

- 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:

- Board of Director Elections Information/Action
 - The Board review and select the Board Officer Positions for the 2024-2025 Fiscal Year.
- Assignment to Board Committees Information/Action
 - The Board will review and select the Board Committee Positions for the 2024-2025 Fiscal Year.

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	August 20, 2024 @ 5:30 pm
Board Meeting	September 17, 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

June 18, 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, Finance Officer Lyn Komp, Battalion Chief Rachel Brozovich, DFM Anne-Marie Storms, EMS Billing Manager Jacquelynn Sunderland, KVFA President Darrell Fuller, Nathan Bauer- Bauer Insurance and Citizens Leslie Risewick and Bob Busch.

Minutes – Kevin Clark made a motion to approve the minutes as presented for May 28, 2024. Betty Hart seconded the motion. The motion carried unanimously.

Budget Hearing – President Joe Van Meter opened the public hearing for the FY 2024/2025 budget at 5:31 pm and asked for any comments. There were no comments.

President Joe Van Meter closed the public hearing at 5:33 pm.

Correspondence – None

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- None

Old Business-

Policy 3.01, Policy 3.02, Policy 4.08 and Policy 4.09 Second Reading- Chief Ryan Russell presented the second reading of policies. There was a brief discussion on the policies. Colleen Busch made a motion to approve Policy 3.01 Patient Rights and Responsibilities, Policy 3.02 Fiscal Policy and Assistance Program, 4.08 Discipline/Discharge and Policy 4.09 Grievance Procedure. Kevin Clark seconded the motion the motion carried unanimously.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. We are 92% of the way through the fiscal year. There was no final report on ambulance payments, but there were \$165,000 in deposits. We have received 105% of Revenue. Overtime is normal. Materials & Services is at 72%. The quarterly payment to dispatch was made. Louis Risewick made a motion to accept the financial report as presented. Colleen Busch seconded the motion. The motion carried unanimously.

Board Member Reports –

- Betty Hart and Colleen Busch reported on meetings and events they attended.

Chief/Staff Reports – Chief Ryan Russell- The budget was passed last month. Crews did a forcible entry drill with Oregon State Police SWAT. Division Chief Hector Blanco has been making lots of connections. We are still looking into possibilities for a future fire station. We served dinner on Friday night at the OVFA Conference.

- Division Chief Brian Butler- There was a discussion on traffic calming devices. There was also a discussion on maintenance service on Medic 37 and 38.

New Business

Resolution to Adopt Budget, make Appropriations, Impose and Categorize Taxes for FY 24/25 – Joe Van Meter recommended that the Board adopt Resolution 2024-03 as presented for the budget that was approved by the budget committee in May. Betty Hart made a motion to adopt the budget, make appropriations and impose and categorize taxes for FY 24/25 as presented in resolution 2024-03. Louis Risewick seconded the motion. The motion carried unanimously.

Worker’s Compensation Renewal- Agent of Record Nathan Bauer presented the workers compensation package from SAIF. He stated that the MOD is a little lower at .92. The new class code rates were reviewed. Nathan Bauer reviewed all categories that formulate the total cost for worker’s compensation. Colleen Busch made a motion to approve Worker’s Compensation Insurance through SAIF as presented and pay the entire bill by July 1, 2024. Betty Hart seconded the motion. The motion carried unanimously.

Ambulance Rate Increase- Chief Ryan Russell recommended that Board approve Resolution 2024-04 as presented. There was a discussion on the rate increase. Chief Ryan Russell stated that the rates align with GEMT-CCO standards. Betty Hart made a motion to approve the ambulance rate increase by adopting resolution 2024-04 as presented. Kevin Louis seconded the motion. The motion carried unanimously.

Policy 6.05, Policy 2.03, Policy 2.12, Policy 2.13 and Policy 3.03- 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. Policy 6.05 was discussed in detail. Any suggestions or corrections need to be sent to the Fire Chief. There were a few other minor corrections discussed and will be corrected for the second reading.

Other Business –

President Joe Van Meter adjourned the regular Board Meeting at 6:35pm

Executive Session- At 6:37an executive session pursuant to ORS 192.660 (1)(i), Fire Chief Evaluation was called to order.

The regular Board meeting reconvened at 7:40pm

Fire Chief Evaluation- Joe Van Meter stated there has been a positive change over the last year. Chief Ryan Russell received an above average score. The Board of Directors appreciates the change in culture and interactions with the Board. Over the next year, the Board would like to see a short, intermediate and long term plan. They would also like to see a strategic plan.

Good of the Order – Betty Hart stated that everyone did well on the structure fire across from her house.

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

Adjourn – President Joe Van Meter declared the meeting adjourned at 7:47pm.

Respectfully submitted,

Kevin Clark
Secretary

Date: July 16, 2024
To: KFD Board of Directors
From: Darrell Fuller, KVFA President

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

Darrell Fuller / dfuller@keizerfire.com / 971-388-1786

KEIZER VOLUNTEER FIREFIGHTERS ASSOCIATION Monthly Meeting

Date: July 8, 2024
Time: 1800
Location: Keizer Fire District Office

1800 / Dinner

1830 / Meeting

1. Roll Call

Volunteers: Fuller, Grant, Johnson, Russell, Schmidt
Staff: Chief Russell

2. Pledge of Allegiance

3. Review and approval of previous minutes

- a. Motion "To approve May 13, 2024 minutes".
Made by Grant
Seconded by Schmidt
Vote result: Unanimous
- b. Motion "To approve June 10, 2024 minutes correcting a name in 4.d".
Made by Grant
Seconded by Schmidt
Vote result: Unanimous

4. Chiefs Reports

- a. Chief Ryan Russell / New Tender has arrived. Still being outfitted and prepared for service. Expect it to be in service by end of week / Statewide fire danger will be "Extreme" starting at 0000 July 9 / Acknowledged Fuller receiving EMT-b certification / Chief Brozovich still needs some certs from recruits from academy / No decision on whether KFD will hold a "push in" ceremony for the Tender
- b. Chief Hector Blanco / Not available
- c. Chief Brian Butler / Not available
- d. Chief Rachel Brozovich / Not available
- e. Chief Christina Wilson / Not available

5. Treasurer's Report / Samatha Russell

- a. Update
Checking Account Balance: \$12,246.43
Savings Account Balance: \$1,503.14
Edward Jones Account Balance: \$15,020.31

Darrell's Square account was used to receive payments for the pancake breakfast, and he failed to switch the account back to his client prior to receiving a Square payment on behalf of his client. As a result, KVFA received a payment (and subsequent refund). The difference between the two (transaction fees) will be covered by Darrell by personal check.

Details	Posting Date	Description	Amount	Balance
DEBIT	7/8/2024	FIREHOUSE SUBS / July KVFA Meeting Dinner	-199.98	12246.43
DEBIT	7/5/2024	Square / Mistaken Deposit	-742	12446.41
CREDIT	7/3/2024	Square / Refund of Mistaken Deposit	715.88	13188.41
CHECK	6/20/2024	CHECK 2185 / DOJ Annual Filing Fee	-20	12472.53

- b. 2024 Budget Committee Update / Fuller presented a "skeleton" budget for consideration and adoption, suggesting it will likely need amending as Treasurer Russell takes the reins, but he preferred to have a framework from which to work. He requested a motion to adopt the budget.

Motion "To approve the draft budget as presented".
 Made by Johnson
 Seconded by Schmidt
 Vote result: Unanimous

KEIZER VOLUNTEER FIREFIGHTERS ASSOCIATION
 2024 ADOPTED BUDGET

DRAFT

INCOME		2023	2024
	Quarterly District Payment	7000	7000
	Spring Pancake Breakfast	0	315
	Santa Pancake Breakfast	4834	2500
TOTAL		11834	9815

EXPENSES		2023	2024
	Bonding Insurance	0	0
	Candy Cane Day	0	0
	Christmas Party	2944.5	3000
	Dinner/Monthly Meetings		2700
	Donations	950	1000
	Facilities	0	0
	Flowers/Cards	0	0
	IAFF Funding Support	0	0
	OVFA Dues	135	135
	President's Expenses	0	250
	Professional Services		0
	Santa Pancake Breakfast	1738.76	1700
	Scholarship	0	1000
	Spring Pancake Breakfast	0	1500
	Stair Climb	0	0
	Volunteer Retirement		0
	Other / Recruit Graduation Celebration		0
	Other / DOJ Annual		20
	Other / EMS Cert reimbursements		500
	Other /		

	Other /		
	Other /		
TOTAL		5768.26	11805

NET	Profit/Loss	7015.74	-1990
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6. President's Report / Darrell Fuller

- a. Volunteer hours on shift for:
June / 1,111.5 hours x \$32.34 = \$35,945.91
- b. Volunteer program reset / name & logo
Officers expressed opposition to changing the name of the volunteer association. As a result, Fuller suggested consideration of a name change be dropped. No opposition was expressed.

