** financial reports from Systems Design show **\$736,724.50** in new charges for **344 billable calls**. With a deposited revenue of **\$257,172.55** and an A/R balance of **\$1,610,212.68**. Our net revenue from accounts in collections during **October** was **\$1,553.69**

- **Capital FireMed Program Revenue:**

- **October** reports for Capital Fire Memberships revenue was \$3,360.00 with 48 memberships.
- **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.

GEMT CCO (Care Coordination Organizations – Oregon Medicaid): We have started to see money coming in for the 1st half of FY22-23 in the amount of 401,175.00. We should start seeing the 2nd half come in next Spring of 2024.

Should you have any questions about any of this information, please don't hesitate to ask.

*Respectfully Submitted,
Jacquelynn Sunderland
EMS Billing & Records Manager*

KEIZER FIRE DISTRICT
AMBULANCE ACTIVITIES REPORT SUMMARY
OCTOBER 2023

Activity by Level of Service – Count / Gross Charges:

ALS1: 250 = \$481,750.00
ALS2: 11 = \$21,197.00
BLS E: 81 = \$156,087.00
BLS NE: 2 = \$3,854.00
Extra Attendant During Transport: 6 @ \$93.00 = \$558.00
Transport Mileage: 1,980.5 = \$73,278.50
September charge @1 ALS1 \$2,189.70
Total: \$738,914.20

Activity by Unit – Count / Gross Charges:

M35:115 = \$246,237.40
M36: 64 = \$139,963.70
M37:134 = \$284,881.20
M38: 31 = \$65,642.20
TOTAL: 344 = \$736,724.50

Patients evaluated/No Transport: 19 KFD- 5, MCFD- 5, SFD- 2, POLK – 0, KPD -7
Cancellations Prior To Or Upon Arrival: 28, KFD–13, MCF-5, SFD-7, KPD–2, WB-1
Public Service: 24 KFD – 24, 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	257,172
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	842,584
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%	32%
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

MONTHLY REPORT

November 2023

Training Program

Training Update: An Aerial Operator course was completed in October, with task books for certification started for seven engineers. DPSST's vertical ventilation prop is on loan from DPSST through mid-November. We have revamped our training request forms to streamline the approval and documentation process. A survey was distributed to all personnel for training program feedback. We received a 74% completion rate with the following key findings:

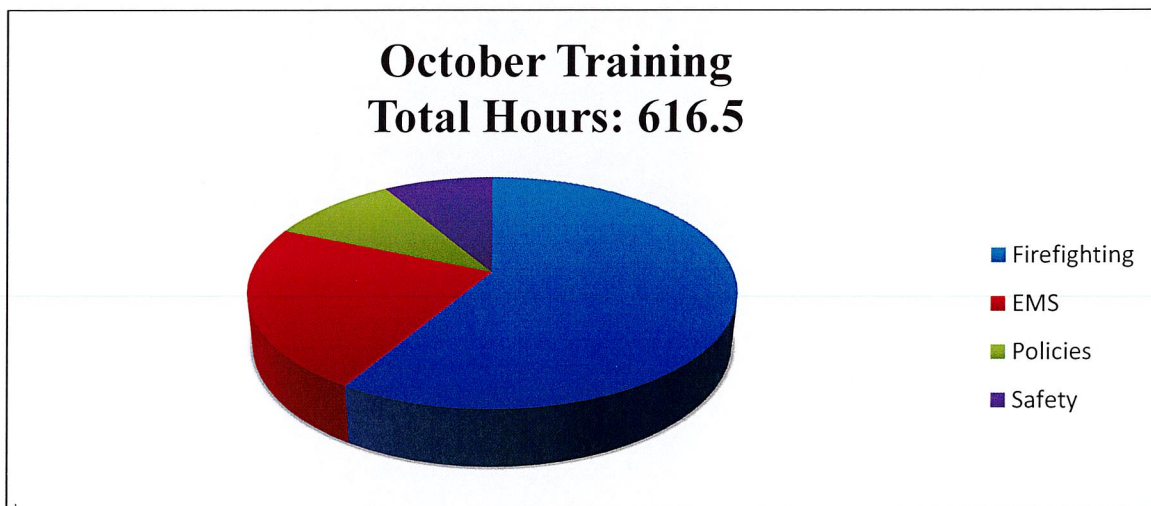
- Number one desired change for 2024 is improved quality and consistency of training (72%).
 - o Resolution: Provide lesson plans to officers for monthly training topics; provide pre-determined annual assignments, and seek ongoing organizational feedback.
- Personnel believe we rely too heavily on online training and would prefer more hands-on training for EMS and fire ground tasks (93%).
 - o Resolution: Reducing Target Solution reliance for 2024 and introducing additional hands-on activities for EMS topics, fire tactics, building construction, and skills components.
- Personnel are willing to attend company evolutions and live-fire training offered off-duty (93%).
 - o Resolution: Coordinating quarterly company evolutions and live-fire training with Chemeketa and DPSST for 2024.

