

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

REGULAR BOARD MEETING
November 21, 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 Chiefs Brian Butler and Hector Blanco, Finance Officer Lyn Komp, Captain Rachel Brozovich and Christina Wilson, DFM Anne-Marie Storms, Firefighter Kelby Frazier, EMS Billing Manager Jacquelynn Sunderland, Vol. Firefighter Darrell Fuller, and Budget Committee Member Don McBride.

Minutes – Colleen made a motion to approve the minutes as presented for October 17, 2023. Kevin Clark seconded the motion. The motion carried unanimously.

Correspondence – Lyn Komp read two “Thank You” cards from the community.

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 33% of the way through the fiscal year. We received a little over \$400,000 in GEMT revenue for the first half of 2023. We received approximately \$1 million in taxes. The year to date revenue is at 26%. Personnel Services is a little high at 36%. Overtime is normal. Materials & Services is at 30%. There were payments made for levy consulting and printing, quarterly radio maintenance and several conferences. Kevin Clark made a motion to accept the financial report as presented. Louis Risewick seconded the motion. The motion carried unanimously.

Board Member Reports –

- Kevin Clark reported on the meeting he attended, sponsored by the Salem Health West Valley Foundation, regarding Community Health Impact, specifically to "Public Health Impact of Street Fentanyl." Oregon is second in the nation for drug use rate and last for treatment. There are 3-4 drug overdose deaths per day. I-5 provides a direct route for drug trafficking organizations in Mexico. Drug seizures have increased from 4 in 2019, 61 in 2022, and 48, so far, in 2023. Overdose deaths have increased from 71 in 2019 to 846 in 2022. Fentanyl is the main cause for overdoses.
- Betty Hart reported on meetings and events she attended.
- Colleen Busch reported on meeting and events she attended. She provided a brief review of the sessions she attended at the OFDDA Conference.
- Joe Van Meter reported on Friends of Keizer Fire and the PAC.

Chief/Staff Reports –

- Chief Ryan Russell- All of the work on the levy was a team effort and is looking forward to the future. Battalion Chief and Division Chief job descriptions are being worked on. We will be having a Civil Service Meeting in December. Thank you to everyone who attended the training tonight. Upcoming Holiday events were reviewed.
- EMS Billing Manager Jacquelynn Sunderland- Betty Hart thanked EMS Billing Manager Jacquelynn Sunderland for her work on GEMT. Colleen Busch stated she noticed that Capital FireMed is up.
- Captain Rachel Brozovich- Betty Hart stated that all of the new charts and information in the report are very well done.
- Division Chief Brian Butler- Betty Hart thanked D.C. Brian Butler for being on the ASA Committee. The maintenance budget was reviewed. There was a discussion on the reason call volume was up in November.

New Business

Policy Manual Redesign- The policy, procedure and guideline manuals need to be redesigned. All policies are being reviewed and updated if needed. They will be re-organized to either be a policy, procedure or guideline. This is a big undertaking and will take time. Legal will be consulted on policies needing their review. There was a discussion on including Chief Ryan Russell on reviewing Board Policies. Colleen made a motion to approve the redesign and review of the policy, procedure and guideline manuals. Louis Risewick seconded the motion. The motion carried unanimously.

Intent to Purchase Two Medic Units- This will finish up the bond funds remaining. It takes 500-530 days to build the ambulances. The letter of intent will hold our place in line, so we can make sure we have units in service when we need them. Colleen Busch made a motion for approve signing the letter of intent to purchase two medic units. Kevin Clark seconded the motion. The motion carried unanimously.

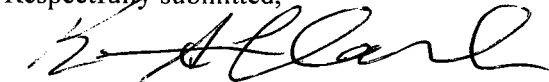
Other Business – Betty Hart stated they are going to work on the Board Policies. We will need to have a work session to review the changes. Chief Ryan Russell will assist with the review.

Good of the Order – Joe Van Meter thank everyone for coming to the training tonight. Colleen Busch thanked Darrell Fuller for all of the work he is doing to get the volunteers involved.

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

Adjourn – President Joe Van Meter declared the meeting adjourned at 6:26pm.

Respectfully submitted,



Kevin Clark
Secretary