

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
January 16, 2024

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)

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Access Code: 590-273-869

5:30 p.m. Call to Order

Pledge of Allegiance:

Roll Call:

Approve Minutes:

Board Meeting Minutes December 19, 2023

Correspondence:

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

Organizational Input:

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

Old Business: None

Reports:

1. Financial Reports – Information/Action
 - Receipts of the District's monthly financial reports, which include ambulance billing reports, and act upon the financial reports.

2. Board Member Reports – Information
 - This time is allowed for Board Members to report on any contacts or District Business they have conducted.
3. Chief/Staff Reports - Information
 - Reports from staff covering activities for the month.

New Business:

1. Audit Deficiency Letter Information/Action
 - The Board will review and sign the audit deficiency letter to the Secretary of State.
2. Policy 4.10, Policy 2.11 and Policy 2.02 First Reading Information/Action
 - The Board will review the updated policies and have their first reading.

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	February 20, 2024 @ 5:30 pm
Board Meeting	March 19, 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:

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

December 19, 2023

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

Roll Call – Those present at the Board meeting included: President Joe Van Meter, Directors: Betty Hart, Colleen Busch, Kevin Clark and Louis Risewick, Fire Chief Ryan Russell, Finance Officer Lyn Komp, Captain Rachel Brozovich and Aaron Pittis, DFM Anne-Marie Storms, EMS Billing Manager Jacquelynn Sunderland, Vol. Firefighter Darrell Fuller, and Budget Committee Member Laureal Williams, Kathy Wilson- SingerLewak LLP, Nathan Bauer- Bauer Insurance, and Citizen Bob Busch.

Minutes – Colleen made a motion to approve the minutes as presented for November 21, 2023. Kevin Clark seconded the motion. The motion carried unanimously.

Audit Presentation- Kathy Wilson, SingerLewak LLP- Kathy Wilson, Manager from SingerLewak LLP presented the audit report for the year ending June 30, 2023. A meeting was previously held to go over the audit in more detail with the Board Finance Committee. There were no significant changes in the financial reporting statements. In the Governance Letter, there were no significant changes. We are required to report corrected and uncorrected statements. There were no uncorrected statements. In the management letter, there were adjusting journal entries that were provided and approved by Lyn Komp. The District received an unmodified opinion, which is the highest level of assurance from the auditor, that the audit is free of material misstatement and that you can rely on the information included in the financial statements. There was an adjustment due to the depreciation of the building. Due to the adjustment, there was a deficiency that needs to be reported to the Secretary of State. A response will need to be done regarding the steps being taken to prevent the deficiency in the future.

Betty Hart made a motion to accept the audited financial statements as presented by Kathy Wilson with SingerLewak LLP. Colleen Busch seconded the motion. The motion carried unanimously.

Correspondence – Lyn Komp stated we have received several holiday cards.

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 42% 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 \$5 million in taxes. The year to date revenue is at 91%. Personnel Services is at 44%. Overtime is normal. Materials & Services is at 40%. There were payments made for the quarterly dispatch payment and turnouts. Betty Hart stated the new spreadsheet for the ambulance report looks great. Louis Risewick made a motion to accept the financial report as presented. Kevin Clark seconded the motion. The motion carried unanimously.

Board Member Reports –

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

Chief/Staff Reports –

- Chief Ryan Russell- We will be co-hosting an OVFA Conference in Brooks with MCFD #1. The proposal for medic units is signed and is being sent in today.

New Business

SDAO Insurance Renewal- Nathan Bauer gave a brief overview of the Volunteer Firefighter Insurance Services (VFIS) insurance renewal. Betty Hart made a motion to renew the VFIS insurance. Louis Risewick seconded the motion. The motion carried unanimously.

Nathan Bauer distributed the liability insurance renewal and gave a brief overview. The District received a \$6,200 discount for participating in the Best Practices Program. Betty Hart made a motion to renew the general liability insurance. Louis Risewick seconded the motion. The motion carried unanimously.

Acceptance of Results Form for District Measure- Chief Ryan Russell presented the Acceptance of Results Form from the November 7, 2023 election from Marion County Elections for approval. Betty Hart made a motion to accept the results as presented. Louis Risewick seconded the motion. The motion carried unanimously.

Policy & Standard Operating Guideline (SOG) Manual Project- Chief Ryan Russell presented a new layout for the policy and SOG manual. We also have a few guidelines out to staff and three policies went to legal. There was a discussion on the organization of the manuals. The Board will approve the organization of the policy manual, and staff will approve the organization of the guidelines. There was a discussion that Guideline 4.02 needed to be moved to a policy, and the six policies that were presented need to move to guidelines. Louis Risewick made a motion to move Guideline 4.02 to a policy, and the six policies presented to a guideline. Kevin Clark seconded the motion. The motion carried unanimously.

Other Business – Betty Hart and Colleen Busch stated they would like to attend the SDAO Conference.

Good of the Order –

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

Adjourn – President Joe Van Meter declared the meeting adjourned at 6:49pm.

Respectfully submitted,

Kevin Clark
Secretary

Date: January 16, 2024
To: KFD Board of Directors
From: Darrell Fuller, KVFA President

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

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

KEIZER VOLUNTEER FIREFIGHTERS ASSOCIATION Monthly Meeting

Date: January 8, 2024
Time: 1800
Location: Keizer Fire District Office

1800 / Dinner

1830 / Meeting

1. Roll Call / Secretary Trevor Riordan

Volunteers attending: President Darrell Fuller, Vice President Brandon Ragsdale, Treasurer Erik Sorenson, Secretary Trevor Riordan, Garren Smith, Arianna Grant, Titus Spangle, Ryan Belcher, Taylor Argue, Josh Hakes
Staff Attending: Chief Hector Blanco, Chief Brian Butler
Guests Attending: Amber Butler

2. Pledge of Allegiance

3. Review minutes of the previous meeting / Secretary Trevor Riordan

Motion "To accept the November 13 minutes".

Made by: Erik Sorenson

Seconded by: Arianna Grant

Vote result: Passed Unanimously

4. Chiefs Reports

- a. Chief Ryan Russell: Unable to attend.
- b. Chief Hector Blanco: Reminder to clean up after yourself and help keep the people's station and equipment tidy and taken care of. If you have any academy needs such as books, PPE, or uniforms be sure to let him or any officer know.
- c. Chief Brian Butler: With five year levy passed we are hiring six additional single role paramedics, three starting April 1 with an additional three starting June 1. Increasing our staffing to have two full time engines, M37 staffed with single roles on the 48/96 schedule, and having floats on each shift. New tender should be arriving in the coming months.

5. Training Report / Captain Rachel Brozovich

Unable to attend.

6. Treasurer's Report / Treasurer Erik Sorenson

a. Current information

Checking account: \$21,278.00

Savings account: \$1,503.05

Edward Jones: \$14,408.62

Financial transactions:

- Christmas Breakfast \$1,738.76
- OVFA Dues \$135.00
- Traveler's Insurance \$325.00
- Volunteer Party \$2,944.50
- Toy Drive Donation \$500.00
- Quarterly Deposit \$1,750.00

Accounts payable:

- Reimburse Darrell Fuller for November association dinner \$180.00

Accounts receivable:

- None

b. 2024 Budget Committee Update

Amber Butler explained how things have worked previously with the KVFA and what we have spent money on and ways to fundraise.

7. President's Report / President Darrell Fuller

- Reset update / At the start of a lengthy process to determine the best future for the volunteer program. Keizer has four components: District, Union, KVFA and KFF (Fire Foundation). Important to clearly define and understand the roles of each group. The goal is to have a three year plan ready for consideration sometime this year.
- Meetings with Volunteers / President Fuller meeting with all current volunteers to gain their perspective. Does not plan to interview recruits until they have been on shift for a while.
- OVFA Annual Convention / KFD and KVFA will be hosting the annual OVFA convention this year. We will have a chance to show off our station, our apparatus and our culture. Also great training opportunities for volunteers and recruits.
- Training / Looking to create regular volunteer training opportunities. Important for volunteers to train on shift when possible, but also important for us to train corporately as volunteers. Two key issues: when is career staff available to train, and when are volunteers able to be at the station to train. We need to get to know one another and socialize. Recruits are welcome to train with volunteers, but don't feel obligated since they are already undergoing a lot of training. Chief Bulter indicated there may be light duty career staff available to provide training in coming months.
- Volunteer hours on shift for:
December: 1,116 hrs x \$32.37 = \$36,124.92
Calendar year 2023: 8,779.5 hrs x \$32.37 = \$284,192.42

8. Upcoming Events / President Darrell Fuller

- Mother's Day Breakfast (?): TBD, possible move to Father's Day. OVFA Annual Convention may be on Father's Day weekend.
- Recruit Training Schedule: Busy with Santiam Fire Academy for recruits but looking to drill weekly or every other week in the future.
- FF2 Training (?): Current FF1 volunteers will be able to register for FF2 certification as part of the ongoing Recruit Training Academy.