Fuller said he had received no input on adopting a KVFA logo. He suggested KVFA adopt the "Legacy" logo with "Keizer Volunteer Firefighter Association in a ring around the Maltese cross. SRussell expressed an interest in submitting additional options for consideration. Final consideration delayed. (Chief Russell expressed support for using the question mark logo.)

Keizer Volunteer Firefighter Association vs Keizer Fire Volunteer Association?

Keizer Fire



Union



Foundation



Legacy

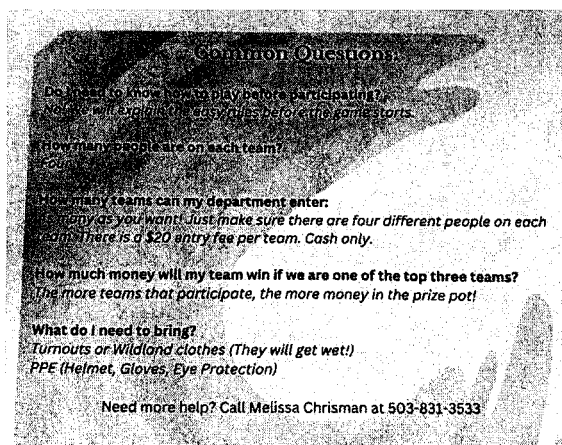


KVFA



7. Upcoming Events

- a. July 21 / Su PM / Kickin' Cancer Softball Game
(To date only Fuller expressing interest in participating.)
- b. July 26 / Fr 1745 / Waterball Competition hosted by Dallas Fire & EMS
- b. August 6 / Tu / PM / National Night Out
- c. August 8-11 / Th-Su / All day / KeizerFEST
- d. September 11 / We / AM / Recognition of anniversary
- e. September 15 / Sunday / CFF Portland Firefighter Stairclimb
- f. October / TBD / KFD Safety Fair / Open House
- g. December / TBD / KFD Breakfast with Santa / KFD Candy Cane Day / Tree Lighting / Holiday Lights Parade



8. Old Business

- a. Scholarship / Fuller and SRussell will work on setting up parameters.
- b. Interview panel: The following volunteers expressed interest in participating on interview panels: Belcher / Fuller / Grant / Johnon / SRussell / SSpangle / TSpangle
- c. Meetings online or by phone? There was a general discussion, but no decision, on permitting phone or virtual attendance of monthly volunteer meetings. Current bylaws require attendance, but that likely should be modified. General consensus leans toward providing it as an "on demand" option, but not a regular option, as making it a standard feature may discourage volunteers from attending in person. Monthly meetings are the one time each month we meet (no volunteer-specific training available), so several volunteers expressed strong support for in person meetings with everyone attending. No action taken.
- d. Donated \$250 written to Captain Andrew Alderson to match union support for Conflagration Fund.

9. New Business

- a. KVFA reimbursement for EMS licensure? Fuller said KFD does not reimburse volunteers for fingerprinting or initial EMS licensure. KFD will cover all renewals. Fuller said KVFA should discuss using volunteer funds to reimburse volunteers for out-of-pocket costs, include EMS. Chief Russell asked the group to defer making a decision until he completes some internal research. No action taken.
- b. Meet monthly or quarterly? There was general discussion about continuing to meet monthly, every other month, or quarterly. Fuller noted attending meetings should be a "get to", not a "have to". If volunteers don't want to meet monthly, the schedule can be adjusted. General consensus was volunteers liked meeting monthly to socialize and stay in touch with academy-mates. No action taken. Fuller also asked if KVFA should skip August's meeting. Consensus to meet in August and continue meeting monthly. (Free dinner was also prominently mentioned.)
- c. Next meeting / August 12, 2024.

10. Adjournment

Motion "To adjourn at 1907".
Made by Grant
Seconded by SRussell
Vote result: Unanimous



MEMORANDUM

To: Board of Directors
From: Ryan Russell, Fire Chief
Date: July 16th, 2024
Subject: Second Reading Policy 6.02

Issue:

Policy 6.02 Non-Represented and at Will Employment was reviewed for the first reading at last month's Board meeting after being reviewed by staff and legal counsel.

Staff has made the adjustments and corrections requested by the Board. Presented to you is an edited, clean copy of Policy 6.02.

Staff Recommendation:

Staff recommends that the Board of Directors review the attached clean policy 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.

PERSONNEL POLICY

Number: 6.02
Effective: 07/12/88
Revised: 07/16/24

Division: Personnel

Title: Non-Represented and at Will Employment

PURPOSE

To establish a policy governing the employment practices of the District.

SCOPE

This policy shall apply to all Fire District non-represented and at-will employees. This policy does not apply to District volunteers or represented employees covered under the collective bargaining agreement.

RESPONSIBILITY

It is the responsibility of the Keizer Fire District and its unrepresented and at-will employees to follow and abide by this policy.

PROCEDURE

This personnel policy is not an employment contract. It represents policies adopted by the Board of Directors, relative to the non-represented and at-will personnel employed by the Keizer Fire District and may be amended from time to time. The District will always strive to be fair and to provide notice and an opportunity for the employee to comment regarding any employment concerns.

A. Application to the District

In all positions, a current Oregon Driver's License shall be required. It is further required that the applicant must have a good driving record so the individual is an insurable risk as mandated by the District's insurance carrier.

The driving record will be checked with the Department of Motor Vehicles Division prior to employment, and the employee's driver's license must be maintained throughout the employee's course of employment. If the applicant is from out-of-state, a three-year driving record is required prior to the District offering the applicant a position.

Upon initial hiring, each new non-represented and at-will employee shall be presented with policy 6.02 to review.

Due to the nature of the District's functions, job offers will be contingent upon consideration of the applicant's criminal record.

The District reserves the right to further investigate and withhold employment with the District from any applicant who has provided false or misleading statements or information on the employment application.

B. Trial Service Period / Probationary Status

All original hires or promotional appointments and reemployment of positions pertaining to and including firefighting or emergency services activities shall be subject to a probationary period of twelve months and must follow the terms and conditions as outlined in the District's civil service rules. All other District positions such as Office / Clerical staff or Information Technology which do not meet civil service criteria will also serve a trial service period for twelve months. Any employee whose trial service is interrupted by a leave of absence will have their trial period extended until it reaches a full twelve months. An employee's probationary period ends when a supervisor provides written notice of the end of the probationary period.

The trial service period is part of the examination process for determining the suitability and qualification to hold the position. The trial service period occurs during the first twelve (12) months of hire or the first twelve (12) months of a promotion. The trial service period may be extended by the supervisor with cause. When the supervisor determines that the trial service has ended, the employee will receive written notice. Should a Provisional, Temporary, or Relief Appointment employee working full-time hours for the District be offered a regular position within the same classification, this employee will be given credit towards their probationary period for the time previously served while in the appointment position.

The appointment start date will also be used in determining the anniversary date for the purposes of establishing future wage increases and other benefit accumulations as appropriate.

These probationary period provisions do not apply to employees promoted to Acting in Capacity (AIC) status as relates to any position unless the AIC status is in excess of 30 days. The 30 days must be contiguous with the appointment of that person to a position being newly opened based upon a vacancy. If the requirements are met, the AIC time shall be considered as part of the trial service period for the promotion. The AIC-appointed employee is not guaranteed the promotion of the new vacancy. This provision only applies if the person acting in capacity meets the requirements of the position.

C. Evaluation Reports

The District has established a personnel evaluation guideline. This is accomplished through monthly evaluation reports while on trial service and annual evaluation reports once becoming a regular District employee. The evaluation reports are conducted by the employee's supervisor.

