

Keizer Rural Fire Protection District  
Keizer, Oregon

Agenda  
Regular Board Meeting  
May 28, 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 March 19, 2024

**Open Public Hearing on Supplemental Budget for FY 2023/2024**

This is the opportunity for the public to comment on the proposed supplemental budget for FY 2023/2024. A sign in sheet for this hearing is provided near the rear of the room.

**Close Public Hearing on Supplemental Budget for FY 2023/2024**

**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 2.01 and Policy 4.03 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. Supplemental Budget Resolution 2023-02 Information/Action
  - A Resolution providing for a supplemental budget for fiscal year 2023-2024, budget appropriation changes of the Keizer Fire District to appropriate funds from conflagration reimbursements and funds from the GEMT Program.
2. Surplus of a 1995 Chevrolet 2500 Information/Action
  - The Board will review and vote on approving the surplus of the 1995 Chevrolet 2500.
3. Policy 4.08, Policy 4.08a, Policy 4.09 and Policy 10.050
  - The Board will review the updated policies and have the first reading on these items.

**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

June 18, 2024 @ 5:30 pm

Budget Hearing  
Board Meeting

June 18, 2024 @ 5:30 pm  
July 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  
March 19, 2024**

**Call to Order** – President Joe Van Meter called the meeting to order at 5:30 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 Chief Brian Butler, Finance Officer Lyn Komp, Battalion Chief Rachel Brozovich, DFM Anne-Marie Storms, Budget Committee Member Laoreal Williams, Civil Service Commissioner Bob Shackelford, and Citizen Bob Busch

**Minutes** – Colleen Busch made a motion to approve the minutes as presented for February 20, 2024. Kevin Clark seconded the motion. The motion carried unanimously.

**Correspondence** – None

**Guest Input** – None

**Organizational Input**

IAFF Local 3881 – None

KVFA- None

**Old Business-**

Policy 2.05 and Policy 4.06 Second Reading- There was a brief discussion on the policies. There were a few corrections. Betty Hart made a motion to approve Policy 2.05 Acceptable Use of Computers and Communications Devices with the corrections. Kevin Clark seconded the motion the motion carried unanimously. Betty Hart made a motion to approve Policy 4.06 Workplace Violence with the corrections. Kevin Clark seconded the motion the motion carried unanimously.

**Reports**

**Financial Report** – Betty Hart provided a brief overview of the financial report. We are 66% of the way through the fiscal year. We received \$222,000 in ambulance payments. We have received approximately 100% of Revenue. Personnel Services is at 66%. Overtime is normal. Materials & Services is at 58%. There were payments made for furniture, trainings and the quarterly dispatch fee. There was a discussion on Overtime, and that it will be corrected with the planned supplemental budget. Louis Risewick made a motion to accept the financial report as presented. Colleen Busch seconded the motion. The motion carried unanimously.

**Board Member Reports** –

- Joe Van Meter, Betty Hart, Louis Risewick and Colleen Busch reported on meetings and events they attended.

**Chief/Staff Reports** –

- Chief Ryan Russell- Congratulations to Battalion Chief Rachel Brozovich, Captain Andrew Alderson and Engineer Justin Endicott on their promotions. Chief Hector Blanco will be moving to days. He will be reconnecting with community groups and City Council. A hiring update was provided. We applied for the AFG Grant for an engine to replace engine 385. An update on getting a .gov address was provided.

- EMS Billing & Records Manager Jacquelynn Sunderland- Div. Chief Brian Butler defined the difference between billing for an ALS1 and ALS2 call.
- Division Chief Brian Butler- Oregon Health Authority (OHA) made a site visit. We have a couple of things to fix, but overall, it went great.
- DFM Anne-Marie Storms- There was a discussion if we are behind on hydrants. DFM Anne-Marie Storms stated as new construction comes in, new hydrants are put in. When new water lines go in, the City of Keizer asks if the district has any concerns.

### **New Business**

**Policy 2.01, Policy 4.03, Policy 2.04 and Policy 4.16- 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. Please email any corrections to Chief Ryan Russell before the next Board Meeting. There was a discussion on eliminating Policy 2.04 Use of Electronic and Communication Devices and Policy 6.16 from the Operational Guidelines. Betty Hart made a motion to not retain Policy 2.04 Use of District Electronic and Communication Devices and 6.16 Residency Requirement from the Operational Guidelines. Louis Risewick seconded the motion. The motion carried unanimously.

**Other Business** – After a discussion, it was decided that the April Board Meeting would be cancelled. There was also a discussion that the Mother’s Day Pancake Breakfast will be moved to the weekend after Mother’s Day to coincide with the Bloomin’ Iris Day Parade weekend.

**Good of the Order** – Joe Van Meter thanked staff for all their hard work.

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

**Adjourn** – President Joe Van Meter declared the meeting adjourned at 6:25pm.

Respectfully submitted,

Kevin Clark  
Secretary



## MEMORANDUM

To: Board of Directors  
Thru: Ryan Russell, Fire Chief  
From: Brian Butler, Operations Chief  
Date: May 17, 2024  
Subject: Second Reading – Policies  
2.01 Administrative Organizational  
Chain of Command  
4.03 General Conduct

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Issue:

Both policies, 2.05 Administrative Organizational Chain of Command and 4.03 General Conduct, have been reviewed by the Board of Directors at their last meeting in March. Staff has made the corrections that were requested at the last Board meeting and what you have before you are two clean copies of the policies.

Staff Recommendation: Staff recommends that the Board of Directors review the attached clean policies and provide any further feedback that they have. If there are no suggested changes by the Board of Directors, we recommend that the Board approve the policies as presented.

## ADMINISTRATIVE POLICY

Number: 2.01  
Effective: 3/17/92  
Revised: 05/21/24

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Division: Administration

Title: Administrative Organizational Chain of Command

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### PURPOSE

To establish a policy regarding the manner in which the District conducts the giving and receiving of instructions, tasks, and supervision.

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### SCOPE

This policy shall apply to all District Board of Director's, employees and volunteers.

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### RESPONSIBILITY

It is each individual's responsibility to know and follow the District's Administrative Organizational Chart structure when conducting District business and affairs.

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### PROCEDURE

The Fire Chief is responsible for the day to day operations of the District; in their absence a designee will be assigned these responsibilities.

The Fire Chief has the authority to set and change Standard Operating Procedures and Guidelines regarding day to day and emergency operations of the District. Changes affecting Policy require approval of the Board of Directors.

The District operates under a paramilitary type organization concerning the flow of information, instructions, assigned tasks, and personnel responsibility. This serves as the District's Administrative Organizational Chart structure.

Employees/volunteers wishing to discuss a specific non-disciplinary matter, not otherwise addressed by District policy, shall start with the immediate supervisor and follow the chain of

supervisory command. In the event the employee/volunteer cannot start with their immediate supervisor, they shall be entitled to commence the process at the next level of supervisory command as available.

Administrative Organizational Chart attached.

APPROVED BY THE BOARD OF DIRECTORS

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President, Board of Directors

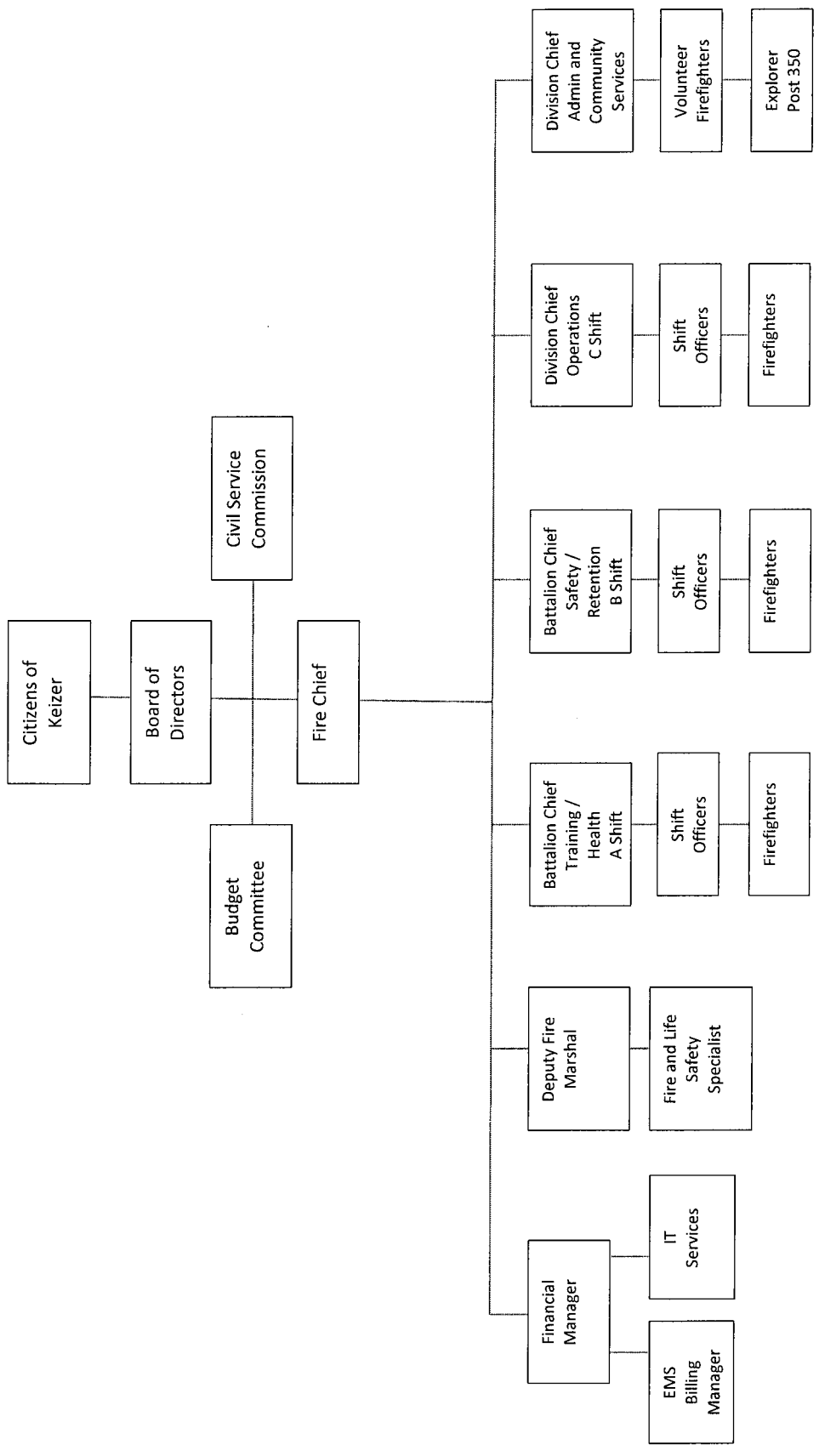
\_\_\_\_\_  
Date

Review/Revision History:

Revised: 01/19/10



# Keizer Fire District Administration Organizational Chart



## PERSONNEL POLICY

Number: 4.03  
Effective: 01/18/94  
Revised: 05/21/24

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Division: Personnel

Title: General Conduct

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### PURPOSE

To establish a policy regarding the general conduct of all District personnel.

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### SCOPE

This policy shall apply to all employees and volunteers (collectively referred to herein as "members").

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### RESPONSIBILITY

It is the responsibility of all District members to follow and abide by this policy. Failure to do so will result in disciplinary action, up to and including termination

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#### A. General Conduct

1. Positive attitude, proper courtesy, and conduct on and off the job are important to the individual and as well as to the District. Neatness and quality of work performed is also important. All members are engaged in public relations. Some deal directly with the public; others, while not in direct personal contact, perform work under the public eye. Members of the District, regardless of whether their public contacts are direct or indirect, are expected to be courteous, efficient, and helpful in all their work assignments. Favorable impressions created by employees' and volunteers' public behavior helps develop goodwill and support for District services.
2. Every member of the District is a citizen and taxpayer and is expected to practice economy in performing all of the member's duties. Failure to do so is not in the best interest of the District, and may lead to discipline, and/or discharge, as appropriate.

3. Every member of the District shall exercise good judgment in the interest of the District, and act accordingly.
4. In matters of general conduct, all members shall be governed by the ordinary and reasonable rules of behavior, and while acting as an agent of the District shall not commit any action that would discredit the District or its members.

B. Specific Conduct

1. No member shall willfully disobey any order issued by a superior officer that is reasonable and in the officer's power to issue.
2. No member shall willfully violate any policy, guideline, or procedure of the District.
3. Members are to be honest in their dealings with the public, District Officers and other District members.
4. No member shall accept a reward, fee, or gift from any person for services provided as a member of the District. Token gifts of appreciation with little value such as cookies, cakes or the like may be accepted, if made available to be shared by all members of the District. All such gifts should be reported to the on-duty Battalion Chief as soon as reasonably practical, but in no event should reporting be delayed by five days.

Money, which is in the form of a donation to the District, Volunteer Association, or Local 3881, may be accepted. Such a donation must be immediately reported to the Fire Chief, or their designee, who will be responsible for issuing a receipt (if needed) and forwarding the donation to the proper party.

5. No member, on or off duty, or volunteer, shall use the member's employment, membership or position with the District to gain entry to an event, or to purchase, charge or to initiate a discount for any item or services for personal gain.
6. Political activities of District members are as follows:

a. Official Positions – Campaigning

Members may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office.

b. On-Duty Political Activity

Oregon law forbids any District member from soliciting money, influence, service, or any other thing of value, while on the job. The law also forbids

members from otherwise aiding and/or promoting any political cause, including the nomination or election of any person to public office, while on the job.

c. Off-Duty Political Activity

Nothing in this policy is intended to restrict the political actions or activities of members outside their regular working hours.

7. No member shall be a party to any malicious gossip or activity, which would tend to disrupt District morale or bring discredit to the District or any of its members.
8. No member shall falsify any records, make any misleading entries or statements with intent to deceive, or willfully mutilate any District records, books, papers or documents.
9. All members shall promptly notify the District office of any changes in residence, telephone number, personal status or similar condition.
10. Members assigned a rank or position shall assume and discharge all reasonable authority, duty and responsibility of such rank. They shall be allowed all privileges of the rank or position and shall be obeyed and respected accordingly during the time they are acting in their capacity.
11. No member shall use District credit cards or purchase orders unless authorized to do so by the District Board of Directors or the Fire Chief.
12. All monies, jewelry or similar valuables discovered by any member at emergency scenes shall be protected and immediately reported to the officer in command of the scene (preferably face to face). The command officer will make a determination regarding the handling of such articles.
13. Any member receiving a complaint of theft or loss of valuables from an incident scene shall immediately notify the command officer, who will conduct or order an appropriate investigation into such claims. The command officer shall notify the Fire Chief of the investigation as soon as possible.
14. It is the responsibility of all members to protect all persons from any hazardous condition or situation that comes to their attention. The Command Officer and On-Scene Incident Safety Officer shall be notified immediately of all hazards involving emergency operations.
15. No member shall willfully and without proper authority remove or conceal any equipment or property of the District.

