

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
February 20, 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)

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 January 16, 2024

Correspondence:

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

Organizational Input:

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

Old Business:

1. Policy 4.10, Policy 2.11 and Policy 2.02 Second Reading Information/Action
 - The Board will review the updated policies, have their second reading and take action on these items.

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. Budget Officer and Calendar Information/Action
 - The Board will appoint a Budget Officer and approve the budget calendar for fiscal year 2024-2025.
2. Policy 2.05, Policy 4.06 and Policy 4.17 First Reading Information
 - The Board will review the updated policies, have their second reading and take action on these items.
3. Union Contract Negotiations: Information/Action
 - At this time, the Board will enter into an Executive Session pursuant to OR 192.660 (2) (d) to carry on labor negotiations.

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An Executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public and under certain circumstances to the media also. The governing body is not allowed to take any final action or make any final decisions during the executive session. Any final action or decision can only be made after returning or at a next regularly scheduled meeting.

Under ORS 192.660(4) representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to cite the general subject of the session as previously announced.

4. Contract Negotiations Information/Action
 - The Board will review and make a motion on the IAFF Local 3881 Contract for the period of July 1, 2024 thru June 30, 2027

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

March 19, 2024 @ 5:30 pm

Board Meeting

April 16, 2024 @ 5:30 pm

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 503-390-9111 or through Oregon Relay 1-800-735-2900 at least two working days (48 hours) in advance.

2023 – 2024 Board of Director Committee Assignments:

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 Nisly	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

January 16, 2024

Call to Order – President Joe Van Meter called the meeting to order at 5:28 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 Hector Blanco and Brian Butler, Finance Officer Lyn Komp, Captain Rachel Brozovich, Lieutenant Jeff Gallinger DFM Anne-Marie Storms, EMS Billing Manager Jacquelynn Sunderland, IT Josh Rutter, Vol. Firefighter Darrell Fuller, and Budget Committee Members Laureal Williams and Jennifer Palanuk, Mayor Cathy Clark

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

Correspondence – None

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- There was a discussion on how much was made at the Santa Breakfast and where the funds were going. Darrell Fuller stated he would look the amount up and present it at the next meeting. There have been no decisions on where the funds will be donated.

Old Business- None

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. We are 50% of the way through the fiscal year. We have received approximately 92% of taxes. The year to date revenue is at 93%. Personnel Services is at 50%. Overtime is normal. Materials & Services is at 47%. There were payments made for new mattresses, audit bill and some semi-annual payments. Colleen Busch 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- He stated we are getting an updated public contract rules manual. There is a Civil Service meeting coming up. Two new job descriptions and three updated job descriptions will be presented. A flyer regarding wildfire preparedness went out a portion of citizens in Keizer. We are working with MCFD #1 to coordinate property assessments in the Spring. We are looking at bringing a proposal to the Board to add staffing. We are working on some final numbers.
- DFM Anne-Marie Storms- The registration for the emergency preparedness class has been released.

New Business

Audit Deficiency Letter- Chief Ryan Russell stated that a letter needed to be sent to the Secretary of State regarding the District's deficiency due to the change in the depreciation value of the property. There was a discussion that the adjustment to the property will make us current. Betty Hart made a motion to approve the audit deficiency for the 2022-2023 Fiscal Year to the Secretary of State. Kevin Clark seconded the motion. The motion carried unanimously.

Policy 4.1, Policy 2.11 and Policy 2.02- First Reading – Chief Ryan Russell reviewed the updated policies. He stated they have been reviewed by legal. He stated there will be a second reading and final copy of the policies at the next Board Meeting.

Other Business – Betty Hart and Colleen Busch stated they are attending the SDAO Conference. Joe Van Meter stated that the personnel is going to begin bargaining with IAFF Local 3881.

Good of the Order – Betty Hart thanked all staff and volunteers for their work during the bad weather.

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

Adjourn – President Joe Van Meter declared the meeting adjourned at 5:54pm.

Respectfully submitted,

Kevin Clark
Secretary



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: February 16th, 2024

Subject: Second Reading Policies:

- 2.02 Disposal of District Property
- 2.11 Right to Search & Inspect
- 4.10 Sexually Explicit Material in the Workplace

Issue:

The above three policies have been reviewed by legal counsel, staff and the Board of Directors in their first reading in the January Board meeting. The policies have had their suggested corrections made and you are presented with three clean copies, with the exception of Policy 2.02 Disposal of District Property. In this policy you will note that the specificity of the Resolution number has been removed for the more generic "most recently". This change provides the intended language, while eliminating the need to update the policy yearly or every other year when a new Resolution is passed.

Recommendation:

Staff recommends that the Board of Directors review the policy as part of their second reading, provide any feedback if necessary, if no changes are needed, make and pass a motion to accept the three policies as delivered.

ADMINISTRATIVE POLICY

Number: 2.02
Effective: 02/15/94
Revised: 02/20/24

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 property, as **most recently** adopted by the Keizer Fire District Public Contract Review Board in Resolution No. 2011-02.

Comment [BB1]: Add "most recently", keeps from having to update policy yearly or every other year

Comment [BB2]: Delete, keeps from having to update policy yearly or every other year

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

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 (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.

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.

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.

E. Donations

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

1. is of negligible or no market value, or
2. has been put out for bid or auction but no qualified buyers desired the item.

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

Revision/Review History:

Revision: 07/09/11

ADMINISTRATIVE POLICY

Number: 2.11

Effective: 09/17/96

Revised: 02/20/24

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, Administrative Policy No. 2.05.

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 them to be present during any such inspection. The Fire Chief or their designee will perform such inspections.

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

President, Board of Directors

Date

Revision/Review History:

Revision: 02/21/2006

KEIZER FIRE DISTRICT

CONSENT TO SEARCH

In accordance with District Policy 2.11, all individuals who utilize District equipment and/or space, are to be familiar with Policy 2.11.

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 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 2.11.

Printed Name: _____

Signed: _____

Date: _____

Witness: _____

Date: _____

PERSONNEL POLICY

Number: 4.10
Effective: 12/19/00
Revised: 02/20/24

Division: Personnel

Title: Sexually explicit material in the workplace

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.

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 harassment. Failure to ensure that all members of the organization abide by these standards is a dereliction of duty and may result in discipline. Within our organization, there are informal peer relationships that impact our efficiency and effectiveness. All District personnel bear responsibility for promoting the high standards of conduct that typify these informal relationships within our District.

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

- 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 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.

Reference: 4.07 Non-Discrimination/Harassment Policy

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Revision/Review History:

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

Date: February 20, 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 March meeting. The draft minutes are submitted as the KVFA Report to the KFD Board of Directors.

We did not have sufficient attendance to approve minutes or approve any of the items under "New Business".

At last month's meeting I was asked to provide an income and expense report for our December "Breakfast With Santa" event. I do not yet have that completed. I just recently was able to update the checking account information to provide the new officers access to banking records.

I will be unable to attend the February 20 meeting as I have to speak at a client dinner in Portland.

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

KEIZER VOLUNTEER FIREFIGHTERS ASSOCIATION

Monthly Meeting

Date: February 12, 2024
Time: 1800
Location: Keizer Fire District Office

DRAFT Minutes of the Meeting

1800 / Dinner

1830 / Meeting

1. Roll Call / Secretary Trevor Riordan

Volunteers attending: Darrell Fuller, Brandon Ragsdale, Fernando Jaime, Arianna Grant
Staff attending: Rachel Brozovich, Brian Butler, Ryan Russell,
Guests attending: None

2. Pledge of Allegiance

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

Insufficient attendance to accept January 8, 2024 minutes.

4. Chiefs Reports

- a. Chief Ryan Russell: Report focused on arriving Tender, working on budget issues and the process of hiring new staff after the passage of the levy last November.
- b. Training Chief Hector Blanco: Unable to attend
- c. Operations Chief Brian Butler: Report focused on upcoming promotions and staff changes at KFD.

5. Training Report / Captain Rachel Brozovich

Volunteers and Recruits need to check with Shift Captains for training opportunities and use of equipment for training purposes / Oregon Volunteer Firefighter Association annual convention in June. Personnel will need to complete training requests / Amber Wendtlock is working on updating task books.

6. Treasurer's Report / Treasurer Erik Sorenson

a. Current information

Checking account: \$21,471.38

Savings account: \$1,503.08

Edward Jones: unavailable

Financial transactions since last meeting:

01/09	Safeway/January dinner	\$21.10
01/10	Chicken Shack/January dinner	\$180.00
01/10	Darrell Fuller/reimburse Nov dinner	\$196.44
02/01	FedEx/paper	\$10.00
02/12	Square deposit/pancake breakfast	\$600.24

Accounts payable: unavailable

Accounts receivable: unavailable

b. 2024 Budget Committee Update

Committee has not yet met to draft 2024 budget.

7. President's Report / President Darrell Fuller

- a. Reset update Report focused on continuing to do preparatory work to establish a comprehensive plan (likely a three year plan) to reset the volunteer program. We are still in the very initial stage.
- b. Meetings with Volunteers Continuing to meet one-on-one with all volunteer (and eventually recruits) to learn of their goals as part of KVFA and KFD.
- c. Volunteer hours on shift for:
January, 2024: unavailable
Year to date: unavailable

8. Upcoming Events / President Darrell Fuller

- a. Salem Fire Foundation Breakfast, February 14, table of eight for \$250
- b. Mother's Day Breakfast (?): Need a volunteer leader to work with DFM Storms
Wide ranging conversation on whether KVFA and KFD have the capacity to do this in a way that will meet public expectations. KVFA President Fuller will be out of town. Some discussion about moving the event from Mother's Day to May 18, which will be one day following the KeizerFEST parade (the Keizer Chamber will keep KeizerFEST event in August, but has moved parade back to May to permit schools bands to participate).
- c. Oregon Volunteer Firefighters Association Annual Conference, Keizer and MCFD1 will be co-hosting the annual event in June. Lots of great training opportunities and a great opportunity to "show off" KFD.

9. Old Business

None

10. New Business

No action was taken on these items. They will be old business next month.

