

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

**REGULAR BOARD MEETING**

April 18, 2017

**Call to Order** – President Joe Van Meter called the meeting to order at 7:00 p.m. Directors present included: Betty Hart, Mike Bauer, and Chet Patterson. Absent: Ron Christopher

**Roll Call** – Those present at the Board meeting included: Fire Chief Jeff Cowan, Deputy Chief Randy Jackson, Division Chief Hector Blanco and Brian Butler, AIC Shift Commander Ryan Russell, Captain Christina Wilson, Lieutenant Rachel Brozovich and Jon Crow, Firefighter Bill Herring, Volunteer Firefighter Samantha Russell, Budget Committee Members John Rizzo and Colleen Busch, Retired Volunteer Firefighter Bob Busch and Citizen Jerry Wade.

**Pledge of Allegiance**

**Minutes** – Chet Patterson made a motion to approve the Minutes of March 21, 2017. Betty Hart seconded the motion. The motion carried unanimously.

**Correspondence** – Thank you card and digital print of new Fire Engines from Pierce Manufacturing. Thank you from CERT to Chief for stopping by their event. Thank you card from Betty Olson to crews in appreciation for helping her husband.

**Guest Input** – None.

**Organizational Input**

IAFF Local 3881 – None.

KVFA – None.

**Old Business** –

Shift Commander Trial – Chief Cowan presented a brief update and referred to the board memo provided by Chief Butler. Chief Butler had nothing to add.

Gym Membership Progress Update - Chief Cowan presented a brief update on the usage of the Gym membership as donated. Rachel Brozovich stated that it is being utilized quite a bit just not in the way originally intended. It has been too difficult for crews to attend the gym while on duty therefore, most usage is occurring while off duty. Chet Patterson asked if any reports have gone back to the donor and Chief Butler stated that he had just reported to him about a week ago.

Planning Commission Update – Chief Cowan presented a detailed report of the progress on the text amendment to the Chemawa overlay for the Safeway fuel station based upon his attendance at the Planning Commission Meeting. After much discussion the board asked Chief Cowan to keep them informed.

**Reports**

Financial Report – Betty Hart provided a brief overview of the financial report. Ambulance revenue in the amount of \$120,000 was received from the new vendor for some January and February calls. Currently 9 months into the fiscal year and staying below the 75% mark on expenditures. Tax revenue is already over 97% and looking good for the remainder of the year. Overtime will most likely be underspent by apx. \$100,000 for the fiscal year. Mike Bauer made a motion to accept the financial report as presented. Chet Patterson seconded the motion. The motion carried unanimously.

Board Member Reports – No meetings attended this month.

**Chief/Staff Reports**

No additions to Chief staff reports. Chief Butler & Russell notified the board that Chief Russell would be leaving tomorrow (04/19) to fly to Nebraska and drive the second engine back. Chief Butler stated that he and Matt Dryden would be flying out on May 1<sup>st</sup> to do the final inspection on the Ladder Truck which would then be delivered to the District. Chief Butler stated that there will be a bit of after market work and training of all crews but will hopefully have the engines in service around June 1<sup>st</sup>.

**New Business**

President Joe Van Meter adjourned the regular meeting at 7:25 pm.

**Executive Session** – At 7:26 pm an Executive Session was held pursuant to ORS 192.660 (2) (a) To consider the employment of an employee, and (d) to carry on labor negotiations.

**Regular Session** - President Van Meter called the regular meeting back to order at 9:00 pm. Director Van Meter reported that an executive session had been held and that the board had discussed the aforementioned items and returned to regular session for action items.

Chet Patterson made a motion to approve the IAFF Local 3881 Union Contract for the period of July 1, 2017 through June 30, 2020. Betty Hart seconded the motion. The motion carried unanimously.

Chet Patterson made a motion to approve the same COLA and other applicable items for non-represented staff that were proposed and approved in the bargaining contract. Mike Bauer seconded the motion. The motion carried unanimously.

President Van Meter noted that the Shift Commander Time Off Proposal was tabled and sent back to the Fire Chief for some additional details.

Betty Hart made a motion to approve the concept of the Employment Contract for EMS Billing Manager and for the Fire Chief to work out the additional details. Mike Bauer seconded the motion. The motion carried unanimously.

Chet Patterson made a motion to approve the Finance Officer and Office Manager job descriptions as presented. Betty Hart seconded the motion. The motion carried unanimously.

Chet Patterson made a motion to approve the IT Analyst position and job description as presented. Betty Hart seconded the motion. The motion carried unanimously.

Chet Patterson made a motion to approve the Vacation Buy Back Proposal for Chief Jackson. Mike Bauer seconded the motion. The motion carried unanimously.

**Other Business** – None.

**Good of the Order** – None.

**Pay Bills** – Chet Patterson made a motion to pay the bills. Betty Hart seconded the motion. The motion carried unanimously.

**Adjourn** – President Joe Van Meter declared the meeting adjourned at 9:02 pm.

Respectfully submitted,

Mike Bauer  
Secretary