

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
December 19, 2023

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

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

You can also dial in using your phone.

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

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

Access Code: 590-273-869

5:30 p.m. Call to Order

Pledge of Allegiance:

Roll Call:

Approve Minutes:

Board Meeting Minutes November 21, 2023

Audit Presentation – Kathy Wilson with SingerLewak LLP

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. SDAO Liability Insurance Renewal

Information/Action

- Agent of Record, Nathan Bauer will present Insurance Renewal Information.

2. Acceptance of Results Form for District Measure

Information/Action

- The board will accept and approve the abstract of results for the levy.

3. Policy & Standard Operating Guideline (SOG) Manual Project

Information/Action

- The board will review, discuss, then approve the new Table of Contents for the Policy and SOG manuals.

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

January 16, 2024 @ 5:30 pm

Board Meeting

February 20, 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

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

Date: December 17, 2023
To: KFD Board of Directors
From: Darrell Fuller, KVFA President

The Keizer Volunteer Firefighters Association did not have a December meeting.

RECRUITS

Our recruits are eager to begin the academy next month. They volunteered during this month's Pancake breakfast.

PLANNING

I had a productive meeting with Chief Russell as we began to lay the groundwork for the next chapter of the volunteer association. I am also in the process of meeting individually with all current volunteers to solicit their input.

KVFA VALUE TO THE DISTRICT

Going forward, I plan to report on the impact volunteers are having on KFD.

In November, 2023, KVFA volunteers were on duty 1,077 hours. This does not include non-shift related training (online or in person). Trevor Riordan is November's high achiever with 240 hours on shift.

Based on the 2022 Independent Sector report (used by the State of Oregon for donated or volunteer hours), the value of a volunteer in Oregon was \$32.37 per hour. This is not specific to the skilled nature of a volunteer firefighter/EMS responder.

The value of the volunteer program to the District in November, 2023 was \$34,862.49. Of course, this value does not come without costs. I will endeavor to find a way to report that number, as well.

Merry Christmas.

9:49 AM

12/15/23

Accrual Basis

Keizer Fire District

Cash Position Statement

As of November 30, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							15,617.84
Check	11/15/2023	884	Keizer Fire District - Am...	Ambulance & GEMT Revenue		450,000.00	(434,382.16)
Check	11/21/2023	885	Keizer Fire District - Am...	Ambulance Revenue		120,000.00	(554,382.16)
General Jour...	11/30/2023	1571		Ambulance Billing	636,183.58		81,801.42
Total 1011 · US Bank - Ambulance Billing					636,183.58	570,000.00	81,801.42
1012 · Columbia Bank - Checking							(1,768.34)
Bill Pmt -Check	11/02/2023	30249	BoundTree	108812		1,136.82	(2,905.16)
Bill Pmt -Check	11/02/2023	30250	Central Mechanical, LLC	Ice Machine Lease		150.00	(3,055.16)
Bill Pmt -Check	11/02/2023	30251	Comcast	Cable		68.11	(3,123.27)
Bill Pmt -Check	11/02/2023	30252	Department of Consume...	Elevator Permit		84.00	(3,207.27)
Bill Pmt -Check	11/02/2023	30253	DPSST	PO #100223-0960		46.25	(3,253.52)
Bill Pmt -Check	11/02/2023	30254	ESO Solutions, Inc.			12,245.60	(15,499.12)
Bill Pmt -Check	11/02/2023	30255	Keizer Chamber of Com...	Annual Membership		1,099.00	(16,598.12)
Bill Pmt -Check	11/02/2023	30256	Keizer Outdoor Power, I...	PO #2023-213		159.90	(16,758.02)
Bill Pmt -Check	11/02/2023	30257	Keizer Times	2 Yearly Subscriptions		70.00	(16,828.02)
Bill Pmt -Check	11/02/2023	30258	Life-Assist, Inc	PO #102123-2000		2,270.55	(19,098.57)
Bill Pmt -Check	11/02/2023	30259	Mt. Hood Network, LLC			2,438.00	(21,536.57)
Bill Pmt -Check	11/02/2023	30260	New Media Northwest, L...			8,707.54	(30,244.11)
Bill Pmt -Check	11/02/2023	30261	OFDDA	OFDDA Conference		400.00	(30,644.11)
Bill Pmt -Check	11/02/2023	30262	Overhead Door - Corp.	PO #2023-221		300.00	(30,944.11)
Bill Pmt -Check	11/02/2023	30263	Pacific Northwest Hydro	Ladder Repair & Rope		500.00	(31,444.11)
Bill Pmt -Check	11/02/2023	30264	Performance Systems In...	PO #2023-206		335.00	(31,779.11)
Bill Pmt -Check	11/02/2023	30265	Petro Card System Inc.	Diesel		84.59	(31,863.70)
Bill Pmt -Check	11/02/2023	30266	PGE	Electricity		2,596.42	(34,460.12)
Bill Pmt -Check	11/02/2023	30267	Schurter Trucking LLC	PO #2023-211		979.47	(35,439.59)
Bill Pmt -Check	11/02/2023	30268	SDIS	Workers Compensation		10,142.47	(45,582.06)
Bill Pmt -Check	11/02/2023	30269	Skyline Ford, Inc.	PO #2023-223		70.43	(45,652.49)
Bill Pmt -Check	11/02/2023	30270	Slate & Slate Constructi...	PO #2023-215		397.06	(46,049.55)
Bill Pmt -Check	11/02/2023	30271	Standard Insurance Co...	Life & Disability Insurance		2,556.09	(48,605.64)
Bill Pmt -Check	11/02/2023	30272	Stryker Sales Corporation			2,463.30	(51,068.94)
Bill Pmt -Check	11/02/2023	30273	Verizon	Cell Phones & Modems		1,074.11	(52,143.05)
Bill Pmt -Check	11/02/2023	30274	Walter E. Nelson Co.	PO #101323-0945		708.09	(52,851.14)
Bill Pmt -Check	11/02/2023	30275	West Coast Hose Repair	PO #2023-158		66.00	(52,917.14)
Bill Pmt -Check	11/02/2023	30276	Woodburn Fire Dist.	Intterra Cost Share		4,077.00	(56,994.14)
General Jour...	11/03/2023	1547		Visa- Blanco		3,007.02	(60,001.16)
General Jour...	11/03/2023	1547		Visa- Brozovich		19.99	(60,021.15)
General Jour...	11/03/2023	1547		Visa- Butler		2,122.13	(62,143.28)
General Jour...	11/03/2023	1547		Visa- Komp		438.59	(62,581.87)
General Jour...	11/03/2023	1547		Visa- Storms		226.95	(62,808.82)
Deposit	11/07/2023			Deposit	142,517.09		79,708.27
General Jour...	11/13/2023	1554		PERS		116,568.93	(36,860.66)
General Jour...	11/14/2023	1552		LGIP transfer to checking	25,000.00		(11,860.66)
Bill Pmt -Check	11/15/2023	30306	OHA	GEMT- Administrative Fee		271.00	(12,131.66)
Bill Pmt -Check	11/15/2023	30307	76 Fleet/Wex Bank	Gasoline		338.56	(12,470.22)
Bill Pmt -Check	11/15/2023	30308	911 Supply, Inc			2,465.41	(14,935.63)
Bill Pmt -Check	11/15/2023	30309	Batteries NW	PO #2023-225		287.90	(15,223.53)
Bill Pmt -Check	11/15/2023	30310	BoundTree	108812		3,758.13	(18,981.66)
Bill Pmt -Check	11/15/2023	30311	Comcast	Telephones		502.15	(19,483.81)
Bill Pmt -Check	11/15/2023	30312	Costco	7003-7310-0004-6526		120.00	(19,603.81)
Bill Pmt -Check	11/15/2023	30313	DMV	PO #103123-1000		6.00	(19,609.81)
Bill Pmt -Check	11/15/2023	30314	DoneRite Plumbing, LLC	PO #2023-230		799.55	(20,409.36)
Bill Pmt -Check	11/15/2023	30315	Keizer Outdoor Power, I...	PO #2023-229		19.55	(20,428.91)
Bill Pmt -Check	11/15/2023	30316	Keizer, City of	Water/Sewer		762.05	(21,190.96)
Bill Pmt -Check	11/15/2023	30317	Knox	PO #110723-1600		1,929.00	(23,119.96)
Bill Pmt -Check	11/15/2023	30318	Lane Council of Govern...	Civil Service Examiner		37.59	(23,157.55)
Bill Pmt -Check	11/15/2023	30319	Life-Assist, Inc	PO #110723-2245		686.44	(23,843.99)
Bill Pmt -Check	11/15/2023	30320	Loren's Sanitation	Garbage/Recycling		261.68	(24,105.67)
Bill Pmt -Check	11/15/2023	30321	Lowe's	821 3138 022094 2		47.46	(24,153.13)
Bill Pmt -Check	11/15/2023	30322	Napa Auto Parts	PO #2023-233		42.74	(24,195.87)
Bill Pmt -Check	11/15/2023	30323	NW Natural	Natural Gas		545.22	(24,741.09)
Bill Pmt -Check	11/15/2023	30324	OFMA	Annual Membership		300.00	(25,041.09)
Bill Pmt -Check	11/15/2023	30325	OHA	Non-Federal Share		1,355.00	(26,396.09)
Bill Pmt -Check	11/15/2023	30326	OHD, Inc.	PO #110523-1307		935.00	(27,331.09)
Bill Pmt -Check	11/15/2023	30327	Safeway	Halloween Candy		134.02	(27,465.11)
Bill Pmt -Check	11/15/2023	30328	Salem Fire Alarm, Inc.	Annual Inspection		1,000.00	(28,465.11)
Bill Pmt -Check	11/15/2023	30329	Schurter Trucking LLC			6,092.47	(34,557.58)
Bill Pmt -Check	11/15/2023	30330	SDAO	Membership Dues		4,250.00	(38,807.58)
Bill Pmt -Check	11/15/2023	30331	SDIS	Health Insurance		73,132.09	(111,939.67)
Bill Pmt -Check	11/15/2023	30332	SeaWestern, Inc	PO #062923-0830		17,568.39	(129,508.06)
Bill Pmt -Check	11/15/2023	30333	Standard Insurance Co...	PFML- October		3,882.75	(133,390.81)
Bill Pmt -Check	11/15/2023	30334	Stryker Sales Corporation	PO #102823-0730		1,654.10	(135,044.91)
Bill Pmt -Check	11/15/2023	30335	Walter E. Nelson Co.	PO #110623-1230		431.10	(135,476.01)
Deposit	11/15/2023			Deposit	465,090.33		329,614.32
General Jour...	11/16/2023	1557		Visa- Russell		3,145.01	326,469.31
General Jour...	11/20/2023	1558		Visa- Russell		3,630.43	322,838.88
Bill Pmt -Check	11/21/2023	30277	76 Fleet/Wex Bank	VOID: Gasoline			322,838.88
Bill Pmt -Check	11/21/2023	30278	911 Supply, Inc	VOID:			322,838.88
Bill Pmt -Check	11/21/2023	30279	Batteries NW	VOID: PO #2023-225			322,838.88
Bill Pmt -Check	11/21/2023	30280	BoundTree	VOID: 108812			322,838.88
Bill Pmt -Check	11/21/2023	30281	Comcast	VOID: Telephones			322,838.88
Bill Pmt -Check	11/21/2023	30282	Costco	VOID: 7003-7310-0004-6526			322,838.88
Bill Pmt -Check	11/21/2023	30283	DMV	VOID: PO #103123-1000			322,838.88
Bill Pmt -Check	11/21/2023	30284	DoneRite Plumbing, LLC	VOID: PO #2023-230			322,838.88
Bill Pmt -Check	11/21/2023	30285	Keizer Outdoor Power, I...	VOID: PO #2023-229			322,838.88
Bill Pmt -Check	11/21/2023	30286	Keizer, City of	VOID: Water/Sewer			322,838.88
Bill Pmt -Check	11/21/2023	30287	Knox	VOID: PO #110723-1600			322,838.88
Bill Pmt -Check	11/21/2023	30288	Lane Council of Govern...	VOID: Civil Service Examiner			322,838.88
Bill Pmt -Check	11/21/2023	30289	Life-Assist, Inc	VOID: PO #110723-2245			322,838.88