9. Old Business

- a. Retroactive Motion "To donate \$500 to the Keizer Christmas Gift Program".
Made by: Erik Sorenson
Seconded by : Brandon Ragsdale
Vote result: Passed Unanimously

10. New Business

- a. Next meeting
February 12, 2024 1800 Dinner, 1830 Meeting

11. Adjournment

Motion "To adjourn at 1926".
Made by: Erik Sorenson
Seconded by : Brandon Ragsdale
Vote result: Passed Unanimously

01/12/24

Accrual Basis

Keizer Fire District

Cash Position Statement

As of December 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							
Check	12/04/2023	886	Dehn, Charles	DOS 07/17/2023		150.00	81,801.42
Check	12/04/2023	887	Martin, Carol	Ambulance Refund- DOS 08/14...		50.00	81,651.42
Check	12/08/2023	888	Keizer Fire District	Ambulance Revenue		110,000.00	(28,398.58)
Check	12/18/2023	0889	Samaritan Health Services	VOID:Samaritan Direct Deposit ...			(28,398.58)
Check	12/19/2023	889	Keizer Fire District	Ambulance Revenue		115,000.00	(143,398.58)
General Jour...	12/31/2023	1581		Ambulance Billing	266,572.65		123,174.07
Total 1011 · US Bank - Ambulance Billing					266,572.65	225,200.00	123,174.07
1012 · Columbia Bank - Checking							(19,265.84)
Bill Pmt -Check	12/04/2023	30352	76 Fleet/Wex Bank	Gasoline		373.39	(19,639.23)
Bill Pmt -Check	12/04/2023	30353	911 Supply, Inc	PO #2023-239		271.51	(19,910.74)
Bill Pmt -Check	12/04/2023	30354	Batteries NW			563.80	(20,474.54)
Bill Pmt -Check	12/04/2023	30355	BioTek Medical, Inc.	Oxygen Cylinders		420.50	(20,895.04)
Bill Pmt -Check	12/04/2023	30356	BoundTree	108812		4,335.52	(25,230.56)
Bill Pmt -Check	12/04/2023	30357	Life-Assist, Inc			932.13	(26,162.69)
Bill Pmt -Check	12/04/2023	30358	Medline Industries, Inc	PO #111923-1830		1,148.00	(27,310.69)
Bill Pmt -Check	12/04/2023	30359	Motorola Solutions, Inc.	1012002359-0001		158.57	(27,469.26)
Bill Pmt -Check	12/04/2023	30360	OFDDA	LOSAP Fees		225.00	(27,694.26)
Bill Pmt -Check	12/04/2023	30361	Performance Systems In...	PO #2023-231		2,165.00	(29,859.26)
Bill Pmt -Check	12/04/2023	30362	Petro Card System Inc.	Gasoline		71.65	(29,930.91)
Bill Pmt -Check	12/04/2023	30363	PGE	Electric		3,122.85	(33,053.76)
Bill Pmt -Check	12/04/2023	30364	Product Advantage LLC	PO #2023-249		1,026.29	(34,080.05)
Bill Pmt -Check	12/04/2023	30365	Salem, City of	Dispatch Fee		60,137.31	(94,217.36)
Bill Pmt -Check	12/04/2023	30366	Schurter Trucking LLC			2,861.06	(97,078.42)
Bill Pmt -Check	12/04/2023	30367	Standard Insurance Co...	VOID:			(97,078.42)
Bill Pmt -Check	12/04/2023	30368	Verizon	Cell Phones & Modems		1,073.35	(98,151.77)
Bill Pmt -Check	12/04/2023	30369	Standard Insurance Co...	Life & Disability		2,716.77	(100,868.54)
Bill Pmt -Check	12/04/2023	30370	Standard Insurance Co...	PFML		4,122.42	(104,990.96)
General Jour...	12/05/2023	1561		LGIP Transfer to Checking	100,000.00		(4,990.96)
General Jour...	12/05/2023	1565		Visa- Blanco		1,430.33	(6,421.29)
General Jour...	12/05/2023	1565		Visa- Brozovich		426.85	(6,848.14)
General Jour...	12/05/2023	1565		Visa- Butler		1,951.20	(8,799.34)
General Jour...	12/05/2023	1565		Visa- Komp		764.98	(9,564.32)
General Jour...	12/05/2023	1565		Visa- Pittis		62.40	(9,626.72)
General Jour...	12/05/2023	1565		Visa- Storms		83.97	(9,710.69)
General Jour...	12/05/2023	1565		Visa- Wilson		20.94	(9,731.63)
General Jour...	12/06/2023	1562		LGIP transfer to Checking	67,189.01		57,457.38
General Jour...	12/06/2023	1567		Wire Transfer Fees		90.00	57,367.38
General Jour...	12/06/2023	1567		Interest Payment- Bond- Zion B...		4,510.01	52,857.37
General Jour...	12/06/2023	1567		Interest Payment- Bond- Zion B...		18,404.00	34,453.37
General Jour...	12/06/2023	1567		Interest Payment- Bond- US Bank		44,275.00	(9,821.63)
General Jour...	12/07/2023	1568		LGIP transfer to Checking	120,000.00		110,178.37
Bill Pmt -Check	12/08/2023	30371	Central Mechanical, LLC	Ice Machine Lease		150.00	110,028.37
Bill Pmt -Check	12/08/2023	30372	CJ Hansen Co, Inc.	HVAC Maintenance		1,058.00	108,970.37
Bill Pmt -Check	12/08/2023	30373	Comcast	Cable		68.11	108,902.26
Bill Pmt -Check	12/08/2023	30374	Government Ethics Com...	Annual Fees		1,134.82	107,767.44
Bill Pmt -Check	12/08/2023	30375	LN Curtis & Sons, Inc			1,864.75	105,902.69
Bill Pmt -Check	12/08/2023	30376	Lowe's	PO #2023-240		99.04	105,803.65
Bill Pmt -Check	12/08/2023	30377	Marion Environmental S...	Bio-Hazard Bags		52.00	105,751.65
Bill Pmt -Check	12/08/2023	30378	NW Natural	Natural Gas		1,871.64	103,880.01
Bill Pmt -Check	12/08/2023	30379	Oregon Corrections Ente...	PO #2023-187		1,866.00	102,014.01
Bill Pmt -Check	12/08/2023	30380	Platt	PO #120523-1000		130.26	101,883.75
Bill Pmt -Check	12/08/2023	30381	Rapco Industries, Inc.	PO #2023-246		158.63	101,725.12
Bill Pmt -Check	12/08/2023	30382	SDIS	Health Insurance		73,132.09	28,593.03
Bill Pmt -Check	12/08/2023	30383	Loren's Sanitation	Garbage/Recycling		261.88	28,331.15
Deposit	12/08/2023			Deposit	115,964.07		144,295.22
General Jour...	12/12/2023	1569		PERS		121,605.12	22,690.10
Bill Pmt -Check	12/19/2023	30384	911 Supply, Inc			716.07	21,974.03
Bill Pmt -Check	12/19/2023	30385	AccurAccounts, Inc.	Payroll- November		1,573.20	20,400.83
Bill Pmt -Check	12/19/2023	30386	All Star Health	PO #121823-0904		1,890.00	18,510.83
Bill Pmt -Check	12/19/2023	30387	American Hood Cleanin...	PO #2023-272		875.00	17,635.83
Bill Pmt -Check	12/19/2023	30388	Batteries NW	PO #2023-271		145.95	17,489.88
Bill Pmt -Check	12/19/2023	30389	BoundTree	108812		185.53	17,304.35
Bill Pmt -Check	12/19/2023	30390	Chemeketa Community ...	Tuition		11,504.74	5,799.61
Bill Pmt -Check	12/19/2023	30391	Comcast	Telephones		516.59	5,283.02
Bill Pmt -Check	12/19/2023	30392	DMV	PO #113023-6004		8.00	5,275.02
Bill Pmt -Check	12/19/2023	30393	Frazier, Kelby - Emp	Boot Reimbursement		109.99	5,165.03
Bill Pmt -Check	12/19/2023	30394	Hughes Fire Equipment,...	PO #2023-268		401.32	4,763.71
Bill Pmt -Check	12/19/2023	30395	Keizer Vision Source, PC	PO #120823-1600		190.00	4,573.71
Bill Pmt -Check	12/19/2023	30396	Killers Pest Control	Pest Control		90.00	4,483.71
Bill Pmt -Check	12/19/2023	30397	Knox	PO #2023-261		258.00	4,225.71
Bill Pmt -Check	12/19/2023	30398	Mattress Firm	PO #2023-269		3,451.18	774.53
Bill Pmt -Check	12/19/2023	30399	Motorola Solutions, Inc.	1012002359-0001		34.69	739.84
Bill Pmt -Check	12/19/2023	30400	Mt. Hood Network, LLC	IT Support		110.00	629.84
Bill Pmt -Check	12/19/2023	30401	Oregon State Police	PO #113023-1200		99.00	530.84
Bill Pmt -Check	12/19/2023	30402	Professional Benefit Ser...	Plan Fee		95.00	435.84
Bill Pmt -Check	12/19/2023	30403	R. Bauer Insurance Inc.	VFIS Renewal		5,652.00	(5,216.16)
Bill Pmt -Check	12/19/2023	30404	Rapco Industries, Inc.	PO #2023-246		95.33	(5,311.49)
Bill Pmt -Check	12/19/2023	30405	Rescue 3 International	PO #110523-1000		1,325.00	(6,636.49)
Bill Pmt -Check	12/19/2023	30406	Russell, Ryan - Vendor	Reimbursement		255.86	(6,892.35)
Bill Pmt -Check	12/19/2023	30407	Safeway			50.35	(6,942.70)
Bill Pmt -Check	12/19/2023	30408	SeaWestern, Inc	PO #2023-266		135.95	(7,078.65)
Bill Pmt -Check	12/19/2023	30409	Slate & Slate Constructi...	PO #2023-273		250.00	(7,328.65)
Bill Pmt -Check	12/19/2023	30410	Stryker Sales Corporation			1,969.00	(9,297.65)
Bill Pmt -Check	12/19/2023	30411	System Design West, LLC.	Ambulance Billing- November		8,427.48	(17,725.13)
Bill Pmt -Check	12/19/2023	30412	Toshiba Financial Services	Copier Lease		430.00	(18,155.13)
Bill Pmt -Check	12/19/2023	30413	Walter E. Nelson Co.	PO #121123-1600		421.50	(18,576.63)
Deposit	12/20/2023			Deposit	189,700.20		171,123.57