Scheduled November Training: SWR recertification; Building construction review; Initial decision making and tactics; EMS Pharmacology review.

Training Committee: Met on October 9th, reviewed aerial coursework, upcoming training, and desired changes for 2024. Next meeting date TBD.

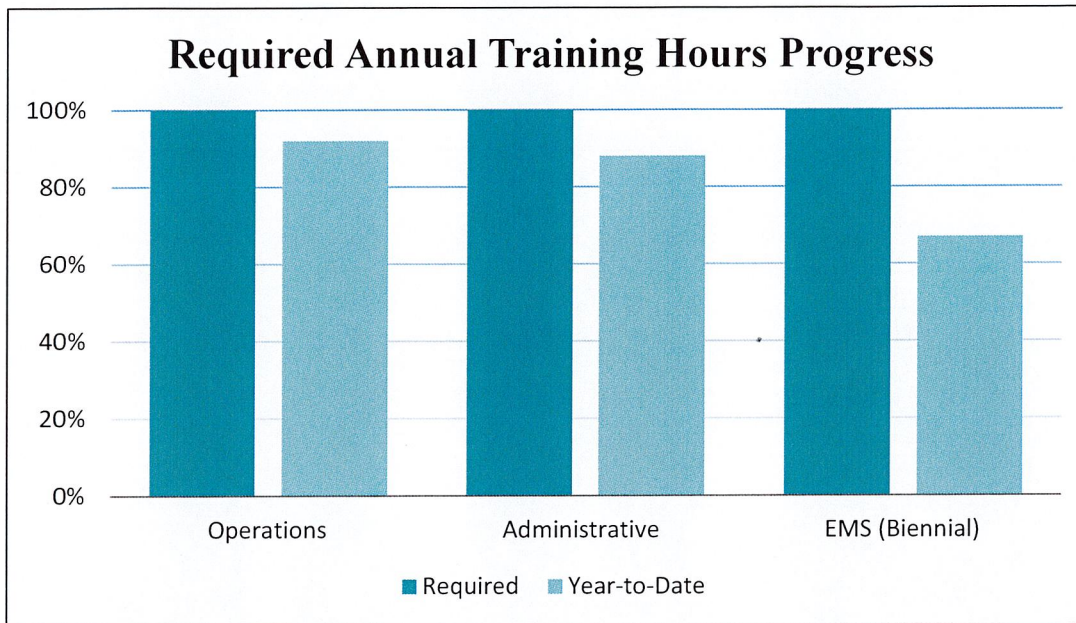
Chemeketa Fire Advisory Committee: Next meeting December 7th, 2023

Mid-Willamette Fire Instructors Association (MWFIA): Next meeting November 14th, 2023.



October training highlights: Aerial operations course, vertical ventilation prop from DPSST.

TRAINING, SAFETY, AND HEALTH DIVISION **MONTHLY REPORT** **November 2023**



Required Training Breakdown:

Agency Classification	Required Hours	Applicable personnel	Total
DPSST - Operations	60 hours	42	2,520 hours
DPSST – Administrative (Prevention, Public Education, Chief Officers)	12 hours	4	36 hours
Oregon Health Authority (OHA)	24 hours (EMT)	11	264 hours
Biennial Recertification	36 hours (EMT- A/I)	3	108 hours
	48 hours (EMT - P)	32	<u>1,536 hours</u>
			1,908 hours
Additional category for 2024: Will be adding ISO Required Training (impacts rating and grant eligibility).	241 department hours (9 categories)	N/A	241 hours

TRAINING, SAFETY, AND HEALTH DIVISION
MONTHLY REPORT
November 2023

Volunteer Program:

Keizer Volunteer Firefighters Association (KVFA): Current E-Board members: President Darrell Fuller, Vice President Brandon Ragsdale, Secretary Trevor Riordan, and Treasurer Eric Sorenson. New volunteer orientation scheduled for November 16th.