9:49 AM

12/15/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	11/21/2023	30290	Loren's Sanitation	VOID: Garbage/Recycling			322,838.88
Bill Pmt -Check	11/21/2023	30291	Lowe's	VOID: 821 3138 022094 2			322,838.88
Bill Pmt -Check	11/21/2023	30292	Napa Auto Parts	VOID: PO #2023-233			322,838.88
Bill Pmt -Check	11/21/2023	30293	NW Natural	VOID: Natural Gas			322,838.88
Bill Pmt -Check	11/21/2023	30294	OFMA	VOID: Annual Membership			322,838.88
Bill Pmt -Check	11/21/2023	30295	OHA	VOID: Non-Federal Share			322,838.88
Bill Pmt -Check	11/21/2023	30296	OHD, Inc.	VOID: PO #110523-1307			322,838.88
Bill Pmt -Check	11/21/2023	30297	Safeway	VOID: Halloween Candy			322,838.88
Bill Pmt -Check	11/21/2023	30298	Salem Fire Alarm, Inc.	VOID: Annual Inspection			322,838.88
Bill Pmt -Check	11/21/2023	30299	Schurter Trucking LLC	VOID:			322,838.88
Bill Pmt -Check	11/21/2023	30300	SDAO	VOID: Membership Dues			322,838.88
Bill Pmt -Check	11/21/2023	30301	SDIS	VOID: Health Insurance			322,838.88
Bill Pmt -Check	11/21/2023	30302	SeaWestern, Inc	VOID: PO #062923-0830			322,838.88
Bill Pmt -Check	11/21/2023	30303	Standard Insurance Co...	VOID: PFML- October			322,838.88
Bill Pmt -Check	11/21/2023	30304	Stryker Sales Corporation	VOID: PO #102823-0730			322,838.88
Bill Pmt -Check	11/21/2023	30305	Walter E. Nelson Co.	VOID: PO #110623-1230			322,838.88
Bill Pmt -Check	11/21/2023	30336	AccurAccounts, Inc.	Payroll- October		2,336.80	320,502.08
Bill Pmt -Check	11/21/2023	30337	Busch, Colleen	OFDDA Conference- Per Diem		145.41	320,356.67
Bill Pmt -Check	11/21/2023	30338	CIS Benefits	Dental Insurance- December		5,442.47	314,914.20
Bill Pmt -Check	11/21/2023	30339	DAS Cashier/OR Coop. ...	Annual Fees		900.00	314,014.20
Bill Pmt -Check	11/21/2023	30340	FlashAlert Newswire	Job Listing		284.00	313,730.20
Bill Pmt -Check	11/21/2023	30341	Keizer, City of	Diesel- 1st Quarter		11,722.89	302,007.31
Bill Pmt -Check	11/21/2023	30342	Killers Pest Control	Pest Control		90.00	301,917.31
Bill Pmt -Check	11/21/2023	30343	LN Curtis & Sons, Inc	PO #2023-190		129.96	301,787.35
Bill Pmt -Check	11/21/2023	30344	Marion County Environ...	Permit- Santa Breakfast		32.00	301,755.35
Bill Pmt -Check	11/21/2023	30345	Napa Auto Parts	PO #2023-236		8.99	301,746.36
Bill Pmt -Check	11/21/2023	30346	New Media Northwest, I...	Levy Consulting		3,358.23	298,388.13
Bill Pmt -Check	11/21/2023	30347	Professional Benefit Ser...	Cafeteria Plan Fees		95.00	298,293.13
Bill Pmt -Check	11/21/2023	30348	Schurter Trucking LLC	PO #2023-228		596.25	297,696.88
Bill Pmt -Check	11/21/2023	30349	Stryker Sales Corporation			1,995.65	295,701.23
Bill Pmt -Check	11/21/2023	30350	System Design West, LLC.	EMS Billing Fees- October		8,003.34	287,697.89
Bill Pmt -Check	11/21/2023	30351	Toshiba Financial Services	Copier Lease		430.00	287,267.89
Deposit	11/22/2023			Deposit	123,672.26		410,940.15
General Jour...	11/30/2023	1566		Payroll		255,528.43	155,411.72
General Jour...	11/30/2023	1566		IRS		100,947.56	54,464.16
General Jour...	11/30/2023	1566		Oregon Dept of Rev		26,502.00	27,962.16
General Jour...	11/30/2023	1566		HRA Veba- #7022		10,500.00	17,462.16
General Jour...	11/30/2023	1566		IAFF Local 3881 #7023		4,132.00	13,330.16
General Jour...	11/30/2023	1566		KFD Cafeteria Plan		1,316.69	12,013.47
General Jour...	11/30/2023	1566		PenServ #7025		1,582.90	10,430.57
General Jour...	11/30/2023	1566		Valic #7026		28,264.65	(17,834.08)
General Jour...	11/30/2023	1566		IRS		1,143.76	(18,977.84)
General Jour...	11/30/2023	1566		Oregon Dept of Rev		268.00	(19,245.84)
Total 1012 - Columbia Bank - Checking					756,279.68	773,757.18	(19,245.84)
1015 - Bond Sales - Money Market							817,221.20
General Jour...	11/30/2023	1564		Interest Received	3,358.44		820,579.64
Total 1015 - Bond Sales - Money Market					3,358.44		820,579.64
1020 - Petty Cash							200.00
Total 1020 - Petty Cash							200.00
1120 - State Investment Pool							1,701,383.98
General Jour...	11/03/2023	1551		LGIP	670,723.85		2,372,107.83
General Jour...	11/03/2023	1551		LGIP	47,405.53		2,419,513.36
General Jour...	11/08/2023	1553		LGIP	180,936.11		2,600,449.47
General Jour...	11/08/2023	1553		LGIP	12,788.82		2,613,238.29
General Jour...	11/14/2023	1552		LGIP transfer to checking		25,000.00	2,588,238.29
General Jour...	11/14/2023	1559		LGIP	408,034.18		2,996,272.47
General Jour...	11/14/2023	1559		LGIP	28,854.51		3,025,126.98
General Jour...	11/21/2023	1560		LGIP	2,803,965.72		5,829,092.70
General Jour...	11/21/2023	1560		LGIP	198,320.78		6,027,413.48
General Jour...	11/28/2023	1570		LGIP	745,023.52		6,772,437.00
General Jour...	11/28/2023	1570		LGIP	52,689.49		6,825,126.49
General Jour...	11/30/2023	1563		Interest Rec'd	11,346.22		6,836,472.71
General Jour...	11/30/2023	1563		Interest Rec'd	620.88		6,837,093.59
General Jour...	11/30/2023	1563		Interest Rec'd	206.96		6,837,300.55
Total 1120 - State Investment Pool					5,160,916.57	25,000.00	6,837,300.55
TOTAL					6,556,738.27	1,368,757.18	7,720,635.77

Keizer Fire District
Financial Report- All
12/15/2023

	Nov 23	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Currrent Year	5,127,958.04	5,173,294.61	5,675,075.00	-501,780.39	91.16%
4020 · Taxes, Prior Year	20,784.47	45,638.55	72,000.00	-26,361.45	63.39%
4030 · Taxes, 911 Excise	0.00	34,329.62	128,390.00	-94,060.38	26.74%
4100 · EMS Revenue					
4111 · GEMT Revenue	410,170.00	416,068.00	250,000.00	166,068.00	166.43%
Total 4100 · EMS Revenue	717,563.78	1,689,934.17	2,450,000.00	-760,065.83	68.98%
4120 · Capitol Fire Med	3,240.32	11,465.20	32,000.00	-20,534.80	35.83%
4140 · Interest & Dividends	15,532.50	70,257.87	84,000.00	-13,742.13	83.64%
4150 · Miscellaneous	831.75	28,953.60	73,500.00	-44,546.40	39.39%
4156 · Conflagration Reimbursement	0.00	218,725.32	100,000.00	118,725.32	218.73%
Total 4000 · Revenue	5,885,910.86	7,272,598.94	8,614,965.00	-1,342,366.06	84.42%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	5,885,910.86	7,272,598.94	8,639,965.00	-1,367,366.06	84.17%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	335,005.58	1,733,494.03	4,258,554.00	-2,525,059.97	40.71%
5070 · Board Members	0.00	750.00	4,875.00	-4,125.00	15.39%
5080 · Overtime	33,083.70	336,168.41	462,000.00	-125,831.59	72.76%
5082 · Longevity Incentive	1,135.87	5,679.35	7,924.00	-2,244.65	71.67%
5083 · Leave Payoff	21,585.68	56,867.41	85,000.00	-28,132.59	66.9%
5084 · Wellness Incentive	0.00	5,200.00	8,400.00	-3,200.00	61.91%
5085 · Education Incentive	1,800.00	9,000.00	33,300.00	-24,300.00	27.03%
5086 · Preceptor Pay	0.00	900.00	1,200.00	-300.00	75.0%
5090 · Volunteer Program	145.41	2,378.41	79,750.00	-77,371.59	2.98%
5110 · Payroll Tax Soc. Sec. (FICA)	27,940.16	159,319.93	376,677.00	-217,357.07	42.3%
5115 · State Unemployment Tax (SUTA)	383.69	2,103.13	5,485.00	-3,381.87	38.34%
5119 · Workers' Compensation Tax	100.18	558.72	2,307.00	-1,748.28	24.22%
5120 · Workers' Compensation	-14,690.52	79,587.74	175,000.00	-95,412.26	45.48%
5125 · Health and Dental Insurance	68,428.73	413,490.51	913,720.00	-500,229.49	45.25%
5126 · Medical Savings Plan (HRA Veba)	10,500.00	56,000.00	126,000.00	-70,000.00	44.44%
5127 · Cafeteria Plan Administration	95.00	475.00	1,400.00	-925.00	33.93%
5130 · Life& Disability Insurance	6,599.52	27,379.64	85,042.00	-57,662.36	32.2%
5135 · Retirement (PERS)	116,562.85	743,101.95	1,549,149.00	-806,047.05	47.97%
5137 · Deferred Compensation Match	7,157.51	35,693.27	102,454.00	-66,760.73	34.84%
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	615,833.36	3,668,877.50	8,301,472.00	-4,632,594.50	44.2%
6000 · Materials and Services					
6010 · General Operating Expense	0.00	13,994.65	17,350.00	-3,355.35	80.66%
6015 · Dispatch 911	60,137.31	154,937.31	379,200.00	-224,262.69	40.86%
6020 · Volunteer Recruitment/Retention	0.00	0.00	1,000.00	-1,000.00	0.0%

Keizer Fire District Financial Report- All

	12/15/2023				
	Nov 23	YTD	Budget	\$ Over Budget	% of Budget
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6025 · Civil Service Expense	0.00	3,380.81	7,000.00	-3,619.19	48.3%
6035 · Apparatus Maintenance(Vehicles)	6,613.73	58,559.60	68,000.00	-9,440.40	86.12%
6040 · Equipment Maintenance	2,819.30	21,275.73	29,745.00	-8,469.27	71.53%
6062 · Furniture	1,866.00	4,724.00	14,500.00	-9,776.00	32.58%
6070 · Small Tools & FF Equip/Supplies	3,365.49	9,591.28	19,750.00	-10,158.72	48.56%
6073 · Building & Grounds Maintenance	5,116.53	17,830.26	42,250.00	-24,419.74	42.2%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6075 · Radio Maintenance	0.00	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	17,568.39	21,196.89	52,000.00	-30,803.11	40.76%
6137 · Uniforms	1,191.99	5,887.23	36,800.00	-30,912.77	16.0%
6145 · Supplies	431.10	4,047.51	12,000.00	-7,952.49	33.73%
6160 · Public Ed / Fire Prevention	1,855.33	3,605.49	12,000.00	-8,394.51	30.05%
6180 · Medical Supplies	14,509.97	69,930.11	125,000.00	-55,069.89	55.94%
6200 · District Meetings	0.00	715.92	1,500.00	-784.08	47.73%
6210 · District Events	32.00	232.00	8,000.00	-7,768.00	2.9%
6300 · Utilities	613.33	20,875.69	55,250.00	-34,374.31	37.78%
6400 · Fuel Expense	445.04	28,989.22	45,750.00	-16,760.78	63.36%
6505 · Communications	1,575.50	11,548.83	65,650.00	-54,101.17	17.59%
6600 · Training	6,136.69	27,377.97	63,500.00	-36,122.03	43.12%
6605 · Training Supplies	0.00	2,661.84	5,050.00	-2,388.16	52.71%
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	778.73	15,507.95	46,100.00	-30,592.05	33.64%
6707 · Office Supplies	0.00	1,031.84	7,600.00	-6,568.16	13.58%
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	30,317.52	197,281.10	319,160.00	-121,878.90	61.81%
6750 · Other Professional Services	4,664.80	51,891.37	119,500.00	-67,608.63	43.42%
6771 · GO Bond Payment	0.00	0.00	250,000.00	-250,000.00	0.0%
6772 · Interest Expense	0.00	67,189.01	134,378.00	-67,188.99	50.0%
6780 · Election Expense	0.00	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	160,038.75	849,623.51	2,135,358.00	-1,285,734.49	39.79%
7000 · Capital Outlay	0.00	0.00	70,000.00	-70,000.00	0.0%
8200 · Bond Capital Projects Expend.	0.00	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	635,872.11	4,519,973.49	11,401,198.00	-6,881,224.51	39.65%

Keizer Fire District
General Fund- Admin
12/15/2023

	Nov 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	32,008.65	159,201.42	392,286.00	-233,084.58	40.58%
5070 · Board Members	0.00	750.00	4,875.00	-4,125.00	15.39%
5080 · Overtime	0.00	26,455.17	12,000.00	14,455.17	220.46%
5082 · Longevity Incentive	269.76	1,348.80	0.00	1,348.80	100.0%
5083 · Leave Payoff	7,501.56	12,501.50	15,000.00	-2,498.50	83.34%
5084 · Wellness Incentive	0.00	600.00	600.00	0.00	100.0%
5085 · Education Incentive	75.00	375.00	900.00	-525.00	41.67%
5110 · Payroll Tax Soc. Sec. (FICA)	1,856.89	13,883.83	33,323.00	-19,439.17	41.66%
5115 · State Unemployment Tax (SUTA)	39.32	198.58	477.00	-278.42	41.63%
5119 · Workers' Compensation Tax	4.47	26.85	165.00	-138.15	16.27%
5120 · Workers' Compensation	0.00	97,725.24	175,000.00	-77,274.76	55.84%
5125 · Health and Dental Insurance	4,767.30	28,845.12	56,420.00	-27,574.88	51.13%
5126 · Medical Savings Plan (HRA Veba)	750.00	3,750.00	9,000.00	-5,250.00	41.67%
5127 · Cafeteria Plan Administration	95.00	475.00	1,400.00	-925.00	33.93%
5130 · Life & Disability Insurance	575.73	2,301.34	7,592.00	-5,290.66	30.31%
5135 · Retirement (PERS)	49,582.60	314,802.83	591,151.00	-276,348.17	53.25%
5137 · Deferred Compensation Match	2,098.53	10,492.65	26,808.00	-16,315.35	39.14%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	99,624.81	673,733.33	1,330,597.00	-656,863.67	50.63%
6000 · Materials and Services					
6010 · General Operating Expense	0.00	7,720.53	17,350.00	-9,629.47	44.5%
6015 · Dispatch 911	60,137.31	154,937.31	379,200.00	-224,262.69	40.86%
6025 · Civil Service Expense	0.00	3,380.81	7,000.00	-3,619.19	48.3%
6062 · Furniture	1,866.00	4,724.00	14,500.00	-9,776.00	32.58%
6073 · Building & Grounds Maintenance	5,116.53	17,830.26	42,250.00	-24,419.74	42.2%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6145 · Supplies	0.00	3,616.41	12,000.00	-8,383.59	30.14%
6200 · District Meetings	0.00	715.92	1,500.00	-784.08	47.73%
6210 · District Events	32.00	32.00	8,000.00	-7,968.00	0.4%
6300 · Utilities	613.33	20,875.69	55,250.00	-34,374.31	37.78%
6505 · Communications	1,575.50	10,738.83	65,650.00	-54,911.17	16.36%
6704 · Computer/Network Expenses	778.73	15,507.95	46,100.00	-30,592.05	33.64%
6707 · Office Supplies	0.00	1,031.84	7,600.00	-6,568.16	13.58%
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%
6727 · Dues/Subscriptions/Fees-Career	7,144.06	12,551.62	12,765.00	-213.38	98.33%
6750 · Other Professional Services	4,664.80	49,391.37	109,500.00	-60,108.63	45.11%
6780 · Election Expense	0.00	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	81,928.26	310,121.54	900,190.00	-590,068.46	34.45%
9015 · Transfer to / from Equip. Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Expense	181,553.07	983,854.87	2,255,787.00	-1,271,932.13	43.62%

Keizer Fire District
General Fund- Fire
12/15/2023

	Nov 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	200,324.56	1,066,564.27	2,682,517.00	-1,615,952.73	39.76%
5080 · Overtime	25,256.41	249,691.88	275,000.00	-25,308.12	90.8%
5082 · Longevity Incentive	866.11	4,330.55	6,449.00	-2,118.45	67.15%
5083 · Leave Payoff	6,579.75	31,850.59	40,000.00	-8,149.41	79.63%
5084 · Wellness Incentive	0.00	3,600.00	5,000.00	-1,400.00	72.0%
5085 · Education Incentive	1,350.00	6,750.00	24,300.00	-17,550.00	27.78%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	17,246.55	101,885.87	236,447.00	-134,561.13	43.09%
5115 · State Unemployment Tax (SUTA)	228.83	1,335.21	3,400.00	-2,064.79	39.27%
5119 · Workers' Compensation Tax	57.37	336.15	1,375.00	-1,038.85	24.45%
5120 · Workers' Compensation	-14,690.52	-18,137.50	0.00	-18,137.50	100.0%
5125 · Health and Dental Insurance	44,781.13	266,745.02	582,769.00	-316,023.98	45.77%
5126 · Medical Savings Plan (HRA Veba)	5,750.00	32,750.00	75,000.00	-42,250.00	43.67%
5130 · Life& Disability Insurance	4,050.42	17,014.08	53,090.00	-36,075.92	32.05%
5135 · Retirement (PERS)	50,420.16	322,183.82	662,675.00	-340,491.18	48.62%
5137 · Deferred Compensation Match	3,967.22	19,741.82	62,545.00	-42,803.18	31.56%
5210 · Physical Exams	0.00	730.00	5,975.00	-5,245.00	12.22%
Total 5000 · Personal Services	346,187.99	2,107,371.76	4,716,542.00	-2,609,170.24	44.68%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	3,402.24	42,420.25	37,000.00	5,420.25	114.65%
6040 · Equipment Maintenance	2,819.30	5,843.73	8,500.00	-2,656.27	68.75%
6070 · Small Tools & FF Equip/Supplies	1,436.49	7,243.78	10,750.00	-3,506.22	67.38%
6075 · Radio Maintenance	0.00	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	17,568.39	21,196.89	52,000.00	-30,803.11	40.76%
6137 · Uniforms	1,191.99	5,887.23	36,300.00	-30,412.77	16.22%
6160 · Public Ed / Fire Prevention	1,855.33	3,575.50	12,000.00	-8,424.50	29.8%
6400 · Fuel Expense	445.04	14,769.58	28,500.00	-13,730.42	51.82%
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	65.00	8,488.95	13,320.00	-4,831.05	63.73%
Total 6000 · Materials and Services	28,783.78	137,718.81	273,670.00	-135,951.19	50.32%
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	374,971.77	2,245,090.57	5,000,212.00	-2,755,121.43	44.9%

Keizer Fire District
General Fund- EMS
12/15/2023

	Nov 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	90,088.13	444,807.14	976,695.00	-531,887.86	45.54%
5070 · Board Members	0.00	0.00	0.00	0.00	0.0%
5080 · Overtime	7,827.29	60,021.36	175,000.00	-114,978.64	34.3%
5082 · Longevity Incentive	0.00	0.00	1,475.00	-1,475.00	0.0%
5083 · Leave Payoff	2,493.42	2,493.42	20,000.00	-17,506.58	12.47%
5084 · Wellness Incentive	0.00	800.00	2,600.00	-1,800.00	30.77%
5085 · Education Incentive	300.00	1,500.00	7,200.00	-5,700.00	20.83%
5086 · Preceptor Pay	0.00	300.00	1,200.00	-900.00	25.0%
5110 · Payroll Tax Soc. Sec. (FICA)	7,508.05	38,041.64	89,193.00	-51,151.36	42.65%
5115 · State Unemployment Tax (SUTA)	98.17	497.32	1,353.00	-855.68	36.76%
5119 · Workers' Compensation Tax	35.59	181.97	715.00	-533.03	25.45%
5125 · Health and Dental Insurance	16,536.81	103,787.71	246,296.00	-142,508.29	42.14%
5126 · Medical Savings Plan (HRA Veba)	3,750.00	18,250.00	39,000.00	-20,750.00	46.8%
5130 · Life & Disability Insurance	1,762.65	7,221.05	20,166.00	-12,944.95	35.81%
5135 · Retirement (PERS)	13,805.76	89,893.30	229,812.00	-139,918.70	39.12%
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	144,205.87	767,794.91	1,813,860.00	-1,046,065.09	42.33%
6000 · Materials and Services					
6010 · General Operating Expense	0.00	6,274.12	0.00	6,274.12	100.0%
6035 · Apparatus Maintenance(Vehicles)	3,211.49	16,139.35	31,000.00	-14,860.65	52.06%
6040 · Equipment Maintenance	0.00	15,432.00	21,245.00	-5,813.00	72.64%
6070 · Small Tools & FF Equip/Supplies	1,929.00	2,347.50	9,000.00	-6,652.50	26.08%
6180 · Medical Supplies	14,509.97	69,930.11	125,000.00	-55,069.89	55.94%
6400 · Fuel Expense	0.00	14,219.64	17,250.00	-3,030.36	82.43%
6727 · Dues/Subscriptions/Fees-Career	23,108.46	176,070.53	284,010.00	-107,939.47	61.99%
6750 · Other Professional Services	0.00	2,500.00	10,000.00	-7,500.00	25.0%
Total 6000 · Materials and Services	42,758.92	302,913.25	497,505.00	-194,591.75	60.89%
7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous	-140,000.00	0.00	0.00	0.00	0.0%
Total Expense	46,964.79	1,070,708.16	2,321,365.00	-1,250,656.84	46.12%

Keizer Fire District
General Fund- Training
12/15/2023

	Nov 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	12,584.24	62,921.20	207,056.00	-144,134.80	30.39%
5080 · Overtime	0.00	0.00	0.00	0.00	0.0%
5083 · Leave Payoff	5,010.95	10,021.90	10,000.00	21.90	100.22%
5084 · Wellness Incentive	0.00	200.00	200.00	0.00	100.0%
5085 · Education Incentive	75.00	375.00	900.00	-525.00	41.67%
5090 · Volunteer Program	0.00	2,233.00	79,750.00	-77,517.00	2.8%
5110 · Payroll Tax Soc. Sec. (FICA)	1,328.67	5,508.59	17,714.00	-12,205.41	31.1%
5115 · State Unemployment Tax (SUTA)	17.37	72.02	255.00	-182.98	28.24%
5119 · Workers' Compensation Tax	2.75	13.75	52.00	-38.25	26.44%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	2,343.49	14,112.66	28,235.00	-14,122.34	49.98%
5126 · Medical Savings Plan (HRA Veba)	250.00	1,250.00	3,000.00	-1,750.00	41.67%
5130 · Life& Disability Insurance	210.72	843.17	4,194.00	-3,350.83	20.1%
5135 · Retirement (PERS)	2,754.33	16,222.00	65,511.00	-49,289.00	24.76%
5137 · Deferred Compensation Match	1,091.76	5,458.80	13,101.00	-7,642.20	41.67%
5210 · Physical Exams	0.00	0.00	10,505.00	-10,505.00	0.0%
Total 5000 · Personal Services	25,669.28	119,232.09	440,473.00	-321,240.91	27.07%
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	6,136.69	27,141.97	63,500.00	-36,358.03	42.74%
6605 · Training Supplies	0.00	2,591.95	5,050.00	-2,458.05	51.33%
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	6,136.69	29,903.92	79,615.00	-49,711.08	37.56%
Total Expense	31,805.97	149,136.01	520,088.00	-370,951.99	28.68%

Keizer Fire District
Reserve Fund
12/15/2023

	<u>Nov 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	206.96	2,008.79	1,500.00	508.79	133.92%
Total 4000 · Revenue	206.96	2,008.79	1,500.00	508.79	133.92%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	206.96	2,008.79	26,500.00	-24,491.21	7.58%
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
12/15/2023

	<u>Nov 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	3,358.44	15,668.53	10,000.00	5,668.53	156.69%
Total 4000 · Revenue	<u>3,358.44</u>	<u>15,668.53</u>	<u>10,000.00</u>	<u>5,668.53</u>	<u>156.69%</u>
Total Income	<u>3,358.44</u>	<u>15,668.53</u>	<u>10,000.00</u>	<u>5,668.53</u>	<u>156.69%</u>
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	<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	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.	<u>0.00</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	0.00	0.00	600,000.00	-600,000.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>-600,000.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>1,472.48</u>	<u>789,596.00</u>	<u>-788,123.52</u>	<u>0.19%</u>

Keizer Fire District
Bond Repayment Fund
12/15/2023

	<u>Nov 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	338,734.02	341,701.91	370,378.00	-28,676.09	92.26%
4020 · Taxes, Prior Year	1,325.11	2,674.46	2,000.00	674.46	133.72%
4140 · Interest & Dividends	620.88	951.71	2,500.00	-1,548.29	38.07%
Total 4000 · Revenue	<u>340,680.01</u>	<u>345,328.08</u>	<u>374,878.00</u>	<u>-29,549.92</u>	<u>92.12%</u>
Total Income	<u>340,680.01</u>	<u>345,328.08</u>	<u>374,878.00</u>	<u>-29,549.92</u>	<u>92.12%</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	67,189.01	134,378.00	-67,188.99	50.0%
Total 6000 · Materials and Services	<u>0.00</u>	<u>67,189.01</u>	<u>384,378.00</u>	<u>-317,188.99</u>	<u>17.48%</u>
Total Expense	<u>0.00</u>	<u>67,189.01</u>	<u>384,378.00</u>	<u>-317,188.99</u>	<u>17.48%</u>

KEIZER FIRE DISTRICT CHIEF REPORT

December 2023

Activities and Projects:

➤ End of Year Events:

- There is no shortage of events taking place this time of year. The Santa Breakfast was well attended and was a success. Thanks to the support of our staff and various other community volunteers, we were able to serve close to 700 people and spread some Keizer Fire holiday cheer.
- Keizer Fire personnel continue to be heavily involved in the community, assisting with the community tree lighting, holiday basket delivery, holiday lights parade, Santa Breakfast, Candy Cane Day, teaching community CPR classes, and many other events I am sure I am missing. All of this is being done while on pace for another record number of calls this month. Our personnel are second to none and they continue to work hard, maintain a caring and professional attitude, and provide excellent service to our community.

➤ 2024 OVFA Conference:

- We will be co-hosting the Oregon Volunteer Firefighters Association Conference in June of 2024 in cooperation with MCFD#1. This will be a good opportunity for training and networking at the state wide level. There will be opportunities for our staff to attend training or attend as an instructor if interested. OVFA is still in the planning stages, I will share more information as it becomes available.

➤ Policy Review and Update

- We continue our work on the policy manual, working to separate policies from guidelines and procedures. See the included memo from Chief Butler detailing the new proposed table of contents for both the policy manual and the guideline manual.

➤ BC/DC Job Description

- The proposed job descriptions were not ready for final review in December. The Civil Service Commission still met this month and handled some routine business. They will meet again in January to consider and approve the two proposed job descriptions.

- We have met with our Civil Service Chief Examiner to discuss the two new job descriptions. We will be taking the job descriptions to our Civil Service Commission for review and approval in January.
- 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.

➤ KFVA

- As we move forward, we are committed to renewing our volunteer program to meet the needs of the district and develop a program that will have realistic time requirements for our volunteers. I have begun meeting monthly with KVFA President Fuller as we work in conjunction with Chief Blanco to develop a refined and sustainable volunteer program.

➤ 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.
- Chief Blanco is working to transition the remainder of his previous responsibilities to the appropriate personnel as he works to get up and running in his new area of responsibility. Once his new job description is approved, he should be set to begin work in this important area that has been partly dormant for two years.

➤ KFD/MCFD#1 Intergovernmental Agreement – Station 6

- Operations continue to run smoothly and all is well in our cooperative efforts at Station 6. We continue to evaluate and look for opportunities for further collaboration.

➤ Hands-Only CPR

- With the holiday events upon us, 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.