16. Any equipment, materials or property donated to the District shall become property of the District. The removal or sale of any such equipment, materials or property shall be done in accordance with the applicable District policy.
17. All District equipment, materials and property are to be used to benefit the citizens of the District, or to enhance an individual's ability to carry out such duties.
18. District telephones are to be used primarily for District purposes. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum and made during breaks or lunch periods whenever possible. Under no circumstances should a member charge a long-distance call to the District unless it is work related.
19. District members may not use District time, equipment or services for personal interest or gain. When giving testimony unrelated to their assigned District responsibilities, District members shall not use information or facts that have come to them by virtue of the District affiliation for their personal gain or benefit. In matters of personal interest, members should conduct themselves so as not to impair their working relationships with other members, officials, or the public.
20. All District members are charged with promoting a safe and positive influence on the community. Any person having a direct affiliation with the District (volunteer, employee, etc.) and on or off duty engages in illegal activity or behavior, which is in direct conflict with the mission, or policies of the Fire District, will face disciplinary action.
21. In general, District computers are only to be used for District purposes. Refer to Operational Policy #2.05 (Acceptable Use of Computers and Communication Devices) for detailed policy on use of District computers.

APPROVED BY THE BOARD OF DIRECTORS

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

Review/Revision History:

Revised: 05/15/07

**Date:** May 20, 2024  
**To:** KFD Board of Directors  
**From:** Darrell Fuller, KVFA President

My apologies for not joining you in person. I am in Washington, DC, this week at a client conference.

Below are unapproved minutes of the recent KVFA meeting. The minutes may be amended/edited prior to approval during our June meeting. The draft minutes are submitted as the KVFA Report to the KFD Board of Directors.

Thanks to everyone who assisted with our successful pancake breakfast this past weekend. If the profit/loss is not available at the meeting, we will have them for you next month.

Darrell Fuller / [dfuller@keizerfire.com](mailto:dfuller@keizerfire.com) / 971-388-1786

## **KEIZER VOLUNTEER FIREFIGHTERS ASSOCIATION**

### **Monthly Meeting Minutes**

**Date:** May 13, 2024  
**Time:** 1800  
**Location:** Keizer Fire District Office

#### **1800 / Dinner**

#### **1830 / Meeting**

#### **1. Roll Call / Darrell Fuller**

Volunteers: Belcher, Fuller, Gonzalez-Partida, Russell, Schmidt, T.Spangle  
Staff: Chief Blanco, Chief Butler

#### **2. Pledge of Allegiance**

#### **3. Chiefs Reports**

- a. Chief Ryan Russell / Not available
- b. Chief Hector Blanco KFD is starting the process of updating the Participation Policy for Volunteers, details to follow / Chief Russell is expecting more volunteers to participate in community events / Leadership is still working on the details for recruiting noncombat volunteers
- c. Chief Brian Butler KFD has hired four seasonal firefighters, three volunteers and one student from Chemeketa / Expecting arrival of our new Tender this month / Two volunteers have resigned to accept full time positions:  
Erick Sorensen is going to Albany  
Jacob MacPherson is going to Depoe Bay
- d. Chief Rachel Brozovich / Not available
- e. Chief Christina Wilson / Not available

#### **4. Approval of April 8, 2024 minutes**

Motion "To approve minutes from April 8, 2024 meeting."  
Made by: Belcher  
Seconded by: T.Spangle  
Vote result: Unanimous

## 5. Treasurer's Report / Darrell Fuller

### a. Current information

Checking account: \$13,123.91

Savings account: \$1,503.12

Edward Jones: \$14,978.32

Financial transactions since last meeting:

05/13/2024	DEBIT	Miller's BBQ / Dinner	\$200.00
05/13/2024	2181	Weddle Elementary / School Event	\$100.00
05/13/2024	2182	OVFA / Annual Membership Dues	\$135.00
05/01/2024	2179	Austin Nicols / Donation	\$250.00
<b>04/16/2024</b>	<b>DEP</b>	<b>KFD / Quarterly Payment</b>	<b>\$1,750.00</b>
04/15/2024	2180	KFD / Engine #1 repairs	\$2,000.00
04/09/2024	DEBIT	Safeway / Soda for April Meeting	\$19.98

Accounts payable: None

Accounts receivable: None

### b. 2024 Budget Committee Update / none

## 6. President's Report / Darrell Fuller

### a. Volunteer hours on shift for:

April 1,523.34 hours x \$32.34 = \$49,310.52

### b. Volunteer training

Conversations with Training Chief Brozovich about a monthly opportunity for all volunteers to train together. Question about starting in July or September. Consensus in the room to start in July. Discussion on Saturday morning vs Monday evening. Consensus in the room for Monday evening starting at 1800.

### c. Recruit Graduation Ceremony

KFD will hold a "pinning ceremony" for recruits (and career staff) in the Apparatus Bay sometime in June. Date is uncertain. Recruits are encouraged to discuss amongst themselves and find 3-4 dates they are all available.

## 7. Upcoming Events

- May 18 / Saturday / 0700-1200 / Bloomin Iris Days Parade (**Recruits training**)
- May 19 / Sunday / 0600-1130 / Bloomin Iris Days Pancake Breakfast (**Recruits training**)
- May 25 / Saturday / 1100-1400 / Soggy Day at the Park / Keizer Rapids (**Fuller/Belcher**)
- June 02 / Sunday / CASA Superhero Run (**Belcher/T.Spangle/Johnson**)
- June 18 / Tuesday / 1000-1400 / Keizer Public Works Day (**Yes**)
- June 20-23 / M-Th / OVFA Convention
- September 15 / Sunday / CFF Portland Firefighter Stairclimb

## 8. Old Business

- Retroactive Motion "To donate \$100 to Weddle Elementary".  
Made by: Belcher  
Seconded by: Schmidt  
Vote result: Unanimous

## 9. New Business

- Volunteers leaving:  
Erik Sorensen / Jacob MacPherson
- New Treasurer / any interest?  
Motion "To elect Samantha Russell Treasurer."  
Made by: Belcher  
Seconded by: Fuller  
Vote Result: Unanimous

- c. Volunteer for the KFD Safety Committee / any interest?  
Trevor Riordan expressed interest to Chief Blanco / no opposition
- d. Next meeting / June 10, 2024
- e. Motion "To donate \$100 to purchase life jackets for Keizer Rapids Park."  
Made by: Belcher  
Seconded by: T.Spangle  
Vote Result: Unanimous
- f. Motion to "Donate up to \$750 to CASA to sponsor the Super Hero Run."  
Made by: Belcher  
Seconded by: Schmidt  
Vote Result: Unanimous

**10. Adjournment**

Motion "To adjourn at 1926".  
Made by: Belcher  
Seconded by: T.Spangle  
Vote result: Unanimous



**Keizer Fire District**  
**Cash Position Statement**  
**As of April 30, 2024**

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>1011 · US Bank - Ambulance Billing</b>							129,356.83
Check	04/01/2024	900	Jordan, Johnnie	DOS 12/08/2023		50.00	129,306.83
Check	04/01/2024	901	James, Judy	VOID: DOS 11/30/2023			129,306.83
Check	04/01/2024	902	Department of Veterans ...	DOS #11/11/2023		2,079.20	127,227.63
Check	04/01/2024	903	Aylworth, Charles	DOS 11/30/2023		370.00	126,857.63
Check	04/01/2024	904	Keizer Fire District	Ambulance Revenue		105,000.00	21,857.63
Check	04/11/2024	905	Keizer Fire District	Ambulance Revenue		125,000.00	(103,142.37)
Check	04/25/2024	906	Keizer Fire District	Ambulance Revenue		50,000.00	(153,142.37)
Check	04/25/2024	907	Kinch, Annabel	DOS 12/06/2023		100.00	(153,242.37)
Check	04/25/2024	908	Tussing, Marjorie	DOS 01/02/2024		100.00	(153,342.37)
Check	04/25/2024	909	Yellowbird, Janice	DOS 06-30-2023		75.00	(153,417.37)
Check	04/25/2024	910	Cotiviti	DOS 09/11/2022		1,723.00	(155,140.37)
General Jour...	04/30/2024	1626		Ambulance Billing	210,683.00		55,542.63
<b>Total 1011 · US Bank - Ambulance Billing</b>					<b>210,683.00</b>	<b>284,497.20</b>	<b>55,542.63</b>
<b>1012 · Umpqua Bank- Checking</b>							(30,820.26)
Bill Pmt -Check	04/01/2024	30637	76 Fleet/Wex Bank	Gasoline		605.70	(31,425.96)
Bill Pmt -Check	04/01/2024	30638	911 Supply, Inc			2,038.67	(33,464.63)
Bill Pmt -Check	04/01/2024	30639	All Star Health			1,530.00	(34,994.63)
Bill Pmt -Check	04/01/2024	30640	Batteries NW	PO #2024-068		34.95	(35,029.58)
Bill Pmt -Check	04/01/2024	30641	BoundTree	108812		2,925.53	(37,955.11)
Bill Pmt -Check	04/01/2024	30642	Brozovich, Rachel - Ven...			609.00	(38,564.11)
Bill Pmt -Check	04/01/2024	30643	Chitwood, Robin	PO #032124-1200		50.00	(38,614.11)
Bill Pmt -Check	04/01/2024	30644	Comcast	Cable		74.22	(38,688.33)
Bill Pmt -Check	04/01/2024	30645	Cruise Master Prisms, Inc.	2023 Awards		1,474.90	(40,163.23)
Bill Pmt -Check	04/01/2024	30646	Dick's Canby Ford, Inc.	PO #2024-028		339.04	(40,502.27)
Bill Pmt -Check	04/01/2024	30647	Dryden, Matt	FDIC International- Per Diem		417.00	(40,919.27)
Bill Pmt -Check	04/01/2024	30648	Honeywell	PosiChek Calibration		1,155.00	(42,074.27)
Bill Pmt -Check	04/01/2024	30649	Keizer Outdoor Power, I...	PO #2024-067		13.70	(42,087.97)
Bill Pmt -Check	04/01/2024	30650	Life-Assist, Inc	PO #032324-2100		673.36	(42,761.33)
Bill Pmt -Check	04/01/2024	30651	Loren's Sanitation	Garbage/Recycling		261.68	(43,023.01)
Bill Pmt -Check	04/01/2024	30652	McKilips Catering	2023 Awards Banquet		2,500.00	(45,523.01)
Bill Pmt -Check	04/01/2024	30653	Napa Auto Parts	PO #031324-1300		122.74	(45,645.75)
Bill Pmt -Check	04/01/2024	30654	Northwest Occupational...	PO #022824-1300		450.00	(46,095.75)
Bill Pmt -Check	04/01/2024	30655	NWSC, Inc.	PO #2024-074		1,208.30	(47,304.05)
Bill Pmt -Check	04/01/2024	30656	OHA	GEMT-CCO/ Non-Federal Portion		40,295.62	(87,599.67)
Bill Pmt -Check	04/01/2024	30657	PCE	Electric Bill		3,052.91	(90,652.58)
Bill Pmt -Check	04/01/2024	30658	Russell, Ryan - Vendor	FDIC International- Per Diem		417.00	(91,069.58)
Bill Pmt -Check	04/01/2024	30659	Schurter Trucking LLC			3,836.53	(94,906.11)
Bill Pmt -Check	04/01/2024	30660	SeaWestern, Inc			14,246.79	(109,152.90)
Bill Pmt -Check	04/01/2024	30661	Standard Insurance Co...	Life & Disability Insurance		2,914.14	(112,067.04)
Bill Pmt -Check	04/01/2024	30662	Training4Responders	PO #032024-1004		2,700.00	(114,767.04)
Bill Pmt -Check	04/01/2024	30663	Truck Covers USA	PO #2024-055		1,999.00	(116,766.04)
Bill Pmt -Check	04/01/2024	30664	Ultrax Business Solutio...	Copies		27.66	(116,793.70)
Bill Pmt -Check	04/01/2024	30665	Walter E. Nelson Co.			873.48	(117,667.18)
Bill Pmt -Check	04/01/2024	30666	OHA	GEMT-CCO/Admin. Fees		8,059.12	(125,726.30)
Deposit	04/02/2024				109,140.07		(16,586.23)
General Jour...	04/03/2024	1608		Visa- Blanco		981.55	(17,567.78)
General Jour...	04/03/2024	1608		Visa- Brozovich		953.19	(18,520.97)
General Jour...	04/03/2024	1608		Visa- Butler		522.01	(19,042.98)
General Jour...	04/03/2024	1608		Visa- Russell		631.88	(19,674.86)
General Jour...	04/03/2024	1608		Visa- Storms		131.59	(19,806.45)
General Jour...	04/03/2024	1608		Visa- Wilson		39.94	(19,846.39)
Bill Pmt -Check	04/11/2024	30667	AT&T Mobility- CC	Modems <sup>1</sup>		413.13	(20,259.52)
Bill Pmt -Check	04/11/2024	30668	C.W. Nielsen Mfg. Corpo...	PO #020924-1045		34.00	(20,293.52)
Bill Pmt -Check	04/11/2024	30669	Comcast	Telephones		522.96	(20,816.48)
Bill Pmt -Check	04/11/2024	30670	Hubbard Fire District	PO #040224-1406		150.00	(20,966.48)
Bill Pmt -Check	04/11/2024	30671	Life-Assist, Inc	PO #030724-1700		75.10	(21,041.58)
Bill Pmt -Check	04/11/2024	30672	LN Curtis & Sons, Inc			3,410.85	(24,452.43)
Bill Pmt -Check	04/11/2024	30673	Local Government Law ...	Legal Services		783.00	(25,235.43)
Bill Pmt -Check	04/11/2024	30674	Lowe's	PO #2024-065		79.93	(25,315.36)
Bill Pmt -Check	04/11/2024	30675	Marion Environmental S...	Bio-Hazard Bag		26.00	(25,341.36)
Bill Pmt -Check	04/11/2024	30676	Masterful Carpet Cleaning	2024-080		765.37	(26,106.73)
Bill Pmt -Check	04/11/2024	30677	Material & Flow Convey...	PO #041124-1320		1,132.00	(27,238.73)
Bill Pmt -Check	04/11/2024	30678	NRS			128.72	(27,367.45)
Bill Pmt -Check	04/11/2024	30679	NW Natural	Natural Gas		1,263.56	(28,631.01)
Bill Pmt -Check	04/11/2024	30680	OFMA	OFMA Conference		395.00	(29,026.01)
Bill Pmt -Check	04/11/2024	30681	OHA	GEMT- FFS 182834-1/tmr		53,553.77	(82,579.78)
Bill Pmt -Check	04/11/2024	30682	Petro Card System Inc.	Gasoline		78.72	(82,658.50)
Bill Pmt -Check	04/11/2024	30683	Polk County	Dispatch Fees		862.40	(83,520.90)
Bill Pmt -Check	04/11/2024	30684	Salem Fire Alarm, Inc.	Alarm Monitoring		270.00	(83,790.90)
Bill Pmt -Check	04/11/2024	30685	Schurter Trucking LLC	PO #2024-079		497.28	(84,288.18)
Bill Pmt -Check	04/11/2024	30686	SDIS	Health Insurance- May		74,634.15	(158,922.33)
Bill Pmt -Check	04/11/2024	30687	SimsUShare	PO #040824-0935		1,175.00	(160,097.33)
Bill Pmt -Check	04/11/2024	30688	Skyline Ford, Inc.	PO #2024-043		64.64	(160,161.97)
Bill Pmt -Check	04/11/2024	30689	Standard Insurance Co...	PFML		4,199.87	(164,361.84)
Bill Pmt -Check	04/11/2024	30690	Stryker Sales Corporation	PO #030724-1715		541.06	(164,902.90)
Bill Pmt -Check	04/11/2024	30691	Verizon	Cell Phones		378.25	(165,281.15)
Bill Pmt -Check	04/11/2024	30692	OHA	GEMT- FFS 182834-1/tmr		10,710.75	(175,991.90)
General Jour...	04/11/2024	1611		LGIP transfer to checking	150,000.00		(25,991.90)
General Jour...	04/11/2024	1625		Quickbooks Fee		949.00	(26,940.90)
Deposit	04/12/2024			Deposit	129,777.43		102,836.53
General Jour...	04/12/2024	1612		PERS		127,821.65	(24,985.12)
General Jour...	04/23/2024	1615		Blanco- Visa		656.56	(25,641.68)
General Jour...	04/23/2024	1615		Visa- Brozovich		1,086.01	(26,727.69)
General Jour...	04/23/2024	1615		Visa- Butler		1,639.96	(28,367.65)
General Jour...	04/23/2024	1615		Visa- Komp		1,169.06	(29,536.71)
General Jour...	04/23/2024	1615		Visa- Russell		4,249.14	(33,785.85)
General Jour...	04/23/2024	1615		Visa- Storms		598.58	(34,384.43)