Employee performance reviews are an essential communication process between the employee and their supervisor. Such reviews provide information relating to merit, identify areas of training needs, target the strengths and weaknesses of the employee's work performance, and measure the relationship between the goals and objectives and the individual employee's job performance. The purpose of the evaluations is to let employees know how well they are performing their job and identify any performance problems. An employee should be informed as soon as practical of a job performance problem that will or may be included in the member's evaluation.

Each employee shall review their evaluation report with their supervisor on an annual basis. The supervisor may elect to conduct other evaluation reviews on a more frequent basis to correct and/or more closely monitor the employee's performance. Upon completion of this review, an individual employee, if not satisfied with its outcome may submit written comments regarding their evaluation within 7 days, which will be reviewed and placed in the employee's file.

All evaluation reports shall be kept in the individual employee's personnel file. All evaluation reports are to be kept confidential between the individual and the District, except to the extent that disclosure is required by law, or that disclosure is warranted to assist in defending any claim, suits, or actions including unemployment, worker's compensation, and other claims of any type, or to the extent the District deems disclosure is necessary to support a disciplinary action or discharge.

D. Personnel Record File

Official personnel records of employees shall be maintained by the Director of Finance and Human Resources. If there is a change of name, address, telephone number, marital status, number of dependents, or any change that affects payroll or benefits eligibility the District's Director of Finance and Human Resources shall be notified. The District has a legal requirement to have a physical address to properly issue W-2 and 1099 forms at the end of the calendar year, therefore any updates to addresses must be sent to the Director of Finance and Human Resources.

Verbal warnings/reprimands and written reprimands shall be removed from a personnel file after a period of one year.

Documents containing medical information shall be kept in a separate, confidential file that is not part of the employee's personnel file. While these records shall be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and necessary

accommodations, and government officials investigating compliance with discrimination laws shall be provided relevant information on request.

No negative District-provided material shall be placed in an employee's file unless the employee has had an opportunity to review the material, which shall be noted in the documents.

Employees may inspect and review their personnel files, excluding confidential reports from previous employers. Employees wishing to inspect/review their personnel file shall make an appointment in advance with the Director of Finance and Human Resources.

Information regarding an employee's name, address, telephone number, work history, performance, or salary will not be given over the telephone. Only employment dates and job titles may be released verbally.

Verification of employment, requests for an individual's salary, or other confidential information must be in writing, signed by the employee, authorizing the release of specific information.

Work reference requests, for both present and terminated employees, must be in writing and signed by the employee, authorizing the release of information.

E. Hours of Work: Staff Classifications

The hours of work shall be set by the Fire Chief for all positions. Required days and hours of work may be temporarily changed by the Fire Chief's designee or the employee's supervisor, to accommodate emergency situations, and planned activities and to meet the needs of the Fire District.

1. Office/Clerical Staff or Information Technology

These positions are not covered by the District's civil service rules and do not have any responsibilities which may involve them in firefighting or emergency operations of the District.

These positions will normally work 40 hours per week on a schedule approved by the Fire Chief. These positions will receive one and one half (1 ½) hours compensation for every hour worked over 40 hours in any one-week period. All overtime required must be pre-approved by the office/clerical staff's supervisor. Hours for part-time positions could vary depending on staff levels, events, or special activities.

2. Chief Officers, Firefighters, and Emergency Services Employees assigned to a 40-hour week.

FLSA (Fair Labor Standards Act) non-exempt Chief Officers, firefighters, and emergency services employees assigned to an administrative 40-hour week will work a normal schedule, typically Monday through Friday with a one-hour unpaid lunch break provided.

These non-exempt positions will receive time and one-half (1 ½) for each authorized hour (in 15-minute increments) worked over the assigned 40 hours.

This 7-day work period will begin on Sunday morning at 00:00 and end on the following Saturday evening at 23:59.

FLSA-exempt employees of the District do not qualify for overtime compensation unless the employee meets the requirement in Policy 6.02, Section E.3. Such employees usually work in an administrative, executive, or professional capacity. The supervisor will clarify whether a position is FLSA-exempt or non-exempt at the time of hire.

“Chief Officer” is any employee at the rank of a Division Chief or higher, including the Director of Finance and Human Resources.

3. Overtime Calculations

To facilitate record keeping, overtime hours worked will be computed in 15-minute (1/4 hour) increments, rounded up to the nearest quarter hour. For non-FLSA exempt staff overtime hours will be computed at a rate of 1.5 times the hourly rate for any hours worked over 40 in one workweek.

Computing overtime hours worked includes all hours during which an employee is required to be on the employer’s premises on duty or at a prescribed workplace. Hours worked also include authorized vacation and sick leave hours. Hours worked does not include any other paid or unpaid leave time (such as; holidays, etc.). For non-fire protection employees, hours worked does not include vacation or sick leave hours.

The District may, at its discretion, pay special assignment compensation at the rate of 1.5 times current hourly wage to FLSA-exempt employees for hours worked by such employees if the District is being reimbursed by another agency for such hours. One example of this is work during conflagrations. Additionally, the District may pay special assignment compensation to FLSA-exempt employees for unscheduled shifts worked providing Battalion Chief shift coverage. FLSA-exempt employees providing Battalion Chief shift coverage will be paid at 1.5 times the current top step of the 40-hour Battalion Chief wage scale.

4. Meals and Rest Periods

Generally, FLSA non-exempt employees shall have regularly scheduled meal and rest periods in accordance with state and federal regulations, the meal period is to be of a period of not less than 30 minutes who work shifts of six (6) or more hours and are not included as hours worked. Rest periods are to be for a period of not less than ten (10) minutes for every segment of four (4) hours worked in one work period.

5. Record Keeping

Employees are expected to maintain and submit accurate records of hours worked and time taken off. All record-keeping shall be done in a manner and on forms approved by the Fire Chief.

Salaried (FLSA exempt) employees will submit a timesheet cover page showing leave usage, accruals, and balances. A detailed account of special assignment pay will be documented on the back page of the timesheet.

F. Attendance

All employees are expected to complete their designated work period unless excused by their supervisor. Tardiness shall be cause for disciplinary action.

If an employee, for some unavoidable reason, cannot report for work as scheduled they shall notify their supervisor or the District as soon as possible. Work attendance records are kept as a necessary part of the District's operations. Repeated absence from the job without proper notification or justification shall constitute grounds for discipline or termination of employment.

G. Bereavement Leave

An employee shall be granted a special funeral leave of absence not to exceed forty-eight (48) hours for shift personnel and forty (40) hours for 8 and 12-hour personnel in the event of a death in the immediate family. This special leave shall not be charged against sick leave or vacation time. Upon approval of the Fire Chief, an employee may draw upon, at the employee's discretion their accrued sick leave or vacation for additional special leave time. This leave is not to be considered a one-time per-year benefit.

Immediate family, for the purposes of using leave, shall include the following:

- a. An employee's grandparents, biological, foster, or adoptive parents, spouse/domestic partner, children, grandchildren, siblings, aunts, uncles, and cousins.
- b. An employee's spouse's or domestic partner's grandparents, biological, foster, or adoptive parents, children, grandchildren, siblings, aunts, uncles, and cousins.

H. Jury Duty

Any employee shall serve jury duty as required by law. The employee will be placed on leave with pay for the term of the jury duty. Employees will be expected to report to work when less than the normal shift is required for jury duty or at such times as they are not required to report. Any monies paid to the employee by the courts for jury duty will be surrendered to the District. The District may at its discretion, request that an employee be excused from jury duty due to staffing levels or other conflicts, which places a hardship on the District.

I. Leave without Pay

Leave without pay for up to twelve (12) weeks may be allowed with the approval of the Fire Chief or (if the leave is requested by the Fire Chief) the Board of Directors. Such leave is not guaranteed and may be granted at the District's sole discretion. Generally, the requesting employee must be an employee in good standing with no history of leave abuse or discipline related to unauthorized use of leave. Requests for leave without pay must be presented to the Fire Chief in writing. All benefits will continue to be provided by the District. An extension of six (6) additional weeks may be approved at the District's sole discretion, however, benefits may not continue unless required under the law. Under Federal COBRA laws, the employee may elect to pay the District for continuation of the employee's health benefits.

