

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.

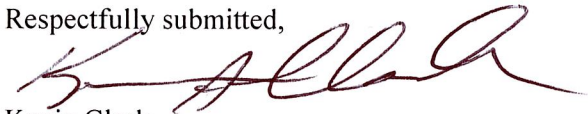
Other Business – Betty Hart and Colleen Busch stated they are attending the SDAO Conference. Joe Van Meter stated that the personnel is going to begin bargaining with IAFF Local 3881.

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,

A handwritten signature in dark ink, appearing to read 'K. Clark', written over the printed name.

Kevin Clark
Secretary