## Keizer Fire District Cash Position Statement As of April 30, 2024

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Jour...	04/23/2024	1615		Visa- Wilson		65.94	(34,450.37)
Bill Pmt -Check	04/25/2024	30693	911 Supply, Inc			340.86	(34,791.23)
Bill Pmt -Check	04/25/2024	30694	AccurAccounts, Inc.	Payroll- March		1,932.00	(36,723.23)
Bill Pmt -Check	04/25/2024	30695	Batteries NW	PO #2024-085		600.00	(37,323.23)
Bill Pmt -Check	04/25/2024	30696	BioTek Medical, Inc.	Oxygen Cylinder Lease		536.00	(37,859.23)
Bill Pmt -Check	04/25/2024	30697	Blanco, Hector - Vendor	646		192.00	(38,051.23)
Bill Pmt -Check	04/25/2024	30698	BoundTree	108812		6,229.93	(44,281.16)
Bill Pmt -Check	04/25/2024	30699	Busch, Colleen	Board Stipend- 1st Quarter		150.00	(44,431.16)
Bill Pmt -Check	04/25/2024	30700	C.W. Nielsen Mfg. Corpo...			757.20	(45,188.36)
Bill Pmt -Check	04/25/2024	30701	Central Mechanical, LLC	Ice Machine Maintenance		389.00	(45,577.36)
Bill Pmt -Check	04/25/2024	30702	Chitwood, Robin	PO #041124-1800		500.00	(46,077.36)
Bill Pmt -Check	04/25/2024	30703	CIS Benefits	Dental- May		5,734.35	(51,811.71)
Bill Pmt -Check	04/25/2024	30704	Clark, Kevin	Board Stipend- 1st Quarter		150.00	(51,961.71)
Bill Pmt -Check	04/25/2024	30705	DLH Screenprinting LLC	PO #022224-1005		2,338.25	(54,299.96)
Bill Pmt -Check	04/25/2024	30706	Dryden, Matt	Travel Reimbursement		90.00	(54,389.96)
Bill Pmt -Check	04/25/2024	30707	Farrand, Nathan	Training- Per Diem		60.00	(54,449.96)
Bill Pmt -Check	04/25/2024	30708	Fuller, Darrell	Volunteer Stipend- 1st Quarter		149.00	(54,598.96)
Bill Pmt -Check	04/25/2024	30709	Grant, Arianna	Volunteer Stipend- 1st Quarter		149.00	(54,747.96)
Bill Pmt -Check	04/25/2024	30710	Hart, Betty	Board Stipend- 1st Quarter		150.00	(54,897.96)
Bill Pmt -Check	04/25/2024	30711	Hiller, Joe	Conference- Per Diem		262.00	(55,159.96)
Bill Pmt -Check	04/25/2024	30712	Home Depot	PO #2024-070		132.00	(55,291.96)
Bill Pmt -Check	04/25/2024	30713	Jensen, Mike	Conference- Per Diem		59.00	(55,350.96)
Bill Pmt -Check	04/25/2024	30714	Keizer Outdoor Power, I...			17.80	(55,368.76)
Bill Pmt -Check	04/25/2024	30715	Killers Pest Control	Pest Control		90.00	(55,458.76)
Bill Pmt -Check	04/25/2024	30716	Koulibali, Lazen	Physician Advisor		5,000.00	(60,458.76)
Bill Pmt -Check	04/25/2024	30717	KVFA - Volunteer Associ...	Volunteer Stipend- 1st Quarter		1,750.00	(62,208.76)
Bill Pmt -Check	04/25/2024	30718	Life-Assist, Inc			2,136.11	(64,344.87)
Bill Pmt -Check	04/25/2024	30719	MacPherson, Jacob	Conference- Per Diem		203.00	(64,547.87)
Bill Pmt -Check	04/25/2024	30720	McCormick, Brittany	VOID: Training- Per Diem			(64,547.87)
Bill Pmt -Check	04/25/2024	30721	Medline Industries, Inc	PO #040624-2145		1,312.00	(65,859.87)
Bill Pmt -Check	04/25/2024	30722	Miley, Eric	Training- Per Diem		60.00	(65,919.87)
Bill Pmt -Check	04/25/2024	30723	NWSC, Inc.	PO #2024-074		366.15	(66,286.02)
Bill Pmt -Check	04/25/2024	30724	Oregon Corrections Ente...	PO #2024-041		4,621.00	(70,907.02)
Bill Pmt -Check	04/25/2024	30725	Petro Card System Inc.	DEF		682.45	(71,589.47)
Bill Pmt -Check	04/25/2024	30726	Professional Benefit Ser...	Cafeteria Plan Fee		95.00	(71,684.47)
Bill Pmt -Check	04/25/2024	30727	Riordan, Trevor	Conference- Per Diem		203.00	(71,887.47)
Bill Pmt -Check	04/25/2024	30728	Risewick, Louis	Board Stipend- 1st Quarter		350.00	(72,237.47)
Bill Pmt -Check	04/25/2024	30729	Russell, Ryan - Vendor	OFCA Conference- Per Diem		118.00	(72,355.47)
Bill Pmt -Check	04/25/2024	30730	Safeway			218.90	(72,574.37)
Bill Pmt -Check	04/25/2024	30731	Salem, City of	Radio Services		10,710.00	(83,284.37)
Bill Pmt -Check	04/25/2024	30732	Sanofi Pasteur Inc	PO #041024-1124		363.59	(83,647.96)
Bill Pmt -Check	04/25/2024	30733	Teleflex Medical (Vidaca...	1080884		2,010.50	(85,658.46)
Bill Pmt -Check	04/25/2024	30734	Toshiba Financial Services	Copier Lease		455.95	(86,114.41)
Bill Pmt -Check	04/25/2024	30735	Van Meter, Joe	Board Stipend- 1st Quarter		350.00	(86,464.41)
General Jour...	04/26/2024	1614		LGIP transfer to Checking	500,000.00		413,535.59
Deposit	04/30/2024			Deposit	53,628.48		467,164.07
General Jour...	04/30/2024	1619		Payroll		265,404.49	201,759.58
General Jour...	04/30/2024	1619		iRS		106,739.22	95,020.36
General Jour...	04/30/2024	1619		Oregon Dept of Rev		27,653.00	67,367.36
General Jour...	04/30/2024	1619		HRA Veba- #7049		11,000.00	56,367.36
General Jour...	04/30/2024	1619		IAFF Local 3881- #7050		4,282.00	52,085.36
General Jour...	04/30/2024	1619		KFD Cafeteria- #7051		1,316.69	50,768.67
General Jour...	04/30/2024	1619		PenServ #7052		706.35	50,062.32
General Jour...	04/30/2024	1619		Valic #7053		28,822.00	21,240.32
Total 1012 · Umpqua Bank- Checking					942,545.98	890,485.40	21,240.32
<b>1015 · LGIP- Bond</b>							759,544.38
General Jour...	04/30/2024	1622		Interest Received	3,237.35		762,781.73
Total 1015 · LGIP- Bond					3,237.35		762,781.73
<b>1020 · Petty Cash</b>							200.00
Total 1020 · Petty Cash							200.00
<b>1120 · LGIP</b>							5,318,439.59
General Jour...	04/03/2024	1616		LGIP	16,865.42		5,335,305.01
General Jour...	04/03/2024	1616		LGIP	1,178.58		5,336,483.59
General Jour...	04/11/2024	1611		LGIP transfer to checking		150,000.00	5,186,483.59
General Jour...	04/26/2024	1614		LGIP transfer to Checking		500,000.00	4,686,483.59
General Jour...	04/30/2024	1623		Interest Received	1,536.24		4,688,019.83
General Jour...	04/30/2024	1623		Interest Received	19,905.25		4,707,925.08
General Jour...	04/30/2024	1623		Interest Received	504.76		4,708,429.84
Total 1120 · LGIP					39,990.25	650,000.00	4,708,429.84
<b>TOTAL</b>					<b>1,196,456.58</b>	<b>1,824,982.60</b>	<b>5,548,194.52</b>

## Keizer Fire District Financial Report- All

	<u>Apr 24</u>	<u>05/23/2024</u> YTD	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6035 · Apparatus Maintenance(Vehicles)	3,737.12	86,130.14	68,000.00	18,130.14	126.66%
6040 · Equipment Maintenance	77.29	30,184.75	29,745.00	439.75	101.48%
6062 · Furniture	5,672.82	16,820.75	14,500.00	2,320.75	116.01%
6070 · Small Tools & FF Equip/Supplies	673.06	16,060.82	19,750.00	-3,689.18	81.32%
6073 · Building & Grounds Maintenance	3,076.81	35,860.99	42,250.00	-6,389.01	84.88%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6075 · Radio Maintenance	11,572.40	47,768.00	51,800.00	-4,032.00	92.22%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	3,183.41	46,634.32	52,000.00	-5,365.68	89.68%
6137 · Uniforms	3,229.03	20,690.55	36,800.00	-16,109.45	56.22%
6145 · Supplies	1,219.72	8,496.21	12,000.00	-3,503.79	70.8%
6160 · Public Ed / Fire Prevention	292.97	4,545.25	12,000.00	-7,454.75	37.88%
6180 · Medical Supplies	11,940.17	128,053.81	125,000.00	3,053.81	102.44%
6200 · District Meetings	15.00	1,379.06	1,500.00	-120.94	91.94%
6210 · District Events	558.35	6,210.63	8,000.00	-1,789.37	77.63%
6300 · Utilities	6,396.48	49,964.32	55,250.00	-5,285.68	90.43%
6400 · Fuel Expense	1,342.26	47,551.18	45,750.00	1,801.18	103.94%
6505 · Communications	1,314.23	18,850.32	65,650.00	-46,799.68	28.71%
6600 · Training	6,385.26	66,955.53	63,500.00	3,455.53	105.44%
6605 · Training Supplies	947.13	3,738.82	5,050.00	-1,311.18	74.04%
6620 · Water Rescue	36.69	644.80	2,500.00	-1,855.20	25.79%
6622 · Health & Fitness Supplies	981.55	1,366.19	2,500.00	-1,133.81	54.65%
6704 · Computer/Network Expenses	5,962.94	27,453.02	46,100.00	-18,646.98	59.55%
6707 · Office Supplies	337.29	2,345.98	7,600.00	-5,254.02	30.87%
6710 · Insurance & Fidelity Bond	0.00	64,992.00	60,000.00	4,992.00	108.32%
6715 · Publicity/Advertising	199.00	2,531.00	6,425.00	-3,894.00	39.39%
6720 · Printing and Publishing	172.43	231.49	4,600.00	-4,368.51	5.03%
6727 · Dues/Subscriptions/Fees-Career	75,229.37	364,087.33	319,160.00	44,927.33	114.08%
6750 · Other Professional Services	7,310.00	84,752.91	119,500.00	-34,747.09	70.92%
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	0.00	43,677.67	0.00	43,677.67	100.0%
<b>Total 6000 · Materials and Services</b>	<b>155,060.04</b>	<b>1,545,414.61</b>	<b>2,135,358.00</b>	<b>-589,943.39</b>	<b>72.37%</b>
7000 · Capital Outlay	0.00	0.00	70,000.00	-70,000.00	0.0%
8200 · Bond Capital Projects Expend.	267.43	73,076.40	189,596.00	-116,519.60	38.54%
9000 · Transfers and/or Miscellaneous	0.00	0.00	704,772.00	-704,772.00	0.0%
	<b>744,831.56</b>	<b>8,484,358.53</b>	<b>11,401,198.00</b>	<b>-2,916,839.47</b>	<b>74.42%</b>

