

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

REGULAR BOARD MEETING

May 28, 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 (Online), Fire Chief Ryan Russell, Division Chief Brian Butler and Hector Blanco, Finance Officer Lyn Komp, Battalion Chief Rachel Brozovich, DFM Anne-Marie Storms, Captain Andrew Alderson, Lieutenant Bill Herring, Engineer Mike Jensen, Budget Committee Member Laureal Williams and Jennifer Palanuk and Citizen Bob Busch

Minutes – Betty Hart made a motion to approve the minutes as presented for March 19, 2024. Colleen Busch seconded the motion. The motion carried unanimously.

Supplemental Budget Hearing- President Joe Van Meter opened the public hearing for the FY 2023/2024 supplemental budget at 5:31 pm and asked for comments. There were no comments.

President Joe Van Meter closed the public hearing at 5:32 pm.

President Joe Van Meter re-opened the regular Board Meeting at 5:33 pm.

Correspondence – Lyn Komp read letters from YMCA, Oregon State Fire Marshal and Daughters of the American Revolution.

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- None

Old Business-

Policy 2.01 and Policy 4.03 Second Reading- Chief Ryan Russell presented the second reading of two policies. There was a brief discussion on the policies. Betty Hart made a motion to approve Policy 2.01 Administrative Organizational Chain of Command. Kevin Clark seconded the motion the motion carried unanimously. Betty Hart made a motion to approve Policy 4.03 General Conduct. Colleen Busch seconded the motion the motion carried unanimously.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. We are 83% of the way through the fiscal year. We received \$211,400 in ambulance payments. We have received 100% of Revenue. Overtime is normal. Materials & Services is at 83%. There were payments made for radio maintenance and GEMT Fees. Colleen Busch made a motion to accept the financial report as presented. Kevin Clark seconded the motion. The motion carried unanimously.

Board Member Reports –

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

Chief/Staff Reports –

- Chief Ryan Russell- The District has applied for a SAFER Grant. There was a discussion on if they ever award less than what was requested. We won't know until this fall if we got it. Salem Fire is taking back ambulance service. There was a discussion on Falck and if the District has an ambulance to loan Salem Fire. The City of Salem is proposing an increase in ambulance fees. There was a discussion on how the Pancake Breakfast went.
- EMS Billing & Records Manager Jacquelynn Sunderland- There was a discussion on ambulance revenue being down. Chief Ryan Russell reviewed that there was a delay in billing due to the clearing house. Systems Design is working to get caught up.
- Division Chief Brian Butler- Joe Van Meter said he appreciated the call tracking and doing as good as we are and all the work being done on policies.
- DFM Anne-Marie Storms- Betty Hart congratulated DFM Anne-Marie Storms on becoming President of OFMA.

New Business

Supplemental Budget Resolution 2024-02 – Chief Ryan Russell presented an overview of the resolution created to bring monies into the General Fund for Conflagration Reimbursement and GEMT (Ground Emergency Medical Transport) Revenue. Betty Hart moved that Resolution No. 2024-02 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 Reimbursement and The GEMT Program To The General Fund. Colleen Busch seconded the motion. The motion carried unanimously.

Surplus of a 1995 Chevrolet 2500- Chief Ryan Russell stated that this vehicle no longer fits the needs of the District. He stated that this vehicle will be donated to Drakes Crossing Fire District. Betty Hart made a motion to Surplus the 1995 Chevrolet 2500. Kevin Clark seconded the motion. The motion carried unanimously.

Policy 3.01, Policy 3.02, Policy 4.08, Policy 4.09 and Policy 10.050- 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. A few minor corrections were discussed and will be corrected for the second reading.

Other Business – None

Good of the Order – Betty Hart congratulated everyone who help with the breakfast. Colleen Busch thanked everyone who came to her house to help with her brother.

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

Adjourn – President Joe Van Meter declared the meeting adjourned at 6:06pm.

Respectfully submitted,



Kevin Clark
Secretary

Under ORS 192.660(4) representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to cite the general subject of the session as previously announced.

Reconvene the Board Meeting:

Good of the Order:

Pay Bills:

Adjourn: