

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 Laureal 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