01/12/24

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Jour...	12/26/2023	1573		LGIP Transfer To Checking	225,000.00		396,123.57
Bill Pmt -Check	12/29/2023	30414	76 Fleet/Wex Bank	Gasoline		284.94	395,838.63
Bill Pmt -Check	12/29/2023	30415	911 Supply, Inc	PO #2023-265		27.15	395,811.48
Bill Pmt -Check	12/29/2023	30416	BioTek Medical, Inc.	Oxygen Cylinder		565.00	395,246.48
Bill Pmt -Check	12/29/2023	30417	BoundTree	108812		6,328.41	388,918.07
Bill Pmt -Check	12/29/2023	30418	Busch, Colleen	Board Stipend- 4th Quarter		150.00	388,768.07
Bill Pmt -Check	12/29/2023	30419	CIS Benefits	Dental Insurance		5,478.14	383,289.93
Bill Pmt -Check	12/29/2023	30420	Clark, Kevin	Board Stipend- 4th Quarter		150.00	383,139.93
Bill Pmt -Check	12/29/2023	30421	Eugene Skin Divers Sup...	PO #122123-1105		100.00	383,039.93
Bill Pmt -Check	12/29/2023	30422	Focus Security Group, L...	VOID: Board Stipend- 4th Quar...			383,039.93
Bill Pmt -Check	12/29/2023	30423	Hughes Fire Equipment,...	PO #2023-268		401.82	382,638.11
Bill Pmt -Check	12/29/2023	30424	Keizer Outdoor Power, L...	PO #2023-277		9.95	382,628.16
Bill Pmt -Check	12/29/2023	30425	Keizer Times	Fall Total Market Mass		375.00	382,253.16
Bill Pmt -Check	12/29/2023	30426	Life-Assist, Inc			664.66	381,588.50
Bill Pmt -Check	12/29/2023	30427	Medline Industries, Inc	PO #121223-1130		820.00	380,768.50
Bill Pmt -Check	12/29/2023	30428	Petro Card System Inc.	Gasoline		75.80	380,692.70
Bill Pmt -Check	12/29/2023	30429	Risewick, Louis	Board Stipend- 4th Quarter		150.00	380,542.70
Bill Pmt -Check	12/29/2023	30430	Schurter Trucking LLC			943.77	379,598.93
Bill Pmt -Check	12/29/2023	30431	SingerLewak Accountan...	Audit		8,215.00	371,383.93
Bill Pmt -Check	12/29/2023	30432	Standard Insurance Co...	Life & Disability Ins		2,716.77	368,667.16
Bill Pmt -Check	12/29/2023	30433	Stryker Sales Corporation			892.50	367,774.66
Bill Pmt -Check	12/29/2023	30434	Van Meter, Joe	Board Stipend- 4th Quarter		150.00	367,624.66
Bill Pmt -Check	12/29/2023	30435	Walter E. Nelson Co.	PO #120123-1000		191.30	367,433.36
Bill Pmt -Check	12/29/2023	30436	Hart, Betty	Board Stipend- 4th Quarter		150.00	367,283.36
General Jour...	12/31/2023	1579		Payroll		244,767.44	122,515.92
General Jour...	12/31/2023	1579		Gallinger- #7027		2,441.53	120,074.39
General Jour...	12/31/2023	1579		HRA Veba- #7028		10,500.00	109,574.39
General Jour...	12/31/2023	1579		IAFF Local 3881 #7029		4,132.00	105,442.39
General Jour...	12/31/2023	1579		KFD Cafeteria #7030		1,316.69	104,125.70
General Jour...	12/31/2023	1579		PenServ- #7031		1,582.90	102,542.80
General Jour...	12/31/2023	1579		Valici- #7032		28,032.10	74,510.70
General Jour...	12/31/2023	1579		IRS		92,324.18	(17,813.48)
General Jour...	12/31/2023	1579		Oregon Dept of Rev		25,255.00	(43,068.48)
Total 1012 - Columbia Bank - Checking					817,853.28	841,655.92	(43,068.48)
1015 - Bond Sales - Money Market							820,579.64
General Jour...	12/31/2023	1576		Interest Rec'd	3,484.65		824,064.29
Total 1015 - Bond Sales - Money Market					3,484.65		824,064.29
1020 - Petty Cash							200.00
Total 1020 - Petty Cash							200.00
1120 - State Investment Pool							6,837,300.55
General Jour...	12/05/2023	1561		LGIP Transfer to Checking		100,000.00	6,737,300.55
General Jour...	12/06/2023	1562		LGIP transfer to Checking		67,189.01	6,670,111.54
General Jour...	12/07/2023	1568		LGIP transfer to Checking		120,000.00	6,550,111.54
General Jour...	12/11/2023	1578		LGIP	147,108.61		6,697,220.15
General Jour...	12/11/2023	1578		LGIP	10,381.38		6,707,601.53
General Jour...	12/26/2023	1573		LGIP Transfer To Checking		225,000.00	6,482,601.53
General Jour...	12/31/2023	1577		Interest Received	26,248.16		6,508,849.69
General Jour...	12/31/2023	1577		Interest Received	1,259.79		6,510,109.48
General Jour...	12/31/2023	1577		Interest Received	447.28		6,510,556.76
Total 1120 - State Investment Pool					185,445.22	512,189.01	6,510,556.76
TOTAL					1,273,355.80	1,579,044.93	7,414,926.64

Keizer Fire District
Financial Report- All
01/12/2023

	<u>Dec 23</u>	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Currrent Year	155,312.55	5,450,563.58	5,675,075.00	-224,511.42	96.04%
4020 · Taxes, Prior Year	2,177.44	52,144.93	72,000.00	-19,855.07	72.42%
4030 · Taxes, 911 Excise	0.00	34,329.62	128,390.00	-94,060.38	26.74%
4100 · EMS Revenue	278,013.79	1,967,365.73	2,450,000.00	-482,634.27	80.3%
4120 · Capitol Fire Med	1,471.45	12,936.65	32,000.00	-19,063.35	40.43%
4140 · Interest & Dividends	31,439.88	101,697.75	84,000.00	17,697.75	121.07%
4150 · Miscellaneous	840.24	29,793.84	73,500.00	-43,706.16	40.54%
4156 · Conflagration Reimbursement	69,433.95	353,773.50	100,000.00	253,773.50	353.77%
Total 4000 · Revenue	538,689.30	8,002,605.60	8,614,965.00	-612,359.40	92.89%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	336,186.36	2,069,680.39	4,258,554.00	-2,188,873.61	48.6%
5070 · Board Members	750.00	1,500.00	4,875.00	-3,375.00	30.77%
5080 · Overtime	36,368.10	372,536.51	462,000.00	-89,463.49	80.64%
5082 · Longevity Incentive	1,135.87	6,815.22	7,924.00	-1,108.78	86.01%
5083 · Leave Payoff	0.00	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	10,800.00	33,300.00	-22,500.00	32.43%
5086 · Preceptor Pay	0.00	900.00	1,200.00	-300.00	75.0%
5090 · Volunteer Program	11,350.74	13,836.15	79,750.00	-65,913.85	17.35%
5110 · Payroll Tax Soc. Sec. (FICA)	25,211.59	184,531.52	376,677.00	-192,145.48	48.99%
5115 · State Unemployment Tax (SUTA)	366.55	2,469.68	5,485.00	-3,015.32	45.03%
5119 · Workers' Compensation Tax	100.43	659.15	2,307.00	-1,647.85	28.57%
5120 · Workers' Compensation	-6,401.54	76,633.18	175,000.00	-98,366.82	43.79%
5125 · Health and Dental Insurance	68,464.40	481,954.91	913,720.00	-431,765.09	52.75%
5126 · Medical Savings Plan (HRA Veba)	10,500.00	66,500.00	126,000.00	-59,500.00	52.78%
5127 · Cafeteria Plan Administration	95.00	570.00	1,400.00	-830.00	40.71%
5130 · Life& Disability Insurance	6,839.19	30,096.41	85,042.00	-54,945.59	35.39%
5135 · Retirement (PERS)	121,599.04	743,101.95	1,549,149.00	-806,047.05	47.97%
5137 · Deferred Compensation Match	7,157.51	42,850.78	102,454.00	-59,603.22	41.82%
5210 · Physical Exams	1,890.00	2,620.00	20,035.00	-17,415.00	13.08%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	623,413.24	4,170,123.26	8,301,472.00	-4,131,348.74	50.23%
6000 · Materials and Services					
6010 · General Operating Expense	15,190.60	29,226.77	17,350.00	11,876.77	168.45%
6015 · Dispatch 911	0.00	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%
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)	3,552.70	62,877.52	68,000.00	-5,122.48	92.47%
6040 · Equipment Maintenance	1,304.28	23,039.45	29,745.00	-6,705.55	77.46%