**Keizer Fire District**  
**Financial Report- All**  
**05/23/2024**

	Apr 24	YTD	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Taxes, Current Year	13,872.02	5,620,491.91	5,675,075.00	-54,583.09	99.04%
4020 · Taxes, Prior Year	4,171.98	68,034.26	72,000.00	-3,965.74	94.49%
4030 · Taxes, 911 Excise	0.00	34,329.62	128,390.00	-94,060.38	26.74%
4100 · EMS Revenue	173,015.70	3,004,781.60	2,450,000.00	554,781.60	122.64%
4120 · Capitol Fire Med	3,516.37	23,175.74	32,000.00	-8,824.26	72.42%
4140 · Interest & Dividends	25,183.60	213,648.86	84,000.00	129,648.86	254.34%
4150 · Miscellaneous	4,256.52	71,823.07	73,500.00	-1,676.93	97.72%
4156 · Conflagration Reimbursement	0.00	353,773.50	100,000.00	253,773.50	353.77%
<b>Total 4000 · Revenue</b>	<b>224,016.19</b>	<b>9,390,058.56</b>	<b>8,614,965.00</b>	<b>775,093.56</b>	<b>109.0%</b>
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
<b>Total Income</b>	<b>224,016.19</b>	<b>9,390,058.56</b>	<b>8,639,965.00</b>	<b>750,093.56</b>	<b>108.68%</b>
<b>Expense</b>					
<b>5000 · Personal Services</b>					
5001 · Salaries & Wages	346,753.88	3,423,102.16	4,258,554.00	-835,451.84	80.38%
5070 · Board Members	1,150.00	2,650.00	4,875.00	-2,225.00	54.36%
5080 · Overtime	56,103.51	556,261.97	462,000.00	94,261.97	120.4%
5082 · Longevity Incentive	1,037.72	10,966.10	7,924.00	3,042.10	138.39%
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	1,800.00	18,000.00	33,300.00	-15,300.00	54.05%
5086 · Preceptor Pay	0.00	1,500.00	1,200.00	300.00	125.0%
5090 · Volunteer Program	3,189.00	35,333.65	79,750.00	-44,416.35	44.31%
5110 · Payroll Tax Soc. Sec. (FICA)	30,530.11	301,016.05	376,677.00	-75,660.95	79.91%
5115 · State Unemployment Tax (SUTA)	398.97	3,995.46	5,485.00	-1,489.54	72.84%
5119 · Workers' Compensation Tax	100.39	1,037.83	2,307.00	-1,269.17	44.99%
5120 · Workers' Compensation	0.00	75,312.25	175,000.00	-99,687.75	43.04%
5125 · Health and Dental Insurance	-4,843.72	769,350.21	913,720.00	-144,369.79	84.2%
5126 · Medical Savings Plan (HRA Veba)	11,000.00	109,000.00	126,000.00	-17,000.00	86.51%
5127 · Cafeteria Plan Administration	95.00	1,100.00	1,400.00	-300.00	78.57%
5130 · Life & Disability Insurance	7,391.48	62,242.42	85,042.00	-22,799.58	73.19%
5135 · Retirement (PERS)	127,815.57	1,350,691.07	1,549,149.00	-198,457.93	87.19%
5137 · Deferred Compensation Match	6,982.18	70,617.34	102,454.00	-31,836.66	68.93%
5210 · Physical Exams	0.00	10,420.00	20,035.00	-9,615.00	52.01%
5220 · Employee Assistance Plan (EAP)	0.00	1,203.60	3,200.00	-1,996.40	37.61%
<b>Total 5000 · Personal Services</b>	<b>589,504.09</b>	<b>6,865,867.52</b>	<b>8,301,472.00</b>	<b>-1,435,604.48</b>	<b>82.71%</b>
<b>6000 · Materials and Services</b>					
6010 · General Operating Expense	900.26	12,423.09	17,350.00	-4,926.91	71.6%
6015 · Dispatch 911	0.00	216,435.36	379,200.00	-162,764.64	57.08%
6020 · Volunteer Recruitment/Retention	1,132.00	1,132.00	1,000.00	132.00	113.2%
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6025 · Civil Service Expense	1,165.00	10,045.81	7,000.00	3,045.81	143.51%

**Keizer Fire District**  
**General Fund- Admin**  
**05/23/2024**

	<u>Apr 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense</b>					
<b>5000 · Personal Services</b>					
5001 · Salaries & Wages	32,466.38	319,500.80	392,286.00	-72,785.20	81.45%
5070 · Board Members	1,150.00	2,650.00	4,875.00	-2,225.00	54.36%
5080 · Overtime	0.00	28,443.83	12,000.00	16,443.83	237.03%
5082 · Longevity Incentive	269.76	2,697.60	0.00	2,697.60	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	750.00	900.00	-150.00	83.33%
5110 · Payroll Tax Soc. Sec. (FICA)	2,484.96	25,448.62	33,323.00	-7,874.38	76.37%
5115 · State Unemployment Tax (SUTA)	32.47	364.30	477.00	-112.70	76.37%
5119 · Workers' Compensation Tax	5.14	50.41	165.00	-114.59	30.55%
5120 · Workers' Compensation	0.00	96,404.31	175,000.00	-78,595.69	55.09%
5125 · Health and Dental Insurance	-2,923.29	52,416.89	56,420.00	-4,003.11	92.91%
5126 · Medical Savings Plan (HRA Veba)	750.00	7,500.00	9,000.00	-1,500.00	83.33%
5127 · Cafeteria Plan Administration	95.00	1,100.00	1,400.00	-300.00	78.57%
5130 · Life & Disability Insurance	589.21	5,235.03	7,592.00	-2,356.97	68.96%
5135 · Retirement (PERS)	53,587.88	569,461.02	591,151.00	-21,689.98	96.33%
5137 · Deferred Compensation Match	2,153.01	21,203.22	26,808.00	-5,604.78	79.09%
5220 · Employee Assistance Plan (EAP)	0.00	1,203.60	3,200.00	-1,996.40	37.61%
<b>Total 5000 · Personal Services</b>	<b>90,735.52</b>	<b>1,147,531.13</b>	<b>1,330,597.00</b>	<b>-183,065.87</b>	<b>86.24%</b>
<b>6000 · Materials and Services</b>					
6010 · General Operating Expense	900.26	12,423.09	17,350.00	-4,926.91	71.6%
6015 · Dispatch 911	0.00	216,435.36	379,200.00	-162,764.64	57.08%
6025 · Civil Service Expense	1,165.00	10,045.81	7,000.00	3,045.81	143.51%
6062 · Furniture	5,672.82	16,820.75	14,500.00	2,320.75	116.01%
6073 · Building & Grounds Maintenance	3,076.81	35,860.99	42,250.00	-6,389.01	84.88%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6145 · Supplies	1,219.72	8,496.21	12,000.00	-3,503.79	70.8%
6200 · District Meetings	15.00	1,379.06	1,500.00	-120.94	91.94%
6210 · District Events	558.35	6,210.63	8,000.00	-1,789.37	77.63%
6300 · Utilities	6,396.48	49,964.32	55,250.00	-5,285.68	90.43%
6505 · Communications	1,314.23	18,040.32	65,650.00	-47,609.68	27.48%
6704 · Computer/Network Expenses	5,962.94	27,453.02	46,100.00	-18,646.98	59.55%
6707 · Office Supplies	337.29	2,345.98	7,600.00	-5,254.02	30.87%
6710 · Insurance & Fidelity Bond	0.00	64,992.00	60,000.00	4,992.00	108.32%
6715 · Publicity/Advertising	199.00	2,531.00	5,925.00	-3,394.00	42.72%
6720 · Printing and Publishing	172.43	231.49	4,600.00	-4,368.51	5.03%
6727 · Dues/Subscriptions/Fees-Career	0.00	15,120.47	12,765.00	2,355.47	118.45%
6750 · Other Professional Services	2,310.00	77,252.91	109,500.00	-32,247.09	70.55%
6780 · Election Expense	0.00	43,677.67	0.00	43,677.67	100.0%
<b>Total 6000 · Materials and Services</b>	<b>29,300.33</b>	<b>615,330.08</b>	<b>900,190.00</b>	<b>-284,859.92</b>	<b>68.36%</b>
<b>9000 · Transfers and/or Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>-25,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>120,035.85</b>	<b>1,762,861.21</b>	<b>2,255,787.00</b>	<b>-492,925.79</b>	<b>78.15%</b>

**Keizer Fire District**  
**General Fund- Fire**  
 05/23/2024

	<u>Apr 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense</b>					
<b>5000 · Personal Services</b>					
5001 · Salaries & Wages	192,601.63	2,036,355.55	2,682,517.00	-646,161.45	75.91%
5080 · Overtime	36,703.01	402,831.75	275,000.00	127,831.75	146.48%
5082 · Longevity Incentive	767.96	8,268.50	6,449.00	1,819.50	128.21%
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	13,200.00	24,300.00	-11,100.00	54.32%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	17,397.23	184,976.32	236,447.00	-51,470.68	78.23%
5115 · State Unemployment Tax (SUTA)	227.37	2,447.11	3,400.00	-952.89	71.97%
5119 · Workers' Compensation Tax	53.89	598.76	1,375.00	-776.24	43.55%
5120 · Workers' Compensation	0.00	-21,092.06	0.00	-21,092.06	100.0%
5125 · Health and Dental Insurance	-745.68	507,953.54	582,769.00	-74,815.46	87.16%
5126 · Medical Savings Plan (HRA Veba)	5,500.00	60,500.00	75,000.00	-14,500.00	80.67%
5130 · Life & Disability Insurance	4,633.17	38,575.21	53,090.00	-14,514.79	72.66%
5135 · Retirement (PERS)	55,213.09	582,710.85	662,675.00	-79,964.15	87.93%
5137 · Deferred Compensation Match	3,737.41	38,496.52	62,545.00	-24,048.48	61.55%
5210 · Physical Exams	0.00	8,530.00	5,975.00	2,555.00	142.76%
<b>Total 5000 · Personal Services</b>	<b>317,364.08</b>	<b>3,899,802.64</b>	<b>4,716,542.00</b>	<b>-816,739.36</b>	<b>82.68%</b>
<b>6000 · Materials and Services</b>					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	704.48	53,688.16	37,000.00	16,688.16	145.1%
6040 · Equipment Maintenance	77.29	13,260.80	8,500.00	4,760.80	156.01%
6070 · Small Tools & FF Equip/Supplies	132.00	8,820.51	10,750.00	-1,929.49	82.05%
6075 · Radio Maintenance	11,572.40	47,768.00	51,800.00	-4,032.00	92.22%
6080 · Ladder & Hose Testing	0.00	4,162.50	7,000.00	-2,837.50	59.46%
6100 · Turnouts & Prot. Equipment	3,183.41	46,634.32	52,000.00	-5,365.68	89.68%
6137 · Uniforms	3,229.03	20,690.55	36,300.00	-15,609.45	57.0%
6160 · Public Ed / Fire Prevention	292.97	4,545.25	12,000.00	-7,454.75	37.88%
6400 · Fuel Expense	1,342.26	23,342.11	28,500.00	-5,157.89	81.9%
6600 · Training	0.00	0.00	0.00	0.00	0.0%
6620 · Water Rescue	36.69	644.80	2,500.00	-1,855.20	25.79%
6622 · Health & Fitness Supplies	981.55	1,366.19	2,500.00	-1,133.81	54.65%
6727 · Dues/Subscriptions/Fees-Career	175.00	15,962.50	13,320.00	2,642.50	119.84%
<b>Total 6000 · Materials and Services</b>	<b>21,727.08</b>	<b>240,885.69</b>	<b>273,670.00</b>	<b>-32,784.31</b>	<b>88.02%</b>
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%
<b>Total Expense</b>	<b>339,091.16</b>	<b>4,140,688.33</b>	<b>5,000,212.00</b>	<b>-859,523.67</b>	<b>82.81%</b>

**Keizer Fire District**  
**General Fund- EMS**  
 05/23/2024

Expense	Apr 24	YTD	Budget	\$ Over Budget	% of Budget
<b>5000 · Personal Services</b>					
5001 · Salaries & Wages	109,101.63	941,403.41	976,695.00	-35,291.59	96.39%
5070 · Board Members	0.00	0.00	0.00	0.00	0.0%
5080 · Overtime	19,400.50	124,986.39	175,000.00	-50,013.61	71.42%
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	375.00	3,300.00	7,200.00	-3,900.00	45.83%
5086 · Preceptor Pay	0.00	600.00	1,200.00	-600.00	50.0%
5110 · Payroll Tax Soc. Sec. (FICA)	9,695.65	80,328.15	89,193.00	-8,864.85	90.06%
5115 · State Unemployment Tax (SUTA)	126.70	1,049.94	1,353.00	-303.06	77.6%
5119 · Workers' Compensation Tax	40.08	363.38	715.00	-351.62	50.82%
5125 · Health and Dental Insurance	-1,122.57	183,152.02	246,296.00	-63,143.98	74.36%
5126 · Medical Savings Plan (HRA Veba)	4,500.00	38,500.00	39,000.00	-500.00	98.72%
5130 · Life & Disability Insurance	1,932.16	16,438.66	20,166.00	-3,727.34	81.52%
5135 · Retirement (PERS)	16,242.12	168,455.92	229,812.00	-61,356.08	73.3%
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%
<b>Total 5000 · Personal Services</b>	<b>160,291.27</b>	<b>1,561,871.29</b>	<b>1,813,860.00</b>	<b>-251,988.71</b>	<b>86.11%</b>
<b>6000 · Materials and Services</b>					
6035 · Apparatus Maintenance(Vehicles)	3,032.64	32,441.98	31,000.00	1,441.98	104.65%
6040 · Equipment Maintenance	0.00	16,923.95	21,245.00	-4,321.05	79.66%
6070 · Small Tools & FF Equip/Supplies	541.06	7,240.31	9,000.00	-1,759.69	80.45%
6180 · Medical Supplies	11,940.17	128,053.81	125,000.00	3,053.81	102.44%
6400 · Fuel Expense	0.00	24,209.07	17,250.00	6,959.07	140.34%
6727 · Dues/Subscriptions/Fees-Career	75,054.37	331,659.36	284,010.00	47,649.36	116.78%
6750 · Other Professional Services	5,000.00	7,500.00	10,000.00	-2,500.00	75.0%
<b>Total 6000 · Materials and Services</b>	<b>95,568.24</b>	<b>548,028.48</b>	<b>497,505.00</b>	<b>50,523.48</b>	<b>110.16%</b>
7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous	0.00	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>255,859.51</b>	<b>2,109,899.77</b>	<b>2,321,365.00</b>	<b>-211,465.23</b>	<b>90.89%</b>

**Keizer Fire District**  
**General Fund- Training**  
 05/23/2024

	<u>Apr 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense</b>					
<b>5000 · Personal Services</b>					
5001 · Salaries & Wages	12,584.24	125,842.40	207,056.00	-81,213.60	60.78%
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	750.00	900.00	-150.00	83.33%
5090 · Volunteer Program	3,189.00	35,188.24	79,750.00	-44,561.76	44.12%
5110 · Payroll Tax Soc. Sec. (FICA)	952.27	10,262.96	17,714.00	-7,451.04	57.94%
5115 · State Unemployment Tax (SUTA)	12.43	134.11	255.00	-120.89	52.59%
5119 · Workers' Compensation Tax	1.28	25.28	52.00	-26.72	48.62%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	-52.18	25,827.76	28,235.00	-2,407.24	91.47%
5126 · Medical Savings Plan (HRA Veba)	250.00	2,500.00	3,000.00	-500.00	83.33%
5130 · Life & Disability Insurance	236.94	1,993.52	4,194.00	-2,200.48	47.53%
5135 · Retirement (PERS)	2,772.48	30,063.28	65,511.00	-35,447.72	45.89%
5137 · Deferred Compensation Match	1,091.76	10,917.60	13,101.00	-2,183.40	83.33%
5210 · Physical Exams	0.00	1,890.00	10,505.00	-8,615.00	17.99%
<b>Total 5000 · Personal Services</b>	<u>21,113.22</u>	<u>255,617.05</u>	<u>440,473.00</u>	<u>-184,855.95</u>	<u>58.03%</u>
<b>6000 · Materials and Services</b>					
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	6,385.26	66,955.53	63,500.00	3,455.53	105.44%
6605 · Training Supplies	920.05	3,641.85	5,050.00	-1,408.15	72.12%
6715 · Publicity/Advertising	0.00	0.00	500.00	-500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	0.00	1,345.00	9,065.00	-7,720.00	14.84%
<b>Total 6000 · Materials and Services</b>	<u>7,305.31</u>	<u>71,942.38</u>	<u>79,615.00</u>	<u>-7,672.62</u>	<u>90.36%</u>
<b>Total Expense</b>	<u>28,418.53</u>	<u>327,559.43</u>	<u>520,088.00</u>	<u>-192,528.57</u>	<u>62.98%</u>