Fire District Student and Resident Volunteer (RV) Program: Three residents are in their second year of the fire program and will be graduating in March 2024. Riordan and MacPherson are student officers. Ragsdale has graduated with his AAS in Fire Suppression and is now in the Chemeketa Paramedic program. All students are certified as EMTs and are maintaining excellent GPAs.

Health and Wellness Programs:

Peer Fitness Committee: Met on November 8th. All current trainers are recertifying with IAFF, taking the place of ACE fitness certification. Committee members will be hosting an in-house fitness prep course starting in January, with annual assessments to follow in February.

Peer Support Team: Outreach methods, training, and regional resource coordination opportunities are being considered. Members are currently evaluating contact forms. Next meeting is January 16th, 2024.

Safety Program:

Safety Committee: Next meeting is December 4th, 2023. Committee members have been tasked with identifying training areas that require additional specific documentation to meet OSHA best practices.

Restricted Duty or Injury: 1 – Injury leave.

Respectfully submitted,

Rachel Brozovich, Captain

OPERATIONS MONTHLY REPORT

November 2023

October 2023 Total Incidents – 604
YTD – 5637

October 2022 Total Incidents – 560
YTD – 5222

October 2021 Total Incidents – 493
YTD – 5394

Continuous Code 3 “ALL” <= 6 minutes – 52, Average Response Time: 00:04:20

Continuous Code 3 “ALL” > 6 minutes – 3, Average Response Time: 00:06:20

Inc #	Address	Call Type	Shift	T.O.D.	Reason
5198	4400 Blk River Road N	MVA	A	6:00 AM	Poor Turnout Time
5237	1100 Blk Candlewood Ave NE	EMS	B	2:59 AM	Poor Turnout Time
5573	1400 Blk Rushmore Ave N	EMS	B	2:13 AM	Poor Turnout Time

OCTOBER 2023 RESPONSE TIME STANDARD – 94.5%

YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 92.0%

Operations Projects:

- ASA Franchise Agreement Renewal: Both Keizer Fire District and Marion County have signed our renewal for the Ambulance Service Area Franchise Agreement. This give Keizer Fire District ASA #2 for an additional five years.
- Operational Staffing: We continue to be 100% staffed. We do have one person out on injury and expect them to be out for up to six months. We are currently exploring moving a single role paramedic up to the firefighter position and hiring a single role paramedic. This ensures 100% staffing while the employee is out on injury. With the passage of the levy, we would be able to keep that employee as part of the additional staffing opportunities that the levy brings.

We continue to work on making our Acting in Capacity positions regular positions. We meet with the Civil Service Examiner on November 16th to ensure that we are following the Civil Service rules. We hope to have the majority of the permanent promotions wrapped up by the first of the year.

We had two employees on the short list for Salem Fire, however with the failure of their tax increase at the ballot box, both of those employees have turned down job offers from Salem Fire due to their financial unknowns.

We will be interviewing at least five more candidates for single role paramedic and firefighter/paramedic on December 4th. This will add to our current lists and provides a bit of cushion for any future vacancies.

- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In October Engine 725, from Marion County Fire District #1, handled 44 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 1.4 calls per shift, which is a nice relief for Engine 355. Engine 355 had 304 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 13% for our engine company.
- Civil Service Meeting: We have scheduled a Civil Service Meeting for December 7th. We will have normal business that we have to do annually (i.e. acceptance of resignations, certification of employee roster, etc.) along with other action items (i.e. acceptance of Battalion Chief job description, continued suspension of civil service rule on how registers are established).

Maintenance Projects:

- Maintenance Report: The monthly Maintenance Board Report will now be coming from me. If there is anything that you would like to see different please let me know.
- Ambulance Specification Committee: Members continue to work with Braun Northwest on the specifications for two new medic units. We are at the point where we need to sign a "letter of intent" to purchase two medic units so that we can be placed on the order list. Currently, the build time for medic units is 530 days, meaning we are looking at about May 2025 for these units to be completed.
- Facilities: Routine care and maintenance continue to be completed by staff as time allows:
 - MAKO air compressor service
 - HURST tool annual maintenance
 - Getting quotes for a minor roof leak near the HVAC unit.
- Apparatus:
 - Medic unit had a failure of the narcotic lock box. The door to the box has to be removed and returned to Knox Company for repair. This is a repair that can take two months, so a spare box was purchased to exchange doors and facilitate having less unit downtime.
 - All Stryker equipment (Lifepak's, stretchers, etc.) had annual service completed.