- a. Request for motion "To donate \$250 to the Salem Fire Foundation at February 14 breakfast".
- b. Request for motion "To permit KVFA President to expend not more than \$250 per month on food and beverages for monthly meeting".
- c. Request for motion "To permit KVFA President to expend not more than \$250 on miscellaneous expenses".
- d. Next meeting March 11, 2024 1800 Dinner, 1830 Meeting

Meeting adjourned

4:30 PM

02/15/24

Accrual Basis

Keizer Fire District

Cash Position Statement

As of January 31, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							123,174.07
Check	01/10/2024	891	Providence Health Plan	DOS 07/17/2022		382.23	122,791.84
Check	01/10/2024	892	Luckham Jr, Donald	DOS 09/04/2023		250.00	122,541.84
Check	01/10/2024	893	Reiner, Anne	DOS 07/27/2023		150.00	122,391.84
Check	01/10/2024	894	Keizer Fire District	Ambulance Revenue		250,000.00	(127,608.16)
Check	01/30/2024	895	Keizer Fire District	Ambulance Revenue		140,000.00	(267,608.16)
General Jour...	01/31/2024	1588		Ambulance Billing	286,398.94		18,790.78
Total 1011 · US Bank - Ambulance Billing					286,398.94	390,782.23	18,790.78
1012 · Umpqua Bank- Checking							(45,858.31)
General Jour...	01/04/2024	1574		Visa Blanco		363.90	(46,222.21)
General Jour...	01/04/2024	1574		Visa- Brozovich		678.59	(46,900.80)
General Jour...	01/04/2024	1574		Visa- Butler		273.60	(47,174.40)
General Jour...	01/04/2024	1574		Visa- Komp		385.13	(47,559.53)
General Jour...	01/04/2024	1574		Visa- Pittis		79.16	(47,638.69)
General Jour...	01/04/2024	1574		Visa- Russell		4,909.78	(52,548.47)
General Jour...	01/04/2024	1574		Visa- Storms		47.59	(52,596.06)
General Jour...	01/05/2024	1575		LGIP transfer to Checking	150,000.00		97,403.94
Bill Pmt -Check	01/10/2024	30437	911 Supply, Inc			1,238.92	96,165.02
Bill Pmt -Check	01/10/2024	30438	AT&T Mobility- CC	Modems		443.93	95,721.09
Bill Pmt -Check	01/10/2024	30439	Central Refrigeration Re...	VOID: Ice Machine Lease- Wron...			95,721.09
Bill Pmt -Check	01/10/2024	30440	Comcast	Telephones		523.61	95,197.48
Bill Pmt -Check	01/10/2024	30441	Cruise Master Prisms, Inc.	PO #2023-276		192.25	95,005.23
Bill Pmt -Check	01/10/2024	30442	Department of Consume...	Boiler License		89.60	94,915.63
Bill Pmt -Check	01/10/2024	30443	Eastern Oregon University			2,068.40	92,847.23
Bill Pmt -Check	01/10/2024	30444	Focus Security Group, L...	Salto Subscription		543.80	92,303.43
Bill Pmt -Check	01/10/2024	30445	Hughes Fire Equipment,...			699.76	91,603.67
Bill Pmt -Check	01/10/2024	30446	Keizer, City of	Water/Sewer		762.05	90,841.62
Bill Pmt -Check	01/10/2024	30447	Loren's Sanitation	Garbage/Recycling		318.99	90,522.63
Bill Pmt -Check	01/10/2024	30448	Lowe's	Building Maint. Supplies		153.72	90,368.91
Bill Pmt -Check	01/10/2024	30449	Marion Environmental S...	BioHazard Bag		26.00	90,342.91
Bill Pmt -Check	01/10/2024	30450	NW Natural	Natural Gas		2,888.12	87,454.79
Bill Pmt -Check	01/10/2024	30451	Oregon Corrections Ente...	HydroFlasks & Mugs		2,122.00	85,332.79
Bill Pmt -Check	01/10/2024	30452	PGE	Electric		2,777.28	82,555.51
Bill Pmt -Check	01/10/2024	30453	Polk County	Radio Communications		1,355.20	81,200.31
Bill Pmt -Check	01/10/2024	30454	Premier Truck Service	PO #2023-287		65.46	81,134.85
Bill Pmt -Check	01/10/2024	30455	Sanderson Fire Protectio...	PO #2024-007		370.00	80,764.85
Bill Pmt -Check	01/10/2024	30456	Schurter Trucking LLC			1,659.84	79,105.01
Bill Pmt -Check	01/10/2024	30457	SDIS	Health Insurance		73,132.09	5,972.92
Bill Pmt -Check	01/10/2024	30458	SeaWestern, Inc			3,273.85	2,699.07
Bill Pmt -Check	01/10/2024	30459	Toshiba Financial Services	Copier Lease		430.00	2,269.07
Bill Pmt -Check	01/10/2024	30460	Training4Responders	PO #010824-0825		2,565.00	(295.93)
Bill Pmt -Check	01/10/2024	30461	Verizon	Cell Phones		263.14	(559.07)
Bill Pmt -Check	01/10/2024	30462	Walter E. Nelson Co.	PO #010424-0900		594.55	(1,153.62)
Bill Pmt -Check	01/10/2024	30463	Comcast	Cable		68.11	(1,221.73)
Bill Pmt -Check	01/10/2024	30464	SDIS	Insurance & Fidelity Bond		58,852.00	(60,073.73)
Deposit	01/11/2024			Deposit	318,131.32		258,057.59
General Jour...	01/12/2024	1582		PERS		118,454.92	139,602.67
Bill Pmt -Check	01/19/2024	30465	911 Supply, Inc			934.17	138,668.50
Bill Pmt -Check	01/19/2024	30466	All Star Health	PO #121923-1000		510.00	138,158.50
Bill Pmt -Check	01/19/2024	30467	BioTek Medical, Inc.	Oxygen Cylinders		545.50	137,613.00
Bill Pmt -Check	01/19/2024	30468	BoundTree	108812		3,522.48	134,090.52
Bill Pmt -Check	01/19/2024	30469	Central Refrigeration	Ice Machine Lease		150.00	133,940.52
Bill Pmt -Check	01/19/2024	30470	Complete Wireless	PO #101923-1000		7,531.89	126,408.63
Bill Pmt -Check	01/19/2024	30471	DMV	PO #122923-1543		11.00	126,397.63
Bill Pmt -Check	01/19/2024	30472	Home Depot	Acct #6035 3220 2451 8866		54.80	126,342.83
Bill Pmt -Check	01/19/2024	30473	Killers Pest Control	Pest Control		90.00	126,252.83
Bill Pmt -Check	01/19/2024	30474	Life-Assist, Inc			1,751.48	124,501.35
Bill Pmt -Check	01/19/2024	30475	LN Curtis & Sons, Inc	PO #2024-004		1,258.86	123,242.49
Bill Pmt -Check	01/19/2024	30476	Local Government Law ...	Legal Services		540.00	122,702.49
Bill Pmt -Check	01/19/2024	30477	Marion County Treasury...	Levy Election		43,677.67	79,024.82
Bill Pmt -Check	01/19/2024	30478	Northwest Occupational...	PO #010224-1030		450.00	78,574.82
Bill Pmt -Check	01/19/2024	30479	Oregon State Police	PO #010124-1000		132.00	78,442.82
Bill Pmt -Check	01/19/2024	30480	Salem, City of	Radio Fees		10,710.00	67,732.82
Bill Pmt -Check	01/19/2024	30481	Stryker Sales Corporation			2,603.55	65,129.27
Bill Pmt -Check	01/19/2024	30482	System Design West, LLC.	EMS Billing- December		8,420.82	56,708.45
General Jour...	01/26/2024	1584		PERS		210.43	56,498.02
Bill Pmt -Check	01/30/2024	30483	911 Supply, Inc	PO #2023-281		901.20	55,596.82
Bill Pmt -Check	01/30/2024	30484	AccurAccounts, Inc.	Payroll- December		1,711.20	53,885.62
Bill Pmt -Check	01/30/2024	30485	All Star Health	PO #012624-0843		3,520.00	50,365.62
Bill Pmt -Check	01/30/2024	30486	Batteries NW	PO #2024-022		145.95	50,219.67
Bill Pmt -Check	01/30/2024	30487	BoundTree	108812		1,690.38	48,529.29
Bill Pmt -Check	01/30/2024	30488	Braun Northwest, Inc.	PO #2024-006		64.57	48,464.72
Bill Pmt -Check	01/30/2024	30489	CIS Benefits	Dental Insurance- February		5,478.14	42,986.58
Bill Pmt -Check	01/30/2024	30490	Complete Wireless	PO #2023-189		615.00	42,371.58
Bill Pmt -Check	01/30/2024	30491	Day Wireless Systems, L...	PO #2024-005		960.00	41,411.58
Bill Pmt -Check	01/30/2024	30492	Hughes Fire Equipment,...			468.10	40,943.48
Bill Pmt -Check	01/30/2024	30493	Juarez, Miguel	CPR Class Reimbursement		130.00	40,813.48
Bill Pmt -Check	01/30/2024	30494	Life-Assist, Inc	PO #011924-1145		758.96	40,054.52
Bill Pmt -Check	01/30/2024	30495	Medline Industries, Inc	PO #011924-1150		1,148.00	38,906.52
Bill Pmt -Check	01/30/2024	30496	Napa Auto Parts	PO #2023-014		179.85	38,726.67
Bill Pmt -Check	01/30/2024	30497	Northside Electric	PO #2023-258		1,647.30	37,079.37
Bill Pmt -Check	01/30/2024	30498	OFDDA	Annual Dues		1,750.00	35,329.37
Bill Pmt -Check	01/30/2024	30499	OTIS Elevator Company ...	Maintenance Fees		5,709.00	29,620.37
Bill Pmt -Check	01/30/2024	30500	Professional Benefit Ser...	Monthly Fee		95.00	29,525.37
Bill Pmt -Check	01/30/2024	30501	Schurter Trucking LLC	PO #2023-021		560.00	28,965.37
Bill Pmt -Check	01/30/2024	30502	SeaWestern, Inc	PO #225.35		225.35	28,740.02
Bill Pmt -Check	01/30/2024	30503	Standard Insurance Co...	PFML- December		3,942.65	24,797.37
Bill Pmt -Check	01/30/2024	30504	Standard Insurance Co...	Life & Disability Insurance		2,772.65	22,024.72

02/15/24

Accrual Basis

Keizer Fire District
Cash Position Statement
As of January 31, 2024

<i>Type</i>	<i>Date</i>	<i>Num</i>	<i>Name</i>	<i>Memo</i>	<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
Bill Pmt - Check	01/30/2024	30505	Teleflex Medical (Vidaca...	1080884		2,660.00	19,364.72
General Jour...	01/30/2024	1585		LGIP Transfer to Checking	350,000.00		369,364.72
General Jour...	01/31/2024	1592		Direct Deposit		245,690.17	123,674.55
General Jour...	01/31/2024	1592		IRS		96,816.72	26,857.83
General Jour...	01/31/2024	1592		Oregon Dept of Revenue		24,930.00	1,927.83
General Jour...	01/31/2024	1592		HRA Veba Trust #7033		10,500.00	(8,572.17)
General Jour...	01/31/2024	1592		IAFF Local 3881 #7034		4,079.00	(12,651.17)
General Jour...	01/31/2024	1592		KFD Cafeteria #7035		1,316.69	(13,967.86)
General Jour...	01/31/2024	1592		PenServ #7036		688.63	(14,656.49)
General Jour...	01/31/2024	1592		Valic #7037		29,412.55	(44,069.04)
Total 1012 · Umpqua Bank- Checking					818,131.32	816,342.05	(44,069.04)
1015 · LGIP- Bond							824,064.29
General Jour...	01/31/2024	1589		Interest Rec'd	3,489.41		827,553.70
Total 1015 · LGIP- Bond					3,489.41		827,553.70
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00
1120 · LGIP							6,510,556.76
General Jour...	01/03/2024	1580		LGIP	118,076.20		6,628,632.96
General Jour...	01/03/2024	1580		LGIP	8,209.16		6,636,842.12
General Jour...	01/05/2024	1575		LGIP transfer to Checking		150,000.00	6,486,842.12
General Jour...	01/30/2024	1585		LGIP Transfer to Checking		350,000.00	6,136,842.12
General Jour...	01/31/2024	1590		Interest	25,474.48		6,162,316.60
General Jour...	01/31/2024	1590		Interest	1,394.00		6,163,710.60
General Jour...	01/31/2024	1590		Interest	464.67		6,164,175.27
Total 1120 · LGIP					153,618.51	500,000.00	6,164,175.27
TOTAL					1,261,638.18	1,707,124.28	6,966,650.71