**Keizer Fire District**  
**Reserve Fund**  
 05/23/2024

	<u>Apr 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>					
4000 · Revenue					
4140 · Interest & Dividends	504.76	4,383.60	1,500.00	2,883.60	292.24%
<b>Total 4000 · Revenue</b>	<u>504.76</u>	<u>4,383.60</u>	<u>1,500.00</u>	<u>2,883.60</u>	<u>292.24%</u>
9050 · Transfer In From General Fund	0.00	0.00	25,000.00	-25,000.00	0.0%
<b>Total Income</b>	<u>504.76</u>	<u>4,383.60</u>	<u>26,500.00</u>	<u>-22,116.40</u>	<u>16.54%</u>
<b>Expense</b>					
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%
<b>Total 7000 · Capital Outlay</b>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>-50,000.00</u>	<u>0.0%</u>
9000 · Transfers and/or Miscellaneous					
9034 · Reserved for Future Expenditure	0.00	0.00	79,772.00	-79,772.00	0.0%
<b>Total 9000 · Transfers and/or Miscellaneous</b>	<u>0.00</u>	<u>0.00</u>	<u>79,772.00</u>	<u>-79,772.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>129,772.00</u>	<u>-129,772.00</u>	<u>0.0%</u>

**Keizer Fire District**  
**Capital Projects Fund**  
 05/23/2024

	<u>Apr 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>					
4000 · Revenue					
4140 · Interest & Dividends	3,237.35	32,683.78	10,000.00	22,683.78	326.84%
<b>Total 4000 · Revenue</b>	<u>3,237.35</u>	<u>32,683.78</u>	<u>10,000.00</u>	<u>22,683.78</u>	<u>326.84%</u>
<b>Total Income</b>	<u>3,237.35</u>	<u>32,683.78</u>	<u>10,000.00</u>	<u>22,683.78</u>	<u>326.84%</u>
<b>Expense</b>					
6000 · Materials and Services					
6070 · Small Tools & FF Equip/Supplies	0.00	0.00	0.00	0.00	0.0%
<b>Total 6000 · Materials and Services</b>	<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	267.43	16,858.37	129,596.00	-112,737.63	13.01%
8240 · Staff/Misc. Vehicles	0.00	56,218.03	60,000.00	-3,781.97	93.7%
<b>Total 8200 · Bond Capital Projects Expend.</b>	<u>267.43</u>	<u>73,076.40</u>	<u>189,596.00</u>	<u>-116,519.60</u>	<u>38.54%</u>
9000 · Transfers and/or Miscellaneous					
9034 · Reserved for Future Expenditure	0.00	0.00	600,000.00	-600,000.00	0.0%
<b>Total 9000 · Transfers and/or Miscellaneous</b>	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>-600,000.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>267.43</u>	<u>73,076.40</u>	<u>789,596.00</u>	<u>-716,519.60</u>	<u>9.26%</u>

**Keizer Fire District**  
**Bond Repayment Fund**  
 05/23/2024

	<u>Apr 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Taxes, Current Year	907.80	370,936.53	370,378.00	558.53	100.15%
4020 · Taxes, Prior Year	270.78	4,100.06	2,000.00	2,100.06	205.0%
4140 · Interest & Dividends	<u>1,536.24</u>	<u>8,016.02</u>	<u>2,500.00</u>	<u>5,516.02</u>	<u>320.64%</u>
<b>Total 4000 · Revenue</b>	<u>2,714.82</u>	<u>383,052.61</u>	<u>374,878.00</u>	<u>8,174.61</u>	<u>102.18%</u>
<b>Total Income</b>	<u>2,714.82</u>	<u>383,052.61</u>	<u>374,878.00</u>	<u>8,174.61</u>	<u>102.18%</u>
<b>Expense</b>					
<b>6000 · Materials and Services</b>					
6771 · GO Bond Payment	0.00	0.00	250,000.00	-250,000.00	0.0%
6772 · Interest Expense	<u>0.00</u>	<u>67,189.01</u>	<u>134,378.00</u>	<u>-67,188.99</u>	<u>50.0%</u>
<b>Total 6000 · Materials and Services</b>	<u>0.00</u>	<u>67,189.01</u>	<u>384,378.00</u>	<u>-317,188.99</u>	<u>17.48%</u>
<b>Total Expense</b>	<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

May 2024

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## Activities and Projects:

### ➤ Apparatus Surplus

- Please see the included memo regarding the surplus of a 1995 Chevrolet 2500.

### ➤ 2024/2025 Budget

- Thank you to all who were a part of another successful budget process for the 2024/2025 budget year. The budget was approved unanimously by the Keizer Fire District Budget Committee. The approved budget will be presented to the board during the budget hearing at the June board meeting for adoption.

### ➤ 2023/2024 Supplemental Budget

- Please see the memo included in the board packet regarding the 2023/2024 supplemental budget.

### ➤ Safer Grant

- We have submitted a Staffing for Adequate Fire and Emergency Response (SAFER) Grant application with a request to fund three Firefighter/Paramedics and one Community Risk Reduction Specialist. This funding would pay for 100% of these positions for four years with no requirement to maintain the positions beyond the life of the grant. Thank you to BC Wilson for all of the work that went into this extensive application process.

### ➤ Salem Fire Ambulance Service

- Salem Fire Department will be taking over the ambulance service in the City of Salem as a division of the fire department with a target takeover date of July 1, 2025. This move will undoubtedly have an impact on our call volume during the transition. With our planned full-time staffing of an additional ambulance and rounding out the full-time staffing of a second engine company on or around July 1, 2024, we have positioned ourselves to be prepared for potential challenges.

➤ Ambulance Rate Update

- The City of Salem is proposing an ambulance rate increase at their city council meeting on June 24, 2024. In the past, KFD, MCFD#1, and Salem Fire have maintained the same rate to maintain billing consistency in the area. I will provide the proposed rates and associated information at our June board meeting for review and potential adoption.

➤ 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 4.08, 4.08a, 4.09, and 10.050. These policies are included with memos from Chief Butler, they have been reviewed by staff and legal counsel where warranted, and are presented to you for their first reading.
- Policies 2.01 and 4.03 are included for the second reading and Board approval.

➤ Keizer Fire Breakfast

- The breakfast was a success, thank you to Samantha Russell for her planning, preparation, and ensuring the event went well, and thank you to everyone else who was able to help out. Attendance was down slightly, serving close to 400 people compared to approximately 550 people at the Mother's Day breakfast last year.

➤ 2024 OVFA Conference:

- We will co-host the Oregon Volunteer Firefighters Association Conference June 19<sup>th</sup>-23<sup>rd</sup> 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.
- I attended a planning meeting on Friday, May 17<sup>th</sup> and most of the details for the event are on track with just over 100 students expected to attend.
- KFD and MCFD#1 will be providing dinner to the attendees at the Brooks campus on Friday, June 21<sup>st</sup>. If you would like to help out, you are welcome to attend, cook a few hot dogs, and eat as many as you would like as a payment.

➤ Wildfire Resiliency and Preparedness

- This Wildfire Defensible Space grant is provided through the Office of the Oregon State Fire Marshal and is operating jointly between Keizer Fire, Marion County Fire, and Aumsville Fire.
- The focus of the grant is to create defensible space around structures in our prospective fire districts.
- Free home assessments are being scheduled with interested citizens of the districts.

- The grant, defensible space assessments, and program details are being administered and managed by MCFD#1 for all three involved agencies as part of the grant.
- 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.
- 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.
  - We are working to schedule our next meeting of Board Presidents and Fire Chiefs.
- 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:

Respectfully Submitted,  
*Ryan Russell*  
Fire Chief

# EMS ACTIVITY REPORT

May 2024 Board Meeting

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- **Ambulance Billing Items:**

- Our **April** financial reports from Systems Design show **\$697,627.50** in new charges with 324 **billable calls** and a deposited revenue of **\$211,523.85**. Our AVR balance is **\$1,764,993.05**. Our net revenue from accounts in collections during **April** was **\$1,975.80**.

- **Capital FireMed Program Revenue:**

- **March** reports for Capital Fire Memberships revenue was \$3,290.00 with 48 memberships.
- **February** reports for Capital Fire Memberships revenue was \$1,680.00 with 25 memberships.
- **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.

We received funds for the second half of the GEMT CCO program for 2023. For a total of \$166,241.00. I am still waiting to see what we will be receiving from GEMT FFS for FY2023 supplement payment program, more to come with that.

I have already submitted my application and signed documents for participation of next year. My next GEMT CCO check in meeting is at the end of June 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**

**APRIL 2024**

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**Activity by Level of Service – Count / Gross Charges:**

ALS1 E: 235 = \$452,845.00
ALS2: 11 = \$21,197.00
BLS E: 77 = \$148,379.00
BLS NE: 1 = \$1,927.00
<b>Total Calls: 324 = \$ 697,627.50</b>

**Activity by Unit – Count / Gross Charges:**

M35: 107 = \$261,268.10
M36: 66 = \$143,405.00
M37: 130 = \$294,502.10
M38: 21 = \$ 40,646.00
<b>Total: 324 = \$ 697,627.50</b>

**Transport mileage / Extra Attendant**

Extra Attendant During Transport:2 @ \$93.00 = <b>\$186.00</b>
Transport Mileage:1975.5 @ \$37.00 = <b>\$73,093.50</b>

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





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	222,305
Mar	85,784	95,970	164,984	164,707	131,067	175,461	187,941	230,971	188,609
Apr	186,135	111,930	165,746	139,272	145,583	165,619	182,346	212,466	211,524
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	
<b>Total</b>	<b>1,165,735</b>	<b>1,385,269</b>	<b>1,801,442</b>	<b>1,592,014</b>	<b>1,713,946</b>	<b>1,727,562</b>	<b>2,104,053</b>	<b>2,306,705</b>	<b>2,238,637</b>
<b>Mon/Avg</b>	<b>97,145</b>	<b>115,439</b>	<b>150,120</b>	<b>132,668</b>	<b>142,829</b>	<b>143,964</b>	<b>175,338</b>	<b>192,225</b>	<b>223,864</b>
<b>Variance</b>	<b>-3%</b>	<b>19%</b>	<b>30%</b>	<b>-12%</b>	<b>8%</b>	<b>1%</b>	<b>22%</b>	<b>10%</b>	<b>16%</b>
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%									

# OPERATIONS MONTHLY REPORT

## May 2024

April 2024 Total Incidents – 591  
YTD – 2495

April 2023 Total Incidents – 546  
YTD – 2135

April 2023 Total Incidents – 427  
YTD – 1967

Continuous Code 3 “ALL” <= 6 minutes – 59, Average Response Time: 00:04:10

Continuous Code 3 “ALL” > 6 minutes – 2, Average Response Time: 00:06:53

Inc #	Address	Call Type	Shift	T.O.D.	Reason
2300	700 Blk Plymouth Dr NE	EMS	B	8:49 AM	Traffic/Distance
2339	1100 Blk Clearview Ave NE	EMS	C	9:23 AM	Poor Turnout Time

APRIL 2024 RESPONSE TIME STANDARD – 96.7%

2024 YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 94.1%

### Operations Projects:

- Operational Staffing/Hiring: We are 100% staffed this month. We are currently testing/hiring to increase our staffing beginning July 1<sup>st</sup>, 2024. We have confirmed two employees starting July 1<sup>st</sup> and we have four other Single Role Paramedics to hire. We have applications for two and plan on interviewing them in the next week or two.
- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In April Engine 725, from Marion County Fire District #1, handled 38 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 1.3 calls per shift. Engine 355 had 286 calls for the month of May, without the relief of E725, they would have responded to 324 calls. This is a decrease in work load of 13% for our engine company.
- Policy/Guideline Manual Project: This project continues to move forward. The Board will see two policies for a second reading and four policies for a first reading this month.

We also continue to work on the guidelines that are for the Fire Chief to sign off. Guidelines approved since the last Board meeting include:

- Controlled Medication/Substances
  - Standing Orders and Treatment Protocols
  - EMS Equipment Supply Inventory & Inspections
  - Uniforms
  - Public Service Responses
  - Out of Service Training
  - AED Loaner Program
  - Alarm Response / Personal Vehicles
  - Use of Maintenance Facility and Equipment
  - Corrective Action Guide
  - District Apparatus Response
  - Use of Dorms
  - Lithium-Ion Battery Fires (NEW)
  - Water Tender/Brush Truck Response (NEW)
- Falck / BLS Ambulances: Falck has had their BLS ambulances up and running for a couple of months now. After initially not meeting expectations, there was some tweaking of their responses and they are now more effectively handling appropriate calls. To date we have only had one BLS unit dispatched into Keizer and they were canceled as one of our medic units cleared to handle the call.

We continue to monitor Salem Fire taking over the ambulance service from Falck July 1<sup>st</sup>, 2025. We have been in contact with their EMS Division and have provided them information on how we on-board new Paramedics. They also asked to borrow an ambulance while they have some of their medic units remounted. We were unable to assist with that request as we anticipate putting Medic 38 in-service 24/7 July 1<sup>st</sup>.

On a side note, over the last six months we have averaged providing Salem automatic aid at a rate of 66 calls a month and we have averaged 30 transports from Salem per month.

- Oregon Health Authority: This project is closed, we had a few items to correct after the inspection and we completed the corrections.
- Save Lives Oregon: We have signed up for Save Lives Oregon. This is a program run by the Oregon Health Authority that provides agencies with Narcan kits intended for families of persons that are at high risk of drug overdose. When we respond on an overdose call, if appropriate, we will leave a kit on scene with family members so if the situation arises again, they can administer a lifesaving dose of Narcan.

### **Maintenance Projects:**

- Ambulance Purchase: There is no new information on this project at this time. Delivery is scheduled for about a year from now.

- Facilities: Routine care and maintenance continue to be completed by staff as time allows:
  - Added equipment racks to the center shop bay area. These racks are similar to what you see product placed on in Costco. We had a need to better organize and store equipment and supplies.
  - Added curtains/beds to two dorm rooms to increase sleeping capacity in the station.
  - Second floor carpet professionally cleaned.
- Apparatus:
  - Signed a contract with Pacific Northwest Hydro to do our annual aerial truck testing.
  - Placed the Fire Chiefs vehicle in service.