J. Personal Appearance

All employees and members are required to maintain a clean, neat, and professional appearance while on duty and any time the employee represents the District in an official capacity. The employee's appearance shall be in keeping with the specific occasion. Other areas regarding appearance, such as facial hair and the wearing of jewelry by fire and emergency services personnel, while on duty will be regulated by the District's Safety Policy 6.060.

K. Uniforms

The District will provide uniforms and related apparel to its staff on an as-needed basis. See District Operation Guideline 4.020.

L. Health/Dental Insurance

The benefits offered under this section are subject to change. The District currently provides medical, vision, prescription, dental, and orthodontics plans for each employee and their immediate family members.

Immediate family, for the purpose of obtaining health insurance, shall include the following:

- a. An employee's children;
- b. An employee's spouse and/or spouse's children; or
- c. An employee's registered partner and/or children.

An employee shall immediately notify the Fire Chief of any change in status regarding self, spouse or dependents as this affects the provisions of all insurance programs. This is especially important in the case of marriage or divorce as there are legal requirements including providing the District with a copy of the marriage license/certificate or divorce decree. Failure to do so may result in discipline up to and including termination.

M. Sick Leave

Sick leave begins to accrue upon hiring and may be used once accrued.

1. Definition of Sickness

Sickness is an illness, injury, or health condition that prevents an employee from performing their assigned duties for the District. Sick leave may also be used while an employee is away from work for medical and dental appointments and to care for a sick or injured family member.

2. Notice of Sickness or Disability

An employee unable to report for work because of sickness or disability shall notify the employee's supervisor or the on-duty Battalion Chief as soon as possible prior to the beginning of their shift. If it is not possible to call in, notice should be given as soon as possible.

No sick leave will be payable for any period of absence in which an employee has failed to give notice, without giving good cause for doing so. The Fire Chief or their designee may request that the employee produce written documentation from a licensed physician verifying such sickness or disability. Generally, an employee will be asked to produce such written documentation if they are absent from work for more than 3 days (or 1 shift for 56-hour employees), but the District may ask for documentation at any time. If this is requested, it will be paid for by the District.

3. Oregon Family Leave Act (OFLA)

The District follows the Oregon Family Leave Act, which may be amended from time to time. Generally speaking, qualified employees who are on an approved OFLA Leave status are allowed to take up to 12 weeks of OFLA leave (utilizing existing vacation and sick leave balances prior to requesting unpaid OFLA leave). Employees are required to give written notice to the employer 30 days in advance of the leave unless the leave is taken for an emergency. To qualify for OFLA leave benefits for a serious health condition or sick child leave, employees must have worked at least 180 calendar days and an average of 25 hours per week. To qualify for parental leave under OFLA, an employee must have been employed for at least 180 days. Other rules may apply. See Oregon Family Leave Act for specifics.

Generally, OFLA leave is offered for the following purposes:

- Birth, adoption, or placement of a child (parental leave).
- To care for a family member with a serious health condition or the employee's own serious health condition (serious health condition leave).
- For a pregnancy disability or prenatal care (pregnancy disability leave).
- To care for a sick child who does not have a serious health condition, but requires home care (sick child leave).
- Please see the District's Admin staff or the Oregon Family Leave Act for specifics.

4. Paid Family Medical Leave

Paid Family Medical Leave (PFML) (Paid Leave Oregon (PLO) equivalent plan). The District will provide PFML for all qualified employees, picking up both the employer and the employee cost of the plan. PFML is a taxable fringe benefit with a maximum benefit of 12 weeks per year.

5. Sickness while on Vacation

Should an employee suffer from sickness or disability while on vacation, the employee shall notify the Fire Chief or their designee at the time of the sickness or disability and seek approval for the use of sick leave, if the employee wishes to use sick leave for the remainder of their scheduled vacation until returning to work.

6. Employee Responsibility

Misrepresentation of the facts by an employee concerning any sickness or disability leave shall subject that employee to discipline up to and including termination.

7. Accumulation of Sick Leave Benefit

District employees assigned to 40 hours per week, accumulate sick leave time at the rate of 14 hours per full month. District employees assigned to 20 hours per week or more, accumulate sick leave at the rate of 7 hours per month.

This benefit can be used in any hourly configuration necessary and has no maximum limit; the unused yearly total will carry forward from year to year. An eligible retiring employee in Tier 1 or Tier 2 may choose to use this accumulated sick leave in calculating the employee's PERS retirement benefit. Upon retirement or resignation, unused sick leave shall be reported to PERS as allowed by Statute and tier differential rules.

8. Donation of Sick Leave

District employees in good standing who have no history of leave abuse or discipline based on improper use of leave can transfer a maximum of 72 hours of either vacation or sick leave time to a co-worker with an emergency that has exhausted all accumulated leave. The employee giving the time must maintain a minimum of 240 hours of accumulated leave. Leave donated shall be posted to both the contributor and benefactor's time account. An employee wishing to make a voluntary transfer must make a formal request to the Fire Chief or their designee, which the District may grant or deny at its sole discretion. No refunds of unused leave will be granted.

9. Pregnancy Accommodation

The District shall provide accommodations for pregnancy, as set forth in the Operational Policy 6.19.

N. Paid Holidays

Paid holidays are provided to full time, regular employees who regularly work at least 40 hours per week, and part-time employees who regularly work at least 20 hours per week.

Upon completion of the new full-time employees first full calendar month of employment they will be eligible for the following paid holiday benefit unless otherwise governed by the Union Contract.

The District recognizes 12 paid holidays. They are:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Christmas Day

1. Observance of Holidays

When a holiday falls on a Sunday, the Monday following will be observed as the holiday. When a holiday falls on Saturday, it will be observed on the preceding Friday.

2. Pay for Holidays

All holiday benefits will be paid for 40-hour employees at the employee's regular (straight-time) hourly rate.

O. Vacation

Non-represented personnel assigned to 40 hours per week shall accrue vacation time as follows:

<u>Months of Service</u>	<u>Monthly Accumulation</u>	<u>Maximum Accumulation</u>
1 to 60 months (to 5 years)	15 hours / month	240
61 to 120 months (up to 10 years)	17 hours / month	272
121 to 180 months (up to 15 years)	19 hours / month	304
181 to 240 months (up to 20 years)	22 hours / month	352
241 to 300 months (up to 25 years)	24 hours / month	384
301+ months (25+ years)	26 hours / month	416

* Non-represented personnel assigned to part-time 20 hours per week shall accrue vacation time at one-half the above rate.

Non-represented personnel (Division Chiefs) assigned to fifty-six (56 hours) per week shall accrue vacation time as follows:

<u>Months of Service</u>	<u>Monthly Accumulation</u>	<u>Maximum Accumulation</u>
1 to 60 months (up to 5 years)	24 hours / month	384
61 to 84 months (up to 7 years)	26 hours / month	416
85 to 108 months (up to 9 years)	28 hours / month	448
109 to 132 months (up to 11 years)	30 hours / month	480
133 to 156 months (up to 13 years)	32 hours / month	512
157 to 216 months (up to 18 years)	34 hours / month	544
217 to 300 months (up to 25 years)	36 hours / month	576
301+ months (25+ years)	38 hours / month	608

1. Vacation Leave Accrual

For purposes of determining the amount of vacation allowance to be granted, any time that an employee is off on paid sick leave shall be considered as time worked. Any unpaid sick leave or unpaid leave of absence shall not be considered as time worked and will not be used in computing earned vacation. However, leave of absence time spent in the military service is to be counted as time worked in determining years of service for the District.

Vacation time will be credited on the 1st day of each month.

2. Use of Vacation Time

An employee may take paid time off as vacation time if approved, accrued, and available. Vacation requests shall be completed through the Crewsense program. Vacation time may be used after completion of the employee's first full month of employment; the employee is limited to the amount of vacation time they have accumulated based on the appropriate schedule.

Vacation time will be subject to approval by the appropriate supervisor and is generally allowed on a first come first serve basis. However, if two employees request the same vacation period off, and staffing levels require that only one can be gone during that time period, the decision will be based on the length of service each employee has completed with the District and the needs of the District.