➤ Board Training

- The board training went well and provided some new information and some good refresher information as well. If the board agrees with the value of this training, we will work to make this a quarterly or semi-annual training event with rotating topics of interest.

➤ Interagency Relations:

- We continue to meet with the Chief Officers from MCFD#1. Due to all of the events going on and scheduling conflicts, we have postponed our next meeting to January. Planning for the future, we will continue to meet monthly.
- 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. Due to the holidays, we will work to schedule this meeting in January.

➤ 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.

➤ Upcoming Classes/Conferences:

- OFCA Roundtable – January 25th – 26th
- FDIC (Fire Department Instructors Conference) – April 15th - 20th

Respectfully Submitted,
Ryan Russell
Fire Chief

EMS ACTIVITY REPORT

December 2023 Board Meeting

- **Ambulance Billing Items:**

- Our **November** financial reports from Systems Design show **\$774,920.30** in new charges for **362 billable calls**, with a deposited revenue of **\$229,628.70** and an A/R balance of **\$1,499,407.75**. Our net revenue from accounts in collections during **November** was **\$477.82**
- ***Please note, there is 1 outstanding charge for October that is included in the November month end report. However, the dollar amounts shown above reflect November's numbers only.**

- **Capital FireMed Program Revenue:**

- **November** reports for Capital Fire Memberships revenue was 1,593.00 with 27 memberships.
- **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.

Nothing new to share; 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

NOVEMBER 2023

Activity by Level of Service – Count / Gross Charges:

ALS1: 247 = \$475,969.00
ALS2: 20 = \$ 38,540.00
BLS E: 96 = \$184,992.00
October Charge 1 = \$2,115.70 – Included in total
Extra Attendant During Transport: 3 @ \$93.00 = \$279.00
Transport Mileage: 2088 = \$77, 256.00
Total: \$777,036.00

Activity by Unit – Count / Gross Charges:

M35: 121 = \$ 258,490.30
M36: 75 = \$ 162,684.60
M37: 144 = \$ 307,185.20
M38: 23 = \$ 48,675.90
TOTAL: 363= \$777,036.00

Patients evaluated/No Transport: 85 - KFD- 70, MCFD- , SFD- 1, POLK – 0, KPD- 14
Cancellations Prior To Or Upon Arrival: 27 - KFD– 5, MCF-8, SFD-10, KPD–4
Public Service: 14 KFD – 14, 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	229,628
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	1,072,212
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%	20%
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

December 2023

Training Program

Training Update: SWR team recertification; Vertical ventilation; Garage door access cuts; Initial incident size-ups; and EMS Pharmacology review.

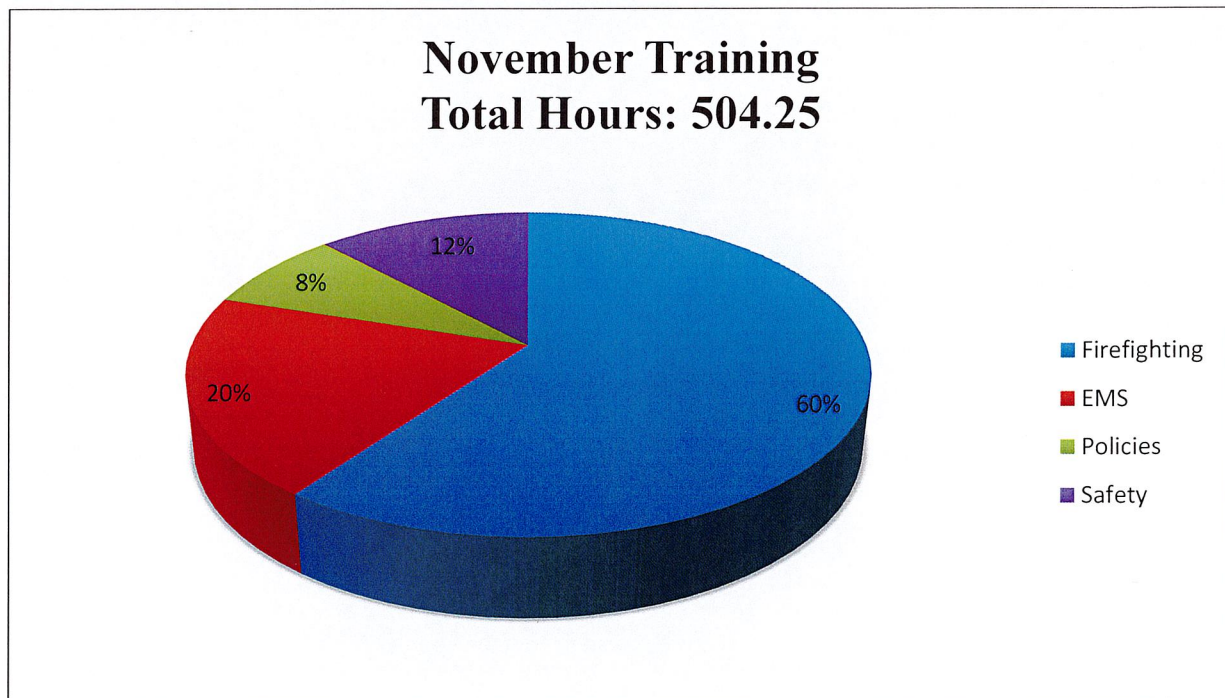
Scheduled December Training: Searching residential structures, victim rescue, and review of associated techniques/equipment; EMS Hypothermia review; and NW Natural will be providing training for gas related emergencies.

Training Committee: Met on November 22nd to review proposed training plan for 2024 (approved). The annual plan focuses on hands-on training, response area familiarization, rank specific focus areas, and consistency across all shifts.

Chemeketa Fire Advisory Committee: Attended meeting on December 7th. Upcoming changes to contractual agreement will include taking on more fire students for summer 2024. The college is suspending their fire prevention degree program temporarily and will begin to offer a paramedic bridge program this spring that could be beneficial for existing career personnel seeking to become medics.

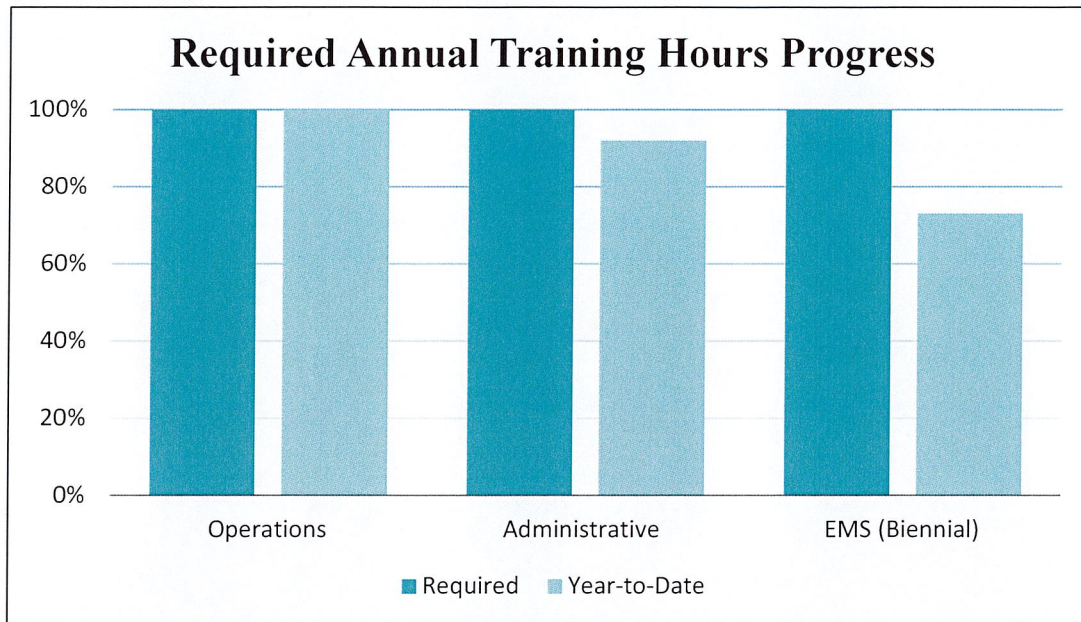
Mid-Willamette Fire Instructors Association (MWFIA): Met on December 5th, county training plans shared and registered our personnel for upcoming courses offered by our neighboring agencies.

Salem Keizer Public Schools Active Threat Meeting: Attended planning meeting for large-scale training in June 2024. This multi-day drill will provide our personnel with opportunities to be involved as rescue task forces, reaching victims with law enforcement assistance.



November training highlights: Vertical ventilation, garage door access cuts, SWR recertification

TRAINING, SAFETY, AND HEALTH DIVISION MONTHLY REPORT December 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
December 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.

Fire District Student and Resident Volunteer (RV) Program: No changes.

Health and Wellness Programs:

Peer Fitness Committee: IAFF Peer Fitness members attended a webinar regarding the importance of routine fitness testing and physicals. Committee members will be hosting an in-house fitness prep course starting in January, with annual assessments to follow in February.

Peer Support Team: Members are currently evaluating contact forms and have reviewed the operational guideline. Next meeting is January 16th, 2024.

Safety Program:

Safety Committee: Next meeting is January, 2024 (specific date TBD). Committee members are identifying high-risk/low-frequency areas that require training and specific documentation to meet OSHA best practices.

Restricted Duty or Injury: 1 – Injury leave.

Respectfully submitted,

Rachel Brozovich, Captain

OPERATIONS MONTHLY REPORT

December 2023

November 2023 Total Incidents – 619
YTD – 6258

November 2022 Total Incidents – 595
YTD – 5817

November 2021 Total Incidents – 466
YTD – 5860

Continuous Code 3 “ALL” <= 6 minutes – 75, Average Response Time: 00:04:07

Continuous Code 3 “ALL” > 6 minutes – 4, Average Response Time: 00:07:01

Inc #	Address	Call Type	Shift	T.O.D.	Reason
5864	800 Blk McNary Estates Dr N	EMS	B	9:16 AM	Distance
5953	6200 Blk Keizer Station Blvd NE	EMS	A	1:20 AM	Turnout/Distance
6174	1400 Blk Bright Ct NE	EMS	C	10:12 PM	Turnout/Distance
6372	7100 Blk Fieldview St NE	EMS	B	5:22 PM	Multiple Calls

NOVEMBER 2023 RESPONSE TIME STANDARD – 94.7%

YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 92.4%

Operations Projects:

- EMS Mutual Aid Agreement: Signed the Mutual Aid Agreement for Marion County Franchised Ambulance Services. This goes hand in hand with the ASA Franchise Agreement and ensures that ambulance services will continue to agree to share available resources when necessary.
- 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 four more months. We continue to explore moving a single role paramedic up to the firefighter position and hiring a single role paramedic.

Unfortunately, we were not satisfied with the one candidate and will not be moving forward with this at this time. We did interview two Single Role Paramedic candidates, whom both are students at Keizer, but they are not yet licensed Paramedics so we could

not pick them up. We also interviewed one Firefighter/Paramedic and was very happy with him, however he is unavailable to begin employment here until this Summer.

We also invited three other applicants to interviews, but they did not respond to our requests. This is more and more common and the lack of communication makes it difficult to make job offers.

- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In November Engine 725, from Marion County Fire District #1, handled 34 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 1.1 calls per shift. Engine 355 had 306 calls for the month of November, without the relief of E725, they would have responded to 340 calls. This is a decrease in work load of 10% for our engine company.
- Civil Service Meeting: We conducted a Civil Service Meeting on December 7th and had a good turnout by the Commission. We approved the Certification of the Civil Service Roster of Employment, approved the last years resignations and extended the rule one year that allows the entry list for Single Role Paramedic and Firefighter/Paramedic to be an "open hiring list".

The Commission scheduled another meeting for January 18th, 2024 to review proposed job descriptions for Battalion Chief, Division Chief of Administration and Community Services and a review of Division Chief of Operations.

- ASA Committee: My term on the ASA Committee is up and I have reapplied. I do not see any issues with not being given another term.
- Policy Manual Project: This project is off to a quick start. We have provided the Board draft copies of the Table of Contents and policies/guidelines that we believe need to be recategorized. Once this is done, we anticipate having three policies for Board review in January along with two or three guidelines for the Fire Chief to review.

Maintenance Projects:

- Ambulance Specification Committee: We provided Braun with our letter of intent to purchase two ambulances. They acknowledged the letter and informed us that within 60 days we need to have a signed contract with them and need to provide them with a purchase order. We anticipate them delivering the contract soon with an updated price for the ambulances. I anticipate bringing the contract to the Board in January.
- Facilities: Routine care and maintenance continue to be completed by staff as time allows:
 - Plumber repair of several restroom urinals/toilets
 - HURST tool annual maintenance
 - SCBA annual maintenance

- Electrician here to finish up multiple minor electrical repairs
- Receiving quotes to refinish the upstairs floors to be similar to what we did downstairs
- Apparatus:
 - Medic unit 1601 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. This is a requirement for the unit to be able to transport, so the unit had to be out of service until the door could be replaced.
 - Medic unit 2001 had a transmission line clip fail and it leaked all of its transmission fluid on Verda Lane. Crews cleaned the spill and the unit was fixed the next day.

Other Events, Activities and Meetings:

- Nov 21st – Ambulance Specification Committee Meeting
- Dec 4th – Entry Level Interviews (3)
- Dec 5th – FF/PM Chief Interviews (1)
- Dec 6th – EMS QI Meeting
- Dec 7th – Civil Service Meeting
- Dec 10th – Pancake Breakfast
- Dec 12th – Officer Meeting
- Dec 14th – Meeting with Marion County ASA Director

- I will be in Black Butte for the Board meeting, but Chief Russell will be able to answer any questions you may have about my report.