**Other Events, Activities and Meetings:**

- March 21 – Dr. Koulibali in-service training
- March 30 – Awards Banquet
- April 4 – Dr. Koulibali in-service training
- April 5 – Predesign meeting with Braun NW
- April 8 – EMS QI Meeting
- April 9 – Officer Meeting
- April 9 – Oregon Capacity System Meeting (reporting of hospital capacity and divert)
- April 19 – Weather and Fire Outlook Meeting with the National Weather Service
- April 27/28 – Mobile Water Supply Class (Tender Training)
- April 30 – Keizer Emergency Management Meeting (City of Keizer)
- May 8 – ASA Meeting
- May 13 – Water Rescue Meeting with Salem Fire
- May 13 – Volunteer Business Meeting
- May 14 – Operations Meeting
- May 19 – Pancake Breakfast

Respectfully,

*Brian Butler*  
Division Chief

# VEHICLE MAINTENANCE REPORT

May 2024  
(03/01/2024 – 04/30/24)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes</u>
	Month	Year to Date	
<b><u>Medics</u></b>			
2001 (M35)		18	
2002 (M36)		139	
1501 (M37)	66	179	PM, DEF Repair (O)
1601 (M38)	16.5	607	Liquid Spring leak (I), AC Repair (O)
<b><u>Engines</u></b>			
1711 (E355)	3	36	Oil Leak (O)
1712 (E365)	0	38	
2111 (E375)	0	1	
0411 (E385)	0	0	
<b><u>Other</u></b>			
9221 (L358)	2	2	Battery Replacement, (I) Air Leak (O)
1731 (SQ359)	2	9	Light Tower (I)
2141 (BR358)	0	0	
1741 (BR365)	0	0	
1641 (UTV368)	0	0	
1651 (BC35)	0	0	
1652 (BC36)	0	0	
<b><u>Staff Vehicles</u></b>			
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

## ADMINISTRATIVE & COMMUNITY SERVICES

May 2024

### Recruitment and Retention of the Keizer Firefighter Volunteer Association members

Our goal is to maintain 12 active volunteer firefighters including students. The current recruit class graduates the Fire academy on May 29th at 7pm

#### **Volunteer Firefighters:**

01. Argue, Taylor
02. Belcher, Ryan
03. Fuller, Darrell
04. Gomez, Eduardo
05. Grant, Arianna
06. Jaime Zavala, Fernando
07. Johnson, Justin
08. Partida Gonzalez, Ramiro
09. Schmidt, Sterling
10. Spangle, Stone
11. Spangle, Titus
12. Ragsdale, Brandon
13. Riordan, Trevor

#### **Non-Response/ volunteer support team**

Our goal, with assistance from the KVFA is to create a Non-Response volunteer support team that will assist with Fire District, Community and CCR partner events.

#### **The Community Risk Reduction (CRR) program**

CCR is an effort to identify and prioritize specific risks in our community, followed by a coordinated application of resources to minimize the probability of those events from happening and or reduce the impact of those events.

#### **As of today these are our CRR Partners:**

**City of Keizer:** Met with City Manager Adam Brown, KPD Chief Copeland. Met with KPD patrol officers, that are instrumental in providing data and insight about our community. Attended City council on May 6<sup>th</sup>.. Our goal is to provide KFD organizational insight at City council, and partnering to identify CRR topics and resources for our community.

**Keizer Neighborhood Associations:** Met with all 5 Presidents/ chair NWKNA, SEKNA, GNEKNA, GGNA and WKNA. Our goal is to provide KFD organizational insight at their meetings, and partnering to identify CRR topics and resources for our community.

**Keizer Fire District:** Met with all three shifts that are instrumental in providing data and insight about our community.

#### **Other Partners: Chamber of Commerce, Keizer United**

Met with Chamber of Commerce Executive Director Corri Falardeau, and Keizer United chair Meredith Mooney. Attended a Keizer United meeting on May 13<sup>th</sup>. Our goal is to provide KFD organizational insight at the meeting, address topics and procure resources to help us improve our neighborhood associations/ community.

ADMINISTRATIVE & COMMUNITY SERVICES  
May 2024

**Goal is to meet with:** K.N.O.W. Keizer Rotary, MAK, Young Life, Elks 2472, Eagles 2081, and Lions, Local assemblies of faith and fellowship, Safe routes to school, Keizer CERT, OHA, DHS, and any other entity that could possibly provide a CRR resource for our neighborhood associations/ community.

**General information:** Coordinate community and school activities where Fire District and Keizer Volunteer Firefighters will attend community activities; provide KFD messaging, relay DFM Pub-Ed information, career-day guest speakers, and show and tell of staff/ apparatus.

April 27<sup>th</sup> & 28<sup>th</sup> Ag Fest; KVFA assisted the Oregon Fire Marshal Association/ fire prevention message

May 4<sup>th</sup> Keizer Community Event bicycle safety

May 6<sup>th</sup> Keizer City council

May 13<sup>th</sup> Keizer United meeting

- KVFA meeting

May 15<sup>th</sup> NWKNA meeting

May 16<sup>th</sup> Weddle Elementary

May 23<sup>rd</sup> Kennedy Elementary

May 24<sup>th</sup> Forest Ridge Elementary

- Meeting with T. Levin K.N.O.W.
- Meeting with Taylor Swan Outreach Specialist (Energy Trust)

May 25<sup>th</sup> Soggy day at the park

May 28<sup>th</sup> Kennedy Elementary station tour

May 29<sup>th</sup> Behavioral Health Crisis Services Marion County Health & Human Services meeting

- 7pm KVFA academy graduation

May 20<sup>th</sup> KFD safety meeting

- KPD & KFD management meeting



# TRAINING, SAFETY, AND HEALTH DIVISION

## MONTHLY REPORT

### May 2024

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#### **March Training Highlights:**

Residential primary search evolutions and quarterly multi-company evolutions at Brooks facility (attended by over twenty personnel).

EMS – Prehospital Traumatic Life Support (PHTLS) and Dr. Koulibali altered mental status case reviews.

#### **April Training Highlights:**

Vehicle extrication, quarterly officers training focused on leadership development, joint incident command course with MCFD#1 led by national speaker BC Stan Cooke (ret.), and a mobile water supply course to certify operators for our new tender.

EMS – Difficult airway course, EMS “Jeopardy” protocol review and Dr. Koulibali cardiac case reviews.

#### **Scheduled May Training:**

Fire: Wildland refresher, quarterly engineer evolutions at Knife River site for wildland apparatus, and several courses to qualify more personnel for wildland urban interface response.

EMS: Tactical casualty care and Dr. Koulibali neurological emergencies case reviews.

Other: Prehospital considerations for diversity, equity, and inclusion.

#### **Meetings and Updates:**

Training Committee: Quarterly survey conducted regarding training program, participation was impressive with thirty-three respondents providing quality feedback.

#### **Highlights:**

1. 84% say their training goals are currently being met.
2. 94% say that training consistency, opportunities, and communications have improved, with room to improve in providing guidance (68% stated it was improved).
3. Multi-company evolutions were reported as the most enjoyable training event so far this year (78%), followed by company evolutions (52%).
4. Areas where training is successful: consistency, opportunities, structure and communication.
5. Areas where training could improve: Provide out-of-service training time, finding a balance on monthly volume, and providing more individualized training.

Chemeketa Fire Advisory Committee: Meeting on March 21<sup>st</sup>, discussed upcoming changes to the programs and plans to achieve student ride time with surrounding agencies.

Mid-Willamette Fire Instructors Association (MWFIA): Next scheduled meeting May 15<sup>th</sup>.

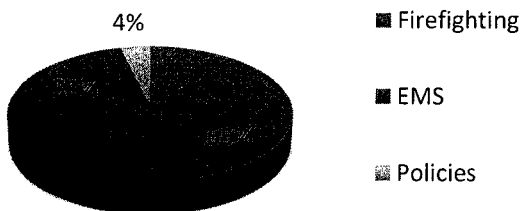
Salem Keizer Public Schools Active Threat Meeting: Large scale exercises planned for June 17<sup>th</sup>-21<sup>st</sup> with our crews attending in multiple capacities throughout the week. Our personnel will also provide the rescue task force crews to accompany Keizer Police’s night patrol during their evolutions.

Other news: I attended the Fire Department International Conference (FDIC) with Chief Russell and Lieutenant Dryden. It was an exciting week filled with classes on training program development, incident command, technical rescue, live-fire exercises, search, and hybrid-electric vehicle emergencies.

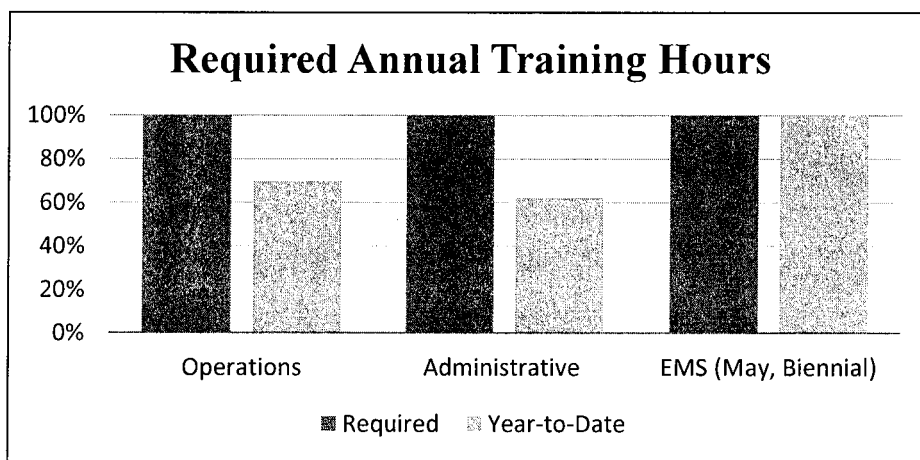
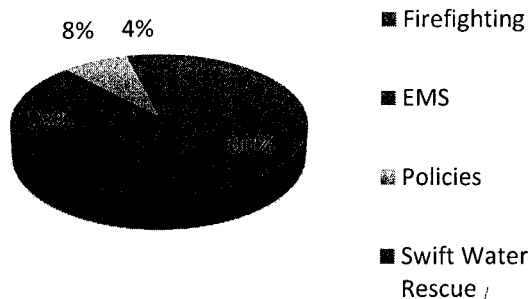
**TRAINING, SAFETY, AND HEALTH DIVISION  
MONTHLY REPORT  
May 2024**

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**March Training  
Total Hours: 656.0**



**April Training  
Total Hours: 684.25**



**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**  
**May 2024**

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**Volunteer Program:**

Keizer Volunteer Firefighters Association (KVFA): Report by President Fuller. I met with KVFA President Fuller in early May to discuss future volunteer training plans and opportunities.

Fire District Student and Resident Volunteer (RV) Program: Resident Riordan has been accepted into the Fall 2024 paramedic program at Chemeketa and remains with the district. MacPherson has accepted a job offer on the coast and will resign at the end of May. Resident Ragsdale is currently completing the Paramedic program. Students Zavala and Gonzalez-Partida are completing the first year of the program.

**Health and Wellness Programs:**

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

Peer Support Team: No meeting scheduled.

Annual Physical Exams: We have shifted to conducting our annual Tuberculosis testing in house, due to compliance, cost savings, and convenience to personnel.

**Safety Program:**

The Safety program is now under the direction of BC Wilson.

Respectfully submitted,

*Rachel Brozovich, Battalion Chief*

# Safety, Grants and Retention Report

**May 2024**

**Safety:** I am working on transitioning into the Safety Officer role and educating myself on the rules and responsibilities. I have been researching OSHA requirements and gathering documentation for a possible OSHA inspection. Chief Blanco has reviewed our past documentation with me and offered assistance during this transition. I attended my first Safety meeting in April and we have several projects in the works. Here are the highlights:

- A regular safety bulletin will be sent out to all personnel via district email
- A "Safety" folder has been created on the district server that can be accessed by all. This folder will contain safety reminders, bulletins, meeting minutes, etc.
- Our facility inspection forms are being made electronic to make our quarterly inspections easier to complete and track.
- Specific training and guidelines associated with specialty maintenance items are being developed. Examples include the scissor lift, pallet jack, welding equipment, etc.
- All new apparatus and equipment will undergo a documented safety assessment.
- Our "Emergency Plan" is being updated and reprinted.
- I am meeting with our quartermaster to discuss PPE procurement, records and needs.
- We will begin utilizing the district "Incident Reports" to document any safety concerns including situations that almost or could have resulted in an injury or accident.

I also met with a representative from SDAO and did a facility walk through to discuss areas of concern related to a possible OSHA visit. He was a great resource and has offered to help with my transition into this role.

**Grants:** Here is an update of the grants that have been researched and/or submitted:

- **AFG:** Submitted in March of 2024 requesting funding for the purchase of a new Pierce engine. The grant requests are currently under peer review and they expect to award funding by the end of summer.
- **SAFER:** Submitted in April of 2024 requesting funding for the addition of 4 FTEs to include 3 FF/PMs and 1 Fire and Life Safety Specialist. The grant requests begin peer review in June.
- **SDAO Safety and Security Grant:** Submitted in September of 2023 requesting funding assistance for cyber security updates. Grant request approved in November of 2023 and funding was received by the district in April of 2024.

- **Oregon Department of Energy Grant:** Researched and discussed for a possible submission next year. Project ideas include solar panels, emergency energy storage, electric vehicles and electric vehicle charging stations.

**Retention:** I have begun working on creating an Employee Retention Program. The goal is to help increase employee morale, foster healthy workplace culture, job satisfaction and ultimately employee retention. I have sent out an email describing the program and asking for volunteers to create a Retention Committee that will meet quarterly. This committee will have at least 1 representative from each rank, shift, labor and administration. Program components will include:

- Quarterly Retention Committee meetings
- In person employee interviews
- Anonymous employee job satisfaction surveys
- Morale building activities
- Exit Interviews

If you have any questions about any of these programs, please don't hesitate to ask.

Respectfully submitted,

*Christina Wilson*

**Fire Prevention Division Board Report**  
**Anne-Marie Storms, Deputy Fire Marshal**  
**April/May 2024**

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**Fire & Life Safety**

***Inspections/code issues***

- *Verda Crossing* – The “Cow” Apartments has been completed, permits closed and all requirements met.
- *McNary/River Project* – There have been no updates on the two large parcels of large at River and McNary.
- *Trail Apartments* – The Trail Apartments are making progress with the plan to be completed before the end of summer. The grouping of three-story apartments is fully sprinkled, have a fire alarm and have two hydrants for the complex.
- *Chemawa Apartments*–There is currently not a timeframe for completion. A new hydrant will be added for this building, and it’s fully sprinkled and has a fire alarm (or will upon completion).
- *Schools* -In May I worked with SKSD Risk Management to inspect McNary HS and Cummings Elementary. The high school took eight hours over the course of two days, but we visited every classroom, office and closet. Over the next couple of month, we will complete the remaining schools.
- *Volcanoes Stadium* – An inspection was completed in early April of the stadium as part of their licensing for fireworks shows this summer. The first fireworks show was allowed on May 17<sup>th</sup> as they are progressing well and their reinspection will occur May 28<sup>th</sup>.

**Community Outreach**

- Emergency Preparedness Training – Amber taught First Aid for the Emergency Preparedness Series in May and did a great job! We will be rescheduling the June Hands Only CPR course due to a scheduling conflict, but it will still be in June.
- NAWIC Presentation – In March, I was asked to speak to The National Association of Women in Construction about my experiences as a women in plan review, construction projects and overall in the fire service.
- Avid Interviews – Each year AVID students suffer thru mock interviews to gain experience and prepare for the workforce and college. I was so impressed interviewing these individuals and was happy to celebrate their successes with them. While none expressed an interest in the fire service, they all will make great employees for someone in their chosen field.
- JLAD Dogs- I love my job, but working the JLAD is the icing on the cake! In May, we worked with three groups to familiarize puppies ranging from 4-18 months about the smells, sights and sounds of the fire station and firefighters.
- Car Seat Clinic – May 7<sup>th</sup> we hosted another well received car seat clinic. We had seven technicians install 30 seats for 22 families. OHSU will be having a training in June which will include a two hour car seat clinic at KFD, this will help address the car seat need and provide great skills training for technicians.