Keizer Fire District
Financial Report- All
02/15/2024

	Jan 24	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Current Year	121,956.42	5,450,563.58	5,675,075.00	-224,511.42	96.04%
4020 · Taxes, Prior Year	4,328.94	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	371,562.01	2,339,709.97	2,450,000.00	-110,290.03	95.5%
4120 · Capitol Fire Med	0.00	16,156.35	32,000.00	-15,843.65	50.49%
4140 · Interest & Dividends	30,822.56	132,520.31	84,000.00	48,520.31	157.76%
4150 · Miscellaneous	0.00	29,830.89	73,500.00	-43,669.11	40.59%
4156 · Conflagration Reimbursement	65,614.23	353,773.50	100,000.00	253,773.50	353.77%
Total 4000 · Revenue	594,284.16	8,409,029.15	8,614,965.00	-205,935.85	97.61%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	594,284.16	8,409,029.15	8,639,965.00	-230,935.85	97.33%
	594,284.16	8,409,029.15	8,639,965.00	-230,935.85	97.33%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	338,194.93	2,407,875.32	4,258,554.00	-1,850,678.68	56.54%
5070 · Board Members	0.00	1,500.00	4,875.00	-3,375.00	30.77%
5080 · Overtime	35,104.96	407,641.47	462,000.00	-54,358.53	88.23%
5082 · Longevity Incentive	1,037.72	7,852.94	7,924.00	-71.06	99.1%
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	1,725.00	12,525.00	33,300.00	-20,775.00	37.61%
5086 · Preceptor Pay	0.00	900.00	1,200.00	-300.00	75.0%
5090 · Volunteer Program	33.00	14,001.15	79,750.00	-65,748.85	17.56%
5110 · Payroll Tax Soc. Sec. (FICA)	28,089.36	212,620.88	376,677.00	-164,056.12	56.45%
5115 · State Unemployment Tax (SUTA)	367.05	2,836.98	5,485.00	-2,648.02	51.72%
5119 · Workers' Compensation Tax	94.48	753.63	2,307.00	-1,553.37	32.67%
5120 · Workers' Compensation	0.00	76,663.59	175,000.00	-98,336.41	43.81%
5125 · Health and Dental Insurance	68,398.63	556,564.84	913,720.00	-357,155.16	60.91%
5126 · Medical Savings Plan (HRA Veba)	10,500.00	77,000.00	126,000.00	-49,000.00	61.11%
5127 · Cafeteria Plan Administration	95.00	665.00	1,400.00	-735.00	47.5%
5130 · Life& Disability Insurance	6,845.05	40,891.48	85,042.00	-44,150.52	48.08%
5135 · Retirement (PERS)	118,659.27	979,134.78	1,549,149.00	-570,014.22	63.21%
5137 · Deferred Compensation Match	6,920.86	49,771.64	102,454.00	-52,682.36	48.58%
5210 · Physical Exams	3,590.00	6,720.00	20,035.00	-13,315.00	33.54%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	619,655.31	4,917,986.11	8,301,472.00	-3,383,485.89	59.24%
6000 · Materials and Services					
6010 · General Operating Expense	168.68	16,628.44	17,350.00	-721.56	95.84%
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%

Keizer Fire District Financial Report- All

	02/15/2024				
	Jan 24	YTD	Budget	\$ Over Budget	% of Budget
6025 · Civil Service Expense	483.00	4,073.81	7,000.00	-2,926.19	58.2%
6035 · Apparatus Maintenance(Vehicles)	2,548.63	65,233.71	68,000.00	-2,766.29	95.93%
6040 · Equipment Maintenance	2,694.02	27,003.19	29,745.00	-2,741.81	90.78%
6062 · Furniture	150.00	8,997.50	14,500.00	-5,502.50	62.05%
6070 · Small Tools & FF Equip/Supplies	3,328.59	13,847.06	19,750.00	-5,902.94	70.11%
6073 · Building & Grounds Maintenance	9,921.67	29,038.81	42,250.00	-13,211.19	68.73%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6075 · Radio Maintenance	12,065.20	36,195.60	51,800.00	-15,604.40	69.88%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	5,378.09	26,988.43	52,000.00	-25,011.57	51.9%
6137 · Uniforms	5,647.29	13,736.23	36,800.00	-23,063.77	37.33%
6145 · Supplies	1,485.47	6,145.78	12,000.00	-5,854.22	51.22%
6160 · Public Ed / Fire Prevention	11.95	4,198.36	12,000.00	-7,801.64	34.99%
6180 · Medical Supplies	12,120.00	93,193.20	125,000.00	-31,806.80	74.56%
6200 · District Meetings	206.50	1,308.06	1,500.00	-191.94	87.2%
6210 · District Events	500.00	1,382.00	8,000.00	-6,618.00	17.28%
6300 · Utilities	6,920.66	31,722.78	55,250.00	-23,527.22	57.42%
6400 · Fuel Expense	261.75	29,611.71	45,750.00	-16,138.29	64.73%
6505 · Communications	1,230.68	13,674.33	65,650.00	-51,975.67	20.83%
6600 · Training	6,437.12	40,373.50	63,500.00	-23,126.50	63.58%
6605 · Training Supplies	54.80	2,716.64	5,050.00	-2,333.36	53.8%
6620 · Water Rescue	69.17	516.08	2,500.00	-1,983.92	20.64%
6622 · Health & Fitness Supplies	0.00	0.00	2,500.00	-2,500.00	0.0%
6704 · Computer/Network Expenses	3,024.90	19,722.42	46,100.00	-26,377.58	42.78%
6707 · Office Supplies	79.21	1,797.69	7,600.00	-5,802.31	23.65%
6710 · Insurance & Fidelity Bond	58,852.00	64,504.00	60,000.00	4,504.00	107.51%
6715 · Publicity/Advertising	400.00	2,292.00	6,425.00	-4,133.00	35.67%
6720 · Printing and Publishing	0.00	59.06	4,600.00	-4,540.94	1.28%
6727 · Dues/Subscriptions/Fees-Career	-13,445.93	208,126.86	319,160.00	-111,033.14	65.21%
6750 · Other Professional Services	2,251.20	64,040.77	119,500.00	-55,459.23	53.59%
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	43,677.67	43,677.67	0.00	43,677.67	100.0%
Total 6000 · Materials and Services	166,522.32	1,103,143.51	2,135,358.00	-1,032,214.49	51.66%
7000 · Capital Outlay	0.00	0.00	70,000.00	-70,000.00	0.0%
8200 · Bond Capital Projects Expend.					
8210 · Equipment	0.00	9,004.37	129,596.00	-120,591.63	6.95%
8240 · Staff/Misc. Vehicles	0.00	0.00	60,000.00	-60,000.00	0.0%
Total 8200 · Bond Capital Projects Expend.	0.00	9,004.37	189,596.00	-180,591.63	4.75%
9000 · Transfers and/or Miscellaneous	140,000.00	0.00	704,772.00	-704,772.00	0.0%
Total Expense	926,177.63	6,030,133.99	11,401,198.00	-5,371,064.01	52.89%

Keizer Fire District
General Fund- Admin
02/15/2024

	Jan 24	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	33,277.53	223,645.76	392,286.00	-168,640.24	57.01%
5070 · Board Members	0.00	1,500.00	4,875.00	-3,375.00	30.77%
5080 · Overtime	0.00	27,677.34	12,000.00	15,677.34	230.65%
5082 · Longevity Incentive	269.76	1,888.32	0.00	1,888.32	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	525.00	900.00	-375.00	58.33%
5110 · Payroll Tax Soc. Sec. (FICA)	2,532.31	18,038.26	33,323.00	-15,284.74	54.13%
5115 · State Unemployment Tax (SUTA)	33.09	264.12	477.00	-212.88	55.37%
5119 · Workers' Compensation Tax	4.96	36.32	165.00	-128.68	22.01%
5120 · Workers' Compensation	0.00	97,755.65	175,000.00	-77,244.35	55.86%
5125 · Health and Dental Insurance	4,766.44	40,895.00	56,420.00	-15,525.00	72.48%
5126 · Medical Savings Plan (HRA Veba)	750.00	5,250.00	9,000.00	-3,750.00	58.33%
5127 · Cafeteria Plan Administration	95.00	665.00	1,400.00	-735.00	47.5%
5130 · Life& Disability Insurance	587.15	3,475.57	7,592.00	-4,116.43	45.78%
5135 · Retirement (PERS)	50,849.22	415,764.54	591,151.00	-175,386.46	70.33%
5137 · Deferred Compensation Match	2,153.01	14,744.19	26,808.00	-12,063.81	55.0%
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	95,393.47	865,226.57	1,330,597.00	-465,370.43	65.03%
6000 · Materials and Services					
6010 · General Operating Expense	168.68	10,354.32	17,350.00	-6,995.68	59.68%
6015 · Dispatch 911	0.00	154,937.31	379,200.00	-224,262.69	40.86%
6025 · Civil Service Expense	483.00	4,073.81	7,000.00	-2,926.19	58.2%
6062 · Furniture	150.00	8,997.50	14,500.00	-5,502.50	62.05%
6073 · Building & Grounds Maintenance	9,921.67	29,038.81	42,250.00	-13,211.19	68.73%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6145 · Supplies	1,485.47	5,714.68	12,000.00	-6,285.32	47.62%
6200 · District Meetings	206.50	1,308.06	1,500.00	-191.94	87.2%
6210 · District Events	500.00	1,182.00	8,000.00	-6,818.00	14.78%
6300 · Utilities	6,920.66	31,722.78	55,250.00	-23,527.22	57.42%
6505 · Communications	1,230.68	12,864.33	65,650.00	-52,785.67	19.6%
6704 · Computer/Network Expenses	3,024.90	19,722.42	46,100.00	-26,377.58	42.78%
6707 · Office Supplies	79.21	1,797.69	7,600.00	-5,802.31	23.65%
6710 · Insurance & Fidelity Bond	58,852.00	64,504.00	60,000.00	4,504.00	107.51%
6715 · Publicity/Advertising	400.00	2,292.00	5,925.00	-3,633.00	38.68%
6720 · Printing and Publishing	0.00	59.06	4,600.00	-4,540.94	1.28%
6727 · Dues/Subscriptions/Fees-Career	1,750.00	15,243.37	12,765.00	2,478.37	119.42%
6750 · Other Professional Services	2,251.20	61,540.77	109,500.00	-47,959.23	56.2%
6780 · Election Expense	43,677.67	43,677.67	0.00	43,677.67	100.0%
Total 6000 · Materials and Services	131,101.64	475,079.58	900,190.00	-425,110.42	52.78%
Total Expense	226,495.11	1,340,306.15	2,255,787.00	-915,480.85	59.42%