Keizer Fire District Financial Report- All

	01/12/2023				
	Dec 23	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6062 · Furniture	5,573.18	10,297.18	14,500.00	-4,202.82	71.02%
6070 · Small Tools & FF Equip/Supplies	1,215.78	10,829.06	19,750.00	-8,920.94	54.83%
6073 · Building & Grounds Maintenance	1,495.26	21,250.63	42,250.00	-20,999.37	50.3%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6075 · Radio Maintenance	0.00	25,485.60	51,800.00	-26,314.40	49.2%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	325.95	24,988.94	52,000.00	-27,011.06	48.06%
6137 · Uniforms	172.34	7,907.95	36,800.00	-28,892.05	21.49%
6145 · Supplies	936.60	5,478.20	12,000.00	-6,521.80	45.65%
6160 · Public Ed / Fire Prevention	109.34	3,642.81	12,000.00	-8,357.19	30.36%
6180 · Medical Supplies	8,820.60	79,664.71	125,000.00	-45,335.29	63.73%
6200 · District Meetings	255.86	1,178.28	1,500.00	-321.72	78.55%
6210 · District Events	0.00	232.00	8,000.00	-7,768.00	2.9%
6300 · Utilities	9,182.80	27,690.24	55,250.00	-27,559.76	50.12%
6400 · Fuel Expense	360.74	29,349.96	45,750.00	-16,400.04	64.15%
6505 · Communications	516.59	13,296.10	65,650.00	-52,353.90	20.25%
6600 · Training	2,155.20	34,928.09	63,500.00	-28,571.91	55.01%
6605 · Training Supplies	1,857.22	2,661.84	5,050.00	-2,388.16	52.71%
6620 · Water Rescue	171.41	240.58	2,500.00	-2,259.42	9.62%
6622 · Health & Fitness Supplies	0.00	0.00	2,500.00	-2,500.00	0.0%
6704 · Computer/Network Expenses	449.99	18,962.85	46,100.00	-27,137.15	41.13%
6707 · Office Supplies	161.33	1,111.05	7,600.00	-6,488.95	14.62%
6710 · Insurance & Fidelity Bond	5,652.00	64,504.00	60,000.00	4,504.00	107.51%
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	8,499.23	205,930.33	319,160.00	-113,229.67	64.52%
6750 · Other Professional Services	9,898.20	61,789.57	119,500.00	-57,710.43	51.71%
6771 · GO Bond Payment	0.00	0.00	250,000.00	-250,000.00	0.0%
6772 · Interest Expense	67,189.01	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	145,046.21	1,003,300.34	2,135,358.00	-1,132,057.66	46.99%
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	0.00	0.00	704,772.00	-704,772.00	0.0%
Total Expense	768,459.45	5,174,896.08	11,401,198.00	-6,226,301.92	45.39%

Keizer Fire District
General Fund- Admn
01/12/2023

	Dec 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	31,166.81	190,368.23	392,286.00	-201,917.77	48.53%
5070 · Board Members	750.00	1,500.00	4,875.00	-3,375.00	30.77%
5080 · Overtime	1,222.17	27,677.34	12,000.00	15,677.34	230.65%
5082 · Longevity Incentive	269.76	1,618.56	0.00	1,618.56	100.0%
5083 · Leave Payoff	0.00	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	450.00	900.00	-450.00	50.0%
5110 · Payroll Tax Soc. Sec. (FICA)	1,622.12	15,505.95	33,323.00	-17,817.05	46.53%
5115 · State Unemployment Tax (SUTA)	32.20	230.78	477.00	-246.22	48.38%
5119 · Workers' Compensation Tax	4.51	31.36	165.00	-133.64	19.01%
5120 · Workers' Compensation	0.00	97,725.24	175,000.00	-77,274.76	55.84%
5125 · Health and Dental Insurance	4,766.35	33,611.47	56,420.00	-22,808.53	59.57%
5126 · Medical Savings Plan (HRA Veba)	750.00	4,500.00	9,000.00	-4,500.00	50.0%
5127 · Cafeteria Plan Administration	95.00	570.00	1,400.00	-830.00	40.71%
5130 · Life& Disability Insurance	652.43	2,535.29	7,592.00	-5,056.71	33.39%
5135 · Retirement (PERS)	52,294.10	314,802.83	591,151.00	-276,348.17	53.25%
5137 · Deferred Compensation Match	2,098.53	12,591.18	26,808.00	-14,216.82	46.97%
5210 · Physical Exams	0.00	0.00	400.00	-400.00	0.0%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	95,798.98	716,819.73	1,330,597.00	-613,777.27	53.87%
6000 · Materials and Services					
6010 · General Operating Expense	408.14	8,170.19	17,350.00	-9,179.81	47.09%
6015 · Dispatch 911	0.00	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	5,573.18	10,297.18	14,500.00	-4,202.82	71.02%
6073 · Building & Grounds Maintenance	1,495.26	21,250.63	42,250.00	-20,999.37	50.3%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6137 · Uniforms	0.00	0.00	0.00	0.00	0.0%
6145 · Supplies	936.60	5,047.10	12,000.00	-6,952.90	42.06%
6200 · District Meetings	255.86	1,178.28	1,500.00	-321.72	78.55%
6210 · District Events	0.00	32.00	8,000.00	-7,968.00	0.4%
6300 · Utilities	9,182.80	27,690.24	55,250.00	-27,559.76	50.12%
6505 · Communications	516.59	12,486.10	65,650.00	-53,163.90	19.02%
6704 · Computer/Network Expenses	449.99	18,962.85	46,100.00	-27,137.15	41.13%
6707 · Office Supplies	161.33	1,111.05	7,600.00	-6,488.95	14.62%
6710 · Insurance & Fidelity Bond	5,652.00	64,504.00	60,000.00	4,504.00	107.51%
6715 · Publicity/Advertising	0.00	1,018.00	5,925.00	-4,907.00	17.18%
6727 · Dues/Subscriptions/Fees-Career	71.75	12,623.37	12,765.00	-141.63	98.89%
6750 · Other Professional Services	9,898.20	59,289.57	109,500.00	-50,210.43	54.15%
Total 6000 · Materials and Services	34,601.70	408,027.68	900,190.00	-492,162.32	45.33%
9000 · Transfers and/or Miscellaneous	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Expense	130,400.68	1,124,847.41	2,255,787.00	-1,130,939.59	49.87%

Keizer Fire District
General Fund- Fire
01/12/2023

	<u>Dec 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	199,553.13	1,266,117.40	2,682,517.00	-1,416,399.60	47.2%
5080 · Overtime	29,287.95	278,979.83	275,000.00	3,979.83	101.45%
5082 · Longevity Incentive	866.11	5,196.66	6,449.00	-1,252.34	80.58%
5083 · Leave Payoff	0.00	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	8,100.00	24,300.00	-16,200.00	33.33%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	15,263.75	117,149.62	236,447.00	-119,297.38	49.55%
5115 · State Unemployment Tax (SUTA)	225.51	1,560.72	3,400.00	-1,839.28	45.9%
5119 · Workers' Compensation Tax	57.91	394.06	1,375.00	-980.94	28.66%
5120 · Workers' Compensation	-6,401.54	-21,092.06	0.00	-21,092.06	100.0%
5125 · Health and Dental Insurance	45,108.80	316,644.24	582,769.00	-266,124.76	54.33%
5126 · Medical Savings Plan (HRA Veba)	5,750.00	38,500.00	75,000.00	-36,500.00	51.33%
5130 · Life& Disability Insurance	4,122.11	18,531.57	53,090.00	-34,558.43	34.91%
5135 · Retirement (PERS)	52,293.49	322,183.82	662,675.00	-340,491.18	48.62%
5137 · Deferred Compensation Match	3,967.22	23,709.04	62,545.00	-38,835.96	37.91%
5210 · Physical Exams	0.00	730.00	5,975.00	-5,245.00	12.22%
Total 5000 · Personal Services	351,444.44	2,412,155.49	4,716,542.00	-2,304,386.51	51.14%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	2,510.10	45,630.11	37,000.00	8,630.11	123.33%
6040 · Equipment Maintenance	105.28	6,150.45	8,500.00	-2,349.55	72.36%
6070 · Small Tools & FF Equip/Supplies	323.28	7,589.06	10,750.00	-3,160.94	70.6%
6075 · Radio Maintenance	0.00	25,485.60	51,800.00	-26,314.40	49.2%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	325.95	24,988.94	52,000.00	-27,011.06	48.06%
6137 · Uniforms	172.34	7,907.95	36,300.00	-28,392.05	21.79%
6160 · Public Ed / Fire Prevention	109.34	3,642.81	12,000.00	-8,357.19	30.36%
6400 · Fuel Expense	360.74	15,130.32	28,500.00	-13,369.68	53.09%
6600 · Training	0.00	0.00	0.00	0.00	0.0%
6620 · Water Rescue	171.41	240.58	2,500.00	-2,259.42	9.62%
6622 · Health & Fitness Supplies	0.00	0.00	2,500.00	-2,500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	0.00	8,638.95	13,320.00	-4,681.05	64.86%
Total 6000 · Materials and Services	4,078.44	149,567.27	273,670.00	-124,102.73	54.65%
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	355,522.88	2,561,722.76	5,000,212.00	-2,438,489.24	51.23%

**Keizer Fire District
General Fund- EMS**

01/12/2023

	Dec 23	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	92,882.18	537,689.32	976,695.00	-439,005.68	55.05%
5070 · Board Members	0.00	0.00	0.00	0.00	0.0%
5080 · Overtime	5,857.98	65,879.34	175,000.00	-109,120.66	37.65%
5082 · Longevity Incentive	0.00	0.00	1,475.00	-1,475.00	0.0%
5083 · Leave Payoff	0.00	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	1,800.00	7,200.00	-5,400.00	25.0%
5086 · Preceptor Pay	0.00	300.00	1,200.00	-900.00	25.0%
5110 · Payroll Tax Soc. Sec. (FICA)	7,380.40	45,422.04	89,193.00	-43,770.96	50.93%
5115 · State Unemployment Tax (SUTA)	96.48	593.80	1,353.00	-759.20	43.89%
5119 · Workers' Compensation Tax	35.26	217.23	715.00	-497.77	30.38%
5125 · Health and Dental Insurance	16,246.27	115,243.56	246,296.00	-131,052.44	46.79%
5126 · Medical Savings Plan (HRA Veba)	3,750.00	22,000.00	39,000.00	-17,000.00	56.41%
5130 · Life& Disability Insurance	1,800.62	8,107.88	20,166.00	-12,058.12	40.21%
5135 · Retirement (PERS)	14,257.12	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	142,606.31	890,439.89	1,813,860.00	-923,420.11	49.09%
6000 · Materials and Services					
6010 · General Operating Expense	14,782.46	21,056.58	0.00	21,056.58	100.0%
6035 · Apparatus Maintenance(Vehicles)	1,042.60	17,247.41	31,000.00	-13,752.59	55.64%
6040 · Equipment Maintenance	1,199.00	16,889.00	21,245.00	-4,356.00	79.5%
6070 · Small Tools & FF Equip/Supplies	892.50	3,240.00	9,000.00	-5,760.00	36.0%
6180 · Medical Supplies	8,820.60	79,289.71	125,000.00	-45,710.29	63.43%
6400 · Fuel Expense	0.00	14,219.64	17,250.00	-3,030.36	82.43%
6727 · Dues/Subscriptions/Fees-Career	8,427.48	184,498.01	284,010.00	-99,511.99	64.96%
6750 · Other Professional Services	0.00	2,500.00	10,000.00	-7,500.00	25.0%
Total 6000 · Materials and Services	35,164.64	338,940.35	497,505.00	-158,564.65	68.13%
7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous	0.00	0.00	0.00	0.00	0.0%
Total Expense	177,770.95	1,229,380.24	2,321,365.00	-1,091,984.76	52.96%