An employee using vacation time will be paid at their regular rate of pay. Maximum vacation accumulation will be equal to 16 months of current rate of monthly accumulation. An employee leaving the District will be paid any unused accumulated vacation time in addition to any wages due.

Maximum accrual rates above do not apply to Chief Officers. All Chief Officers may carry an unlimited amount of unused vacation time forward from one benefit year to the next. However, such Chief Officers who are leaving the District will be paid for such unused vacation hours up to a maximum of two times of the annual accrual rate.

Chief Officers who have provided written notice that they are retiring within five years will be paid a maximum of three times their annual vacation accruals, which will be payable upon retirement.

3. Vacation Time Sell Back

An employee may sell back vacation time to the District; however, vacation sell back cannot be required by the District. The employee must request to sell back vacation time on their time cards in November and/or July.

Vacation sell back must be done as follows:

- All employees may sell back hours at their regular hourly rate of pay in an amount not to exceed 100 hours per year at the employee's current hourly rate.
- An employee must maintain a minimum of 340 hours of accrued time off (sick and vacation combined to be eligible for this benefit).
- A Chief Officer may sell back hours at their regular hourly rate of pay in an amount not to exceed \$7,500 twice per year.

4. New Hire Employee Accrual Rate:

With the approval of the Board of Directors, newly hired officers with Fire Service experience may be brought in at a higher accrual step to recruit and be competitive in starting wages and benefits in the industry. This will be determined based on the candidate and the Fire Chief's recommendation.

P. Life Insurance

The District will provide a 24-hour, seven days a week term Life/Accidental Death and Dismemberment insurance policy in the amount of \$100,000 for all regular full-time employees. Employees will incur a cost based on age, to be deducted from their paycheck monthly, at a rate determined by the IRS for a group life insurance benefit of over \$50,000. The Life Insurance policy shall remain in effect when an employee is on approved paid leave such as maternity leave, worker's compensation or injury leave.

Q. Retirement (PERS)

The District participates in the Public Employees Retirement System (PERS). An employee's designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member

will depend on prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law.

The District will pay both the employer's and the employee's portion of the PERS retirement contributions.

R. Deferred Compensation

Voluntary tax-deferred compensation plans are available to District employees. Additional information and regulations regarding these plans are available at the District's business office.

All Chief Officers may elect to receive a match from the Fire District to their deferred compensation contribution. The matching contribution from the Fire District will be up to 6% of the employee's annual salary and will be awarded and administered as described below, plus the difference between \$250 and the 6%, plus 125.00 per month that was originally awarded to the medical savings plan (see Section S).

Beginning July 1, 2020, so long as the employee is contributing to a 457(b) Deferred Compensation Plan offered by the District, the District shall pay a matching employer contribution to the employee's 457(b) Deferred Compensation Plan. District contributions will be provided (as described below) on behalf of the employee on a semi-monthly payroll basis.

The District contribution is provided based on years of continuous service under the following schedule:

- a. After completion of four (3) years of continuous service, an employee shall be eligible to receive a match of two percent (2%) calculated on a monthly base salary.
- b. After completion of nine (9) years of continuous service, an employee shall be eligible to receive a match of three percent (3%) calculated on a monthly base salary.
- c. After completion of fifteen (15) years of continuous service, an employee shall be eligible to receive a match of four percent (4%) calculated on a monthly base salary.
- d. After completion of twenty (20) years of continuous service, an employee shall be eligible to receive a match of five percent (5%) calculated on a monthly base salary.

S. Medical Savings Plan

All Chief Officers will receive a monthly contribution to their medical savings plan from the Fire District. Due to IRS guidelines, the contribution amount will be \$250.00 to the HRA VEBA medical savings plan. The difference between \$250 and the 6%, plus \$125 per month as originally awarded will now be contributed to the employer match portion of deferred compensation.

T. Employee Assistance Plan

An employee assistance plan is provided to all District personnel and their immediate families.

Additional information and regulations regarding this plan are available at the District's business office.

U. Cafeteria Plan

A Cafeteria Plan is available to District employees, as allowed by the Internal Revenue Service. Additional information and regulations regarding this plan are available at the District's business office. An employee is required to be enrolled in the District's health plan to be eligible for the Cafeteria plan.

V. Employee Wage Schedule

A copy of the current employee wage schedule is available in the Fire District business office. The annual wage is used to establish monthly and hourly wage rates. This rate may vary depending on the employee's work assignment and/or tenure, even among two employees working within the same job classification.

W. Re-hired Employees

As provided for under Civil Service Rules for qualifying emergency response personnel and as may be approved by the Board of Directors for other District employees, as stated in Section B of this policy, employees who resign or otherwise leave employment with the District and are eligible for re-hire shall serve a new 12-month probationary period. In addition, upon leaving the District all accumulated benefit balances are removed from the District's books.

Upon qualifying employees return to District employment, that employee shall begin accumulating benefits with a zero balance and at the same rate as any new employee based on their work assignment. The maximum length a previous employee is eligible to return to District employment under this provision is two years.

For the purposes of establishing a re-hired employee's wages, if they return within 12 months of leaving, they will return at the same pay scale at which they left. If they return after 12 months, but prior to the 24 months, they will return at one pay scale below the level for the classification at which they left. Returning employees will also assume a new employment date based on their rehire date which will also be used to establish seniority.

X. Educational Incentive

1. Associate's Degree

An employee will receive a wage incentive of \$150/month for an Associate's Degree in Fire Science or an Associate's Degree in Fire Prevention.

2. Bachelor's Degree

An employee will receive a wage incentive of \$300/month if they have both an Associate's Degree in Fire Science or Fire Prevention and a Bachelor's degree in Fire Service Administration or job-related field as determined by the Fire Chief.

Y. Longevity Incentive

The District recognizes the importance of retaining employees and the contribution to the organization they provide as senior members. Employees shall be eligible for the following longevity pay at each benchmark: 10 years – 2% of the employee's current base salary, 15 years 3% of the employee's current base salary, 20 years – 4% of the employee's current base salary, 25 years – 6% of the employee's current base salary.

Z. Residency Requirement

In order to maintain a timely response in case of a prolonged incident, all District Chief Officers, ranked Division Chief or higher, shall maintain residency at not more than a 30-minute commuting distance of the District's main fire station. Non-represented, non-responder employees are exempt from a residency requirement.

APPROVED BY THE BOARD OF DIRECTORS

Board of Directors, President

Date

Revision/Review History:
Revision: 12/20/16
Revision: 06/20/17
Revision: 08/21/18
Revision: 11/16/21
Revision: 10/17/23



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: July 13th, 2024
Subject: Second Reading – Policies

2.03 Grant Approval
2.12 Use of Facilities by Outside Organizations
2.13 Use of Facilities by Fire District Personnel
3.03 HIPAA Compliance Plan

Issue:

All four policies were reviewed at last month's Board meeting, after review from staff.

Staff has made any corrections that were requested and what you have before you are four 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: 2.03
Effective: 03/16/10
Revised: 07/16/24

DIVISION: Administration

TITLE: Grant Approval Process

PURPOSE

To establish a policy for members to submit and gain approval for grants to support Keizer Fire District goals and objectives in a cost effective and beneficial method.

SCOPE

This policy shall apply to all District Members as outlined and described.

RESPONSIBILITY

It shall be the responsibility of all Fire District Members to follow this policy.

PROCEDURE OVERVIEW

This is an overview of the steps required for grant approval

- A. Grants are to be reviewed and approved by the Fire District Board of Directors before proceeding to the application phase.
 1. Prior to submission to the Board of Directors, grants will be submitted to the Fire Chief for review and submission to the Board of Directors for approval.
 2. The Fire Chief shall determine the feasibility of grants submitted to the Board of Directors for approval and approach the Board with a recommendation.
- B. From time to time, grants may be discovered that close prior to the Board of Directors being able to approve the grant submission. The Fire Chief may approve the submission of the grant if less than \$15,000 of District funds are required and the grant fits within the budget. The Fire Chief will then submit a report to the Board of Directors for review.

APPROVED BY THE BOARD OF DIRECTORS

Signature, Board of Directors

Date

ADMINISTRATIVE POLICY

Number: 2.12
Effective: 09/20/88
Revised: 07/16/24

Division: Facilities

Title: Use of Facilities by Outside Organizations

PURPOSE

To establish a policy regarding the use of Fire District facilities by outside organizations.