Keizer Fire District
General Fund- Fire
02/15/2024

	Jan 24	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	196,205.59	1,462,322.99	2,682,517.00	-1,220,194.01	54.51%
5080 · Overtime	22,571.87	301,551.70	275,000.00	26,551.70	109.66%
5082 · Longevity Incentive	767.96	5,964.62	6,449.00	-484.38	92.49%
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	1,275.00	9,375.00	24,300.00	-14,925.00	38.58%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	16,482.94	133,632.56	236,447.00	-102,814.44	56.52%
5115 · State Unemployment Tax (SUTA)	215.39	1,776.11	3,400.00	-1,623.89	52.24%
5119 · Workers' Compensation Tax	51.32	445.38	1,375.00	-929.62	32.39%
5120 · Workers' Compensation	0.00	-21,092.06	0.00	-21,092.06	100.0%
5125 · Health and Dental Insurance	49,814.19	366,133.49	582,769.00	-216,635.51	62.83%
5126 · Medical Savings Plan (HRA Veba)	5,500.00	44,000.00	75,000.00	-31,000.00	58.67%
5130 · Life & Disability Insurance	4,215.75	25,284.08	53,090.00	-27,805.92	47.63%
5135 · Retirement (PERS)	52,994.11	422,509.05	662,675.00	-240,165.95	63.76%
5137 · Deferred Compensation Match	3,676.09	27,385.13	62,545.00	-35,159.87	43.79%
5210 · Physical Exams	3,590.00	4,830.00	5,975.00	-1,145.00	80.84%
Total 5000 · Personal Services	357,360.21	2,819,568.64	4,716,542.00	-1,896,973.36	59.78%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	1,167.86	46,670.99	37,000.00	9,670.99	126.14%
6040 · Equipment Maintenance	2,694.02	10,114.19	8,500.00	1,614.19	118.99%
6070 · Small Tools & FF Equip/Supplies	490.44	7,768.91	10,750.00	-2,981.09	72.27%
6075 · Radio Maintenance	12,065.20	36,195.60	51,800.00	-15,604.40	69.88%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	5,378.09	26,988.43	52,000.00	-25,011.57	51.9%
6137 · Uniforms	5,647.29	13,736.23	36,300.00	-22,563.77	37.84%
6160 · Public Ed / Fire Prevention	11.95	4,198.36	12,000.00	-7,801.64	34.99%
6400 · Fuel Expense	261.75	15,392.07	28,500.00	-13,107.93	54.01%
6600 · Training	0.00	0.00	0.00	0.00	0.0%
6620 · Water Rescue	69.17	516.08	2,500.00	-1,983.92	20.64%
6622 · Health & Fitness Supplies	0.00	0.00	2,500.00	-2,500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	150.00	8,778.95	13,320.00	-4,541.05	65.91%
Total 6000 · Materials and Services	27,935.77	174,522.31	273,670.00	-99,147.69	63.77%
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	385,295.98	2,994,090.95	5,000,212.00	-2,006,121.05	59.88%

Keizer Fire District
General Fund- EMS
02/15/2024

	Jan 24	YTD	Budget	\$ Over Budget	% of Budget
	371,562.01	2,339,709.97	2,450,000.00	-110,290.03	95.5%
	371,562.01	2,339,709.97	2,450,000.00	-110,290.03	95.5%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	96,127.57	633,816.89	976,695.00	-342,878.11	64.89%
5070 · Board Members	0.00	0.00	0.00	0.00	0.0%
5080 · Overtime	12,533.09	78,412.43	175,000.00	-96,587.57	44.81%
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	2,100.00	7,200.00	-5,100.00	29.17%
5086 · Preceptor Pay	0.00	300.00	1,200.00	-900.00	25.0%
5110 · Payroll Tax Soc. Sec. (FICA)	8,127.52	53,549.56	89,193.00	-35,643.44	60.04%
5115 · State Unemployment Tax (SUTA)	106.21	700.01	1,353.00	-652.99	51.74%
5119 · Workers' Compensation Tax	35.70	252.93	715.00	-462.07	35.38%
5125 · Health and Dental Insurance	11,474.97	130,737.68	246,296.00	-115,558.32	53.08%
5126 · Medical Savings Plan (HRA Veba)	4,000.00	26,000.00	39,000.00	-13,000.00	66.67%
5130 · Life& Disability Insurance	1,814.22	10,849.13	20,166.00	-9,316.87	53.8%
5135 · Retirement (PERS)	12,061.61	119,130.23	229,812.00	-110,681.77	51.84%
5137 · Deferred Compensation Match	0.00	0.00	0.00	0.00	0.0%
5210 · Physical Exams	0.00	0.00	3,155.00	-3,155.00	0.0%
Total 5000 · Personal Services	146,580.89	1,059,142.28	1,813,860.00	-754,717.72	58.39%
6000 · Materials and Services					
6010 · General Operating Expense	0.00	6,274.12	0.00	6,274.12	100.0%
6035 · Apparatus Maintenance(Vehicles)	940.77	18,122.72	31,000.00	-12,877.28	58.46%
6040 · Equipment Maintenance	0.00	16,889.00	21,245.00	-4,356.00	79.5%
6070 · Small Tools & FF Equip/Supplies	2,838.15	6,078.15	9,000.00	-2,921.85	67.54%
6180 · Medical Supplies	12,120.00	93,193.20	125,000.00	-31,806.80	74.56%
6400 · Fuel Expense	0.00	14,219.64	17,250.00	-3,030.36	82.43%
6727 · Dues/Subscriptions/Fees-Career	-15,345.93	183,934.54	284,010.00	-100,075.46	64.76%
6750 · Other Professional Services	0.00	2,500.00	10,000.00	-7,500.00	25.0%
Total 6000 · Materials and Services	552.99	341,211.37	497,505.00	-156,293.63	68.59%
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	287,133.88	1,400,353.65	2,321,365.00	-921,011.35	60.33%

Keizer Fire District
General Fund- Training
02/15/2024

	Jan 24	YTD	Budget	\$ Over Budget	% of Budget
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	12,584.24	88,089.68	207,056.00	-118,966.32	42.54%
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	525.00	900.00	-375.00	58.33%
5090 · Volunteer Program	33.00	13,855.74	79,750.00	-65,894.26	17.37%
5110 · Payroll Tax Soc. Sec. (FICA)	946.59	7,400.50	17,714.00	-10,313.50	41.78%
5115 · State Unemployment Tax (SUTA)	12.36	96.74	255.00	-158.26	37.94%
5119 · Workers' Compensation Tax	2.50	19.00	52.00	-33.00	36.54%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	2,343.03	18,798.67	28,235.00	-9,436.33	66.58%
5126 · Medical Savings Plan (HRA Veba)	250.00	1,750.00	3,000.00	-1,250.00	58.33%
5130 · Life& Disability Insurance	227.93	1,282.70	4,194.00	-2,911.30	30.58%
5135 · Retirement (PERS)	2,754.33	21,730.96	65,511.00	-43,780.04	33.17%
5137 · Deferred Compensation Match	1,091.76	7,642.32	13,101.00	-5,458.68	58.33%
5210 · Physical Exams	0.00	1,890.00	10,505.00	-8,615.00	17.99%
Total 5000 · Personal Services	20,320.74	173,303.21	440,473.00	-267,169.79	39.35%
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	6,437.12	40,373.50	63,500.00	-23,126.50	63.58%
6605 · Training Supplies	54.80	2,646.75	5,050.00	-2,403.25	52.41%
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	6,491.92	43,190.25	79,615.00	-36,424.75	54.25%
Total Expense	26,812.66	216,493.46	520,088.00	-303,594.54	41.63%

Keizer Fire District
Reserve Fund
02/15/2024

	Jan 24	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4140 · Interest & Dividends	464.67	2,920.74	1,500.00	1,420.74	194.72%
Total 4000 · Revenue	464.67	2,920.74	1,500.00	1,420.74	194.72%
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Income	464.67	2,920.74	26,500.00	-23,579.26	11.02%
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
02/15/2024

	<u>Jan 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	<u>3,489.41</u>	<u>22,642.59</u>	<u>10,000.00</u>	<u>12,642.59</u>	<u>226.43%</u>
Total 4000 · Revenue	<u>3,489.41</u>	<u>22,642.59</u>	<u>10,000.00</u>	<u>12,642.59</u>	<u>226.43%</u>
Total Income	<u>3,489.41</u>	<u>22,642.59</u>	<u>10,000.00</u>	<u>12,642.59</u>	<u>226.43%</u>
Expense					
6000 · Materials and Services					
6070 · Small Tools & FF Equip/Supplies	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 6000 · Materials and Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
8200 · Bond Capital Projects Expend.					
8210 · Equipment	<u>0.00</u>	<u>9,004.37</u>	<u>129,596.00</u>	<u>-120,591.63</u>	<u>6.95%</u>
8240 · Staff/Misc. Vehicles	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>-60,000.00</u>	<u>0.0%</u>
Total 8200 · Bond Capital Projects Expend.	<u>0.00</u>	<u>9,004.37</u>	<u>189,596.00</u>	<u>-180,591.63</u>	<u>4.75%</u>
9000 · Transfers and/or Miscellaneous					
9034 · Reserved for Future Expenditure	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>-600,000.00</u>	<u>0.0%</u>
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>-600,000.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>9,004.37</u>	<u>789,596.00</u>	<u>-780,591.63</u>	<u>1.14%</u>

Keizer Fire District
Bond Repayment Fund
02/15/2024

	<u>Jan 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Currrent Year	7,931.33	359,873.39	370,378.00	-10,504.61	97.16%
4020 · Taxes, Prior Year	277.83	3,093.52	2,000.00	1,093.52	154.68%
4140 · Interest & Dividends	1,394.00	3,605.50	2,500.00	1,105.50	144.22%
Total 4000 · Revenue	<u>9,603.16</u>	<u>366,572.41</u>	<u>374,878.00</u>	<u>-8,305.59</u>	<u>97.78%</u>
Total Income	<u>9,603.16</u>	<u>366,572.41</u>	<u>374,878.00</u>	<u>-8,305.59</u>	<u>97.78%</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

February 2024

Activities and Projects:

➤ Personnel Updates

- Labor negotiations
- Staff work days
- Shift assignments

➤ Hiring Update

- Over the next couple of weeks, we will be busy with interviews of prospective new Paramedics. The plan is to hire 3 around April 1st and 3 additional around July 1st. This will allow an additional ambulance staffed by Single Role Paramedics to respond to the ever-increasing call volume. January was our busiest month on record with 714 calls for service.
- As a result of adding personnel to staff an additional 24-hour ambulance, we will have the flexibility to move personnel around and fully staff E365. This second engine has become a critical next step with the number of calls and the number of overlapping or stacked calls we experience.
- These are both important next steps and will offer improved coverage and service to our citizens.

➤ 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 2.05, 4.06, and 4.17. 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.
- Policies 2.02, 4.03, and 2.11 are included for the second reading and Board approval.

➤ Board Training

- Directors Busch and Hart will be attending the annual SDAO Conference this month, I look forward to the ideas they brought back related to future board trainings.

