

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

**REGULAR BOARD MEETING**

October 16, 2018

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

**Roll Call** – Those present at the Board meeting included: Fire Chief Jeff Cowan, Division Chiefs Brian Butler and Ryan Russell, EMS Billing Manager Randy Jackson, Captain Christina Wilson, Firefighters Mike Jensen, Tim Coburn and Chris Frank, Budget Committee Members Kelly Walther, and John Rizzo.

**Pledge of Allegiance**

**Introduction** – Chief Cowan introduced new Firefighter/Paramedic – Chris Frank.

**Minutes** – Greg Ego made a motion to approve the Minutes of September 18, 2018 with changes. Joe Van Meter seconded the motion. The motion carried unanimously.

**Correspondence** – None.

**Guest Input** – None.

**Audit Presentation** - Josh Bailey, Manager from Aldrich CPA's and Advisors presented the audit report for the year ending June 30, 2018. The result of the audit was an unmodified, clean opinion. The actual audit documentation was distributed including the Management Discussion and Analysis, Financial Statements, Government Wide and Fund Financial Statements. A meeting was previously held to go over in more detail with the Board Finance Committee. The good news this year is that the district had a positive change in net position with an increase of \$52,856. Budget compliance was spot on and is outlined in the audit letter to the Secretary of State. The PERS liability again increased however, it should be noted that the District has no control over this issue and relies on PERS data which is forwarded to the auditor for inclusion into the financials. The PERS net pension liability will continue to grow.

The District received an Unmodified Opinion which is the highest level of assurance from the auditor that the audit is free of material misstatement and that you can rely on the information included in the financial statements.

Greg Ego made a motion to accept the audited financial statements as presented by Josh Bailey, Manager of Aldrich. Ron Christopher seconded the motion. The motion carried unanimously.

**Organizational Input**

IAFF Local 3881 – None.

KVFA – None.

**Old Business**

**Levy Renewal** – Chief Cowan presented an overview of the progress on the levy. Joe Van Meter reported that the Political Action Committee (PAC) has about \$2,000 left after paying for the flyers which should be getting mailed in the first week of November. Betty Hart worked with the Keizer Times on an insert they will be posting. She also reported that an election night celebration has been scheduled at La

Hacienda on 11/06/18 beginning at 7:30 pm. Greg Ego stated that he is glad to see the signs that have been posted regarding the levy.

**Policy 6.29 Volunteer Minimum Participation Requirements** – Chief Cowan provided a brief overview of Policy 6.29 Volunteer Minimum Participation Requirements in the second reading of the policy. Joe Van Meter made a motion to approve Policy 6.29 as presented. Betty Hart seconded the motion. The motion carried unanimously.

**Policy 6.30 LOSAP** – Chief Cowan provided a brief overview of Policy 6.30 LOSAP in the second reading of the policy. Joe Van Meter made a motion to approve Policy 6.30 LOSAP as presented. Betty Hart seconded the motion. The motion carried unanimously.

### **Reports**

**Financial Report** – Betty Hart provided a brief overview of the financial report. Overall the expenses are still under budget for the 25% projected at this time of year. Overtime was down for September and tax revenue for prior year has already exceeded the budget. Ambulance revenue was received at \$105,000 but is down from this time last year due to the turnover at Systems Design. Greg Ego made a motion to accept the financial report as presented. Joe Van Meter seconded the motion. The motion carried unanimously.

**Board Member Reports** – None.

**Chief/Staff Reports** – Chief Cowan reported a minor correction to his board report and that the District just sent a crew on a new conflagration. Greg Ego asked EMS Billing Manager, Randy Jackson about Ambulance volume. He reported that volume and charges have decreased but overall calls are still up 3.4% and collections should catch back up by the end of the year.

Chet Patterson thanked all of staff but especially Anne-Marie Storms for her work on the very successful Open House.

### **New Business**

**Policy 16.08 Infectious Disease Control Program** – Chief Cowan presented Policy 16.08 with minor updates and recommended the board approve. Joe Van Meter made a motion to approve the policy as presented. Greg Ego seconded the motion. The motion carried unanimously.


**Other Business** – None.

**Good of the Order** – Betty Hart also provided thanks to Anne-Marie Storms and all staff for their work on the Open House. She also thanked Mike Jensen and Nathan Farrand for their work on the Levy. Joe Van Meter offered appreciation to the Finance Officer for her work over the last several years. Greg Ego reported that the Personnel Committee had met with the Chief and Finance Officer and signed an employment contract for the next six months. Chief Cowan invited everyone to attend a retirement reception on 10/30/18 from 2:00 – 4:00 pm.

**Pay Bills** – Joe Van Meter made a motion to pay the bills. Greg Ego seconded the motion. The motion carried unanimously.

**Adjourn** – President Chet Patterson declared the meeting adjourned at 7:35 pm.

Respectfully submitted,

  
Greg Ego  
Secretary