SCOPE

This policy shall apply to all outside organizations and their guests who use the District's facilities.

RESPONSIBILITY

It shall be the responsibility of at least one representative, of the outside organization using the facility, to be familiar with this policy and to follow the terms and conditions listed.

A. Uses of the Facility

Use of the District's facilities by outside organizations is limited to Public Agencies and non-profits for the purposes of conducting meetings, seminars or other related activities.

Any outside organizations, who wish to use the District's facilities, must obtain approval for the use by submitting a completed "Facility Use Application". The application will be reviewed by District officials to determine availability and that the requested use is appropriate for the facility. A reservation for the facility does not guarantee that it will be available; all District activities will take priority over a request of an outside organization. If a scheduling conflict occurs, the District will attempt to provide the outside organization with 24 hours notice should the facility become unavailable.

Use of the facility is generally limited to the Community Room between the hours of 8:00 am and 10:00 pm.

B. User Fees

The Keizer Fire District has developed the following fee schedule in order to recover costs associated with the use of the facility.

All day activity	(over 4 hours):	\$100.00
Half day activity	(4 hours or less):	\$ 75.00

* Set-up/preparation and or clean-up is counted as time required by the user

C. User Responsibility / Liability

The users of the District's facilities, as outlined in this policy, will be held financially responsible for any damage to the facility or any of its contents which occurred during the use by the outside organization.

No open flame or candles are permitted inside the facility unless enclosed in an approved chimney type candle holder.

No political campaigning is allowed on the property at any time.

The capacity of the Fire Station's meeting rooms is not to exceed the posted capacity for the section or sections being occupied.

The users of the facility may be asked to provide their own coffee, cups, napkins and other related supplies. If the user would like to utilize District audio / visual equipment, it must be arranged for and indicated on the submitted use application form.

Use of the District's facility should at no time interfere or interrupt Fire District operations, or its personnel. Tables and chairs are available for use in the facility. At no time shall tables, chairs, etc. be placed in such a way that a building exit would be blocked. The user, upon conclusion of the event, shall assure that all exterior meeting room doors have been closed and locked when leaving.

D. Alcohol / Tobacco Restrictions

The Keizer Fire District strictly prohibits the use of alcohol, E-cigarettes, vape products or tobacco, of any type, in Fire District facilities or vehicles. Users of the facility will comply with ORS 433.835-870 which prohibits smoking or vaping within 10 feet of entrances, exits, windows and air intakes of the building. It is the responsibility of the tobacco user to

extinguish and / or properly dispose of any tobacco material prior to entering any Fire District building.

E. Parking

Parking is available to users of the facility at various locations of the property. There are approximately 35 spaces available for use by outside facility users. The parking spaces located on the east side of the main Fire Station building, are reserved for Keizer Fire District members and must remain open for emergency response to the Fire Station.

Your cooperation in using our facility is appreciated. By following these guidelines, you will make your use of this facility a pleasant one.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Review Revision History:
Revised: 05/21/02

ADMINISTRATIVE POLICY

Number: 2.13
Effective: 09/20/88
Revised: 07/16/24

Division: Facilities

Title: Use of Facilities by Fire District Personnel

PURPOSE

To establish a policy regarding the use of Fire District facilities by Fire District employees, volunteers, and board members.

SCOPE

This policy shall apply to all above mentioned Fire District personnel and their guests who use the District's facility for personal use.

RESPONSIBILITY

It shall be the responsibility of all Fire District personnel using the facility, to be familiar with this policy and to follow the terms and conditions listed.

A. Uses of the Facility

The Keizer Fire District facilities may be utilized by active Volunteer Firefighters, Career staff, Keizer Fire District Board members and other District Personnel for personal use. Use of the facility must be requested in advance by submitting a "Facility Use Application".

A reservation for the facility does not guarantee that it will be available, all Fire District activities will take priority over a request for personal use. If a scheduling conflict occurs, the Fire District will attempt to provide 24 hours notice should the facility become unavailable.

Personal use of the facility is generally limited to the Community Room between the hours of 8:00 am and 10:00 pm.

B. User Responsibility / Liability

The users of the District's facilities, as outlined in this policy, will be held financially responsible for any damage to the facility or any of its contents which occurred during the use.

No open flame or candles are permitted inside the facility unless enclosed in an approved chimney type candle holder.

No political campaigning is allowed on the property at any time.

Use of the facility for profit making or related activities is prohibited.

The capacity of the Fire Station's meeting rooms is not to exceed the posted capacity for the section or sections being occupied.

The users of the facility may be asked to provide their own coffee, cups, napkins and other related supplies. If the user would like to utilize District audio / visual equipment, it must be arranged for and indicated on the submitted use application form.

Use of the District's facility should at no time interfere or interrupt Fire District operations, or its personnel.

Tables and chairs are available for use in the facility. The set up and take down of these tables and chairs is the responsibility of the group using the facility. At no time shall tables, chairs, etc. be placed in such a way that a building exit would be blocked. At the conclusion of the use, the user is to return all tables, chairs, etc., to their original location, empty all trash cans used, dust and wet mop the floor if needed, and leave the kitchen area in the same condition which it was found. The user, upon conclusion of the event, shall assure that all exterior meeting room doors have been closed and locked when leaving.

C. Alcohol / Tobacco Restrictions

The Keizer Fire District strictly prohibits the use of alcohol, E-cigarettes, vape products or tobacco, of any type, in Fire District facilities or vehicles. Users of the facility will comply with ORS 433.835-870 which prohibits smoking or vaping within 10 feet of entrances, exits, windows and air intakes of the building. It is the responsibility of the tobacco user to extinguish and / or properly dispose of any tobacco material prior to entering any Fire District building.

D. Parking

Parking is available to users of the facility at various locations of the property. There are approximately 35 spaces available for use by outside facility users. The parking spaces located on the east side of the main Fire Station building, are reserved for Keizer Fire District members and must remain open for emergency response to the Fire Station.

Your cooperation in using our facility is appreciated. By following these guidelines, you will make your use of this facility a pleasant one.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Director's

Date

Review/Revision History:
Revision: 02/15/00

ADMINISTRATIVE EMS POLICY

Number: 3.03
Effective: 03/18/03
Revised: 07/16/24

DIVISION: Emergency Medical Services

TITLE: HIPAA Compliance Plan

PURPOSE

To comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 established by the federal government to ensure the privacy and security of protected patient health information.

SCOPE

As the Keizer Fire District through its delivery of ambulance service and electronic filing of claims is a “covered entity” under the HIPAA regulations, all activities and response information containing identifiable patient information is covered under this plan. Under HIPAA, all employees, volunteers, students, and trainees are considered “staff members”.

RESPONSIBILITY

It is the responsibility of all District personnel (staff members) to comply with the requirements of this plan. Failure to do so could result in disciplinary action up to and including termination.

PROCEDURE

As required under HIPAA, the Keizer Fire District has appointed a Privacy Officer who has reviewed and modified as necessary the attached compliance plan that was developed by Page, Wolfberg & Wirth, LLC a leading EMS industry law firm. The attached plan components identify specific requirements, actions and forms necessary for compliance with these federal regulations.

It should be noted that compliance with these federally mandated regulations will significantly limit and in many cases prohibit the release of response information by the District to the media and public.

