

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

REGULAR BOARD MEETING

January 16, 2018

Call to Order – Vice President Ron Christopher called the meeting to order at 7:00 p.m. Directors present included: Betty Hart, Greg Ego and Chet Patterson. Joe Van Meter on phone.

Roll Call – Those present at the Board meeting included: Fire Chief Jeff Cowan, EMS Billing Manager Randy Jackson, Division Chiefs Hector Blanco, Brian Butler and Ryan Russell, Deputy Fire Marshal Anne-Marie Storms, Captain Christina Wilson, Firefighter Tim Coburn, Volunteer Firefighters Matt Miller and Jonathan Brown, Budget Committee Members Bill Quinn, Colleen Busch and Kelly Walther, Citizen Bob Busch.

Pledge of Allegiance

Minutes – Chet Patterson made a motion to approve the Minutes of December 19, 2017. Joe VanMeter seconded the motion. The motion carried unanimously.

Correspondence – Thank you card from the Kenly family of Santa Barbara for allowing our crews to help with the Thomas Fire.

Guest Input – None.

Organizational Input

IAFF Local 3881 – None.

KVFA – None.

Old Business – None.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. Half way through the year and personal services are right at 50% overall. Ambulance revenue was transferred in the amount of \$130,000. Overtime was up again but due to the California fires. PERS increased quite a bit but is a percentage of payroll so also up due to California fires. Greg Ego made a motion to accept the financial report as presented. Chet Patterson seconded the motion. The motion carried unanimously.

Board Member Reports – None.

Chief/Staff Reports

Chief Cowan reported that he had attended a presentation from Congressmen Schrader and Merkley regarding legislative issues affecting the community.

No questions on reports from Jackson, Blanco, Butler and Russell.

Betty Hart asked Chief Butler to provide a summary of calls outlining our increase to call volume last year. Chief Butler reported that he is working on a report utilizing all types of data to bring back to the board next month. 2017 saw almost a 16% increase in call volume with December being the busiest month ever. In addition, early results are showing that the top 9 response types are all to care facilities resulting in 32% of the volume. Discussion ensued about the possibility of recouping some funding from these facilities. Chief reported that McMinnville Fire is piloting a program and the district is watching for the outcome of that program. Other issues to research were possible fees and property taxes. Joe VanMeter asked if the Deputy Fire Marshal was already working on possible fees and Chief Cowan

explained that those were Plan reviews fees. He continued stating that the district will begin looking at multiple fees including plan reviews, care facilities, transient occupancy taxes and will put together a report to be available in spring of this year.

New Business

Committee Assignments – Discussion on committee assignments due to newly appointed director. Chet Patterson made a motion for Greg Ego to be assigned to the same committees that Mike Bauer vacated. Betty Hart seconded the motion. The motion carried unanimously.

Resolution 2017-03 – Discussion to increase appropriations to the General Fund due to conflagration expense. Joe VanMeter made a motion to adopt Resolution 2017-03 for increasing appropriations by the amount of \$100,000 due to conflagration expenditures in the FY 17/18 adopted budget. Greg Ego seconded the motion. The motion carried unanimously.

Board Policy A, 5.3 Membership of the Board – Betty Hart made a motion to remove Mike Bauer from position #4 and replace it with Greg Ego in Board Policy A. Ron Christopher seconded the motion. The motion carried unanimously.

Board Policy B Budget/Fiscal Policy – Betty Hart made a motion to change all occurrences from Deputy Chief to EMS Billing Manager and from Office Manager to Finance Officer in Board Policy B. Chet Patterson seconded the motion. The motion carried unanimously.

Operating Levy – Betty Hart reported that she had asked for this to be put on the agenda in order to begin discussions on the possibility of increasing the levy amount by a few cents due to the almost 16% in call volume over the last year. She continued by stating that she would like the district to research the feasibility and complete a financial evaluation. After much discussion it was decided to study options, determine criteria and parameters to deliver to Chuck Adams in order to develop a citizen's poll to check the climate of what would be supported in the community. In addition, Chief Cowan stated that staff would gather data, call volume, assessed valuation, etc. and bring back research to next board meeting.

Fire Chief Evaluation – Discussion on the evaluation of the Fire Chief due in March. Greg Ego stated that he would abstain from completing the evaluation form this year but would still be at the evaluation meeting. Discussion also ensued about making changes to the evaluation form.

The regular meeting was adjourned at 7:45 pm in order to begin an executive session.

Vice President Ron Christopher called the executive session to order at 7:47 pm.

At this time the Board will enter into an Executive Session pursuant to ORS 192.660 (2) (f), to consider information or records that are exempt by law from public inspection.

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.

The executive session was closed at 8:15 pm.

Vice President Ron Christopher called the regular meeting back to order at 8:16 pm.

Other Business – None.

Good of the Order – Chief Cowan reported that Firehouse Subs is going in to Keizer Station and that they have contacted the district for pictures, old turnouts, hose, etc. for décor in their restaurant. In addition, they have a program where they make donations to local fire agencies and Chief Cowan is hoping that the Keizer Fire Foundation can benefit from these donations.

Betty Hart thanked Chief Butler for driving the new Squad unit back. She also expressed thanks to the firefighters and their families that participated in the latest mobilization to the California fire.

Pay Bills – Greg Ego made a motion to pay the bills. Chet Patterson seconded the motion. The motion carried unanimously.

Adjourn – Vice President Ron Christopher declared the meeting adjourned at 8:20 pm.

Respectfully submitted,



Chet Patterson
Secretary