➤ Promotional Processes

- We are working through the promotional process for BC, Captain, and Engineer. Position announcements for BC and Captain went out on Monday, February 5th and applications will close on February 19th. The promotional process will take place on February 26th with anticipated promotions of one BC and one Captain on March 1st and additional promotions of one BC and one Captain on April 1st. Engineer interviews will be held the last week of February with the anticipated promotion of one Engineer on March 1st. These promotions have been a long time in the making from the vacancy created by my move to AIC Chief in September of 2022.

➤ 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.

➤ 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

- There were 15 people registered for the first emergency preparedness class with only 5 in attendance. DFM Storms has prepared a four-part series, we have hopes of increased attendance at the upcoming classes. 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 next class will be at 1830 on March 6th, here at KFD.

➤ Interagency Relations:

- We continue to meet monthly with the Chief Officers from MCFD#1.
- 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.
- I am working to align schedules for a meeting with the MCFD#1 and KFD fire chief and board presidents. Mid-March is our current target.

➤ Future Fire Station Funding Options:

- We have looked into several grants and alternate funding opportunities and so far none of them apply to our proposed project; the work continues.
- 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:

- FDIC (Fire Department Instructors Conference) – April 15th- 20th
- OFCA Conference – May 1st – 4th

Respectfully Submitted,
Ryan Russell
Fire Chief

EMS ACTIVITY REPORT

February 2024 Board Meeting

- **Ambulance Billing Items:**
- Our **January** financial reports from Systems Design show **\$891,862.30** in new charges with **417 billable calls** and a deposited revenue **of \$262,632.19**. Our A/R balance is **\$1,574,031.51**. Our net revenue from accounts in collections during **January was \$1,9393.71**.
- ***Please note, there is 1 outstanding charge for December of \$2,140.60 that is included in the January month end report. However, the dollar amounts shown above reflect January numbers only.**
- **Capital FireMed Program Revenue:**
- **January** reports for Capital Fire Memberships revenue was \$3,570.00 with 51 memberships.
- **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.

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
JANUARY 2024

Activity by Level of Service – Count / Gross Charges:

ALS1 E: 297 = \$ 637,198.80
ALS2: 8 = \$ 17,170.30
BLS E: 111 = \$ 235,547.70
BLS NE: 1 = \$ 1,945.50
<i>December charge 1 = \$2,141.60 not included in total</i>
Total: \$ 891,862.30

Activity by Unit – Count / Gross Charges:

M35: 129 = \$ 273,829.10
M36: 92 = \$ 199,850.80
M37: 169 = \$ 360,888.30
M38: 27 = \$ 57,294.10
TOTAL: = \$ 891,862.30

Transport mileage / Extra Attendant

Extra Attendant During Transport: 13 @ \$93.00 = \$1,209
Transport Mileage: 2353.9 @ \$37.00 = \$87,094.30

- CMS rules adopted 01/01/2011 requiring fractional mileage.
- Gross charges reflect an ambulance rate increase effective 07/01/2023.

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	262,632
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	1,616,199
Mon/Avg	97,145	115,439	150,120	132,668	142,829	143,964	175,338	192,225	230,886
Variance	-3%	19%	30%	-12%	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
February 2024

Volunteer Program:

Keizer Volunteer Firefighters Association (KVFA): Attended KVFA business meeting on February 12th.

Fire District Student and Resident Volunteer (RV) Program: Two new students have started, Fernando Zavala and Ramiro Gonzalez-Partida. Residents Riordan, Smith, and MacPherson will be graduating the fire program at the end of March. Resident Ragsdale is currently completing the Paramedic program.

Health and Wellness Programs:

Peer Fitness Committee: Annual Fitness assessments have started and will continue through March.

Peer Support Team: No meeting scheduled. Multiple contacts were made within past several months. Program development continues.

Annual Physical Exams: Met with our district physician to ensure our physicals are adjusted to meet current standards, contractual obligations, and IAFF recommended cancer screening criteria.

Safety Program:

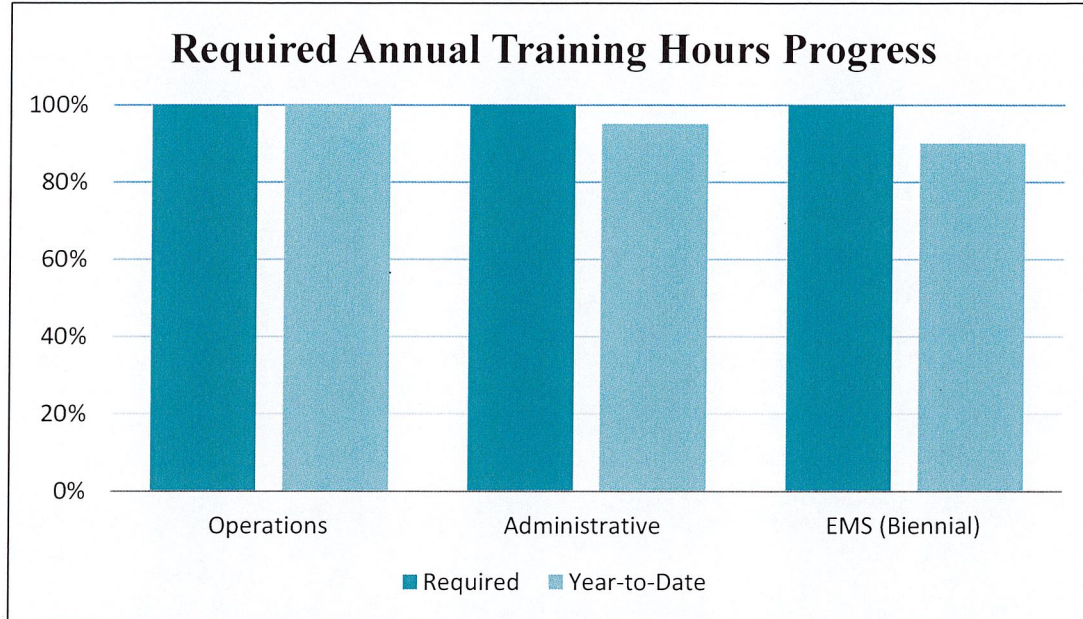
Safety Committee: Met on January 22nd, 2024. Sent a reminder out to all personnel that the safety committee is available to assist with concerns, innovations, and proposals related to risk management. Next meeting set for April 3rd.

Restricted Duty or Injury: 1 – Injury leave.

Respectfully submitted,

Rachel Brozovich, Captain

TRAINING, SAFETY, AND HEALTH DIVISION MONTHLY REPORT February 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) Biennial Recertification	24 hours (EMT) 36 hours (EMT- A/I) 48 hours (EMT - P)	11 3 32	264 hours 108 hours <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

February 2024

January Training Highlights: Firefighter safety, survival, and Rapid Intervention Team (RIT) evolutions; PGE responders awareness; Salem Fire Regional HazMat Team visit; Hazardous Occupancy Walk-Thru at Keizer Funeral Chapel; Lithium-Ion Battery Training (Joint drill with Salem Fire); Quarterly Officer training on tactical scenarios; and Advanced Cardiac Life Support/CPR.

Scheduled February Training:

Fire: Forcible entry evolutions; Aerial evolutions at Keizer Station; Quarterly Engineer training; and confined space awareness.

EMS: Pediatric Advanced Life Support; Providence Heart and Stroke Conference.

Policy Review: Non – Discrimination/Harassment (6.03)

Meetings and Updates:

Training Committee: Actively gathering feedback from January training. We will conduct a follow up survey regarding training changes at the end of this quarter.

Chemeketa Fire Advisory Committee: Next scheduled meeting March 21st.

Mid-Willamette Fire Instructors Association (MWFIA): Met on February 13th. Our personnel are attending upcoming wildland, Instructor I, and HazMat Operations training.

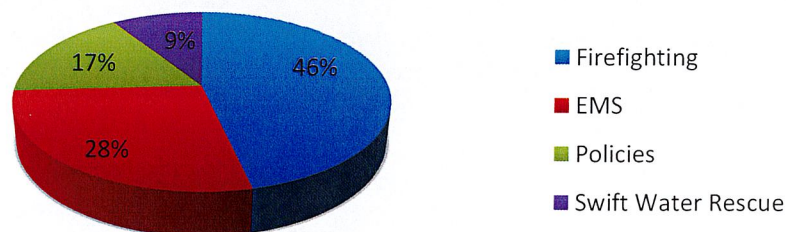
Salem Keizer Public Schools Active Threat Meeting: Met on February 14th to continue planning for joint-training exercise in June.

Other news: Attended a DPSST Training Program Management course February 3rd to ensure our record keeping, certification process, and documentation aligns with their requirements.

Attended a January 24th Cherriots Transit training event regarding their new lithium ion buses along several routes in April 2024, and the installation of a charging station at the Keizer Transit Center.

Met with our advising physician Dr. Koulibali to request he provide case review related EMS training. He has graciously agreed to teach three upcoming courses for our personnel. We also were able to transition our EMS recertification process to the online option to streamline the process.

January Training Total Hours: 481.5



OPERATIONS MONTHLY REPORT

February 2024

January 2024 Total Incidents – 714 (a District monthly record)
YTD – 714

January 2023 Total Incidents – 511
YTD – 511

January 2023 Total Incidents – 620
YTD – 620

Continuous Code 3 “ALL” <= 6 minutes – 68, Average Response Time: 00:04:08

Continuous Code 3 “ALL” > 6 minutes – 5, Average Response Time: 00:07:01

Inc #	Address	Call Type	Shift	T.O.D.	Reason
38	3700 Blk Homestead Ct NE	EMS	A	3:55 AM	Poor Turnout Time
111	1500 Blk Garwood Wy N	EMS	C	5:59 AM	Poor Turnout Time
124	6300 Blk Crenshaw Dr N	EMS	C	5:07 PM	Driving Distance
405	1000 Blk Orchard St N	EMS	C	5:07 PM	Multiple Calls
588	5500 Blk Windsor Island Rd N	EMS	A	12:47 PM	Multiple Calls

JANUARY 2024 RESPONSE TIME STANDARD – 93.2%

2024 YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 93.2%

Operations Projects:

- Operational Staffing: We are 100% staffed at this time. We have two employees out on long term leave, but shifts are being filled by the floater position assigned to each shift.
- Paramedic Testing: We are currently testing to add three Paramedic positions to Medic 37 starting April 1st. We have five candidates coming in for interviews on February 20th and we have three candidates already on the lists. We expect Chiefs interviews and job offers happening the last week of February. The three successful candidates will begin April 1st with a two-week Paramedic academy and then be assigned to their shifts.
- Battalion Chief, Shift Captain, Engineer Promotions: I have been working with the Civil Service to establish a testing process for Battalion Chief and Shift Captain. This promotional test will take place on February 26th and we anticipate promoting one

Battalion Chief and one Shift Captain March 1st, with the other Battalion Chief and Shift Captain being promoted April 1st.

We already have an established list for Engineer, two candidates will participate in a Chiefs interview the last week of February and be promoted March 1st.