Attachment 3.03A: HIPAA Compliance Plan

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Keizer Fire District
Cash Position Statement
As of June 30, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
General Jour...	06/30/2024	1648		IRS		2,249.94	218,085.57
General Jour...	06/30/2024	1648		Oregon Dept of Revenue		582.00	217,503.57
General Jour...	06/30/2024	1648		IRS		105,446.44	112,057.13
General Jour...	06/30/2024	1648		Oregon Dept of Revenue		27,218.00	84,839.13
General Jour...	06/30/2024	1648		HRA Veba #7060		12,500.00	72,339.13
General Jour...	06/30/2024	1648		IAFF Local 3881 #7061		4,511.00	67,828.13
General Jour...	06/30/2024	1648		KFD Cafeteria Plan #7062		1,316.69	66,511.44
General Jour...	06/30/2024	1648		PenServ #7063		1,600.62	64,910.82
General Jour...	06/30/2024	1648		Valic #7064		28,387.84	36,522.98
Total 1012 · Umpqua Bank- Checking					1,086,536.14	1,060,521.44	36,522.98
1015 · LGIP- Bond							766,141.30
General Jour...	06/17/2024	1638		LGIP Transfer to checking		19,331.89	746,809.41
General Jour...	06/28/2024	1644		LGIP transfer to Checking		17,456.28	729,353.13
General Jour...	06/30/2024	1646		Interest Received	3,218.67		732,571.80
Total 1015 · LGIP- Bond					3,218.67	36,788.17	732,571.80
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00
1120 · LGIP							4,241,377.98
General Jour...	06/05/2024	1632		LGIP	100,287.53		4,341,665.51
General Jour...	06/05/2024	1632		LGIP	7,081.89		4,348,747.40
General Jour...	06/11/2024	1635		LGIP transfer to Checking		250,000.00	4,098,747.40
General Jour...	06/13/2024	1636		LGIP Transfer To Checking		317,189.00	3,781,558.40
General Jour...	06/26/2024	1641		LGIP Transfer to Checking		200,000.00	3,581,558.40
General Jour...	06/30/2024	1647		Interest Received	15,992.78		3,597,551.18
General Jour...	06/30/2024	1647		Interest Received	117.10		3,597,668.28
General Jour...	06/30/2024	1647		Interest Received	618.97		3,598,287.25
Total 1120 · LGIP					124,098.27	767,189.00	3,598,287.25
TOTAL					1,460,779.14	2,144,643.61	4,500,392.87

Keizer Fire District Financial Report- All

07/11/2024

	Jun 24	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Current Year	103,577.66	5,724,069.57	5,675,075.00	48,994.57	100.86%
4020 · Taxes, Prior Year	3,791.76	71,826.02	72,000.00	-173.98	99.76%
4030 · Taxes, 911 Excise	0.00	67,365.95	128,390.00	-61,024.05	52.47%
4100 · EMS Revenue	319,860.79	3,788,804.50	2,616,068.00	1,172,736.50	144.83%
4120 · Capitol Fire Med	0.00	26,412.66	32,000.00	-5,587.34	82.54%
4140 · Interest & Dividends	19,947.52	257,253.64	84,000.00	173,253.64	306.25%
4150 · Miscellaneous	0.00	71,864.95	73,500.00	-1,635.05	97.78%
4156 · Conflagration Reimbursement	0.00	353,773.50	353,773.00	0.50	100.0%
Total 4000 · Revenue	447,177.73	10,361,370.79	9,034,806.00	1,326,564.79	114.68%
9050 · Transfer In From General Fund	25,000.00	25,000.00	25,000.00	0.00	100.0%
Total Income	472,177.73	10,386,370.79	9,059,806.00	1,326,564.79	114.64%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	364,417.79	4,160,851.56	4,378,554.00	-217,702.44	95.03%
5070 · Board Members	1,050.00	3,700.00	4,875.00	-1,175.00	75.9%
5080 · Overtime	40,146.00	628,477.37	607,000.00	21,477.37	103.54%
5082 · Longevity Incentive	1,135.87	13,237.84	7,924.00	5,313.84	167.06%
5083 · Leave Payoff	5,302.65	62,170.06	85,000.00	-22,829.94	73.14%
5084 · Wellness Incentive	0.00	5,200.00	8,400.00	-3,200.00	61.91%
5085 · Education Incentive	2,025.00	21,900.00	33,300.00	-11,400.00	65.77%
5086 · Preceptor Pay	0.00	1,500.00	1,200.00	300.00	125.0%
5090 · Volunteer Program	4,689.22	40,372.87	79,750.00	-39,377.13	50.62%
5110 · Payroll Tax Soc. Sec. (FICA)	31,068.19	362,797.16	376,677.00	-13,879.84	96.32%
5115 · State Unemployment Tax (SUTA)	406.02	4,802.85	5,485.00	-682.15	87.56%
5119 · Workers' Compensation Tax	93.64	1,232.00	2,307.00	-1,075.00	53.4%
5120 · Workers' Compensation	0.00	75,312.25	175,000.00	-99,687.75	43.04%
5125 · Health and Dental Insurance	86,539.34	853,857.49	913,720.00	-59,862.51	93.45%
5126 · Medical Savings Plan (HRA Veba)	12,500.00	133,000.00	126,000.00	7,000.00	105.56%
5127 · Cafeteria Plan Administration	75.00	1,270.00	1,400.00	-130.00	90.71%
5130 · Life & Disability Insurance	11,930.27	77,298.79	85,042.00	-7,743.21	90.9%
5135 · Retirement (PERS)	125,416.41	1,476,159.32	1,549,149.00	-72,989.68	95.29%
5137 · Deferred Compensation Match	7,276.45	85,170.24	102,454.00	-17,283.76	83.13%
5210 · Physical Exams	1,080.00	12,070.00	20,035.00	-7,965.00	60.25%
5220 · Employee Assistance Plan (EAP)	0.00	1,203.60	3,200.00	-1,996.40	37.61%
Total 5000 · Personal Services	695,151.85	8,021,583.40	8,566,472.00	-544,888.60	93.64%
6000 · Materials and Services					
6010 · General Operating Expense	1,536.07	17,159.57	17,350.00	-190.43	98.9%
6015 · Dispatch 911	0.00	311,235.36	379,200.00	-67,964.64	82.08%
6020 · Volunteer Recruitment/Retention	0.00	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	5,064.00	16,399.17	7,000.00	9,399.17	234.27%
6035 · Apparatus Maintenance(Vehicles)	4,184.63	91,088.71	113,000.00	-21,911.29	80.61%
6040 · Equipment Maintenance	2,224.29	32,424.56	35,745.00	-3,320.44	90.71%

Keizer Fire District Financial Report- All

	07/11/2024				
	Jun 24	YTD	Budget	\$ Over Budget	% of Budget
6062 · Furniture	150.00	16,970.75	14,500.00	2,470.75	117.04%
6070 · Small Tools & FF Equip/Supplies	2,377.42	19,859.17	19,750.00	109.17	100.55%
6073 · Building & Grounds Maintenance	589.17	36,540.16	42,250.00	-5,709.84	86.49%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6075 · Radio Maintenance	0.00	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	1,430.48	49,555.35	52,000.00	-2,444.65	95.3%
6137 · Uniforms	820.67	23,910.71	36,800.00	-12,889.29	64.98%
6145 · Supplies	425.60	9,590.34	12,000.00	-2,409.66	79.92%
6160 · Public Ed / Fire Prevention	3,588.56	8,133.81	12,000.00	-3,866.19	67.78%
6180 · Medical Supplies	8,264.57	144,187.84	125,000.00	19,187.84	115.35%
6200 · District Meetings	621.53	2,000.59	1,500.00	500.59	133.37%
6210 · District Events	0.00	6,210.63	8,000.00	-1,789.37	77.63%
6300 · Utilities	5,926.69	59,145.98	55,250.00	3,895.98	107.05%
6400 · Fuel Expense	620.54	48,805.46	60,750.00	-11,944.54	80.34%
6505 · Communications	1,409.22	20,637.43	65,650.00	-45,012.57	31.44%
6600 · Training	6,054.87	73,270.40	73,500.00	-229.60	99.69%
6605 · Training Supplies	666.75	4,405.57	5,050.00	-644.43	87.24%
6620 · Water Rescue	1,186.00	1,830.80	2,500.00	-669.20	73.23%
6622 · Health & Fitness Supplies	1,001.66	2,367.85	2,500.00	-132.15	94.71%
6704 · Computer/Network Expenses	5,841.73	33,318.27	46,100.00	-12,781.73	72.27%
6707 · Office Supplies	792.04	3,138.02	7,600.00	-4,461.98	41.29%
6710 · Insurance & Fidelity Bond	0.00	64,992.00	60,000.00	4,992.00	108.32%
6715 · Publicity/Advertising	225.00	3,746.00	6,425.00	-2,679.00	58.3%
6720 · Printing and Publishing	715.67	947.16	4,600.00	-3,652.84	20.59%
6727 · Dues/Subscriptions/Fees-Career	16,655.53	377,295.31	398,001.00	-20,705.69	94.8%
6750 · Other Professional Services	4,781.20	92,072.11	119,500.00	-27,427.89	77.05%
6771 · GO Bond Payment	250,000.00	250,000.00	250,000.00	0.00	100.0%
6772 · Interest Expense	67,188.99	134,378.00	134,378.00	0.00	100.0%
6780 · Election Expense	0.00	43,677.67	0.00	43,677.67	100.0%
Total 6000 · Materials and Services	394,342.88	2,058,406.25	2,290,199.00	-231,792.75	89.88%
7000 · Capital Outlay					
7010 · Fire/Rescue Equipment	0.00	0.00	35,000.00	-35,000.00	0.0%
7040 · Land/Bldg Improvement	0.00	0.00	25,000.00	-25,000.00	0.0%
7045 · Ambulance Equipment	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 7000 · Capital Outlay	0.00	0.00	70,000.00	-70,000.00	0.0%
8200 · Bond Capital Projects Expend.					
8210 · Equipment	0.00	30,732.65	129,596.00	-98,863.35	23.71%
8240 · Staff/Misc. Vehicles	3,582.00	59,800.03	60,000.00	-199.97	99.67%
Total 8200 · Bond Capital Projects Expend.	3,582.00	90,532.68	189,596.00	-99,063.32	47.75%
9000 · Transfers and/or Miscellaneous					
9015 · Transfer to / from Equip. Fund	25,000.00	25,000.00	25,000.00	0.00	100.0%
9034 · Reserved for Future Expenditure	0.00	0.00	679,772.00	-679,772.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	25,000.00	25,000.00	704,772.00	-679,772.00	3.55%
Total Expense	1,118,076.73	10,195,522.33	11,821,039.00	-1,625,516.67	86.25%