Respectfully Submitted,

Brian Butler
Division Chief

VEHICLE MAINTENANCE REPORT

November 2023
(11/01/23 – 11/30/23)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	22.5	798	Transmission oil leak repair (O)
2002 (M36)	0.5	478	Install Transmission clip (O)
1501 (M37)	0	144	
1601 (M38)	602	817	Narcotic box (I) & liquid spring repair (O)
<u>Engines</u>			
1711 (E355)	0	1144	
1712 (E365)	0	273	
2111 (E375)	28.5	189.5	
0411 (E385)	0	29	
<u>Other</u>			
9221 (L358)	47	1597	Upgrade air brake system (O)
1731 (SQ359)	0	7	
2141 (BR358)	4	190.5	Annual PM (O)
1741 (BR365)	4	6	Annual PM (O)
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

December 2023

Fire & Life Safety

Inspections/code issues

There has been an ongoing issue with staff at McNary High School parking in the fire lane behind the high school. They were recently given a 24-hour notice to remove all vehicles and they finally have complied. We will be watching the back access to ensure they continue to utilize their parking lot and not our fire lanes.

Inspections are making slow progress and I'm hoping to inspect the schools in the coming weeks. It's always easiest when the classrooms are empty so we can see all of the spaces.

Community Outreach

Tree Lighting – Engine 365's crew escorted Santa to the Keizer Tree Lighting on December 5th. While the weather kept the traditionally large crowd away, I was impressed at how many people braved the heavy rain.

Santa Breakfast – The Santa breakfast was well attended with over 600 people attending. The breakfasts are a huge undertaking and couldn't have been done without the on-duty shift cleaning, getting the grills ready and then helping to set up for the event.

Candy Cane Day – I'm looking into the future, but I see Candy Cane Day to be another success. Last year we had over 700 people drive thru, let's hope for more this year. I've been busy creating Santa's Workshop for this year's theme.

Hands Only CPR – The Lions Club invited me to teach Hands Only CPR on December 13th. There was 14 people in attendance. The plan is for me to come back in February during Heart Month to teach another class. They are wanting to get as many of their members trained as possible.

Meetings Attended

- 11/20 – JFS Meeting
- 11/21 Board Meeting
- 11/27 – McNary HS Avid Classes
- 11/28 – OFMA Meeting
- 11/28 – OLST Meeting
- 11/29 – Car Seat appt
- 11/29 – Meeting with SKSD – McNary HS
- 12/1 – Giving Tree Shopping
- 12/4 – MPFIT Meeting
- 12/5 – MVCSC Meeting
- 12/5 – Holiday Tree Lighting
- 12/7 – Food Sorting

- 12/8 – KBZY Radio Interview
- 12/10 – Santa Breakfast
- 12/11 – McNary HS Guest Speaker
- 12/12 – Stayton Fire Investigation
- 12/12 – Hands Only CPR at Elks Lodge
- 12/14 – Preconstruction Meeting
- 12/14 – OFMA Education Committee

Fire Investigations

- 12/12 – Assist Staton Fire with a fire Investigation

Upcoming Events

- 12/16 – Candy Cane Day 10am – 4pm
- 12/24 – Bernie goes back to the North Pole



SPECIAL DISTRICTS
INSURANCE SERVICES

Preliminary Renewal Summary - NOT AN INVOICE

Invoice Number: 39P52618-714 Entity ID: 52618 Effective Date: 1/1/2024 Expiration Date: 12/31/2024 Invoice Date: 12/15/2023

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Coverage

Contribution

SDIS Liability Coverage

Less Best Practices Credit (\$2,660)
Less Service Group Discount (\$1,064)
Adjusted Contribution \$22,876

Auto Liability*

Less Best Practices Credit (\$476)
Less Service Group Discount (\$190)
Adjusted Contribution \$4,094

Non-owned and Hired Auto Liability

\$175

Auto Physical Damage

Less Service Group Discount (\$751)
Adjusted Contribution \$18,032

Hired Auto Physical Damage

\$329

Property

Less Best Practices Credit (\$774)
Less Service Group Discount (\$309)
Adjusted Contribution \$6,652

Earthquake

\$4,342

Flood

Included

Equipment Breakdown

\$2,010

Crime

\$342

Cyber

Included

Total \$58,852

THIS IS NOT AN INVOICE, PLEASE DON'T PAY THE AMOUNT IN THIS SUMMARY
Your final contribution, and renewal packet, will be posted online on 01/01/2024.

* Includes Excess Auto and Auto Supplemental coverages.



**SPECIAL DISTRICTS
INSURANCE SERVICES**

PRELIMINARY SDIS Liability Coverage Summary - NOT A GUARANTEE OF COVERAGE

Certificate Number: 39P52618-714

Coverage Period: 1/1/2024 through 12/31/2024

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

SDIS Liability Coverage:	Description	Limit ⁽¹⁾	Deductible ^{(2) (3)}
	Per Occurrence Limit of Liability	\$5,000,000	None
	Per Wrongful Act Limit of Liability	\$5,000,000	None
	Annual Aggregate Limit of Liability	No Limit Except As Outlined Below	None

Additional Coverages: List only includes sublimited Additional Coverages. Unless indicated in Section III Additional Coverages, of the SDIS Liability Coverage Document, the following limits are not added to the above identified Limit(s) of Liability.

Coverage	Limit ⁽⁴⁾	Participant Limit ⁽⁵⁾	All Participants Limit ⁽⁶⁾	Deductible	Contribution
Ethics Complaint Defense Costs	\$5,000	\$5,000		None	Included
EEOC/BOLI Defense Costs	\$5,000,000			None	Included
Limited Pollution Coverage	\$250,000	\$250,000		None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000	Not Applicable ⁽⁷⁾	None	Included
Criminal Defense Costs	\$100,000	\$100,000	\$500,000	None	Included
Premises Medical Expense	\$5,000	\$5,000		None	Included
Fungal Pathogens (Mold) Defense Costs	\$100,000	\$100,000		None	Included
Applicators Pollution Coverage	\$50,000	\$50,000		None	Included
Lead Sublimit Defense Costs	\$50,000	\$50,000	\$200,000	None	Included
Marine Salvage Expense Reimbursement	\$250,000	\$250,000		None	Included
OCITPA Expense Reimbursement	\$100,000	\$100,000	\$500,000	None	Included
Data Disclosure Liability	\$1,000,000	\$1,000,000	\$5,000,000	None	Included
Communicable Disease Defense	\$50,000	\$50,000	\$2,000,000	None	<u>Included</u>
				Total Contribution:	\$22,876

Reference

- (1) Subject to a \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.
(2) Subject to a \$10,000 controlled burn deductible for failure to follow DPSST guidelines.
(3) Subject to a \$25,000 Employment Practices Deductible when SDIS not contacted for legal advice prior to termination.
(4) Named Participant's maximum limit per Occurrence or Wrongful Act.
(5) Named Participant's maximum limit for the Coverage Period.
(6) Maximum limit of coverage, for all SDIS Trust Participants for the Coverage Period. Does not apply to Injunctive Relief Defense Costs (7).
(7) Maximum limit of coverage, for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act, is \$100,000.

Forms applicable to Named Participant: SDIS Liability Coverage Document - 01/01/2024

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Liability Coverage Document. This certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.



SPECIAL DISTRICTS
INSURANCE SERVICES

Preliminary Auto Liability and Auto Physical Damage Coverage Summary
NOT A GUARANTEE OF COVERAGE

Certificate Number: 39P52618-714

Coverage Period: 1/1/2024 through 12/31/2024

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Preliminary Coverage Summary is provided only for those coverages where a contribution is shown.

Auto Liability

Coverage	Per Accident Limit of Liability	Deductible	Contribution
Auto Liability	\$500,000	None	\$4,094
Non-Owned/ Hired Auto Liability	\$500,000	None	\$175

Applicable Coverage Document: SDIS Auto Liability Coverage Document January 1, 2024

Auto Physical Damage

Coverage	Per Accident Limit of Liability	Deductible	Contribution
Auto Physical Damage	Per Schedule	Per Schedule	\$18,032
Hired Auto Physical Damage	\$100,000	\$100/\$500*	\$329

Applicable Coverage Document: SDIS Auto Physical Damage Coverage Document January 1, 2024

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Auto Liability Coverage Document and SDIS Auto Physical Damage Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Auto Liability Coverage Document and SDIS Auto Physical Damage Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

* If two deductibles are displayed (ie: \$100/\$200), the first applies to Comprehensive Coverage and the second Collision Coverage.



SPECIAL DISTRICTS
INSURANCE SERVICES

Preliminary Auto Excess Liability Coverage Summary
NOT A GUARANTEE OF COVERAGE

Certificate Number: 39P52618-714

Coverage Period: 1/1/2024 through 12/31/2024

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Preliminary Coverage Summary is provided only for those coverages where a contribution is shown.

Excess Auto Liability

Coverage	Limit of Liability*	Retention	Contribution
Excess Auto Liability	\$4,500,000	\$500,000	Included with Auto Liability
Excess Non-Owned/ Hired Auto Liability	\$4,500,000	\$500,000	Included with Non-Owned/ Hired Auto Liability

Applicable Coverage Document: SDIS Excess Auto Liability Coverage Document - January 1, 2024

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Excess Auto Liability Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Excess Auto Liability Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

* Per Accident Limit of Liability.



SPECIAL DISTRICTS
INSURANCE SERVICES

Preliminary Auto Supplemental Coverage Summary
NOT A GUARANTEE OF COVERAGE

Certificate Number: 39P52618-714

Coverage Period: 1/1/2024 through 12/31/2024

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Preliminary Coverage Summary is provided only for those coverages where a contribution is shown.

Auto Supplemental

Coverage	Limit of Liability	Deductible	Contribution
Personal Injury Protection	See Coverage Document	None	Included with Auto Liability
Uninsured/ Underinsured Motorist Bodily Injury	\$500,000 Per Accident	None	Included with Auto Liability

Applicable Coverage Document: SDIS Auto Supplemental Coverage Document - January 1, 2024

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Auto Supplemental Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Auto Supplemental Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions which they relate.



SPECIAL DISTRICTS
INSURANCE SERVICES

Preliminary Property Coverage Summary
NOT A GUARANTEE OF COVERAGE

Certificate Number: 39P52618-714

Coverage Period: 1/1/2024 through 12/31/2024

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Scheduled Property Values

\$6,419,306 Buildings, Other Structures and Scheduled Outdoor Property
\$832,664 Personal Property
\$417,870 Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

\$7,669,840 The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
\$300,000,000 SDIS Per Occurance Aggregate Loss Limit

Sublimits (Per Occurrence)

The subjects of coverage listed below are sub-limited within the above shown "Total Limit of Indemnification (Per Occurrence)". The Limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Covered Property

Section VIII - Covered Property in the SDIS Property Coverage Document

\$250,000 Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment
\$100,000 Property of Employees/Volunteers (subject to a \$5,000 maximum per person)
\$100,000 Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days
\$10,000 Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

Additional Coverages

Section X - Additional Coverages in the SDIS Property Coverage Document

\$5,000,000 Debris Removal
Sublimit is \$5,000,000 or 25% of the covered portion of the loss, whichever is less.
\$50,000 Pollutant Clean-up and Removal from Land or Water
Sublimit is \$50,000 or 20% of the scheduled location(s) value, whichever is less.
\$10,000 Fungus as a Result of a "Covered Cause of Loss"
Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less.
\$10,000 Preservation of Undamaged Covered Property
Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less.

\$250,000	Professional Services <i>Sublimit is \$250,000 or 10% of the covered portion of the loss, whichever is less.</i>
\$25,000	Fire Department Service Charge
\$10,000	Recharging of Fire Extinguishing Equipment
\$10,000	Arson Reward
\$5,000,000	Increased Cost of Construction - Enforcement of Ordinance or Law <i>Sublimit is \$5,000,000 or 25% of the covered portion of the loss, whichever is less.</i>
\$500,000	Increased Cost of Construction - Cost Resulting from Unforeseen Delay <i>Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.</i>
\$500,000	Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities <i>Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.</i>

Additional Coverages - Business Income and Extra Expense

Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document

\$1,000,000	Business Income
\$1,000,000	Extra Expense
\$25,000	Enforcement of Order by Government Agency or Authority
\$25,000	Business Income from Dependent Property
\$100,000	Interruption of Utility Services
\$25,000	Inability to Discharge Outgoing Sewage

Coverage Extensions

Section XII - Coverage Extensions in the SDIS Property Coverage Document

\$2,000,000	Property in the Course of Construction <i>If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction.</i>
\$500,000	Newly Acquired or Constructed Property <i>No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII.A.</i>
\$25,000	Unscheduled Outdoor Property
\$250,000	Malicious Mischief or Vandalism to Tracks and Artificial Turf Fields
\$250,000	Property in Transit
\$250,000	Accounts Receivable
\$50,000	Property Damaged by Overflow of Sewers or Drains
\$100,000	Covered Leashold Interest <i>Sublimit is lesser of amount listed here or an amount prorated based on time between the Loss and the earlier of: Lease Expiration, Re-occupancy of leased property, or lease of new property.</i>
\$250,000	Valuable Papers and Records <i>Sublimit is lesser of: Cost to research, restore and replace the lost information; Actual Cash Value in its blank state of the damaged or destroyed paper, tape or other media if records are not actually researched, restored or replaced; or the amount of the sublimit listed here.</i>
\$25,000	Data Storage Media
\$250,000	Miscellaneous Property Damaged by Specified Cause of Loss or Theft <i>Sublimit lesser of: Appraised Value, Fair Market Value, or Sublimit listed here.</i>
\$7,669,840	Property Damaged by an Act of Terrorism or Sabotage <i>The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.</i>

Additional Sublimits

Sublimits showing below, if any, are in addition to the sublimits shown above.

Locations Covered

Locations that are specifically listed on the Named Participant's Property Schedule.

Perils Covered

Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the current SDIS Property Coverage Document.