- 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 51 calls in the North end of Keizer that would have usually been handled by our engine company. This decreased the work load on our engine by 1.6 calls per shift. Engine 355 had 324 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 14% for our engine company.
- Civil Service Meeting: We had a Civil Service meeting on January 18th and the Commission approved new job descriptions for Battalion Chief and Division Chief of Administrative and Community Services.

The Commission also approved minor changes to the job descriptions of Division Chief of Operations, Shift Captain, Shift Lieutenant and Firefighter/EMT/Engineer.

- Policy/Guideline Manual Project: This project is off to a quick start. Along with the six policies that the Board is reviewing this month, we have been working on guidelines for the Fire Chief to sign off on. Guidelines approved since the last Board meeting include:
 - Volunteer Leave of Absence
 - Records of Exceptional Performance
 - Apparatus Traffic and Safety Regulations
 - Reparatory Protection Program and Personal Alert Safety Systems
 - Environmental Control
 - Surrender of Newborns
 - And, we eliminated the White Powder Response Guideline
 - Falck BLS Ambulances: Salem Fire has begun staffing 2 twelve-hour BLS ambulances in the City of Salem. These ambulances respond to low priority calls in Salem in an effort to keep ALS resources available. At this time, these ambulances do not respond mutual/automatic aids (to Keizer or MCFD#1). So far, the pilot program is working well, with a couple of hiccups that were anticipated.
- Falck's contract is up with the City of Salem June 30th, 2025. We are watching what Salem does next with their ambulance service as it has a direct impact with how we operate on a day to day basis.
- Oregon Health Authority: We have been advised by the Oregon Health Authority that we will have a site inspection on March 15th. We also have to complete several system surveys for OHA prior to their inspection. These generally assess our training program and the systems that we have in place.

Maintenance Projects:

- **Facilities:** Routine care and maintenance continue to be completed by staff as time allows:
 - Purchased “Caution Ice/Snow Falling” signs for the west side of the building. When it snows, we often have a large amount of snow and ice that falls off of the metal roof that could seriously injure someone.
- **Apparatus:**
 - We are working with our MSA rep on ensuring that we are accurately checking off our SCBA packs daily per their manufacture’s requirements. OR-OSHA has been focusing on this type of item as they do their site checks. We want to ensure that we are compliant so that it is not an issue if they show up here.
 - Fire Chief’s new vehicle has shown up and we will be working on a lighting package along with getting the decals in place over the next month.
 - L358 has had some leaking issues with the rotation gear planetary housing. We have been looking at getting quotes to repair this and then finding a time to get it into the shop.

Other Events, Activities and Meetings:

- Jan 18th – Civil Service Committee Meeting
- Jan 22nd – Salem HazMat Team familiarization and training
- Jan 23rd – Chiefs Meeting
- Jan 25th and 26th – OFCA Roundtable in Eugene
- Jan 30th – Emergency Mgmt Meeting at Keizer City Hall
- Feb 5th – EMS QI Meeting
- Feb 6th – Response Plan Update Meeting at WVCC
- Feb 7th – Meeting with Stryker rep re: new EMS equipment available
- Feb 12th – Officers Meeting and then Volunteer Business Meeting
- Feb 14th – ASA Meeting

Brian Butler
Division Chief

VEHICLE MAINTENANCE REPORT

January 2024
(01/01/2024 – 01/31/2024)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	0	0	
2002 (M36)	0	0	
1501 (M37)	70	70	Annual PM, repair axle bolt/battery drawer (O)
1601 (M38)	28	28	Annual PM, repair trash drawer (O)
<u>Engines</u>			
1711 (E355)	0	0	
1712 (E365)	38	38	Annual PM (O), repair seat belt, door handle, door ajar light (I)
2111 (E375)	1	1	Repair pump panel light (I)
0411 (E385)	0	0	
<u>Other</u>			
9221 (L358)	0	0	
1731 (SQ359)	0	0	
2141 (BR358)	0	0	
1741 (BR365)	0	0	
1641 (UTV368)	0	0	
1651 (BC35)	0	0	
1652 (BC36)	0	0	
<u>Staff Vehicles</u>			
0851 (U394)	0	0	
2151 (U354)	0	0	
1653 (U374)	0	0	
0951 (U384)	0	0	
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

February 2024

Fire & Life Safety

Inspections/code issues

Verda Crossing – Three more apartment buildings and the clubhouse have been completed. There are three buildings left, with plans to have them completed in the next 45 days. This project has seen some interesting challenges, but we have worked through them all.

McNary/River Project – There have been no updates on the two large parcels of large at River and McNary.

Chemawa Station – Ground work has begin on the newest section of Chemawa Station. Conceptual plans have been submitted which would include a tire store, a couple of restaurants, possible a coffee and stand and a small strip of stores. The current earthwork is for the water retention, as all water run off has to stay on the property.

Community Outreach

Car Seats – The car seat program is going great thanks to a joint effort from some amazing individuals. Every other month Marion-Polk Early Learning Hub, ODOT, KPD, and other organizations send car seat technicians and a couple of volunteers to help run the clinic. Without these dedicated individuals we would not be as successful as we are! In March, we will be hosting a Car Seat Technician training to help group this group and have more trained technicians. The program has been slow to grow, but we are making progress.

Emergency Preparedness Series – We had the first of four classes on Wednesday, February 7th. 15 people signed up for the class; however, only five attended. I'm hoping to see better attendance in March, but the five who did attend are excited about the upcoming classes and were excellent participants.

Community Education – I've had several requests from businesses and community group for Hands Only CPR or Fire Safety Presentations. This month I went to GT Landscaping, the Keizer-Salem Senior Center, Joys for Assisted Living, and the Elks Lodge. All were great classes with requests to come back and teach other topics.

Training

At the end of January, I attended a Car Fire Investigation Class in Medford. It was a great refresher on the basics, but much of the class on electric vehicles and the challenges that fire responders and investigators face. There was a lot of information on changes that will need to be made in the Fire Code to reduce the new dangers EV's create.

Meetings Attended

- 1/16 – OFMA Education Committee
- 1/16 – Board Meeting
- 1/18 – JLAD

- 1/22 – JFIN
- 1/23-26 – IAAI Training
- 1/30 – Fire Prevention Presentation
- 1/30 – Site Meeting
- 1/30 – OFMA Training Committee Meeting
- 2/1 – KFF Meeting
- 2/6 - SKSD FM Meeting
- 2/6 – Car Seat Coalition Meeting
- 2/7 – Emergency Preparedness Class
- 2/12 – Officer Meeting
- 2/13 – Hands Only CPR – KSSC
- 2/14 – SFF Breakfast

Fire Investigations

- None

Upcoming Events

- 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



Keizer Fire District Budget Calendar

- | | |
|--|-------------------|
| 1. Appoint a Budget Officer | February 20, 2024 |
| 2. Publish 1 st Notice of the Budget Comm. Mtg. | April 17, 2024 |
| 3. Publish 2 nd Notice of the Budget Comm. Mtg. | May 3, 2024 |
| 4. 1 st Budget Committee Meeting | May 15, 2024 |
| • Approve Proposed Budget | |
| 5. 2 nd Budget Committee Meeting (if necessary) | May 29, 2024 |
| • Approve Proposed Budget | |
| 6. Publish Budget Hearing | June 7, 2024 |
| 7. Budget Hearing | June 18, 2024 |
| • Adoption of the Budget | |



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: February 15th, 2024
Subject: First Reading Policies
2.05 Acceptable Use of Computers
4.06 Workplace Violence
4.17 Pregnancy Accommodation

Issue:

The above three policies have been reviewed by staff and legal counsel and now go before the Board of Directors for their first reading. You will note that the policies have suggested corrections from staff and legal counsel.

In policies 2.05 Acceptable Use of Computers and 4.06 Workplace Violence you will notice that there are no major changes, just those to wording, grammar and eliminating language that is not necessary to have in policy.

Policy 4.14 Pregnancy Accommodation is a complete rewrite from legal counsel. The previous policy was nearly 25 years old and was not an accurate reflection of what we do or what is now legally required. The policy, as presented, is verbatim from legal counsel and staff has not altered it.

Recommendation:

Staff recommends that the Board of Directors review the attached policies and provide staff with any recommended changes.

~~OPERATIONAL~~ ADMINISTRATIVE POLICY

Number: ~~4.08~~ 2.05
Effective: 10/17/00
Revised: ~~12/18/12~~ 01/19/24

Division: Administration

Title: Acceptable Use of Computers
And Communications Devices

PURPOSE

To establish a policy regarding computer and communication resources for District employees and volunteers.

SCOPE

This policy shall apply to all District employees and volunteers.

RESPONSIBILITY

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

PROCEDURE OVERVIEW

This is Keizer Fire District's Acceptable Use Policy (AUP) regarding computers and communications devices. Please read **this** policy carefully, sign the attached acknowledgment (Exhibit A) and return it to the **Office Manager to be retained in their personnel file** soon as possible. **Our direct connection to the Internet is vital for business operations, offers a cornucopia of potential benefits, having that connection can it can also open the door expose the District to some significant risk risks to our data and systems and stored information. We must if we do not follow strict appropriate security discipline in order to manage and mitigate this risk.** A computer systems user can be held accountable for any breaches of security or confidentiality resulting from ~~his/her~~ **their** use of the District's information resources or Internet connection.

The Keizer Fire District provides access to the ~~vast information resources of the Internet to help you~~ **employees do your their job more effectively, and be a well-informed citizen.** The facilities that provide access represent a considerable commitment of District resources for networking, telecommunications, software, storage, etc.

This AUP is designed to help you understand our expectations of the use of those resources and help you use those resources wisely.

While we have set forth explicit requirements for computer and Internet usage below, we would like to start by describing our AUP philosophy. First and foremost, the computers, communications devices and Internet connections, for ~~this~~ **the** District are business tools provided to you at significant cost. That means the District expects you to use your access for District-related purposes (i.e., to communicate with other fire/EMS agencies, citizens, to research relevant topics and obtain useful District-related information), except as outlined below. We insist that you conduct yourself honestly and appropriately on the computer system, and respect the copyright, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. All existing District policies apply to your conduct on the computer system and Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of District resources, sexual harassment, information and data security, and confidentiality.

Unnecessary or unauthorized computer usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, ~~and~~ ties up printers and other shared resources. Unlawful computer usage may also garner negative publicity for the District and expose the Fire District to significant legal liabilities.

The chats, newsgroups, and e-mail on the Internet give each individual computer ~~user~~ **User** an immense and unprecedented reach to propagate the District messages and tell our story. Because of that power we must take special care to maintain the clarity, consistency, and integrity of the District's corporate image and posture. Anything any one individual writes in the course of acting for the District on the Internet ~~does~~ **could be taken as representing** the District's corporate posture. The guidelines below are, in part, to ensure that any and all communications which could be attributed to the District are appropriate. See Policy ~~6.04~~ **4.11**, Use of Social Media.