Keizer Fire District
General Fund- Training
01/12/2023

	<u>Dec 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	12,584.24	75,505.44	207,056.00	-131,550.56	36.47%
5080 · Overtime	0.00	0.00	0.00	0.00	0.0%
5083 · Leave Payoff	0.00	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	450.00	900.00	-450.00	50.0%
5090 · Volunteer Program	11,350.74	13,690.74	79,750.00	-66,059.26	17.17%
5110 · Payroll Tax Soc. Sec. (FICA)	945.32	6,453.91	17,714.00	-11,260.09	36.43%
5115 · State Unemployment Tax (SUTA)	12.36	84.38	255.00	-170.62	33.09%
5119 · Workers' Compensation Tax	2.75	16.50	52.00	-35.50	31.73%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	2,342.98	16,455.64	28,235.00	-11,779.36	58.28%
5126 · Medical Savings Plan (HRA Veba)	250.00	1,500.00	3,000.00	-1,500.00	50.0%
5130 · Life& Disability Insurance	264.03	921.67	4,194.00	-3,272.33	21.98%
5135 · Retirement (PERS)	2,754.33	16,222.00	65,511.00	-49,289.00	24.76%
5137 · Deferred Compensation Match	1,091.76	6,550.56	13,101.00	-6,550.44	50.0%
5210 · Physical Exams	1,890.00	1,890.00	10,505.00	-8,615.00	17.99%
Total 5000 · Personal Services	<u>33,563.51</u>	<u>149,962.74</u>	<u>440,473.00</u>	<u>-290,510.26</u>	<u>34.05%</u>
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	2,155.20	34,928.09	63,500.00	-28,571.91	55.01%
6605 · Training Supplies	1,857.22	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	<u>4,012.42</u>	<u>37,690.04</u>	<u>79,615.00</u>	<u>-41,924.96</u>	<u>47.34%</u>
Total Expense	<u>37,575.93</u>	<u>187,652.78</u>	<u>520,088.00</u>	<u>-332,435.22</u>	<u>36.08%</u>

Keizer Fire District
General Fund- Reserve Fund
01/12/2023

	<u>Dec 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	447.28	2,456.07	1,500.00	956.07	163.74%
Total 4000 · Revenue	<u>447.28</u>	<u>2,456.07</u>	<u>1,500.00</u>	<u>956.07</u>	<u>163.74%</u>
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	<u>447.28</u>	<u>2,456.07</u>	<u>26,500.00</u>	<u>-24,043.93</u>	<u>9.27%</u>
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	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>-50,000.00</u>	<u>0.0%</u>
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	<u>0.00</u>	<u>0.00</u>	<u>79,772.00</u>	<u>-79,772.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>129,772.00</u>	<u>-129,772.00</u>	<u>0.0%</u>

Keizer Fire District
Reserve Fund
01/12/2023

	<u>Dec 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	447.28	2,456.07	1,500.00	956.07	163.74%
Total 4000 · Revenue	447.28	2,456.07	1,500.00	956.07	163.74%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	447.28	2,456.07	26,500.00	-24,043.93	9.27%
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
01/12/2023

	<u>Dec 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	3,484.65	19,153.18	10,000.00	9,153.18	191.53%
Total 4000 · Revenue	<u>3,484.65</u>	<u>19,153.18</u>	<u>10,000.00</u>	<u>9,153.18</u>	<u>191.53%</u>
Total Income	<u>3,484.65</u>	<u>19,153.18</u>	<u>10,000.00</u>	<u>9,153.18</u>	<u>191.53%</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
01/12/2023

	<u>Dec 23</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	10,240.15	359,873.39	370,378.00	-10,504.61	97.16%
4020 · Taxes, Prior Year	141.23	3,093.52	2,000.00	1,093.52	154.68%
4140 · Interest & Dividends	1,259.79	2,211.50	2,500.00	-288.50	88.46%
Total 4000 · Revenue	<u>11,641.17</u>	<u>365,178.41</u>	<u>374,878.00</u>	<u>-9,699.59</u>	<u>97.41%</u>
Total Income	<u>11,641.17</u>	<u>365,178.41</u>	<u>374,878.00</u>	<u>-9,699.59</u>	<u>97.41%</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	67,189.01	67,189.01	134,378.00	-67,188.99	50.0%
Total 6000 · Materials and Services	<u>67,189.01</u>	<u>67,189.01</u>	<u>384,378.00</u>	<u>-317,188.99</u>	<u>17.48%</u>
Total Expense	<u>67,189.01</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

January 2024

Activities and Projects:

➤ Updated Public Contracting Rules

- At the advice of legal counsel, we have purchased an updated 2023 Public Contracting Rules Packet from Local Government Law Group. There are changes in the rules since our last update that will result in minor changes in policy as we go through and update the ones relevant to purchasing and contracting. I will have more of an update as we work through the new rules packet and identify any needed changes.

➤ Policy Review and Update

- We continue our work on the policy manual, separating policies from guidelines and procedures. This month includes memos and proposed policy updates for 2.02, 2.11, and 4.10. These policies are included with memos from Chief Butler, they have been reviewed by staff and legal counsel and are presented to you for their first reading.

➤ 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.

➤ BC/DC Job Description

- The Civil Service Chief Examiner has reviewed and provided input on each job description. We have made the required changes and are ready to present the final copies of each to the Civil Service Commission for final approval.
- The Civil Service Commission will meet on January 18th to discuss and approve the proposed BC and DC job descriptions.

➤ Wildfire Resiliency and Preparedness

- As you know, we have been jointly awarded a Wildfire Defensible Space in conjunction with MCFD#1 and Aumsville Fire. This grant is provided through the Office of the Oregon State Fire Marshal.
- The focus of the grant is to create defensible space around structures in our prospective fire districts.
- Flyers have been mailed to identified properties in each fire district.
- Free home assessments will be offered to interested homeowners in our communities. At the end of the assessment, recommendations will be provided to the homeowner on steps to improve the wildfire resiliency of their property.
- Following a defensible space home assessment, some properties will be eligible for free removal of combustible vegetation. We are still developing the required property qualifications for free removal.
- The grant, defensible space assessments, and program details are being administered and managed by an employee of MCFD#1 for all three involved agencies as part of the grant.
- The workforce will be made up of interested students and volunteers from each involved agency and will be 100% funded by grant money.
- I will provide updates as the program develops.

➤ 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/Emergency Preparedness

- This quarter we are going to mix it up and focus our class on emergency preparedness. The switch intends to provide valuable training while gauging community interest in other areas. If the class proves to be successful and there is enough interest, we will work this into the rotation with the hands-only CPR class. If you or someone you know would like to attend, the class will be at 1830 on February 7th, here at KFD. More details to follow.

➤ Board Training

- Directors Busch and Hart will be attending the annual SDAO training conference in February. I have asked that they bring back training topics that may be of interest for future board training sessions.

➤ Interagency Relations:

- We continue to meet with the Chief Officers from MCFD#1. 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.
- All of these meetings have found their way to the end of the month, I should have updates for you at next month's meeting.

➤ 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

January 2024 Board Meeting

- **Ambulance Billing Items:**

- Our **December** financial reports from Systems Design show **\$773,472.10** in new charges for **361 billable calls**, with a deposited revenue of **\$281,355.11** and an A/R balance of **\$1,577,172.83**. Our net revenue from accounts in collections during **December was \$697.69**
- ***Please note, there is 1 outstanding charge for November of \$2,115.70 that is included in the December month end report. However, the dollar amounts shown above reflect December numbers only.**

- **Capital FireMed Program Revenue:**

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

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
DECEMBER 2023

Activity by Level of Service – Count / Gross Charges:

ALS1 E: 253 = \$543,215.30
ALS2: 16 = \$ 33,940.00
BLS E: 92 = \$196,316.80
<i>November charge 1 = \$2,115.70 not included in total</i>
Total: \$ 773,472.10

Activity by Unit – Count / Gross Charges:

M35: 120 = \$256,049.00
M36: 77 = \$168,015.90
M37: 144 = \$306,849.00
M38: 20 = \$ 42,558.20
TOTAL: 361= \$773,472.10

Miscellaneous activity / Transport mileage / Extra Attendant

Patients evaluated/No Transport: = 82: 76-KFD, 0-MCFD, 3-SFD, 0-POLK, 3-KPD
Cancellations Prior To/Or Upon Arrival: = 09: 2-KFD, 1-MCF, 3-SFD, 2-KPD, 1-OTHER
Public Service: = 20: 20-KFD, 0-MCFD, 0-SFD
Extra Attendant During Transport: 6 @ \$93 = \$558.00
Transport Mileage: 2088.3 @ \$37.00 = \$77,267.10

- CMS rules adopted 01/01/2011 requiring fractional mileage.
- 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	281,355
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	1,353,567
Mon/Avg	97,145	115,439	150,120	132,668	142,829	143,964	175,338	192,225	225,595
Variance	-3%	19%	30%	-12%	8%	1%	22%	10%	17%
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%									

OPERATIONS MONTHLY REPORT

January 2024

December 2023 Total Incidents – 597
YTD – 6858

December 2022 Total Incidents – 652
YTD – 6469

December 2021 Total Incidents – 567
YTD – 6427

Continuous Code 3 “ALL” <= 6 minutes – 48, Average Response Time: 00:04:55

Continuous Code 3 “ALL” > 6 minutes – 2, Average Response Time: 00:07:20

Inc #	Address	Call Type	Shift	T.O.D.	Reason
6545	4300 Blk Rowan Ave NE	EMS	C	2:21 AM	Poor Turnout Time
6674	500 Blk Glynbrook St N	EMS	A	8:16 AM	Traffic

DECEMBER 2023 RESPONSE TIME STANDARD – 94.7%

YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 92.8%

Operations Projects:

- Operational Staffing: We continue to be 100% staffed, however we have one employee that is out on injury leave and we expect them to return around April 1st. A second employee has gone out on maternity leave and we expect them to be out long term.