Deductibles

As indicated on the Schedule of Property Values on file with the Trust.

Contribution

\$6,652

Applicable Coverage Document: SDIS Property Coverage Document - January 1, 2024
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This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Property Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Property Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.



SPECIAL DISTRICTS
INSURANCE SERVICES

Preliminary SDIS Trust Cyber Coverage Summary
NOT A GUARANTEE OF COVERAGE

Policy Number: 39P52618-714

Coverage Period: 1/1/2024 through 12/31/2024

Named Participant

Keizer R.F.P.D.
661 Chemawa Rd NE
Keizer, OR 97303

Agent of Record

R. Bauer Insurance Inc.
PO Box 20070
Keizer, OR 97307

Cyber Total Aggregate Limit of Liability \$150,000

First Party Coverage's Sublimit of Liability \$50,000

First Party Coverage Includes:

Network Interruption
Event Management
Cyber Extortion
Data Restoration
Computer and Legal Experts
Public Relations
Business Income

Third Party Liability Coverage's Sublimit of Liability \$100,000

Third Party Coverage Includes:

Security Failure or Privacy Event
Media Content
Regulatory Action

SDIS Trust Cyber Annual Aggregate Limit of Liability \$5,000,000

SDIS Member Contribution Included

Applicable Coverage Document: SDIS Cyber Coverage Document, effective January 1, 2024

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Cyber Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Cyber Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Keizer R.F.P.D.

Agent: R. Bauer Insurance Inc.

Policy Year: 01/01/24 to 12/31/24

Automobile Schedule

Auto Liability Per Occurrence Deductible: \$0.00

Auto Code	Year	Make	Description	Vehicle Identification #	Collision	Comp	Deductible Collision Comp	Value	AL Contribution	APD Contribution
E001	1948	Ford	Engine	88RT104707	Yes	Yes	\$1,000	\$250	\$177.91	\$30.30
Weight Class:		Hvy Truck	Valuation:	Functional	Term: 01/01/2024 to 12/31/2024					
L358	1992	Pierce	LADDER	4P1CA02G3NA000765	Yes	Yes	\$1,000	\$250	\$177.91	\$2,120.89
Weight Class:		Hvy Truck	Valuation:	Functional	Term: 01/01/2024 to 12/31/2024					
U354	1995	Chevrolet	Pickup	1GCGK29K5SE249957	Yes	Yes	\$1,000	\$250	\$170.17	\$99.00
Weight Class:		Lgt Truck	Valuation:	Functional	Term: 01/01/2024 to 12/31/2024					
E375	2004	Pierce	Dash Pumper Engine	4P1CD01E54A004404	Yes	Yes	\$1,000	\$250	\$177.91	\$1,817.90
Weight Class:		Hvy Truck	Valuation:	Functional	Term: 01/01/2024 to 12/31/2024					
C351	2008	Ford	Explorer	1FMEU73E98UB32541	Yes	Yes	\$1,000	\$250	\$204.21	\$100.38
Weight Class:		Lgt Truck	Valuation:	Functional	Term: 01/01/2024 to 12/31/2024					
SQ384	2009	Ford	Escape 4wd	1FMCU93TG49KC8689	Yes	Yes	\$1,000	\$250	\$185.65	\$84.65
Weight Class:		Priv. Pass	Valuation:	Functional	Term: 01/01/2024 to 12/31/2024					
M35/36	2015	Northstar Braun	Freightliner M2 106	1FVACWDT3GHH6876	Yes	Yes	\$1,000	\$250	\$226.91	\$1,053.98
Weight Class:		Lgt Truck	Valuation:	Replacement	Term: 01/01/2024 to 12/31/2024					

Auto Code	Year	Make	Description	Vehicle Identification #	Collision	Comp	Deductible Collision Comp	Value	AL Contribution	APD Contribution
U354	2016	Ford	SERVICE VEHICLE	1FTEW1EG8GFC81148	Yes	Yes	\$1,000	\$40,000.00	\$170.17	\$161.46
	Weight Class:	Lgt Truck	Valuation:	Term:	01/01/2024 to 12/31/2024					
D381	2016	Ford	DUTY RIG	1FTEW1EG8GFB84657	Yes	Yes	\$1,000	\$50,000.00	\$170.17	\$201.83
	Weight Class:	Lgt Truck	Valuation:	Term:	01/01/2024 to 12/31/2024					
M35/36	2016	Freightliner	AMBULANCE	1FVACWD72GHP3798	Yes	Yes	\$1,000	\$270,000.00	\$216.59	\$1,210.97
	Weight Class:	Med Truck	Valuation:	Term:	01/01/2024 to 12/31/2024					
SU374	2017	Ford	10 PASSANGER VAN	1FMZK1YM7HKA06159	Yes	Yes	\$1,000	\$24,846.00	\$259.91	\$100.29
	Weight Class:	Med Truck	Valuation:	Term:	01/01/2024 to 12/31/2024					
BR368	2017	Ford	F550 Brush Truck	1fdx5ht8hec22317	Yes	Yes	\$1,000	\$256,536.00	\$216.59	\$1,035.52
	Weight Class:	Med Truck	Valuation:	Term:	01/01/2024 to 12/31/2024					
	2017	Ford	F550	1FD0W5HY0HED46758	Yes	Yes	\$1,000	\$220,000.00	\$237.22	\$888.04
	Weight Class:	Hvy Truck	Valuation:	Term:	01/01/2024 to 12/31/2024					
E365	2017	Pierce	Engine	4P1BAAFF9HA017531	Yes	Yes	\$1,000	\$600,000.00	\$177.91	\$2,019.89
	Weight Class:	Hvy Truck	Valuation:	Term:	01/01/2024 to 12/31/2024					
E355	2017	Pierce	Engine	4P1BAAFF0HA017532	Yes	Yes	\$1,000	\$600,000.00	\$177.91	\$2,019.89
	Weight Class:	Hvy Truck	Valuation:	Term:	01/01/2024 to 12/31/2024					
	2020	Ford	F550 Skeeter Rescue Side	1FD0X8HT2LEE47505	Yes	Yes	\$1,000	\$259,505.00	\$177.91	\$873.62
	Weight Class:	Hvy Truck	Valuation:	Term:	01/01/2024 to 12/31/2024					
	2020	Ford	Explorer	1fmsk8drl8gs84785	Yes	Yes	\$1,000	\$50,000.00	\$185.65	\$224.25
	Weight Class:	Priv. Pass	Valuation:	Term:	01/01/2024 to 12/31/2024					

Auto Code	Year	Make	Description	Vehicle Identification #	Collision	Comp	Deductible Collision Comp	Value	AL Contribution	APD Contribution
	2020	Freightliner	Ambulance	FVACWFC8MHML1696	Yes	Yes	\$1,000	\$270,000.00	\$216.59	\$1,210.97
	Weight Class:		Valuation:	Term:	01/01/2024 to 12/31/2024		\$250			
	2020	Freightliner	Ambulance	1FVACWFCXMHML1697	Yes	Yes	\$1,000	\$270,000.00	\$216.59	\$1,210.97
	Weight Class:		Valuation:	Term:	01/01/2024 to 12/31/2024		\$250			
	2021	Ford	F350	1FT8W3B6MED06639	Yes	Yes	\$1,000	\$40,832.00	\$170.17	\$183.14
	Weight Class:		Valuation:	Term:	01/01/2024 to 12/31/2024		\$250			
	2021	Pierce		1FVDCYFEBMHMP2694	Yes	Yes	\$1,000	\$411,189.00	\$177.91	\$1,384.26
	Weight Class:		Valuation:	Term:	01/01/2024 to 12/31/2024		\$250			
Valuation Codes								Total:	\$4,976,271.00	\$18,032.20

Weight Class

Priv. Pass = (0 - 10,000 LBS)
 Lgt Truck = (0 - 10,000 LBS)
 Med Truck = (10,001 - 20,000 LBS)
 Hvy Truck = (20,001 - 45,000 LBS)
 XHvy Truck = (OVER 45,000 LBS)

Replacement = Replacement Cost Valuation
 Functional = Functional Replacement Cost

Keizer R.F.P.D.

Agent: R. Bauer Insurance Inc.

Policy Year: 01/01/24 to 12/31/24

Schedule of Property Values - Section 1
Building, Other Structures and Scheduled Outdoor Property

Premises: Keizer RFPD

Covered Property: Fire Station		Unique ID: 52618P1778		Address: 661 Chemawa Road NE Keizer OR, 97303		Coverage Class: Building	
Loc Code	01-03	% Sprinkler	100	Appraiser	CBIZ	Year Built	1997
Vacant (Y/N)	No	Fire Alarm	Yes	App Date	8/23/2016	Sq Footage	21938
Protect Class	2	Security Alarm	No	App Code	01-01	# of Stories	2
Const Class	NONCOMBUSTIBLE	Comments					
				Flood Zone*		Yes	Eff Date
				Equip Brk Cov		Yes	Flood Zone*
				Flood Cov		Yes	Eff Date
				Earthquake Cov		Yes	Deductible
						Contribution	\$4,467
						Total Value	\$6,021,317.55

Covered Property: Maintenance Building		Unique ID: 52618P1777		Address: 661 Chemawa Road North Keizer OR, 97303		Coverage Class: Building	
Loc Code	01-01	% Sprinkler	0	Appraiser	CBIZ	Year Built	1990
Vacant (Y/N)	No	Fire Alarm	Yes	App Date	8/23/2016	Sq Footage	6250
Protect Class	2	Security Alarm	No	App Code	01-02	# of Stories	1
Const Class	NONCOMBUSTIBLE	Comments					
				Flood Zone*		Yes	Eff Date
				Equip Brk Cov		Yes	Flood Zone*
				Flood Cov		Yes	Eff Date
				Earthquake Cov		Yes	Deductible
						Contribution	\$1,014
						Total Value	\$1,230,652.53
						Total Value	\$7,251,970.08

Premises Total:

* Flood Zones shown on the Schedule of Property Values are an estimate, either provided by the member, the insurance agent, or an independent appraiser. It is not a guarantee that the location is or is not in a federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim under this Supplemental Coverage, a determination on the flood zone will be made based on a review of Federal Emergency Management Agency flood maps, not by the estimated flood zone indicated on this Schedule of Property Values. If there is any question that a location is in a Special Flood Hazard Area, then make sure you obtain NFIP coverage for the location.

Construction Class Options

Fire Resistive	Noncombustible
Modified Fire Resistive	Joisted Masonry
Masonry Noncombustible	Frame

Valuation Options

Actual Cash Value
Replacement
Stated Amount

Protection Class Description

Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.

Total Structure Value	\$6,419,305.77
Total Personal Property Value	\$832,664.31
Total Value	\$7,251,970.08
Total Contribution	\$5,482

Keizer R.F.P.D.

Agent: R. Bauer Insurance Inc.

Policy Year: 01/01/24 to 12/31/24

Schedule of Property Values - Section 2

Scheduled Mobile Equipment, Scheduled Personal Property, Scheduled Fine Arts

Code	Description	Coverage Class	Deductible	Serial Number	Valuation	Effective Date	Expiration Date	Value	Contribution
	Equipment	Scheduled Personal Property	\$1,000		Stated Value	1/1/2024	12/31/2024	\$417,870	\$1,170.59
Totals:								\$417,870	\$1,170.59

• Any equipment or item \$10,000 or greater in value must be specifically scheduled.

• All equipment or items less than \$10,000 in value may be aggregated together and reported as one total miscellaneous amount.

Kelzer R.F.P.D.

Agent: R. Bauer Insurance Inc.

Policy Year: 01/01/2024 to 12/31/2024

General Liability Schedule

Code	Description	Unit	Amount	Effective Date	Expiration Date	Contribution
520150	2023-2024 Budgeted Personal Services *	Dollars	\$8,301,472	1/1/2024	12/31/2024	\$10,493
520160	2023-2024 Budgeted Materials and Supplies *	Dollars	\$1,750,980	1/1/2024	12/31/2024	\$4,778
520170	2023-2024 Budgeted Contingencies *	Dollars	\$120,000	1/1/2024	12/31/2024	\$0
520180	Number of Employees	Each	42	1/1/2024	12/31/2024	\$0
520190	Number of Volunteers	Each	20	1/1/2024	12/31/2024	\$0
520192	Number of Board Members	Each	5	1/1/2024	12/31/2024	\$0
520200	District Size	Sq Miles	10	1/1/2024	12/31/2024	\$0
520210	Population Served	Each	35,000	1/1/2024	12/31/2024	\$0
52030	Number Of EMT's (Paid or Volunteer)	Each	41	1/1/2024	12/31/2024	\$795
52033	Junior Fire Fighters	Each	5	1/1/2024	12/31/2024	\$0
52034	Boats	Each	0	1/1/2024	12/31/2024	\$0
52100	Number of Drones (UAVs) Owned or Operated	Each	0	1/1/2024	12/31/2024	\$0
52215	Buildings & Premises - Occupied by District	Sqf	28,650	1/1/2024	12/31/2024	\$0
52550	Area Served	Sq Miles	10	1/1/2024	12/31/2024	\$0
52900	Dollars Paid For Services	Dollars	\$433,515	1/1/2024	12/31/2024	\$0
52997	Events/Fundraisers - No Alcohol Served	Days	3	1/1/2024	12/31/2024	\$0
52998	Events/Fundraisers - Alcohol Served	Days	0	1/1/2024	12/31/2024	\$0
Total Contribution						\$16,066



SPECIAL DISTRICTS
INSURANCE SERVICES

Statement of Member Benefits

Keizer R.F.P.D. receives specific services and grants from SDIS. This report displays what SDIS would charge a non-member for equivalent benefits.