~~While our direct connection to the Internet is vital for business operations, offers numerous potential benefits, having that connection can it can also open the door expose the District to some significant risk risks to our data and systems and stored information. We must if we do not follow strict appropriate security discipline in order to manage and mitigate this risk. As presented in greater detail below, that may mean preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain Users must be prevented from using certain Internet features like file transfers. The overriding principle is that security is to be everyone's first concern. District employees and volunteers can be held accountable for any breaches of security or confidentiality.~~

Comment [BB1]: Legal recommends removal as it is a repeat of the first paragraph.

DETAILED AUP PROVISIONS

A. Definitions. For purposes of this policy, terms used should be interpreted expansively to include related concepts.

1. “Internet” includes the District’s in-house First Class system, the World Wide Web, and e-mail.
2. “District” refers to Keizer Fire District and any derivative, thereof.
3. “District Equipment” includes the District’s computer hardware, software, facilities, network, Internet facilities, services, and all other computing resources.
4. “Electronic Communication” shall mean any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system. This term includes the so-called HTML files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools.
5. “Graphics” includes photographs, pictures, animations, movies, or drawings.
6. “Display” includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions, and virtual-reality tools.
7. “User” includes any District employee or volunteer. “Use” means to use of any or all of the functions and applications available on a handheld electronic communications device including but not limited to telephone calls (both incoming and outgoing), text messaging (both sending and receiving), video chat, data functions, and applications such as internet searches and streaming video.
8. “Cell Phone” means any handheld electronic communications device, including, but not limited to cellular phones, wireless Personal Digital Assistants (PDA) such as a BlackBerry, iPhones, iPads, and tablets.

Comment [BB2]: Legal recommends removal as the term is not used in the document

Comment [BB3]: Legal recommends removal as it is only used once in the document and not in this context as defined.

B. No Expectation of Privacy

1. District Equipment shall be used for District business and is not for personal use, with limited exception as set forth herein. Because District Equipment can only be used for District business, the District considers itself to be a party to any communication utilizing District Equipment.
2. Because the District is subject to Oregon’s Public Records Law, users of District Equipment are advised that there is no right of privacy for electronic records or communications, whether in transmission or storage. The District does not, however, waive its right to claim an exemption under the Oregon Public Records Law, on a fact-

specific basis.

3. The District has the right to access, monitor, and intercept any Electronic Communication during transmission where the District is a party to the communication, and shall have such right where an employee of the District is a party and has given the District prior consent of such access, pursuant to the Electronic Communications Privacy Act, 18 U.S.C.A. § § 2510 to 2522 (as amended).
4. As the provider of the District Equipment and related Electronic Communication services used by the employees of the District, the District shall have access to all Electronic Communications stored on the District Equipment, pursuant to the Stored Wire and Electronic Communications Act, 18 U.S.C.A. § § 2701 to 2711 (as amended).
5. As a result of the above, no employee of the District shall have any expectation of privacy with respect to Electronic Communications transmitted, received or stored on, by or through the District Equipment. See ~~O.P. 4.07~~ **Administrative Policy 2.11** for further information. The District will review activity and analyze computer usage patterns. It may choose to publicize this data to assure that District computer resources are devoted to maintaining the highest levels of productivity.
6. The District retains the rights to any material posted to any forum, newsgroup, chat room or World Wide Web page by any employee or volunteer using District Equipment.
7. Any software or files downloaded via the Internet into the District network is the property of the District. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

C. Personal Use

1. Users of District Equipment are expected to exercise good judgment and ensure that all Electronic Communications are appropriate, professional and courteous, and not in violation of any District policy, or of any local, state, or federal law. The District will not exercise editorial control by assuming responsibility to seek out and eliminate defamatory, obscene, or incidental materials; however, if such Electronic Communications, either during transmission or as stored on District Equipment, comes to the District's attention, the individual responsible shall be subject to discipline pursuant to the rules and procedures of the District. The District does not assume responsibility to exercise editorial control over any of the content of Electronic Communications and shall not act as a "publisher" of such materials.
2. Because a wide variety of materials may be considered offensive by colleagues, citizens, or suppliers, it is a violation of District policy to store, view, print, or redistribute any document or graphic file, or other electronic record that is not directly related to the user's job or the District's business activities.

3. Employees with Internet access must take particular care to understand the copyright, trademark, libel, slander, and public speech control laws of all countries, so that personal use of the Internet does not inadvertently violate any laws, which might be enforceable against the District.
4. On breaks or during mealtimes, computers may be used for personal interest on a limited basis, as described below. In some instances, District Equipment may be provided to an employee for use in the home or outside of District facilities. Due to the unique nature of the fire service, compensation of employees necessarily includes limited personal use of District Equipment while on break, off-duty, in the employee's home, or outside of the facilities of the District. Personal use of District Equipment is subject to the following conditions:
 - a. Personal use of District Equipment shall not interfere with the operations of the District. District Equipment shall not be used to promote political agendas or to obtain any financial gain or avoid financial detriment that would otherwise not be available but for the employee's public employment position. It is recognized, however, that due to the nature of the fire service work schedules, and compensation agreements, limited personal use of District Equipment is allowed. To the extent that expenses are incurred by the District for personal use, the District shall be promptly reimbursed for such expenses at the rate such services are generally available to the public, regardless to the actual cost to the District.
 - b. While on break, Users may utilize computer resources to prepare applications for desired District positions, to type a social letter, play computer games described below, and District-related course work. See ~~O.P. 6.12~~ **Personnel Policy 4.03** for further information.
 - c. In the interest of keeping employees well-informed, use of Internet news briefing services is acceptable while on a break.
 - d. No User may utilize District computer resources to maintain personal financial records, operate an outside business, or prepare non-District related course work. See ~~O.P. 6.12~~ **Personnel Policy 4.03** for further information.
 - e. Internet games and personal games may not be used. Games that come with the Windows operating system may be used. District owned or licensed games created to teach knowledge or skill needed for District positions may be used.
5. Electronic Communications will not contain offensive material. It is prohibited to transmit any inflammatory material; material with abusive language; sexually, culturally, or racially offensive or insulting material; or obscene, vulgar, or profane materials.
6. The display of any kind of sexually explicit image or document on any District system is a violation of District sexual harassment policies. In addition, sexually explicit material

may not be archived, stored, distributed, edited, or recorded with District Equipment. See O.P. 6.06 and O.P. 6.03 **Personnel Policies 4.07 and 4.10** for further information.

7. The District uses independently supplied software and data to identify inappropriate or sexually explicit Internet sites or e-mail. The District may block access from within District networks to all such sites known. If a District User accidentally connects to a site that contains sexually explicit or offensive material, **they** ~~he or she~~ must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.

D. General Guidelines

1. District Equipment must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any material way. Use of any District resources for activity illegal under the laws of any jurisdiction is grounds for immediate dismissal, and the District will cooperate with any legitimate law enforcement and/or prosecutorial activity. See O.P. 6.12 **Personnel Policy 4.03** for further information.
2. District Equipment may not be used to download or distribute pirated software or data.
3. District Equipment may not be used to propagate any virus, worm, Trojan horse, or trap-door program code.
4. District Equipment may not be used to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
5. Each User of District Equipment shall identify him or herself honestly, accurately, and completely (including one's District affiliation and function where requested) when participating in chats, conference, or newsgroups, or when setting up accounts on outside computer systems.
6. Only those Users who are authorized to speak to the media at public gatherings on behalf of the District may speak/write in the name of the District to any newsgroup, conference, blogs, or chat room. Other Users may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or volunteer of this Fire District, the employee or volunteer must refrain from the unauthorized endorsement or appearance of endorsement by the District of any commercial product, political position or candidate.
7. Users are reminded that chats and newsgroups are public forums where it is unlawful to reveal confidential District information, including patient data. Users releasing such confidential information via a newsgroup or chat, whether or not the release is inadvertent, will be subject to the penalties provided in existing District policies and

~~procedures~~ guidelines.

8. Use of District Equipment to commit infractions such as misuse of District assets or resources, sexual harassment, unauthorized public representation of District, and misappropriation of intellectual property is prohibited by general District ~~procedure~~ policies and will be sanctioned under the relevant provisions of the ~~Procedure~~ Policy Manual.
9. Employees with Internet access may download only software with a direct business purpose and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license.
10. Employees with Internet access may not use District Equipment to download images or videos, unless there is an express business-related use for the material.
11. Employees with Internet access may not upload any software licensed to the District or data owned or licensed by the District without the prior written permission of the Network Administrator.

E. Use of Cell Phones

1. Use of cell phones must comply with all applicable District policies including but not limited to policies governing public records, information technology and confidentiality.
2. Technology, including cell phones, that allows Personnel to connect to the District's computers or servers must be used in accordance with all applicable District policies, including but not limited to policies governing public records, information technology and computer use.
3. Personnel should have no expectation of privacy in the use of District-owned cell phones at any time or in any information contained therein. The District reserves the right to access District-owned cell phones and to review and/or disclose all information contained in the cell phones.
4. Personnel may not use District-owned cell phones to access, view, print, or share any material that would tend to bring reproach or discredit upon the District or its members, including but not limited to nudity, pornography, chat lines, acts of violence, vulgar language, or illegal acts.
5. Cell phone use is strictly prohibited during a response unless the cell phone use is directly related to the response.

F. Cell Phone use in Vehicles, at Work Sites, or While Operating Equipment

1. Personnel using cell phones while operating a District vehicle may be charged with dangerous or careless driving if they cause an accident. The Fire Chief, ~~his~~ the designee on-duty Battalion Chief, or the ~~duty~~ company officer has the authority to restrict or prohibit Personnel use of cell phones at any time on the job when ~~they~~ he/she believe

such use may present a safety hazard to the individual, co-workers, contractors, and/or to the general public and private property.

2. Cell Phone use while Driving a District Vehicle or Personal Vehicle on District Business

- a. Personnel are required to use hands free equipment while driving and then only under the conditions imposed by this section. Text messaging or use of any function or application of a cell phone other than voice communication while driving is strictly prohibited.
- b. If a cell phone rings when driving -- especially during hazardous conditions -- let voice mail take the call and listen to message later when parked.
- c. Conversations shall be suspended during hazardous driving conditions or situations. It can wait.
- d. Advise caller that you are driving and the call may be suspended at any time.
- e. Do not take notes or look up phone numbers while driving. As a driver, your first responsibility is to pay attention to the road.
- f. Attempt to dial and place all calls when stationary.
- g. If possible, place calls before beginning trip, or call once vehicle is stopped.
- h. DO NOT engage in stressful or emotional conversations while driving.
- i. EMERGENCIES – Cell phones may be used to call for help or to help others in emergencies. The cell phone lets you be a “Good Samaritan” in the community. If an emergency arises where lives are in danger call 9-1-1.

G. Technical

1. Any downloaded file must be scanned for viruses before it is run or accessed.
2. All such information created and/or stored on these systems [District servers, computers and/or devices shall be considered District property and is subject to inspection. Personal computer programs are not to be installed or used on District computers without prior ~~written~~ permission of the Network Administrator.
3. No User may use District phone/computer resources for connection to ~~their~~ his or her own Internet Service Provider, including web-based e-mail (i.e., Hotmail, etc.) without prior ~~written~~ permission.
4. No privately owned device may be connected to District Equipment or phone lines without prior ~~written~~ authorization of the Network Administrator.
5. Personally owned devices (Laptops, Cellphones, Computers etc.) shall only be

Comment [BB4]: Legal recommends defining “systems”. Change to “District servers, computers and/or devices”.

connected to the bring your own device network (BYOD) or to the guest Wireless networks without prior authorization of the Network Administrator.