In order to ensure that shifts are filled we have hired Juan Gutierrez from Falck Ambulance as a single role Paramedic and moved a Single Role Paramedic up to Firefighter/Paramedic to fill the vacancy.

- Paramedic and Firefighter/Paramedic Testing: We currently have four individuals on our hiring lists. We also have six candidates that have filled out applications and are awaiting the interview process. On January 12th we will again announce that we are testing for Single Role Paramedic and conduct interviews near the end of February. This should give us a good pool to choose from.

- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In December Engine 725, from Marion County Fire District #1, handled 50 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 1.6 calls per shift. Engine 355 had 319 calls for the month of December, without the relief of E725, they would have responded to 369 calls. This is a decrease in work load of 15% for our engine company.
- Civil Service Meeting: There will be another Civil Service Meeting on January 18th. This meeting was set aside to discuss and approve new job descriptions and to make minor adjustments to others due to the new job descriptions.

The Commission will be looking over new job descriptions for Division Chief of Administrative and Community Services along with Battalion Chief. Shift Captain, Shift Lieutenant and Firefighter/EMT/Engineer will all be updated to reflect the two new job descriptions.

- Policy/Guideline Manual Project: This project is off to a quick start. Along with the three policies that the Board is reviewing this month, we have been working on three guidelines for the month of January:
 - Duties/Responsibilities of the Company Officer
 - Fire Alarm Response
 - Staff Purchasing
- Falck BLS Ambulances: Chief Russell and myself had a meeting with Salem Fire and Marion County Fire regarding a pilot program that Falck Ambulance will begin in January. Their plan is to staff two BLS ambulances for a period of three to four months to help them with staffing ambulances. These ambulances will not have a paramedic on board and will be responsible for treating and transporting low acuity patients. During this time the ambulances will not be dispatched into Keizer Fire District, however as the program expands and moves on, this may change. We are keeping an eye on how this will affect patient care and the services that we provide to our citizens.

Maintenance Projects:

- Ambulance Specification Committee: We have locked in the price of the two new ambulances with Braun so that we avoid first of the year price increases. We are working on budgeting cots, CPR machines, radios, etc. so that we can anticipate ordering items to coincide with the arrival of the units. We will be visiting the Braun Northwest facility sometime in the next few months.
- Facilities: Routine care and maintenance continue to be completed by staff as time allows:
 - Minor repair of several restroom urinals/toilets
 - Replaced three beds as part of the annual replacement schedule

- SCBA annual maintenance
- Kitchen inspection of the hood system
- Apparatus:
 - Repaired the narcotic lock box door.
 - Medic 35 was backed into while on a call. The driver fled the scene, however Keizer Police was able to track down the driver. Minor damage to the medic unit.
 - AC repair and repair on a sliding battery drawer on a medic unit.

Other Events, Activities and Meetings:

- Jan 2nd – Chiefs Interview for Paramedic
- Jan 3rd – Meeting with SFD/MCFD#1 regarding BLS ambulances
- Jan 4th – Officer Training
- Jan 5th – ACLS Class
- Jan 8th – KVFA Meeting
- Jan 12th – Chiefs Meeting

Respectfully Submitted,

Brian Butler

Division Chief

VEHICLE MAINTENANCE REPORT

December 2023
(12/01/23 – 12/31/23)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	2.5	801	Air dryer replacement (O)
2002 (M36)	0	478	
1501 (M37)	0	144	
1601 (M38)	0	817	
<u>Engines</u>			
1711 (E355)	16.5	1162	Heater coer (O), DEF Header (O)
1712 (E365)	0	290.5	
2111 (E375)	0	189.5	
0411 (E385)	0	29	
<u>Other</u>			
9221 (L358)	171	1768	Air brake system (O)
1731 (SQ359)	0	7	
2141 (BR358)	0	190.5	
1741 (BR365)	0	6	
1641 (UTV368)	0	0	
1651 (BC35)	0	5	
1652 (BC36)	0	3	
<u>Staff Vehicles</u>			
0851 (U394)	1	27	Annual PM (O)
2151 (U354)	0	1	
1653 (U374)	0	7	Annual PM (O)
0951 (U384)	1	6	
2051 (C351)	0	0	

Repair/Maintenance Events:

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

TRAINING, SAFETY, AND HEALTH DIVISION

MONTHLY REPORT

January 2024

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

Scheduled January Training:

Fire:

- Firefighter safety, survival and Rapid Intervention Team (RIT) evolutions
- Portland General Electric (PGE) is scheduled to provide responder awareness training
- Joint training event with Salem Fire's Regional Hazardous Materials Team
- Hazardous Occupancy Walk-Thru at Keizer Funeral Chapel
- Quarterly Officer Training: Tactical scenarios

EMS: Advanced Cardiac Life Support (ACLS) and CPR annual recertification

Policy Review: Emergency Communications (10.10) and Respiratory Protection (10.03)

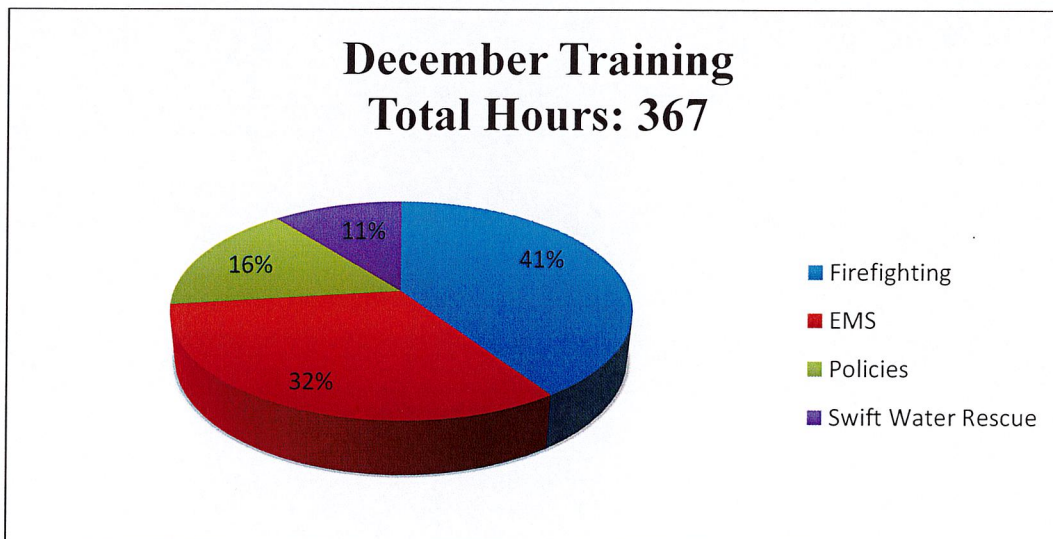
Training Committee: Released training plan for January – March 2024. We will conduct a follow up survey regarding training changes at the end of this quarter.

Chemeketa Fire Advisory Committee: Brozovich is now an Assistant Chair for the committee.

Mid-Willamette Fire Instructors Association (MWFIA): Met on January 8th, our personnel are attending several upcoming training courses, including Initial Operations for Company Officers and Engine Boss.

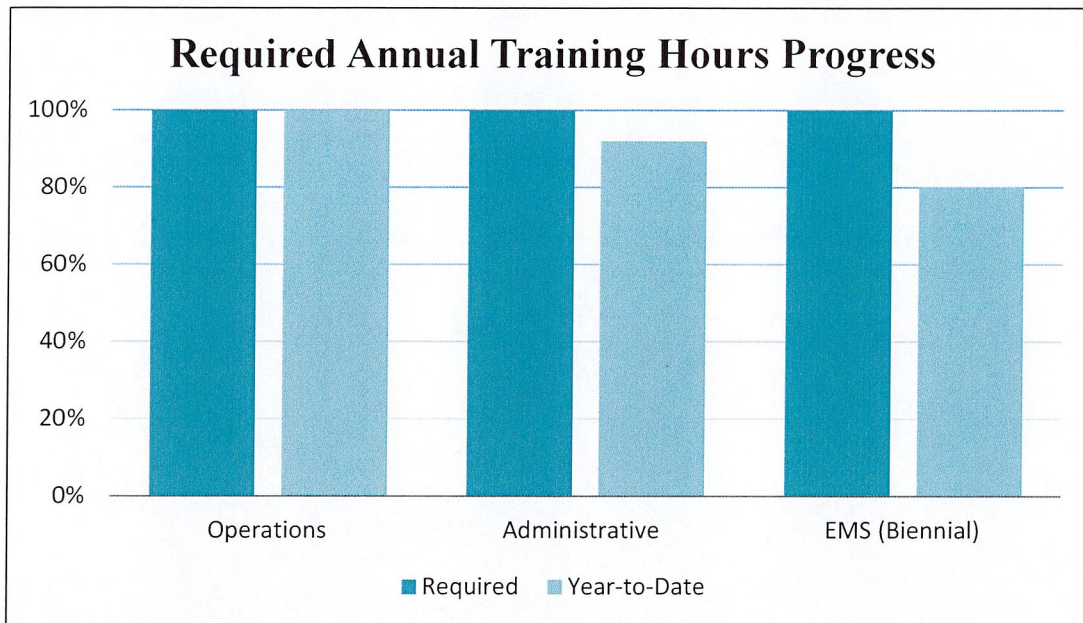
Salem Keizer Public Schools Active Threat Meeting: Next meeting set for January 17th.