Other Events, Activities and Meetings:

- Oct. 19th – KFD/MCFD#1 Chiefs Meeting (KFD)
 - Oct. 24th – Chiefs Meeting
 - Oct. 26th – Met w/ Boundtree rep.
 - Nov. 8th – ASA Meeting (virtual)
 - Nov. 13th – KVFA Business Meeting
 - Nov. 14th – Chiefs Meeting
 - Nov. 14th – Fire and EMS Services Meeting (WVCC)
 - Nov. 16th – Salem Health/EMS Providers Meeting (virtual)
 - Nov. 16th – Met w/ Civil Service Examiner
-
- My term as a member of the ASA Committee for Marion County is up and I will be replying for another term.

Respectfully Submitted,

Brian Butler
Division Chief

VEHICLE MAINTENANCE REPORT

October 2023
(10/01/23 – 10/31/23)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	106	775	PM, rear brake, high idle (O) Air dryer, governor (O) PM (O)
2002 (M36)	92	477	
1501 (M37)	57.5	144	
1601 (M38)	0	215	
<u>Engines</u>			
1711 (E355)	0	1144	
1712 (E365)	0	273	
2111 (E375)	28	189	
0411 (E385)	0	29	
<u>Other</u>			
9221 (L358)	0	1550	
1731 (SQ359)	0	7	
2141 (BR358)	0	190	
1741 (BR365)	0	6	
1641 (UTV368)	0	0	
1651 (BC35)	0	5	
1652 (BC36)	0	3	
<u>Staff Vehicles</u>			
0851 (U394)	0	26	
2151 (U354)	0	1	
1653 (U374)	0	7	
0951 (U384)	0	5	
2051 (C351)	0	0	

Repair/Maintenance Events:

Note (I) Indicates In-House Repair
(O) Indicates Outside Vendor Repair

Fire Prevention Division Board Report

Anne-Marie Storms, Deputy Fire Marshal

November 2023

Fire & Life Safety

Inspections/code issues

The apartments on Verda are slowing completing construction on the first buildings, but it's still a few months out until the entire project is finished. The River Road Apartments (behind 7-11) are slowly coming along, and the new apartments on Trail are breaking ground. Inspections of existing occupancies are slowly happening as I'm able to fit them in between everything else. The positive is each occupancy has few to no violations, so on the biyearly inspection plan they are being safe.

Community Outreach

Car Seat Clinics – Our next community car seat clinic is today (Friday 11/17). It was moved to accommodate the Car Seat Technician Training (CPST) we were set to host, but sadly it had to be canceled due to lack of instructors. We are still set for the clinic tonight will all 16 appointment spots filled and room for some drop-in appointments. There is no clinic in December and all of the January appointments are filled. The Mid-Valley Car Seat Coalition is working to get more Car Seat Technicians, but the need is outweighing our resources. Presenting Salem Health and Legacy Health do not have CPST's and refer everyone to our clinic.

CCC Prevention Intern – Summer and Fall term I've had a Chemeketa Prevention student shadowing me one day per week. Matt Smallwood is a career firefighter with SW Polk Fire and looking to complete his Fire Prevention degree with CCC next term. Just like the paramedic and the fire students complete an internship, the same is expected of the Fire Prevention students. It's been great having Matt's help through Open Houses, community education events and seeing his classes at CCC turn into experience in the field. He will be a great addition to the fire prevention world.

Cummings Elm – On October 18th, we visited four Kindergarten classes at Cummings Elementary School. We talked about firefighters, what they wear and answered some great questions. The number one question in every class.....Do we have a station dog?