Date	Service Provided	Department	Activity	Dollar Benefit
11/21/2023	Employee Issue	SDIS Pre-Loss Legal	Pre-Loss Legal	\$337.50
12/20/2022	Employment	SDIS Pre-Loss Legal	Employment	\$202.50
12/5/2022	Job description review	HR Consulting	Grievance Procedures	\$62.50
10/14/2022	SafePersonnel	HR Consulting	General HR Consultation	\$62.50
10/13/2022	GC Consult	SDIS Pre-Loss Legal	Pre-Loss Legal	\$202.50
10/7/2022	GC Consult	SDIS Pre-Loss Legal	Pre-Loss Legal	\$247.50
9/30/2022	Grievance	SDIS Pre-Loss Legal	Pre-Loss Legal	\$202.50
9/13/2022	Employment Resolution	SDIS Pre-Loss Legal	Pre-Loss Legal	\$202.50
9/6/2022	General Counsel Consult	SDIS Pre-Loss Legal	Employment	\$360.00
8/18/2022	General Counsel Consult	SDIS Pre-Loss Legal	Employment	\$157.50
8/18/2022	Work Back Agreement	SDIS Pre-Loss Legal	Employment	\$90.00
8/2/2022	Employment	SDIS Pre-Loss Legal	Pre-Loss Legal	\$270.00
7/7/2022	Tort Claim Notice	SDIS Pre-Loss Legal	Pre-Loss Legal	\$225.00
6/12/2022	General Counsel Consult	SDIS Pre-Loss Legal	Pre-Loss Legal	\$135.00
5/27/2022	Employment	SDIS Pre-Loss Legal	Employment	\$135.00
5/25/2022	General Counsel Consult	SDIS Pre-Loss Legal	Pre-Loss Legal	\$67.50
12/27/2021	Review draft proposal for Assessment	Consulting Services	Organizational Assessment	\$0.00
9/10/2021	Board Member Question	SDIS Pre-Loss Legal	Board/Staff Relations	\$292.50
9/2/2021	Executive Session Inquiry	Technical Assistance	Executive Sessions	\$18.00
8/20/2021	COVID-19 vaccination mandate	Risk Management	Email/Phone Question	\$27.50
5/7/2021	COVID Questions	SDIS Pre-Loss Legal	Employment	\$157.50
3/17/2021	EAIP Purchase	Workers Comp Claims	RTWC Equipment Purchase	\$2,435.00
12/8/2020	COVID-19 Vaccination Questions	Risk Management	Email/Phone Question	\$13.75
7/6/2020	CARES Act - FFCRA	HR Consulting	General HR Consultation	\$62.50
5/4/2020	COVID 19 FFCRA	HR Consulting	General HR Consultation	\$62.50
3/12/2020	COVID-19 Isolation	Risk Management	Email/Phone Question	\$27.50
2/26/2020	EAIP Purchase	Workers Comp Claims	RTWC Equipment Purchase	\$1,400.00

Date	Service Provided	Department	Activity	Dollar Benefit
2/19/2020	Regional Risk Management Training	Risk Management	Training	\$165.00
11/5/2019	Discussed SDIS Services	Risk Management	Key Contact Visit	\$55.00
10/16/2019	Regional Risk Management Training	Risk Management	Training	\$50.00
9/16/2019	Employment	SDIS Pre-Loss Legal	Employment	\$247.50
4/10/2019	Public Meetings/Records	SDIS Pre-Loss Legal	Pre-Loss Legal	\$90.00
9/26/2018	RTW Discussion	Workers Comp Claims	RTWC Visit	\$75.00
6/20/2018	Key Contact Visit	Workers Comp Claims	Key Contact Visit	\$0.00
5/30/2018	2018 Safety & Security Grant	Risk Management	Safety Grant	\$2,500.00
4/12/2018	EAIP Purchase	Workers Comp Claims	RTWC Equipment Purchase	\$3,040.00
3/14/2018	Employment	SDIS Pre-Loss Legal	Employment	\$787.50
3/12/2018	EAIP Purchase	Workers Comp Claims	RTWC Equipment Purchase	\$2,208.00
2/23/2018	EAIP purchase	Workers Comp Claims	RTWC Equipment Purchase	\$920.00
12/17/2017	Employment	SDIS Pre-Loss Legal	Employment	\$900.00
11/15/2017	Self Insured Toolkit	Risk Management	Toolkit Consultation	\$55.00
10/30/2017	Drone Training - Brian Butler	Risk Management	Training	\$1,500.00
7/6/2017	Voluntary Risk Management Consultation	Risk Management	VRMC	\$137.50
6/16/2016	Reviewed tobacco use policy	Risk Management	VRMC	\$45.00
4/14/2016	Preloss Legal - Employee Issue	SDIS Pre-Loss Legal	Pre-Loss Legal	\$90.00
2/23/2016	Consultation	Risk Management	VRMC	\$45.00
1/13/2016	HSB Jurisdictional Inspection	Risk Management	Boiler and Machinery Insp	\$45.00
1/13/2016	SDAO 2016 Safety Grant	Risk Management	Safety Grant	\$3,500.00
10/20/2015	Consultation	Risk Management	VRMC	\$45.00
10/20/2015	Consultation	Risk Management	VRMC	\$55.00
4/2/2015	OR-OSHA SHARP Evaluation	Risk Management	Toolkit Consultation	\$45.00
12/12/2014	Discussed Oregon OSHA Consultation report	Risk Management	Toolkit Consultation	\$90.00
3/26/2013	Field Visit	Risk Management	VRMC	\$90.00
11/26/2012	SDAO Safety Grant 11-12	Risk Management	Safety Grant	\$1,650.00
3/5/2012	Back Lifting Training	Risk Management	Training	\$90.00
1/10/2012	Field Visit	Risk Management	VRMC	\$90.00
8/15/2011	SDAO Safety Grant 2011	Risk Management	Safety Grant	\$734.00
1/26/2011	Annexations	Technical Assistance	Technical Assistance	\$90.00
9/9/2010	Personnel Issue	Technical Assistance	Technical Assistance	\$90.00
2/24/2010	Field Visit	Risk Management	VRMC	\$90.00

Date	Service Provided	Department	Activity	Dollar Benefit
11/18/2009	Personnel Issue	Technical Assistance	Technical Assistance	\$90.00
11/12/2009	Personnel Issue - Wildfang	SDIS Pre-Loss Legal	Pre-Loss Legal	\$139.50
8/25/2009	Employee Issue	SDIS Pre-Loss Legal	Pre-Loss Legal	\$682.00
8/3/2009	Employee Issue	SDIS Pre-Loss Legal	Pre-Loss Legal	\$93.00
6/11/2009	Employment Issue - Scott Wildfang	SDIS Pre-Loss Legal	Pre-Loss Legal	\$1,286.50
5/27/2009	Real Property	Technical Assistance	Technical Assistance	\$90.00
5/14/2009	Personnel Issue	SDIS Pre-Loss Legal	Pre-Loss Legal	\$186.00
5/4/2009	Personnel Issue	SDIS Pre-Loss Legal	Pre-Loss Legal	\$1,110.00
2/13/2009	Personnel Issue	Technical Assistance	Technical Assistance	\$90.00
11/13/2008	SDAO Safety Grant 06-07	Risk Management	Safety Grant	\$1,688.00
2/26/2007	Safety Committee Training	Risk Management	Training	\$90.00
2/14/2007	Field Visit	Risk Management	VRMC	\$90.00
7/21/2004	Field Visit	Risk Management	VRMC	\$90.00
Total Dollar Benefit				\$32,796.25

This statement is provided for your information. It is not a bill.

Report displays contribution difference (changes) between 2023 and the 2024 renewal in an effort to provide a general idea of rating components that influence contributions.

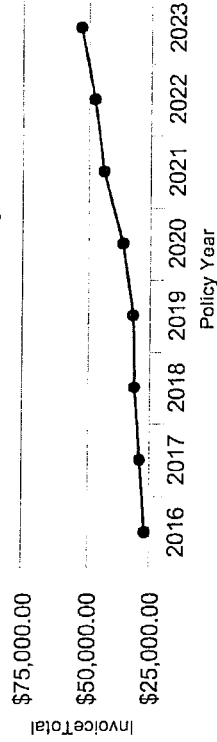
Coverage	2023 contribution	Change in exposures	2024 contribution	Total contribution change	Total % contribution change
General Liability	\$20,111	See Below	\$22,876	\$2,765	13.75%
Auto Liability	\$3,511	0	\$4,094	\$583	16.61%
Non-Owned Auto Liability	\$175		\$175	\$0	0.00%
Auto Physical Damage	\$16,839	\$0	\$18,032	\$1,194	7.09%
Non-Owned APD	\$329		\$329	\$0	0.00%
Property	\$5,497	\$345,332	\$6,652	\$1,155	21.02%
Earthquake	\$3,674	\$345,332	\$4,342	\$668	18.18%
Flood	\$0	\$345,332	\$0	\$0	
Equipment Breakdown	\$1,920	\$345,332	\$2,010	\$90	4.69%
Crime	\$342		\$342	\$0	0.00%
Total All Lines	\$52,397		\$58,852	\$6,455	12.32%

General Liability Exposure Comparison

Description	Last Year	This Year	Difference
2023-2024 Budgeted Materials and Supplies *	\$1,659,471	\$1,750,980	\$91,509
2023-2024 Budgeted Personal Services *	\$7,655,976	\$8,301,472	\$645,496
Events/Fundraisers - Alcohol Served	\$0	\$0	\$0
Number Of EMT's (Paid or Volunteer)	\$41	\$41	\$0

* Auto Liability Exposure = Number of Autos. Auto Physical Damage = Total Insured Automobile Values. Excess Liability = Materials and Supplies + Personal Services. Property and Boiler and Machinery = Total Insured Property Values.

Annual Contribution History

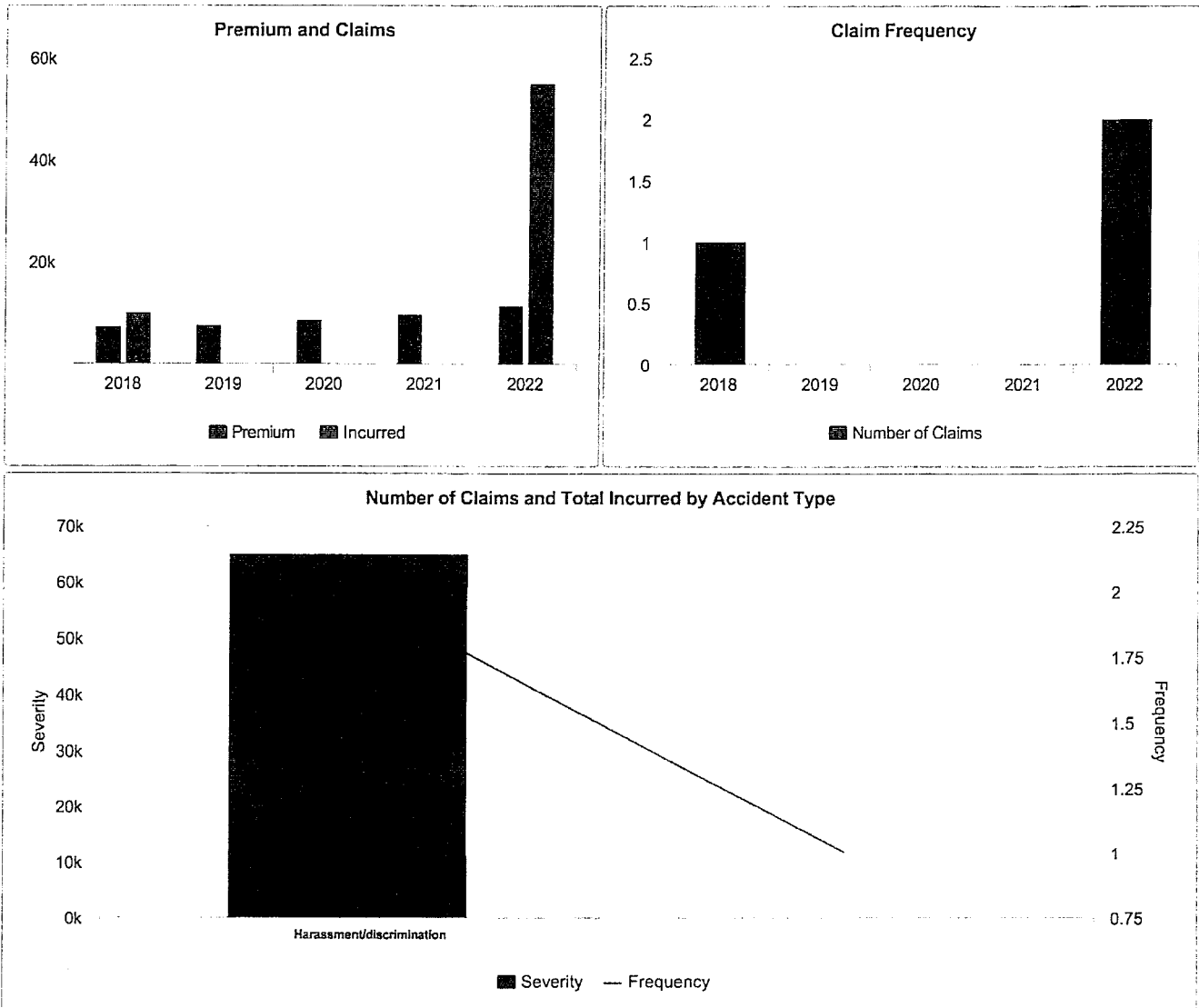


2018-2022 Net Loss Ratio = 49.31%			
Best Practices	Year	% Credit	
	2023	10.00%	
	2024	10.00%	

General Liability Loss Ratios

Keizer R.F.P.D.