- OFMA –

- Annual Business Meeting and training – During the week of May 20<sup>th</sup> – 24<sup>th</sup> I attended the OFMA Annual Business Meeting and Training at Eagle Crest. The training covered Fire Safety during Construction, Hazardous Materials, Mental Health, OSFM Programs and High Pile Storage Egress. Two years ago I was asked to fill a vacant OFMA Board Position and have been serving on the Board since. This year, 2024-2025 I will be the OFMA President representing Fire Marshals in Oregon on several committees and workgroups. I'm thankful for this opportunity and the support from Chief Russell and Keizer Fire. I have broken down the committees and work groups below.
  - Convening the Fire Service – This is a brand new workgroup created by OSFM with the intent of creating an inventory of issues facing the Oregon Fire Service and possible solutions. The work group will be made up of members from OFCA, OFMA, OVFA, Oregon State Firefighters Council and more.
  - Mobile Food Unit Committee – Mobile Food Units were added into the 2022 Oregon Fire Code. While the code gives us direction, mobile food units are transient which creates a challenge when completing fire inspections.
  - Oregon Wildfire Funding Workgroup - This workgroup was initiated during the 2024 Oregon Legislative Session through budget note #5 in House Bill 5701. The goal is to collaborate on options for sustainably funding wildfire mitigation, suppression, and mobilizations, along with addressing land classification and the intersection between forest protection districts and rural fire protection districts.

**Meetings Attended**

- 3/19 – OSFM DSFM Assessment Ctr
- 3/19 - Board Meeting
- 3/20 - Mobile Food Vendor Mtg
- 3/20 - NAWIC Presentation
- 3/26 - OFMA Board Meeting
- 3/27 – COK Meeting
- 3/28 – Station Tour
- 3/28 – Keizer Fire Foundation
- 4/1 – Mtg with OSFM Deputy
- 4/2 – Mock Interviews for SKSD
- 4/2 - MVCSC
- 4/3 – Plan Review Meeting
- 4/3 – Emergency Preparedness Training
- 4/4 – EMS Training
- 4/4 – SKSD Meeting

- 4/6-4/9 – Lifesavers Conference
- 4/10 – Bluebeam Training with COK
- 4/10 – Iris Festival Meeting
- 4/11-4/26 – OOS
- 4/30 – JLAD Dogs
- 5/2 – JLAD Dogs
- 5/6 – COK Meeting
- 5/8 – OFMA Meeting
- 5/14 – Car Seat Clinic
- 5/15 – OSFM Meeting
- 5/20-23 – OFMA ABM and Training

### **Fire Investigations**

- None

### **Upcoming Events**

- 6/5 – Hands Only CPR- 6:30pm
- 6/10 – Car Seat Clinic



**KEIZER RURAL FIRE PROTECTION DISTRICT**

**Resolution No. 2024-01**

**A RESOLUTION PROVIDED FOR A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR 2023-2024, BUDGET APPROPRIATION CHANGES OF THE KEIZER FIRE DISTRICT TO APPROPRIATE FUNDS FROM CONFLAGRATION AND THE GEMT PROGRAM TO THE GENERAL FUND**

**WHEREAS**, the Keizer Fire District adopted the 2023-24 budget on June 20, 2023 by Resolution No. 2023-02.

**WHEREAS**, Oregon Revised Statutes (“ORS”) 294.471 and 294.473 provides for supplemental budget appropriations by official public hearing of the governing body.

**WHEREAS**, the Keizer Fire District received unanticipated funds for Conflagration Reimbursement.

**WHEREAS**, the Conflagration Reimbursement will be appropriated in the General Fund.

**WHEREAS**, the Keizer Fire District received unanticipated funds for the Ground Emergency Medical Transport (GEMT) Program.

**WHEREAS**, the GEMT Revenue will be appropriated in the General Fund.

**THEREFORE, BE IT RESOLVED** that the Board of Directors hereby authorizes GEMT Revenue and Conflagration Reimbursement appropriation authority to the General Fund GEMT Revenue at \$416,068 and Conflagration Reimbursement at \$353,773 making the total revised resources \$12,248,897 and increasing Personnel Services: Administration- Overtime to \$32,000, Fire- Overtime to \$400,000, EMS- Salaries & Wages to \$1,096,695 and Materials & Services: Fire- Vehicle Maintenance to \$72,000, Fire- Equipment Maintenance to \$14,500, EMS- Vehicle Maintenance to \$41,000, EMS- Fuel to \$32,250, EMS- Dues & Fees to \$362,851, and Training- Firefighter Training to \$73,500 making total revised requirements \$12,248,897.

**GENERAL FUND**

<b>Resources:</b>	<b>Current</b>	<b>Increased</b>	<b>Total</b>
GEMT Revenue	\$250,000	\$166,068	\$416,068
Conflagration Reimbursement	\$100,000	\$253,773	\$353,773
<b>Revised Total Fund Resources:</b>	<b>\$11,829,056</b>	<b>\$419,841</b>	<b>\$12,248,897</b>

<b>Requirements:</b>	Current	Increased	Total
Personnel Services:			
Admin- Overtime	\$12,000	\$20,000	\$32,000
Fire- Overtime	\$275,000	\$125,000	\$400,000
EMS- Salaries & Wages	\$976,695	\$120,000	\$1,096,695

<b>Requirements:</b>	Current	Increased	Total
Materials & Services:			
Fire- Vehicle Maintenance	\$37,000	\$35,000	\$72,000
Fire- Equipment Maintenance	\$8,500	\$6,000	\$14,500
EMS- Vehicle Maintenance	\$31,000	\$10,000	\$41,000
EMS- Fuel	\$17,250	\$15,000	\$32,250
EMS- Dues & Fees	\$284,510	\$78,841	\$362,851
Training- Firefighter Training	\$63,500	\$10,000	\$73,500

**Revised Total Fund Requirements: \$11,829,056                      \$419,841                      \$12,248,897**

**APPROVED** by the Board of Directors of the Keizer Rural Fire Protection District this 28th day of May 2024.

By: \_\_\_\_\_  
President, Board of Directors

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Directors



MEMORANDUM:

To: Board of Directors  
From: Chief Ryan Russell  
Date: May 28, 2024  
Re: 1995 Chevrolet 2500 Surplus

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ISSUE:

- A) Vehicle 9551 is a 1995 Chevrolet 2500 pickup truck identified as overdue for replacement per the Keizer Fire District equipment replacement schedule.
- B) This vehicle has been replaced and is no longer needed. The current market value of this vehicle per Kelly Blue Book is less than \$3,000.
- C) Per Policy 2.02 – Disposal of District Property/Equipment, the vehicle may be sold or donated once determined it is no longer needed by the District.
- D) Drakes Crossing Rural Fire District is a response partner in Marion County that has an identified need for a tow vehicle to transport a response utility vehicle used for responses in Silver Falls State Park and other areas of their jurisdiction. This surplus vehicle would meet their need.

RECOMMENDATION:

Staff recommends that the Board of Directors declare surplus and approve the donation of vehicle 9551 to the Drakes Crossing Rural Fire District. The donation shall follow Keizer Fire District Policy 2.02 section E, which states the District may donate equipment or apparatus when the District has determined that the property/equipment is no longer needed by the District, and; if the item is of negligible or no market value.



## MEMORANDUM

To: Board of Directors  
Thru: Ryan Russell, Fire Chief  
From: Brian Butler, Operations Chief  
Date: May 17<sup>th</sup>, 2024  
Subject: First Reading – Policies

3.01 Patient Rights and Responsibilities  
3.02 Fiscal Policy and Assistance Program  
4.08 Discipline/Discharge  
4.09 Grievance Procedure

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### Issue:

The above policies have been reviewed by staff, policies 4.08 Discipline/Discharge and 4.09 Grievance Procedure have been reviewed by legal counsel. The suggested changes are reflective of those reviews.

Policy 3.01 Patient Rights and Responsibilities – The additions to this policy, noted in red, were added to come into compliance with updates in Oregon Administrative Rule 333-250-0330.

Policy 3.02 Fiscal Policy and Assistance Program – This policy was reviewed by staff, including EMS Billing Manager Jacqueline Sunderland. There were a few minor changes to wording and some additional language to how we assist patients with their debt.

Policy 4.08 Discipline / Discharge – This policy was reviewed by staff, which provided some minor wording changes. The large strikeouts and new language in red was provided by legal counsel.

Policy 4.09 Grievance Procedure – This policy was reviewed by legal counsel and the changes contained within are what they recommended for changes.

### Staff Recommendation:

Staff recommends that the Board of Directors review the attached policies and provide any feedback for changes or updates. Staff will implement those changes and bring back the policies for the second reading in June.

## OPERATIONAL ~~ADMINISTRATIVE~~ EMS POLICY

Number: ~~12.03~~ 3.01

Effective: 5/18/99

Revised: ~~11/15/05~~ 06/21/24

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Division: ~~Emergency Medical Services~~ Administrative - EMS  
Responsibilities

Title: Patient Rights &

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### PURPOSE

To establish a policy recognizing the rights of patients requesting service or being treated by the Keizer Fire District and its personnel as required by OAR 333-250-090 ~~0330~~.

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### SCOPE

This policy shall apply to all patients receiving emergency medical care and/or transportation provided by District personnel.

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### RESPONSIBILITY

It is the responsibility of all District personnel to comply with this policy and to ensure the patient's rights are honored and maintained.

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### PROCEDURE

#### A. General

Patients receiving emergency medical care and transportation services from the Keizer Fire District are entitled: to be treated with respect, consideration, recognition of human dignity, and individuality. In addition to any and all other rights provided by law.

#### B. Patient Rights

The patient's rights include but are not limited to:

1. To have access to pre-hospital emergency medical care and transportation regardless of ~~race~~, ethnicity, gender, sexual orientation, religion, ~~color~~, creed, national origin, age, sex, disability, or the ability to pay.
2. To have reasonable privacy with respect to emergency care and transportation.

3. To be treated with respect, dignity and compassion.
4. To be able to talk openly with those providing care, knowing that information will be held in confidence and only discussed with other's as is medically necessary.
5. To know why tests, procedures or care is being performed and any risks involved with such tests, procedures or care.
6. To refuse care and transportation after being informed of the consequences of such a decision, provided that the patient is competent to make such a determination.
7. To be able to, when appropriate, request private transport, for example, from a friend or family member.
8. To be able to change their mind about any test, emergency medical procedure or care for which they had given their consent.
9. To receive reasonable continuity of care once emergency medical care is established.
10. To voice a concern about any aspect of the emergency medical care or transportation being provided. To be able to call and discuss questions relating to the care provided and be assured that relating any concerns will not affect future services provided.
11. To be transported in an environment that is free from recognized hazards and unreasonable annoyances.
12. To have their health information protected in accordance with state and federal privacy laws.
13. To have the opportunity to receive, upon request, a reasonable explanation of any charges for emergency medical care provided by EMS providers and Keizer Fire District.
14. To be transported to a clinically appropriate facility of the patient's choice without questioning ability to pay. Keizer Fire District may elect to transport to a closer, appropriate facility if a patient's facility of choice:
  - a. Is unreasonable due to unsafe conditions; or
  - b. Requires an ambulance to be taken out of service for an unreasonable amount of time.

15. Information on how and where to file a complaint about the services performed is posted and available.

C. Patient Responsibilities

In return, the patient receiving emergency medical care and/or transportation has the following responsibilities:

1. To be respectful of those providing emergency medical care and transportation.
2. To assist District personnel by providing information about his/her **their** health problems and any medications they may have or are currently taking.
3. To cooperate with District personnel while care and transportation is being rendered.
4. To honor the **Oregon Health Division's Authorities** policy of "No Smoking" in an ambulance at any time.
5. To advise District personnel of any dissatisfaction that they may have experienced regarding the emergency medical care and transportation provided.
6. To accept the financial obligations associated with requesting or having emergency medical care and/or transportation provided. To examine their bill and ask questions they may have regarding the charges or methods of payment.

APPROVED BY THE BOARD OF DIRECTORS

\_\_\_\_\_  
Vice-President, Board of Director's

\_\_\_\_\_  
Date

**Review/Revision History:**

**Revised: 11/15/05**

## OPERATIONAL ADMINISTRATIVE EMS POLICY

Number: ~~3.02 12.04~~

Effective: 5/17/16

Revised: 06/16/24

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Division: **Administrative** - EMS

Title: Fiscal Policy & Assistance Program

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### PURPOSE

To establish a written policy outlining the general guidelines and practices for ambulance billing accounts qualifying as a hardship, written off as bad debt or sent to collections.

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### SCOPE

This policy shall apply to the District's emergency medical services ambulance billing accounts as described.

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### RESPONSIBILITY

It is the responsibility of authorized District personnel to objectively apply this policy to all accounts as equally as possible without bias based on the information available at the time an account is reviewed.

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#### A. Overview

The Keizer Fire District provides emergency and non-emergency ambulance service to the citizens of Keizer and surrounding area under an ambulance service area franchise agreement by County Ordinance. We are obligated to provide ambulance service to all patients regardless of the ability to pay. We recognize that a patient's illness or injury can create large medical bills that can inhibit the patient's ability to make payment.

In order to protect the integrity of the District's ambulance services and our ability to fulfill this commitment, the following fiscal policy and financial assistance program has been established.

Our billing vendor procedures allow for the submission of ambulance claims to all possible insurance carriers to maximize recovery from these sources. They also communicate with the patient and keep them informed as to the status and progress of their ambulance account/claim for services rendered.



When a patient has Medicare, ~~he/she is~~ **they are** required to pay the deductible and co-payment. However, Medicare will allow the balance to be written off if the patient is unable to pay due to financial or income restrictions. Indigent patients may also be determined to be financially unable to pay their portions of a bill, however financial assistance should be the exception, not the rule.

Whenever possible, an attempt should be made to establish a payment plan on any unpaid balance. If payment arrangements on the balance are not paid as scheduled, we reserve the right to cancel any adjustments or payment plans and assign the unpaid balance to a collection agency. If the patient does not meet eligibility requirements for financial assistance and refuses to render payment, the account will be turned over to a collection agency. A patient with no insurance or an unpaid balance after insurance who has exhausted all financial means and has no ability to enter into a payment plan, can seek eligibility for discounts under this policy

#### B. Procedure

Financial assistance is generally for patients who do not have other financial resources available, such as insurance, government programs, or regular income. Prior to offering financial assistance, an attempt should be made to arrange for the patient to make regular monthly payments in a dollar amount that is financially convenient and affordable. Should this attempt fail, the following guideline will be used:

- Option 1: Ensure that insurance benefits have been maximized.
- Option 2: Payment plan – offer again with reduction in monthly payment.
- Option 3: Financial assistance consideration – using eligibility guidelines.
- Option 4: Collection agency

#### C. Eligibility

A patient may be eligible for financial assistance or **a discounted bill** if ~~his/her~~ **their** personal income is at or below the poverty guidelines as established by the Department of Human Services for the State, based on a given geographic location (patients residence). The poverty guidelines are updated annually to account for inflation.