6. Users may encrypt their e-mail and files with the use of software with prior written authorization of the Network Administrator.

H. Security

1. District Equipment is protected from unauthorized access and use by passwords and other security measures. The security measures recognize that some information is exempt from Public Record Disclosure, and that the integrity of the business of the District must be safeguarded. All Users are advised that the use of a password does not give rise to any right of privacy, and that passwords must not be disclosed to unauthorized Users. Users also are advised that the use of the deletion keystroke does not necessarily mean that a record, communication, or document has been eliminated from the system.
2. User ID's and passwords help maintain individual accountability for computer resource usage. Any User who obtains a password ID for a computer resource from the District must keep that password confidential. No one should use the ID or password of another, nor should anyone provide ~~their~~ his or her password to another, except when necessary to facilitate computer maintenance and repairs. The District must be immediately informed in writing of any newly issued, obtained or modified passwords known to User.
3. The District has installed an Internet firewall to assure the safety and security of the District's network. Any User who attempts to disable, defeat, or circumvent any District security facility will be subject to immediate dismissal and/or other disciplinary action.
4. Only those Internet service and functions with documented purposes for this District will be enabled at the Internet firewall.
5. Whenever a User is done using the computer resource for a particular session, ~~they~~ he or she shall always logout ~~or lock the device~~.

I. References

Oregon Ethics Law, Oregon Revised Statutes 244.010- 244.045, in relevant part:

244.040 (1)(a) No public official [or employee] shall use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment that would not otherwise be available but for the public official's [or employee's] holding of the official position or office.

Comment [BB5]: Legal recommends removing as it does not add to the policy.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Review/Revision History:
Revised: 12/18/12

Exhibit A

ACKNOWLEDGMENT:

I, _____, acknowledge that I have received a written copy of the Keizer Fire District Acceptable Use Policy. I understand the terms of this policy and agree to abide by them. I understand that the District may record and store for management use the electronic communications I send and receive, the Internet address of any site that I visit, and any network activity in which I transmit or receive any kind of file. I also understand and consent to the District's right to access, monitor, and intercept any electronic communication to which I am a party during transmission. I understand that any violation of this procedure could lead to my discipline, including dismissal from employment and criminal prosecution.

Signature

Date

Name (printed)

APPROVED AS TO FORM

Fire District Legal Counsel

Date

OPERATIONAL ~~PERSONNEL~~ POLICY

Number: ~~6.14~~ 4.06

Effective: 2/16/99

Revised: ~~05/15/2007~~ 03/19/24

Division: Personnel

Title: Workplace Violence

PURPOSE

The purpose of this ~~program~~ policy is to minimize or eliminate the potential for violence in the Keizer Fire District's work places and at any other place where District business occurs.

SCOPE

This policy shall apply to all specified District employees, volunteers, Board Members, agents and others doing business with the District.

RESPONSIBILITY

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

PROCEDURE

A. General

It is the policy of Keizer Fire District to maintain a safe environment, free of all forms of violence, for employees, volunteers and visitors. Threats, threatening behavior, or acts of violence against or by employees, volunteers, visitors, guests, or other individuals on District property or while on District business will not be tolerated. Violations of this policy will result in appropriate sanctions which could include discipline, discharge, civil actions and criminal prosecution.

B. Workplace Violence Defined

Workplace violence includes offenses against persons as set forth in Oregon Revised Statutes Chapter 163, harassment and intimidation, as set forth in ORS Chapter 166, and any other acts or communications that verbally or physically harass, mistreat, threaten, intimidate, endanger or injure persons or damage property.

C. Employee/Volunteer Responsibilities

It is the responsibility of all employees, agents and volunteers of the District to assist in the maintenance of a work environment free of violence. In the workplace, an employee/volunteer witnessing violence directed against another should observe the situation and attempt to get information such as the name and description of the perpetrator, if this can be done without endangering the observer or others. When applicable, District employees and volunteers shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts.

Any employee, agent or volunteer who becomes aware of any form of violence involving District operations or workplaces, regardless of its source, shall respond and report it as outlined here:

1. Immediate Threat to Persons

If an individual or individuals – through acts of violence, threatening behavior, or use of obscene, abusive or threatening language or gestures – create(s) a perceived threat of immediate harm to a person or persons, the employee or volunteer shall:

- a. Ensure the safety of persons in the danger area.
- b. Leave the scene and assist all others in leaving the scene if it can be done safely.
- c. Either the employee or supervisor may determine if law enforcement should be notified.
- d. Notify a supervisor as soon as can be done safely.

2. Potential Threat to Persons or Property

District employees/volunteers can engage in helping a potentially violent or angry person by:

- a. District employees, volunteers, Board Members and agents are expected to assist the general public and fellow employees, volunteers, Board Members, agents and those doing business with the District in a courteous manner.
- b. If, for example, a person becomes angry, the District employee/volunteer should courteously attempt to calm the person. If that does not work, the employee/volunteer should get his/her supervisor involved or call for assistance from another individual.
 - i. If an individual or individuals pose(s) no imminent threat, but by words, actions or gestures is (are) interfering with the work or activities of an employee or visitor, employee/volunteer shall:
 - a) Keep away from the individual(s)
 - b) Notify a supervisor or law enforcement official as soon as possible.

3. Domestic Violence Restraining Order and Other Known Sources of Violence.

At the request of an employee or volunteer, Keizer Fire District may make provisions to shield or protect that person from abuse while on duty through the screening of telephone calls or visitors, relocation of workstation or other prudent temporary measures.

Employees or volunteers who have obtained a protective or restraining order which identifies Keizer Fire District property location as being protected areas, must provide the District supervisor with a complete court order and cooperate with supervisor in taking prudent measures to protect themselves on District property while the order is in force.

4. Reporting Incidents

- a. The supervisor shall complete a report and forward it to the Fire Chief immediately after receiving a report or witnessing any incident involving threats and/or acts of violence.
- b. Any District employee/volunteer having knowledge of a violent act involving any other District employee/volunteer (as victim or perpetrator) must report it. Disciplinary action may result if an employee/volunteer with knowledge of a suspected violent act fails to report the episode. The employee/volunteer may report the incident to the employee/volunteer's supervisor, or if the employee/volunteer prefers, to the Fire Chief or the Board President in the absence of the Fire Chief.

- c. Any person complaining may request anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the complaint. There is no right to or guarantee of anonymity in any such case.

D. Weapons in the Workplace **Policy**

Comment [BB1]: Delete "Policy" – redundant

The District is committed to providing a safe working environment for all District volunteers and employees. In order to meet this goal, the District prohibits officer, visitor, volunteer or employee possession of any "dangerous weapon" including unloaded firearms, while on duty, on District business, or at any other time while in a District-owned or controlled building, job site or vehicle. As defined in ORS 161.015, dangerous weapon means any weapon, device, instrument, material or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or physical injury. This policy should not be construed as prohibiting possession of work tools and equipment. This policy applies to all District officers, employees, volunteers and visitors.

1. This policy takes precedence over any permit to carry a concealed handgun.
2. Pepper mace is only permitted on District property, or while on District business, by written permission of the Fire Chief.
3. This policy does not apply to Law Enforcement personnel, when not acting as an agent of the District.

E. District Responsibility for Providing a Safe Work Environment

1. Employee Selection and Management Process

The District seeks through the use of appropriate employee and volunteer selection procedures – including reference and background checks and testing – to select technically, physically and psychologically – qualified employees.

2. Visitors' Responsibilities

Visitors shall be asked to refrain from all forms of violence while on District property. Those who fail to do so will be asked to leave and not return. Access to District property is limited to such times, places and activities as determined by the District Board of Directors or supervisors.

Comment [BB2]: Legal counsel states "the District does not do this for all visitors to the station", so they recommend removal. Question, should the paragraph be eliminated or does the Board wish to have different wording in its place?

3. Security

The District seeks to maintain such lighting, locks, fences and other security measures so as to protect all persons and property from workplace violence.

Routes for emergency escape from violence will be identified and tested periodically. Improved safety and security frequently stem from employee/volunteer suggested modifications. Such suggestions are encouraged and may be directly raised with supervisors, safety committees or the Fire Chief.

4. Regular Review of Policies and Procedures

The District reviews these policies and procedures periodically and ensures that staff understands their responsibilities and the proper procedures for preventing and reporting workplace violence.

5. Regular Review of Outside Factors

The District shall regularly review its policies and procedures to ensure that safeguards are implemented to prevent workplace violence risk exposures. These exposures may include nighttime activities (unlighted areas), locational risks (high crime areas, remote job sites and employee off-site travel), and District-specific exposures (e.g. fire and accident scenes, etc.).

Comment [BB3]: Legal counsel recommends removal as this is not done on a formal, regular basis. It may be done on an informal basis as items come up, but it does not need to be in policy.

6. Manager's Investigations and Reporting Responsibilities

Management and designated staff shall implement, monitor and regularly review these policies and procedures, and promptly and thoroughly investigate and take appropriate action in response to any actual or threatened workplace violence events involving District operations.

7. Resolution and Investigation

- a. To the extent practical, investigations and resolutions shall be conducted using the same procedures as contained in the District's Harassment policy.
- b. In cases where the perpetrator is not a District employee/volunteer or in any other case the District deems advisable, the District may request law enforcement personnel to conduct the investigation.
- c. If necessary, the investigating party may alter the procedures of the investigation.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Review/Revision History:

Revised: 05/15/2007

PERSONNEL POLICY

Number: 4.17
Effective: 4/18/95
Revised: 03/19/24

DIVISION: Personnel

TITLE: Pregnancy Accommodation

PURPOSE

To establish a policy regarding maternity issues for District employees and volunteers.

Scope

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

RESPONSIBILITY

It is each individual's responsibility to comply with this policy, and it is the District's responsibility to assure that it is followed.

PROCEDURE

A. General

The Fire District is committed to fully complying with the Pregnant Workers Fairness Act (PWFA), Oregon's pregnancy accommodation laws, and anti-discrimination laws. Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact Human Resources to discuss their options for continuing to work and, if necessary, leave of absence options. The Fire District will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the Fire District's operations. Although this policy refers to "employees," the Fire District will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth, or a related medical condition.

B. Requesting Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth, or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with Human Resources and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the Fire District and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the Fire District and employee must monitor the employee's accommodation situation and make adjustments as needed.

C. No Discrimination, No Retaliation

The Fire District prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the Fire District; or (3) needed an accommodation. Employees who ask about, request, or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee does not have a known limitation. Under Oregon law, an employer cannot require an employee to use FMLA if a reasonable accommodation can be made that does not impose an undue hardship on the operations of the Fire District. Also, no employee will be denied employment opportunities if the denial is based on the need of the Fire District to make reasonable accommodations under this policy.

D. Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their options under Oregon's sick leave law and the Oregon Family Leave Act. Employees who have questions should speak with Human Resources.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Review/Revision History:

Revised: 10/06/99