Policy Year	Premium	Paid	Reserves	Expense	Incurred	Count	Loss Ratio
2018	\$7,236.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	1	138.20%
2019	\$7,662.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00%
2020	\$8,588.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00%
2021	\$9,918.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00%
2022	\$11,396.00	\$54,992.00	\$0.00	\$0.00	\$54,992.00	2	482.56%
Totals:	\$44,800.00	\$64,992.00	\$0.00	\$0.00	\$64,992.00	3	145.07%



National Union Fire Insurance Company of Pittsburgh, Pa.

Administrative Office: 1271 Ave of the Americas, FL 37 | New York, NY 10020 | 212.458.5000
(a capital stock company, herein referred to as the Company)

SCHEDULE OF COVERAGE - VOLUNTEER

Policy Number: VFP-4538-4449E-8

Policyholder: KEIZER RURAL FIRE DISTRICT
(Name and Address) 661 CHEMAWA ROAD NE
KEIZER, OR 97303-0000

Policy Effective Date: 1/1/2024 Term: 1 Year

Policy Termination Date: 1/1/2025 Premium: \$5,652

This Schedule of Coverage provides only those benefits that have a specified amount entered opposite the name of the benefit. Benefits that are followed by the word "none" are not provided under this policy.

PART COVERAGE

I. Loss of Life Benefits

A. Accidental Death Benefits

(1) Accidental Death Benefit Amount \$150,000
(2) Seat Belt Benefit Amount \$37,500
(3) Safety Vest Benefit Amount \$37,500

B. Illness Loss of Life Benefit Amount \$150,000

C. Dependent Child and Education Benefit Amount \$30,000

D. Spousal Support and Education Benefit Amount \$15,000

E. Memorial Benefit Amount \$5,000

F. Dependent Elder Benefit Amount \$5,000

G. Repatriation Benefit Amount \$2,500

II. Lump Sum Living Benefits

A. Accidental Dismemberment and Paralysis Benefit Principal Sum \$150,000

B. Vision Impairment Benefit Principal Sum \$150,000

C. Injury Permanent Impairment Benefit Principal Sum \$150,000

D. Heart Permanent Impairment Benefit Principal Sum \$150,000

E. Illness Permanent Impairment Benefit Principal Sum \$150,000

F. Cosmetic Disfigurement Resulting From Burns Benefit Principal Sum \$150,000

G. HIV Positive Lump Sum Living Benefit Principal Sum \$150,000

III. Weekly Income Benefits

- A. Total Disability Benefits
(1) Total Disability Weekly Amount (first 28 days)\$500
(2) Total Disability Maximum Weekly Amount (after 28 days).....\$900
(3) Total Disability Minimum Weekly Amount.....\$125
- B. Partial Disability Benefits
(1) Partial Disability Weekly Amount (first 28 days).....\$250
(2) Partial Disability Maximum Weekly Amount (after 28 days).....\$450
(3) Partial Disability Minimum Weekly Amount.....\$63
- C. Disability Benefits General

IV. Occupational Retraining Benefit Maximum Amount \$20,000

V. Weekly Injury Permanent Impairment Benefit..... ☒ Yes ☐ No

VI. Medical Expense Benefits

- A. Medical Expense Benefit Maximum Amount..... \$50,000
- Medical Expense Benefit Options
(1) Excess of Workers' Compensation or No-Fault Auto Insurance Benefits..... ☒
(2) Primary Medical Expense Benefit..... ☐
- B. Cosmetic Plastic Surgery Maximum Amount \$25,000
- C. Post-Traumatic Stress Disorder Maximum Amount..... \$25,000
- D. Critical Incident Stress Management Maximum Amount \$25,000
- E. Family Expense Benefit Amount (per day)..... \$100
- F. Family Bereavement and Trauma Counseling Benefit Amount (per person)..... \$1,000

VII. Transition Benefit..... ☒ Yes ☐ No

VIII. Felonious Assault Benefit Amount..... \$75,000

IX. Home Alteration and Vehicle Modification Benefit Maximum Amount \$50,000

X. Optional Benefits

- A. Weekly Hospital Benefit Amount..... NONE
- B. First Week Total Disability Benefit Amount..... NONE
- C. Coordinated 28 Day Total Disability Benefit Amount..... NONE
- D. Extended Total Disability Benefit ☐ Yes ☒ No
- E. Long-Term Total Disability Benefit ☐ Yes ☒ No
- F. Cost Of Living Adjustment (COLA) Benefits
(1) Weekly Injury Permanent Impairment COLA..... ☐ Yes ☒ No
(2) Long-Term Total Disability COLA..... ☐ Yes ☒ No
- G. Extra Expense Benefit
Extra Expense Benefit Monthly Amount \$500
Extra Expense Benefit Maximum Amount \$12,000

SCHEDULE OF FORMS AND RIDERS

POLICY FORMS ATTACHED AT ISSUANCE:

V50000NUFIC-OR	Schedule of Coverage - Volunteer
V50004NUFIC-OR	Blkt Acc and Sickness, Acc Death Dismemberment Disability Policy
V50036NUFIC	Mandatory Quarantine Rider
V50038NUFIC-OR	Oregon Statutory Rider
U40016	Civil Union / State Registered Domestic Partnership Endorsement
89644 (07-05)	Coverage Territory Endorsement
OFAC Notice	Office of Foreign Assets Control Notice

SCHEDULE OF POLICYHOLDERS/PARTICIPATING ORGANIZATIONS

ADDITIONAL ENTITIES:

KEIZER FIRE DEPARTMENT

Acceptance of Results Form

**ORS 255.295 requires this information of
Acceptance of Results to be returned
within 30 days of receipt.**

TO: Bill Burgess, County Clerk
Marion County Elections
PO BOX 14500
Salem, Oregon 97309
Voice: 503-588-5041
Fax: 503-588-5383
E-mail: elections@co.marion.or.us

SUBJECT: Abstract of Election Results
Date of Election: **November 7, 2023**

This is to verify receipt of the abstract from the November 7, 2023 election
(date)
and the governing board's acceptance of it as the official election results.

(date)

(signature)

(name)

(title)

(district name/city)

The completed form may be returned by fax, e-mail or regular mail. Thank You.



Marion County
OREGON

COUNTY CLERK
Bill Burgess
(503) 588-3579
bburgess@co.marion.or.us

ADMINISTRATION
(503) 584-4785
Fax: (503) 373-4408

ELECTIONS
(503) 588-5041
Fax: (503) 588-5383
elections@co.marion.or.us

LICENSING AND RECORDING
(503) 588-5226
Fax: (503) 373-4408
recording@co.marion.or.us

STATE OF OREGON }
 } SS.
COUNTY OF MARION }

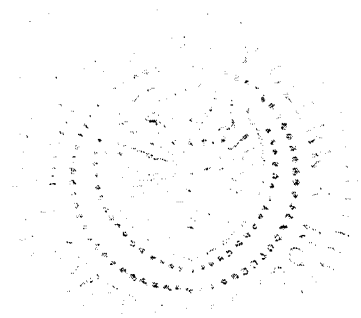
CERTIFICATE

I, Bill Burgess, Marion County Clerk and Chief Election Official of Marion County, being first duly sworn, do depose and say:

THAT the attached abstracts are the true and final tallies from Marion County for the November 7, 2023, Special Election.

IN WITNESS HERETO I do set my hand this 1st day of December, 2023.

Bill Burgess
Marion County Clerk



Mailing Address: MARION COUNTY CLERK, PO BOX 14500, SALEM, OR 97309
www.co.marion.or.us/CO

Physical Address: 555 Court Street NE, Room 2130, Salem, OR 97301

Keizer FD Cumulative Report

Election Results

Run Time 10:44 AM
Run Date 12/01/2023

Marion County, Oregon

November 7, 2023 Special Election

11/7/2023

Page 1

Official Results

Registered Voters
6633 of 169103 = 3.92%

Precincts Reporting
88 of 88 = 100.00%

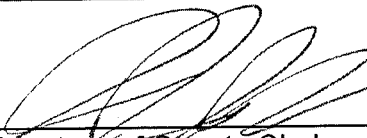
24-490 - Keizer FD Tax - Referred by Keizer Fire District

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
9	9	100.00%	6,633	23,629	28.07%

Choice	Party	Vote By Mail		Total	
YES		3,939	59.40%	3,939	59.40%
NO		2,692	40.60%	2,692	40.60%
Cast Votes:		6,631	100.00%	6,631	100.00%
Undervotes:		2		2	
Overvotes:		0		0	
Misc Write-In:		0		0	

*** End of report ***

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the November 7th, 2023 Special Election.

	December 1, 2023
Signature of County Clerk Bill Burgess	Date of Abstract

Keizer FD Canvass Report

Election Results

Run Time 10:44 AM

Run Date 12/01/2023

Marion County, Oregon

November 7, 2023 Special Election

11/7/2023

Page 1

Official Results

Registered Voters 6633 of 169103 = 3.92%

Precincts Reporting 88 of 88 = 100.00%

24-490 - Keizer FD Tax - Referred by Keizer Fire District

Precinct	YES	NO	Cast Votes	Undervotes	Overvotes	Misc Write-In	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
402	1,082	742	1,824	1	0	0	1,825	1,825	5,393	33.84%
403	992	599	1,591	0	0	0	1,591	1,591	4,849	32.81%
404	732	517	1,249	1	0	0	1,250	1,250	4,372	28.59%
405	930	638	1,568	0	0	0	1,568	1,568	7,271	21.57%
406	170	151	321	0	0	0	321	321	1,385	23.18%
589	11	12	23	0	0	0	23	23	46	50.00%
690	16	19	35	0	0	0	35	35	219	15.98%
592	0	0	0	0	0	0	0	0	5	0.00%
577	6	14	20	0	0	0	20	20	89	22.47%
Totals	3,939	2,692	6,631	2	0	0	6,633	6,633	23,629	28.07%

Keizer FD Canvass Report

Election Results

Run Time

Run Date

10:44 AM

12/01/2023

Marion County, Oregon

November 7, 2023 Special Election

11/7/2023

Page 2

Official Results

Registered Voters

6633 of 169103 = 3.92%

Precincts Reporting

88 of 88 = 100.00%

*** End of report ***

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the November 7th, 2023 Special Election.

December 1,
2023

Signature of County Clerk
Bill Burgess

Date of Abstract



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: December 7, 2023
Subject: Policy & SOG Manual Project

As part of the project to move our policy manual to two separate documents, Chief Russell and myself moved the documents to their appropriate manuals by how they have historically been classified (policy or guideline/procedure). I have provided the two new Table of Contents for your review.

We also identified seven documents that we believe are mislabeled (i.e. labeled an Operational Policy when it should be an Operational Guideline). We went into the project trying to identify what should be approved and signed off by the Board and what should be approved and signed off by the Fire Chief. Below is a list of those policies/guidelines that we believe are mislabeled :

- 1) 4.02 Operational Guideline "Use of District Electronic and Communication Devices"
- 2) 8.02 Operational Policy "AED Loaner Program"
- 3) 10.20 Operational Policy "Student Sleeper Program"
- 4) 10.22 Operational Policy "Resident Volunteer Program"
- 5) 11.01 Operational Policy "Ride-Along / Observation Program"
- 6) 11.03 Operational Policy "Schools/Classes/Conferences"
- 7) 12.01 Operational Policy "Standing Orders & Treatment Protocols"

You should have access to the current policy manual if you would like to read the content of the policy or guideline in question. As a reminder, this review is NOT of content, but if the document should be a policy or guideline.

Recommendation:

Staff recommends that the Board:

- Provide any feedback to the Table of Contents documents, and:
- Make a motion to change the seven identified policies and guideline in bulk to the appropriate category, OR;
- Make a motion to change the policies and/or guideline by number and title to the appropriate category (if fewer than the seven identified).

KEIZER FIRE DISTRICT

Policy Manual

Table of Contents

Article	1.00	Board Policy
	1.01	Section A – Organizational Policies
	1.02	Section B – Budget/Fiscal Policies
Article	2.00	Administrative Policies
	2.01	(4.05) Administrative Organizational Chart
	2.02	(4.03) Disposal of District Property/Equipment
	2.03	(4.04) Grant Approval
	2.04	(4.02) Use of District Electronic and Communication Devices
	2.05	(4.08) Acceptable Use of Computers and Communication Devices
	2.06	(4.09) Public Records Request
	2.07	(6.18) Taxable Fringe Benefits
	2.08	(6.20) Light Duty Work Program
	2.09	(6.29) Volunteer Minimum Participation Requirements
	2.10	(6.30) Length of Service Awards Program (LOSAP) Minimum Participation Requirements
	2.11	(9.02) Use of Facilities by Outside Organizations
	2.12	(9.03) Use of Facilities by Fire District Personnel
Article	3.00	Administrative EMS Policies
	3.01	(12.03) Patient Rights & Responsibilities
	3.02	(12.04) Fiscal Policy & Assistance Program
	3.03	(12.10) HIPAA Compliance Plan
Article	4.00	Personnel Policies
	4.01	(6.01) Policy Acknowledgment
	4.02	(6.05) Non-Represented and at Will Employment
	4.03	(6.12) General Conduct
	4.04	(6.13) Ethics
	4.05	(6.15) Nepotism
	4.06	(6.14) Workplace Violence

	4.07	(6.03) Non-Discrimination/Harassment
	4.08	(6.11) Discipline/Discharge
	4.09	(6.02) Grievance
	4.10	(6.06) Sexually Explicit Material in the Workplace
	4.11	(6.04) Use of Social Media
	4.12	(4.07) Right to Search & Inspect
	4.13	(6.07) Physical Exams (career)
	4.14	(6.08) Physical Exams (volunteer)
	4.15	(6.09) Mission/Vision/Values
	4.16	(6.16) Residency Requirement
	4.17	(6.19) Maternity Leave
	4.18	(6.25) Substance Abuse
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KEIZER FIRE DISTRICT

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