Other news: Attended a planning meeting with Cherriots Transit regarding the implementation of their new lithium ion buses for a joint training between Keizer, Salem, and Marion County Fire.



December training hours are historically lower due to increased community event obligations.

TRAINING, SAFETY, AND HEALTH DIVISION MONTHLY REPORT January 2024



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
January 2024

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. We have started nine new recruits at the Santiam Fire Academy and will be adding two students soon.

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

Health and Wellness Programs:

Peer Fitness Committee: Committee members are hosting an in-house fitness prep course starting this month, with annual assessments to follow in February.

Peer Support Team: Next meeting is January 16th, 2024.

Safety Program:

Safety Committee: Next meeting is January 22nd, 2024.

Restricted Duty or Injury: 1 – Injury leave.

Respectfully submitted,

Rachel Brozovich, Captain

Fire Prevention Division Board Report

Anne-Marie Storms, Deputy Fire Marshal

January 2024

Fire & Life Safety

Inspections/code issues

December was slow for inspections due to holiday events, vacations and focusing on community events. New construction also took a lot of focus this month working to get projects completed before the end of the year.

Community Outreach

Candy Cane Day – This year's Candy Cane Day saw about half the attendance of 2022. Just over 400 people visited with Santa from 10am until 4pm. We kept track of how many people visited each hour to see if we could make adjustments in the future. Overall, it was a magical day at Santa's Workshop sharing Candy Canes with everyone.

Car Seat Clinic – The car seat clinic on January 9th was very busy with technicians installing 23 car seats for families. Due to the demand, we extended the hours from 3-6pm. Moving forward the clinic times will be 3 hours to serve as many families as possible. A special thanks to an ODOT grant that helps cover some of the costs of the clinics and the car seats.

Emergency Preparedness Series – Starting in February I will be teaching an Emergency Preparedness Series on the first Wednesday of each month. The idea of preparing for a large event such as Cascadia can be overwhelming and just two hours only scrapes the surface. On February 7th we will be discussing the basics for shorter events such as power outages and beginning to prepare with items we already have at home. March we will start expanding our kids beyond just a few days or hours and aim to prepare for a 30-day event. April we will dive into what extra things to have for kids, pets, individuals with special medical conditions, and other considerations and we will finish May with a First Aid Class. The hope is to empower, not overwhelm individuals.

Training

IAAI Fire Investigation Training – I will be attending a four-day Fire Investigation training in Medford at the end of the month. The majority of the focus will be on Electric/Hybrid vehicle fires.

Meetings Attended

- 12/16 – Candy Cane Day
- 12/19 – Pre-ap
- 12/19 – Board Meeting
- 12/20 – Emerald Point Fudge Judging Contest
- 12/25-29 – Vacation
- 12/9 Car Seat Clinic

- 12/12 – meeting with Keizer Times

Fire Investigations

- None

Upcoming Events

- 2/7 – Part 1: An introduction to Emergency Preparedness – 6:30pm
- 3/6 – Part 2: 3-30 days: How to prepare for longer – 6:30pm
- 4/3 – Part 3: Kids, Pets and other considerations – 6:30pm
- 5/1 – Part 4: First Aid – 6:30pm
- 6/5 – Hands Only CPR- 6:30pm



MEMORANDUM

To: Oregon Secretary of State,
Audits Division

From: Joe Van Meter, Board President

Date: January 16, 2024

Subject: Audit Deficiency Plan of Action

Plan of Action for Sample Municipality

Keizer Rural Fire Protection District respectfully submits the following corrective action plan in response to a deficiency reported in our audit of fiscal year ended June 30, 2023. The audit was completed by the independent auditing firm SingerLewak LLP and reported the deficiencies listed below. The plan of action was adopted by the governing body at their meeting on January 16, 2024 as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

Deficiency #1

- a. The District's internal controls did not prevent or detect a material misstatement related to the estimated useful lives of assets. As a result, accumulated depreciation for the district's station building was restated.
- b. Staff will review the depreciation schedule throughout the year, then do a final review at the end of the fiscal year.
- c. This will be implemented on January 16, 2024.

Ryan Russell
Fire Chief

Joe Van Meter
Board President



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: January 12th, 2024
Subject: Policy 2.02 Disposal of District
Property – First Reading

Please find attached Policy 2.02 Disposal of District Property. The policy has been reviewed by staff and legal counsel. This is the policies first reading.

In the attached policy, you will note changes in the side column. Some of the highlighted updates are:

- Legal counsel noted in the “scope” that the Board has not adopted a Resolution for Public Contract Review since 2011. The Board will be adopting a new Resolution soon and the updated Resolution number will be updated in this policy.
- The word “personal” has been deleted throughout the policy as the Fire Districts property is not personal property.
- Legal counsel noted under “A. General” that the requirement for the Board to declare property surplus in excess of \$5,000 was too low and recommended that the Board be required to declare property surplus when the value of the property exceeds \$10,000.
- Legal counsel advised under Section C.3. that we can not require other agencies to follow our policies in this manner. If grant funded equipment meets the parameters for disposal, we are allowed to dispose of the equipment without notifying the agency that provided the grant. The exception would be if it is a requirement of the grant to notify the agency providing the equipment.

Recommendation:

Staff recommends that the Board of Directors review the policy and provide staff with any recommendations changes.

OPERATIONAL ADMINISTRATIVE POLICY

Number: ~~4.03~~ 2.02
Effective: 2/15/94
Revised: ~~07/19/2011~~ 02/20/2024

DIVISION: Administration

TITLE: Disposal of District Property/Equipment

PURPOSE

To establish a policy to ensure proper verification of the sale, donation, or disposal of items within State ethics laws, Federal rules for grant funded items and District regulations.

SCOPE

This policy shall apply to the disposal and sale of all District property / equipment. This policy does not apply to dispositions of real property. This policy reflects an exception to ORS Chapter 279 public contracting requirements regarding the disposition of personal property, as adopted by the Keizer Fire District Public Contract Review Board in Resolution No. 2011-02.

Comment [BB1]: Delete personal

Comment [BB2]: Will be changed to most current Resolution number when the Board adopts a new resolution

RESPONSIBILITY

It shall be the responsibility of all District personnel involved in the disposal of District property / equipment, to follow the procedures set forth in this policy.

PROCEDURE

A. General

This policy has been created in order to provide the District with a means by which property / equipment that is no longer needed, useable, or the repair costs will exceed its value, to be disposed of or sold. All property / equipment that is considered to be no longer needed or useable, must be officially declared as surplus and the following procedures used, based on the estimated value of each item.

If a specific situation is not adequately addressed in this policy, all such questions shall be directed to the Fire Chief. No property / equipment will be disposed of without submitting a written list with each items estimated dollar value to the Fire Chief for approval. Property / equipment with a

value in excess of \$5,000.00 **\$10,000** shall require approval of the Board of Directors in order that such ~~personal~~ property / equipment can be declared surplus and no longer of use to the District.

Comment [BB3]: Legal advised \$5,000 is low and recommended changing to \$10,000

Comment [BB4]: Delete: personal

Where competitive bids are solicited:

1. If bids or offers are received on the same item, the bid with the highest offer shall be accepted. If they are for identical amounts, the bid with the earliest postmark or submission date shall be accepted. If the postmarks are the same or submission dates, a decision will be made by the toss of a coin.
2. If no bids or offers are received or a determination is made that the market value of the item exceeds the offer of the highest responsible bidder, the District reserves the right to reject any and all bids. The District also reserves the right to negotiate a sale with the highest responsible bidder.
3. If any item is paid for in cash, the buyer shall be issued a cash-receipt. A copy of the receipt shall accompany the cash when submitted for deposit and then **be** retained with the District's financial records documenting the sale.

B. Auction Sales of Property / Equipment

Property / equipment may be sold at auction if it is determined that the auction contemplated will likely result in a higher net return than if the property / equipment were sold by competitive written bid. The Oregon State Surplus Property Program or posting the item(s) on a web-based auction service may be utilized as an acceptable form of auctioning surplus property/equipment.

C. Sales of Property / Equipment

Property / equipment, including recycled or reclaimed materials may be sold without a formal competitive bidding process if it is determined that a negotiated sale will result in increased net revenue and one or more of the following conditions are met:

1. When the current market value per item is deemed to be less than \$5,000.00, the District may establish a sale price, schedule and advertise a sale date, and sell the item to the first qualified buyer meeting the sale terms; or
2. When the current market value per item is deemed to exceed \$5,000.00, (1) the item may be offered for sale through a competitive bidding process ~~and advertised in accordance with ORS 279.025;~~ (2) the item may be offered for sale at public auction in accordance with subsection B of this policy; or (3) the District may negotiate a sale, if the negotiated sale price meets or exceeds the item's market value.

Comment [BB5]: Legal recommended deleting this language

3. When an item has been purchased with any grant funds the funding agency/organization shall be notified, **if required by the grant**, of the condition of the equipment and its potential for surplus or disposal. ~~the funding agency will supply in writing to Keizer Fire District an approval to surplus the funded item and a disposal method. If the funding agency fails in writing to approve or issue disposal instructions within a 120 calendar day period, the Keizer Fire District shall follow C (2) of this policy.~~

Comment [BB6]: Legal advised this language is excessive and we can not hold other agencies accountable to this policy.

D. Liquidation Sales of Property / Equipment

Items may be sold through a commercially recognized third party liquidator if it is determined that a liquidation sale will result in increased net revenue ~~and the selection of the liquidator was conducted, at a minimum, by a competitive request for proposal process.~~

Comment [BB7]: Legal advised this is burdensome and is not required.