When the patient's net income is sufficient to cover basic living expenses and other outstanding debt, they likely will not qualify for financial assistance. In these cases, an extended payment plan may be offered. Another option may be to freeze or put the account on hold for a period of up to 6-months with no payment due until some smaller debt is paid. It is the expectation that when other short-term obligations are resolved that regular monthly payments on the patients account will be made until the balance is paid in full.

When holding an account balance for minimal monthly payments is not warranted, the account will be evaluated for hardship assistance eligibility or assignment to collections.

D. Financial Assistance / Discount

Nearly all requests for financial assistance are due to not only an ambulance bill but many other medical related expenses. Salem Hospital Health has an established hardship program for financial assistance and review process. In most cases, the District will agree to match the amount of discount or assistance provided under this program from 0-100% of the patient's responsibility, **with up to one transport being written off. If the patient has multiple transports they will be encouraged to; apply for a Capital Fire Med Membership or make payment arrangements for the remaining balance.**

The patient must provide the District with a copy of the hardship assistance letter they receive from Salem Hospital Health in order to receive consideration.

Income status and the patient's ability to pay an account will be evaluated each time a patient claims a hardship.

Any information relating to the request for hardship assistance will remain confidential to the full extent authorized by the Oregon Public Records Act.

E. Collections

The District may forward any/all ambulance billing accounts and claims with unpaid balances to a collection agency. This includes accounts with invoices returned as undeliverable by US mail or a patient / responsible party refusing to communicate with ambulance billing staff attempting to obtain insurance information or to collect payment on unpaid balances.

As provided for in ORS 697.105, a collection fee of up to 30% will be added to the principle balance of accounts assigned to a collection agency. Whenever possible the patient/responsible party will be notified of this prior to accounts being turned over to collections.

Once accounts are turned over to a collection agency, unless they were sent in error or otherwise required by law, they can only be retracted under very limited circumstances based on the provisions of the collection agency agreement in place at the time the account was sent to collections. Patients contacting the District or billing vendor regarding accounts in collections will be referred to that collection agency for account information and to make payment arrangements.

APPROVED BY THE BOARD OF DIRECTORS

\_\_\_\_\_  
Board President, Signature

\_\_\_\_\_  
Date

## OPERATIONAL PERSONNEL POLICY

Number: 4.08 6.11

Effective: 09/13/88

Revised: 06/16/24 05/16/2006

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Division: Personnel

Title: Discipline / Discharge

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### PURPOSE

To establish a policy regarding the types and steps of Discipline and Discharge involving District personnel.

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### SCOPE

Section I shall apply to all district volunteers. Section II shall apply to all career personnel.

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### RESPONSIBILITY

It is each individuals, as well as the District's, responsibility to comply with this policy.

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### PROCEDURE

#### I. VOLUNTEERS

##### A. Volunteer Expectations

The performance of each volunteer is important to the overall success of District operations. All volunteers are expected to maintain regular ~~and~~ attendance, be on time, serve as scheduled, and maintain proficiency in relevant knowledge, skills, and abilities. This includes responding to calls whenever available.

In accepting volunteer ~~association~~ position with the District, each volunteer is required to meet certain standards. Maintaining an acceptable level of attendance is part of the District's performance requirements and is one of the standards by which a volunteer's overall contribution to the District may be measured. When absent, someone else must do the job and the absentee's skill levels may suffer.

Recurring and excessive absences and/or tardiness are disruptive to others and are detrimental to the morale and efforts of the volunteers who maintain a good attendance record. Failure to meet these requirements will subject a volunteer to appropriate disciplinary action, up to and including termination. Attending drill and training sessions regularly, responding to alarms whenever available, and serving on a Reserve Duty Shift are requirements of every **response** volunteer.

## B. Discipline Generally

~~Conduct of District volunteers affects the ability of the District to serve its citizens and affects the taxpayer's impression of District government. Volunteer safety, productivity and morale are dependent upon the conduct of volunteers.~~

~~Occasionally, it is necessary for supervisors to resort to corrective action when other actions are inappropriate, or where a particular volunteer fails to respond to informal guidance.~~

~~In order to provide a fair method of correction, and when necessary, of disciplining volunteers, the District will use progressive discipline procedures when it deems such progressive procedures appropriate, nothing in this policy shall be deemed to change the "at will" status of any volunteer.~~

**Volunteers are expected to perform to the best of their abilities at all times. There will be occasions however, where a volunteer will perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet the District's standards, the District may discharge a volunteer or may provide the volunteer a reasonable opportunity to correct the deficiency through progressive discipline. Volunteers serve at the pleasure of the District and the volunteer, and either may end the volunteer arrangement at any time.**

## C. General Guidelines

~~1. — Initiation of Discipline: Discipline may be initiated for many proper reasons, including, but not limited to, violation of laws or District policies, procedures, or work rules, insubordination or poor performance. The severity of the action generally depends on the nature of the offense and a volunteer's work record, and may range from verbal counseling to discharge.~~

Progressive Discipline: Progressive discipline for infractions may include:

- a. Verbal counseling;
- b. Written counseling **reprimand** or warning, with or without a work plan or last chance agreement;

- c. Suspension; and
- d. ~~Demotion;~~ and
- e. Discharge.

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever the District, in its discretion, deems it appropriate in the circumstances of the particular case.

#### D. Application of Progressive Discipline

For performance deficiencies, volunteers will normally be verbally counseled once before receiving a written warning. A supervisor may or may not choose to make the imposition of a verbal warning part of the volunteer's personnel file.

There is no appeal from a verbal counseling or a written reprimand or warning. The volunteer may place an explanatory statement in their personnel file.

Supervisors may issue verbal counseling and written reprimands or warnings. All other discipline shall be referred to the Fire Chief or ~~his or her~~ **their** designee.

#### E. Discipline/Discharge Procedure

If the Fire Chief or ~~his or her~~ **their** designee deems it appropriate, for disciplinary reasons, to ~~demote or~~ discharge a volunteer, the Fire Chief or ~~his or her~~ **their** designee shall notify the volunteer of the nature of the proposed discipline and of the specific reasons that the proposed discipline is being considered. The volunteer shall be provided with the facts upon which the proposed actions are based. The Fire Chief or ~~his or her~~ **their** designee shall afford the volunteer a formal opportunity to refute the charges orally or in writing. If a pre-disciplinary conference is to be held, it will be scheduled and held within three (3) work days after notice of the action has been given. The volunteer will be given adequate time to develop a response and to seek necessary outside assistance if needed. The time limits may be varied by the District to meet individual needs.

The Fire Chief or ~~his or her~~ **their** designee will conduct the conference and decide whether to impose discharge or a lesser degree of discipline. The Fire Chief or ~~his or her~~ **their** designee shall advise the volunteer in writing of the decision, mailed to the volunteer at the last address which the volunteer has provided to the District in writing.

A volunteer will not participate in District operations after receiving a notice of dismissal, until a final decision is reached by the Fire Chief or ~~his or her~~ **their** designee. During this

period, the volunteer shall be considered on a leave of absence for record keeping purposes.

## ~~H. Career~~

### A. Progressive Discipline

On-the-job conduct of District employees affects the ability of the District to serve its citizens and affects the taxpayer's impression of District government. Employee safety, productivity, and morale are dependent upon employee conduct.

~~Occasionally it is necessary for supervisors to resort to corrective action when other actions are inappropriate, or where a particular employee fails to respond to informal guidance.~~

~~In order to provide a fair method of correction and, when necessary, of disciplining employees, the District will use progressive discipline procedures when it deems such progressive procedures appropriate.~~

**Employees are expected to perform to the best of their abilities at all times. There will be occasions however, where an employee will perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet the District's standards, the District may terminate an employee or may provide the employee a reasonable opportunity to correct the deficiency through progressive discipline.**

### B. Discipline – General Guidelines

1. Initiation of Discipline: Discipline may be initiated for many reasons, including, but not limited to, violations of work rules, insubordination or poor job performance. The severity of the action generally depends on the nature of the offense and employee's work record, and may range from verbal counseling to discharge.
2. Progressive Discipline: Progressive discipline for infractions include:
  - a. Verbal counseling;
  - b. Written reprimand or warning;
  - c. Temporary reduction in pay in lieu of suspension;
  - d. Suspension;

- e. Demotion; and
- f. Discharge.

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure, including discharge for a first offense, may occur whenever the District, in its discretion, deems it appropriate based upon the circumstances of the particular case.

#### C. Application of Progressive Discipline

For performance deficiencies, employees will normally be verbally counseled once before receiving a written warning. A supervisor may or may not choose to make the impression of a verbal warning part of the employee's personnel file.

There is no appeal from a verbal counseling or a written reprimand or warning. The employee may place an explanatory statement in their personnel file.

Supervisors may issue verbal counseling and written reprimands or warnings. All other discipline shall be referred to the Fire Chief or ~~his or her~~ **their** designee.

#### D. Discipline/Discharge Procedure

**Pre-Disciplinary Conference:** If the Fire Chief or ~~his or her~~ **their** designee deems it appropriate, for disciplinary reasons, to reduce pay, suspend without pay, demote, or discharge an employee, the Fire Chief or ~~his or her~~ **their** designee shall notify the employee, in writing, of the nature of the proposed discipline and of the specific reasons that the proposed discipline is being considered. The employee shall be provided with facts upon which the proposed actions are based. The Fire Chief or ~~his or her~~ **their** designee shall afford the employee a formal opportunity to refute the charges and explain the circumstances. The employee may be suspended with or without pay during these proceedings. If a conference is to be held, it will be scheduled and held within three (3) work days after notice of the action has been given. The employee will be given adequate time to develop a response and to seek necessary outside assistance if needed. The time limits may be varied by the District to meet individual needs.

The Fire Chief or ~~his or her~~ **their** designee will conduct the conference and decide whether to impose discharge or a lesser degree of discipline. The Fire Chief or ~~his or her~~ **their** designee shall advise the employee in writing of the decision, mailed to the employee at the last address the employee has provided to the District in writing. A copy of the decision to demote, suspend without pay, discharge or temporarily reduce pay of an employee covered by civil service shall be filed with the Commission.

E. Appeal of disciplinary Action

1. Right to Appeal from Discipline: Any non-probationary full-time or part-time employee who has been suspended without pay, reduced in pay, demoted, or discharged, shall have the right to appeal to the Board of Directors or its designee.
2. Filing of Appeal: The appeal must be filed, in writing, with the Fire Chief or ~~his or her~~ **their** designee no later than fifteen (15) days after the date of the mailing of the fire Chief's written decision to the employee. The appeal must include a statement explaining the basis of the appeal.
3. Procedure:
  - a. Upon filing of an appeal; the Fire Chief or ~~his or her~~ **their** designee shall inform the Board of Directors of the appeal and shall provide the Board of Directors and the employee with copies of all documents which the District deems relevant to the appeal, including all documents submitted by the employee, and a written statement of the charges against the employee.
  - b. The Board of Directors shall determine whether it wishes to hear the appeal or whether it wishes to delegate the matter to an independent hearing officer. In its discretion, the Board of Directors may refer those persons subject to civil service to the Civil Service Commission for investigation and hearing pursuant to ORS 242.796 to 242.804.
  - c. A hearing shall be scheduled, and the employee and Fire Chief or ~~his or her~~ **their** designee shall be informed of the time, date, and place of the hearing. If the hearing is to be conducted by the Board of Directors, it shall be scheduled for executive session unless the employee requests that it be held in open session.
  - d. At the hearing, the employee shall be entitled to be represented by legal counsel or other representative, present oral and written testimony, call witnesses, and cross-examine any adverse witnesses.

APPROVED BY THE BOARD OF DIRECTORS



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President, Board of Directors

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Date

**Review/Revision History:**

**Revised: 05/16/2006**

## OPERATIONAL PERSONNEL POLICY

Number: 4.09 ~~6.02~~

Effective: 09/13/88

Revised: 06/18/24 ~~02/15/05~~

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Division: Personnel

Title: Grievance Procedure

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### PURPOSE

To establish a policy regarding the types and steps of Grievances involving District employees.

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### SCOPE

This policy shall apply to all District employees, unless covered by the Union Contract. The following procedure should be followed unless a different procedure is set by District policy to apply to a specific type of grievance or set of circumstances.

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### RESPONSIBILITY

It is **the responsibility of** each individual's, as well as the District's, ~~responsibility~~ to comply with this policy.

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### PROCEDURE

#### A. General

The District strives for fair treatment of all employees. However, misunderstandings and problems may occur in any organization. The District intends that such matters be resolved as early, fairly and at the lowest ~~management~~ **possible** level **in the grievance procedure** ~~as possible~~. Disagreements relating to work assignment, pay, promotion, opportunity, or any aspect of work relationship should be ~~openly~~ discussed with the supervisor. ~~Management~~ **Supervisors** and employees should ~~make honest~~ attempts to understand each other's perspective and make every effort to resolve differences. Employees covered by Union Contract shall follow the grievance procedures set forth therein, rather than this policy.

#### Steps to Solution

1. **Level I – Informal Conference** Discussion: The employee should **request a conference with their immediate supervisor to informally discuss the grievance,**

~~and should talk with the employee's supervisor as soon as possible, specifically identifying the matter as a grievance and identifying any rules or policies of the District which are pertinent to the grievance. Except in extraordinary circumstances, the supervisor should be advised of the grievance within five (5) days of its occurrence. The supervisor shall render an initial decision on the grievance within seven (7) days, unless additional time is needed.~~

2. Level II -Written Statement: If an employee believes the problem has not been properly resolved, the employee can file a written statement concerning the problem with the Fire Chief. This statement shall be filed within five (5) days of receipt of a decision from the employee's supervisor or within twelve (12) days of initial filing if no decision is issued by the supervisor. The written statement shall contain the information required in paragraph 1 of this section, as well as any additional information which the employee deems pertinent. The Fire Chief shall reconsider the initial decision based upon the employee's written statement, material provided by the employee's supervisor, and any additional related material, and give the employee a written reply within ten (10) working days after the written statement is received, unless additional time is needed.
  
3. Level III – Review by the Board: ~~If not satisfied with the Level II decision, the employee may proceed to Level III by submitting a written request within ten (10) working days after receipt of the Fire Chief's written decision. In the written request, the employee may present further facts, documents, or argument.~~

The District's Board of Directors shall ~~then~~ review ~~any~~ ~~the~~ decision, investigate further if appropriate, and issue a decision. ~~upon employee submitting a written request within ten (10) working days after receipt of the Fire Chief's written decision.~~ The employee may present further facts, documents, or argument. The request shall be acted upon at the next Board meeting. The Board may postpone action or establish special procedures for handling a grievance based upon the nature of the grievance and the time required for all information to be presented for Board consideration.

APPROVED BY THE BOARD OF DIRECTORS

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

Review/Revision History:

Revised: 02/15/05