Meetings Attended

- 10/17 – MPFIT Meeting
- 10/17 – Board Meeting
- 10/18 – Pub Eds at Cummings
- 10/24-25 – OFMA Training
- 10/30 – Trail Apt Meeting

- 10/30 – Holiday Planning Meeting
- 11/1 – OFMA Meeting
- 11/7 – CCC Meeting
- 11/7 – Pre-Ap
- 11/8 – Keizertimes
- 11/14 – Greeters
- 11/17 – Car Seat Clinic

Fire Investigations

- None

Upcoming Events

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



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: November 13th, 2023
Subject: Policy/Guideline Manual Redesign

ISSUE:

For some time, there has been a desire to revamp the current Keizer Fire District Policy Manual. The manual is really serving two purposes. One, it is a place for policies pertaining to administrative and personnel issues that are signed and approved by the Board of Directors. Second, it is also a place for personnel and operational guidelines that are signed and approved by the Fire Chief.

For clarity, it is time to delve into the policy manual and create two separate documents. A “policy manual” where documents are reviewed and signed off by the Board of Directors and a “standard operating guideline manual” where documents are reviewed and signed off by the Fire Chief.

These documents require a lot more work than just dividing them into two different documents. We anticipate going through every policy and guideline for review and revision. We also anticipate creating new policies and guidelines to help guide the District in the future. Further, some policies have been mislabeled as guidelines and some guidelines have been mislabeled as policies. Although, there are only a few of these, they will have to be moved to the correct manual.

This will be a long-term project, but at the end we will have two clean looking documents that are up to date, reviewed by stakeholders and legal counsel on a regular basis.

Staff expects to provide the Board of Directors two to three policies a month for review and approval until all of the policies have been reviewed. The process for review will be as done with previous policy reviews. Reviews will be done as follows:

- The policy will be chosen and updated to bring up to current standards and accepted practices. Rewrite will include bringing the document up to a standardized format, including font and font size.
Policies will be reviewed for possible consolidation with other policies or removal if no longer relevant.
- For transparency, the policy will be reviewed by all interested stakeholders (i.e., volunteers, labor, EMS QI Committee, Safety Committee, etc.)
- Review by legal counsel to ensure that policies meet all legal requirements.
- Review by the Fire Chief for inclusion into the Board packet.
- Board first reading. Provide comments and changes.
- Board second reading. Provide further comments or approve the policy as written. Further readings may be necessary.
- Update the Policy Manual with the new, approved policy

At this time, we are looking for a approval from the Board to begin the work separating the policy manual into two documents. The only changes that we would be making at this time are: 1) changing the header (i.e., operational policy to personnel policy) 2) changing the number (i.e., 4.02 to 3.11) 3) only showing the last revision date instead of the string of dates a document has been revised and 4) denoting any policy or guideline that is incorrectly labeled for Board review at a later date.

RECOMMENDATION:

Staff recommends that the Board approves a motion for staff to move ahead with the policy manual redesign by moving the documents into a “policy manual” and a “standard operating guideline manual” with making the changes noted above and then begin providing the Board with policies to review in early 2024.

KEIZER FIRE DISTRICT

Policy Manual

Table of Contents

Article	1.00	Board Policy
	1.10	Section A – Organizational Policies
	1.20	Section B – Budget/Fiscal Policies
Article	2.00	Administrative Policies
Article	3.00	Personnel Policies
Article	4.00	Civil Service Commission
	4.10	Civil Service Commission Rules
Article	5.00	Resolutions / Ordinances
Article	6.00	Contracts



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: November 13th, 2023
Subject: Medic Unit Intent to Order

ISSUE:

Staff has assigned an Ambulance Specification Committee to begin to look at the purchase of two additional medic units. This assignment was made for a multitude of reasons, including:

- Two units are slated to go into reserve status in 2025/26 (after 10 years of service)
- A projected 20+% increase in unit cost by 2027 due to emission and build standards increasing
- Project build times for medic units are now 530 days, meaning if we bought this month, we would be looking at a delivery date of May 2025
- Potential for operational changes and call volume increases requiring staffing of additional medic unit(s)

These purchases will be made out of the 2015 Bond Fund. Buying two medic units along with the associated equipment (LifePaks, gurneys, powerloads, radios, etc.) would more than likely expend the amount of money remaining in the bond fund.

We are required to sign a letter of "Intent to Purchase" in order to be assigned to the waiting list for the ambulance build. The sooner we can get in the queue, the sooner we can start the 530-day clock. We are not required to pay for these units until delivery (we may be required to purchase the chassis upon its arrival at Braun NW).

As a matter of note, the approximate cost of these medic units will be \$630,000 as compared to the \$537,000 we spent in 2020.

RECOMMEDATION:

Authorize staff to sign a letter of intent with Braun International to purchase two medic units.