E. Donations

Where the District has determined that the ~~personal~~ property/equipment is no longer needed by the District, and

Comment [BB8]: Delete personal

- a. is of negligible or no market value, or
- b. has been put out for bid or auction but no qualified buyers desired the item, ~~the District may choose to donate the item(s) to another governmental entity or non-profit organization of its choice.~~

Comment [BB9]: Legal advised to delete

F. Non-Sellable or Damaged items

Any property / equipment which is not capable of being repaired, would be cost prohibitive, or would pose a significant risk to the District if sold, shall be disassembled and sold as scrap or disposed of as waste.

G. Documentation of Surplus Transactions

1. A record of all surplus transactions will be retained with District records.
2. Records of surplus equipment originally purchased with any grant funding must be maintained for a minimum of 5 years from the date of transaction.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

APPROVED AS TO FORM

Fire District Legal Counsel

Date

Revision/Review History:

Revision: 07/09/2011
Revision: 02/20/2024

OPERATIONAL ADMINISTRATIVE POLICY

Number: 4.07 2.11
Effective: 9/17/96
Revised: 02/21/06 02/20/2024

DIVISION: Administration

TITLE: Right to Search & Inspect

PURPOSE

To establish a policy which identifies the uses of District provided equipment and/or space and the District's right to access or search such equipment and/or spaces.

SCOPE

This policy shall apply to all District provided equipment and/or space.

RESPONSIBILITY

It shall be each individual's responsibility to be familiar with this policy and use good prudent judgment when using District provided equipment and/or space.

PROCEDURE

A. General

District personnel, including employees and volunteers, shall have no expectation to be free from search of a locker, desk or contents of other similar District-controlled spaces. ~~District personnel are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the District: these areas are not private.~~ The issuance of District-provided equipment to individuals is for the benefit of the District and the District's constituents, not for the personal benefit of District personnel, or for malicious or illegal uses. Specifically, the District has the right to open, read, and/or inspect all District provided vehicles, desks, lockers, and the contents of any other District provided or controlled equipment and/or space. See also, District's rights under its Acceptable Use of Computers Policy, Operational Policy No. 4.08 2.05.

Comment [BB1]: Language added by legal counsel

Each individual utilizing District provided equipment and/or space shall be familiar with

this policy and is required to sign a "Right-to-Search & Inspect agreement" to be retained on file with the District. If practical, the District will notify the individual and allow ~~his/her~~ ~~them to be present~~ **present** during any such inspection. The Fire Chief or ~~his/her~~ **their** designee will perform such inspections.

Comment [BB2]: Delete "him/her" and add "them"

Comment [BB3]: Delete "him/her" and add "their"

Routine and regular inspections of such equipment and/or spaces should be expected. The use of this equipment and/or space is a privilege provided to the individual by the District. If a violation of any District policy is discovered during a routine search, the use of that equipment and/or space can be revoked and disciplinary action up to and including termination may be imposed.

B. Vehicles / Offices / Lockers / File Cabinets

The District will maintain at least one (1) "secured" key or combination to all District vehicles, offices, lockers and filing cabinets along with the right to access and search such space at any time. These keys or combinations providing access shall be secured in such a way that only District Chief Officers have access and permission to enter.

APPROVED BY THE BOARD OF DIRECTORS

Vice-President, Board of Directors

Date

APPROVED AS TO FORM

Fire District Legal Counsel

Date

Revision/Review History:

Revision: 02/21/2006

Revision: 02/20/2024

KEIZER FIRE DISTRICT

CONSENT TO SEARCH

In accordance with District Policy 4.07 2.11, all individuals who utilize District equipment and/or space, are to be familiar with Policy 4.07 2.11 and have a signed "Consent to Search" form on file with the District.

Comment [BB4]: Legal counsel advised to delete this language

By signing this consent form, I am indicating that I have no expectation of privacy in any equipment provided by the District or District controlled space. I hereby authorize the Fire Chief or his/her **their** designees the right to open, read, and inspect any District provided equipment, spaces and/or any contents found therein and consent to such searches even where I have exclusive use of the item or area.

By signing, I also indicate my understanding that, if such an inspection reveals information or items that are not in keeping with any law, District policy or guidelines such items can be held by the District and disciplinary action may result.

Examples of such equipment or spaces covered by this policy are, but not limited to: vehicles, desks, sleeping quarters, lockers, filing cabinets and any contents found within.

I, the undersigned, hereby grant the District consent to search all District provided equipment and District controlled spaces and accept responsibility for following all terms of District policy, and the provisions set forth in Policy 4.07 2.11.

Printed Name: _____

Signed: _____

Date: _____

Witness: _____

Date: _____



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: January 12th, 2024
Subject: Policy 2.11 Right to Search and
Inspect – First Reading

Please find attached Policy 2.11 Right to Search and Inspect. The policy has been reviewed by staff and legal counsel. This is the policies first reading.

In the attached policy, you will note changes in the side column. Some of the highlighted updates are:

- Legal counsel added language in A. General to discourage employees from keeping personal property at the Fire District.
- Removed “and have a signed “Consent to Search” form on file with the District”.

Recommendation:

Staff recommends that the Board of Directors review the policy and provide staff with any recommendations changes.

OPERATIONAL ~~ADMINISTRATIVE~~ POLICY

Number: 4.03 ~~2.02~~
Effective: 2/15/94
Revised: ~~07/19/2011~~ 02/20/2024

DIVISION: Administration

TITLE: Disposal of District Property/Equipment

PURPOSE

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PROCEDURE

A. General

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value in excess of \$5,000.00 ~~\$10,000~~ shall require approval of the Board of Directors in order that such ~~personal~~ property / equipment can be declared surplus and no longer of use to the District.

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Comment [BB6]: Legal advised this language is excessive and we can not hold other agencies accountable to this policy.

D. Liquidation Sales of Property / Equipment

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- a. is of negligible or no market value, or
- b. has been put out for bid or auction but no qualified buyers desired the item,
~~the District may choose to donate the item(s) to another governmental entity or non-profit organization of its choice.~~

Comment [BB9]: Legal advised to delete

F. Non-Sellable or Damaged items

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G. Documentation of Surplus Transactions

1. A record of all surplus transactions will be retained with District records.
2. Records of surplus equipment originally purchased with any grant funding must be maintained for a minimum of 5 years from the date of transaction.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

APPROVED AS TO FORM

Fire District Legal Counsel

Date

Revision/Review History:

Revision: 07/09/2011
Revision: 02/20/2024



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: January 12th, 2024
Subject: Policy 4.10 Sexually Explicit Material
in the Workplace - First Reading

Please find attached Policy 4.10 Sexually Explicit Material in the Workplace. The policy has been reviewed by staff and legal counsel. This is the policies first reading.

In the attached policy, you will note changes in the side column. There were no significant changes to the policy that require further highlighting.

Recommendation:

Staff recommends that the Board of Directors review the policy and provide staff with any recommendations changes.

OPERATIONAL PERSONNEL POLICY

Number: 6.06 4.10

Effective: 12/19/00

Revised: 01/18/2011 02/20/2024

DIVISION: Personnel

TITLE: Sexually explicit material in the workplace

Comment [BB1]: Added: the

PURPOSE

To ensure District work sites are free of any sexually explicit material that may cause conflict or harassment or that may otherwise interfere with productive work.

Comment [BB2]: Deleted "insure", added "ensure"

SCOPE

This policy shall apply to all District Board of Directors, employees and volunteers.

RESPONSIBILITY

It is each individual's responsibility to comply with this policy. Failure to do so will result in disciplinary action, up to and including termination.

PROCEDURE

All District personnel have a responsibility to adhere to the standards of conduct that form the foundation of our profession. All members of the organization bear the highest responsibility for ensuring a work environment free of all forms of unlawful harassment. Complacency in assuring Failure to ensure that all members of the organization abide by these standards is a dereliction of duty and subject to may result in discipline. Within our organization, there are informal peer relationships that impact our efficiency and effectiveness. All members District personnel bear responsibility for promoting the high standards of conduct that typify these informal relationships within our District.

Comment [BB3]: Deleted: "unlawful"

Comment [BB4]: Legal recommended deleting "Complacency in assuring" and add "Failure to ensure"

Comment [BB5]: Legal recommended deleting "subject to" and add "may result in"

It is the policy of the Keizer Fire District to exclude from our work environment items and materials that may cause conflict and or harassment. The following procedure, relative to sexually explicit material, shall be enforced:

Comment [BB6]: Delete "members" and add "District personnel"

Comment [BB7]: Delete "and" add "or"

- A. All work locations are places of business that are open to the public. It is the official policy of the organization to maintain a work environment that promotes efficient and effective service to the public. The work environment cannot be intimidating, hostile,

offensive or nonproductive. Consequently, the knowing display of any sexually explicit material is prohibited on all Fire District property.

1. "Display" means open to view by any other member of the organization or any member of the public. "Display" also includes circumstances where sexually explicit material could be encountered in the normal course of District operations. Examples are, turning on a computer, use of a cell phone, or opening a desk drawer in the normal course of business where sexually explicit material then becomes readily apparent.

- B. All members of the District are responsible for ensuring that ~~the organization's work environment~~ **this** policy is strictly enforced. Sexually explicit material and harassment of any kind have no place in the organization's work environment. All Keizer Fire District members are to consider the high esteem with which the public and others in the fire service view us, and attempt to always reflect that esteem. Officers of the organization bear the highest responsibility in this area. Violations of this policy may result in corrective and/or disciplinary action, up to and including discharge.

Comment [BB8]: Legal recommended deleting "the organization's work environment" and add "this"

Reference: 6-03 4.07

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

APPROVED AS TO FORM

District Legal Counsel

Date

Revision/Review History:

Revision: 01/18/2011

Revision: 02/20/2024