Keizer Fire District
General Fund- Admin
07/11/2024

	<u>Jun 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	32,445.70	385,469.67	392,286.00	-6,816.33	98.26%
5070 · Board Members	1,050.00	3,700.00	4,875.00	-1,175.00	75.9%
5080 · Overtime	446.03	28,889.86	32,000.00	-3,110.14	90.28%
5082 · Longevity Incentive	269.76	3,237.12	0.00	3,237.12	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	900.00	900.00	0.00	100.0%
5110 · Payroll Tax Soc. Sec. (FICA)	2,517.61	30,532.51	33,323.00	-2,790.49	91.63%
5115 · State Unemployment Tax (SUTA)	32.90	430.74	477.00	-46.26	90.3%
5119 · Workers' Compensation Tax	3.86	59.12	165.00	-105.88	35.83%
5120 · Workers' Compensation	0.00	96,404.31	175,000.00	-78,595.69	55.09%
5125 · Health and Dental Insurance	5,293.05	57,564.08	56,420.00	1,144.08	102.03%
5126 · Medical Savings Plan (HRA Veba)	750.00	9,000.00	9,000.00	0.00	100.0%
5127 · Cafeteria Plan Administration	75.00	1,270.00	1,400.00	-130.00	90.71%
5130 · Life & Disability Insurance	964.68	6,444.30	7,592.00	-1,147.70	84.88%
5135 · Retirement (PERS)	53,086.56	622,599.42	591,151.00	31,448.42	105.32%
5137 · Deferred Compensation Match	2,153.01	25,509.24	26,808.00	-1,298.76	95.16%
5210 · Physical Exams	0.00	0.00	400.00	-400.00	0.0%
5220 · Employee Assistance Plan (EAP)	0.00	1,203.60	3,200.00	-1,996.40	37.61%
Total 5000 · Personal Services	99,163.16	1,286,315.47	1,350,597.00	-64,281.53	95.24%
6000 · Materials and Services					
6010 · General Operating Expense	1,536.07	17,159.57	17,350.00	-190.43	98.9%
6015 · Dispatch 911	0.00	311,235.36	379,200.00	-67,964.64	82.08%
6025 · Civil Service Expense	5,064.00	16,399.17	7,000.00	9,399.17	234.27%
6062 · Furniture	150.00	16,970.75	14,500.00	2,470.75	117.04%
6073 · Building & Grounds Maintenance	589.17	36,540.16	42,250.00	-5,709.84	86.49%
6074 · Building Improvements	0.00	6,049.00	51,000.00	-44,951.00	11.86%
6145 · Supplies	425.60	9,590.34	12,000.00	-2,409.66	79.92%
6200 · District Meetings	621.53	2,000.59	1,500.00	500.59	133.37%
6210 · District Events	0.00	6,210.63	8,000.00	-1,789.37	77.63%
6300 · Utilities	5,926.69	59,145.98	55,250.00	3,895.98	107.05%
6505 · Communications	1,409.22	19,827.43	65,650.00	-45,822.57	30.2%
6704 · Computer/Network Expenses	5,841.73	33,318.27	46,100.00	-12,781.73	72.27%
6707 · Office Supplies	792.04	3,138.02	7,600.00	-4,461.98	41.29%
6710 · Insurance & Fidelity Bond	0.00	64,992.00	60,000.00	4,992.00	108.32%
6715 · Publicity/Advertising	225.00	3,746.00	5,925.00	-2,179.00	63.22%
6720 · Printing and Publishing	715.67	947.16	4,600.00	-3,652.84	20.59%
6727 · Dues/Subscriptions/Fees-Career	546.50	16,166.97	12,765.00	3,401.97	126.65%
6750 · Other Professional Services	2,281.20	82,072.11	109,500.00	-27,427.89	74.95%
6780 · Election Expense	0.00	43,677.67	0.00	43,677.67	100.0%
Total 6000 · Materials and Services	26,124.42	749,187.18	900,190.00	-151,002.82	83.23%
Total 9000 · Transfers and/or Miscellaneous	25,000.00	25,000.00	25,000.00	0.00	100.0%
Total Expense	150,287.58	2,060,502.65	2,275,787.00	-215,284.35	90.54%

Keizer Fire District
General Fund- Fire
07/11/2024

	<u>Jun 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	242,411.97	2,521,326.18	2,682,517.00	-161,190.82	93.99%
5080 · Overtime	32,218.57	457,846.28	400,000.00	57,846.28	114.46%
5082 · Longevity Incentive	866.11	10,000.72	6,449.00	3,551.72	155.07%
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	1,725.00	16,500.00	24,300.00	-7,800.00	67.9%
5090 · Volunteer Program	0.00	0.00	0.00	0.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	20,843.47	225,937.89	236,447.00	-10,509.11	95.56%
5115 · State Unemployment Tax (SUTA)	272.40	2,982.43	3,400.00	-417.57	87.72%
5119 · Workers' Compensation Tax	60.17	721.42	1,375.00	-653.58	52.47%
5120 · Workers' Compensation	0.00	-21,092.06	0.00	-21,092.06	100.0%
5125 · Health and Dental Insurance	52,079.61	558,449.76	582,769.00	-24,319.24	95.83%
5126 · Medical Savings Plan (HRA Veba)	8,000.00	75,500.00	75,000.00	500.00	100.67%
5130 · Life & Disability Insurance	7,847.81	48,269.69	53,090.00	-4,820.31	90.92%
5135 · Retirement (PERS)	55,146.04	637,856.89	662,675.00	-24,818.11	96.26%
5137 · Deferred Compensation Match	4,031.68	46,559.88	62,545.00	-15,985.12	74.44%
5210 · Physical Exams	1,080.00	10,180.00	5,975.00	4,205.00	170.38%
Total 5000 · Personal Services	426,582.83	4,626,489.67	4,841,542.00	-215,052.33	95.56%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	2,505.21	56,470.11	72,000.00	-15,529.89	78.43%
6040 · Equipment Maintenance	2,224.29	15,500.61	14,500.00	1,000.61	106.9%
6070 · Small Tools & FF Equip/Supplies	2,068.92	12,310.36	10,750.00	1,560.36	114.52%
6075 · Radio Maintenance	0.00	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	1,430.48	49,555.35	52,000.00	-2,444.65	95.3%
6137 · Uniforms	820.67	23,910.71	36,300.00	-12,389.29	65.87%
6160 · Public Ed / Fire Prevention	3,588.56	8,133.81	12,000.00	-3,866.19	67.78%
6400 · Fuel Expense	620.54	24,596.39	28,500.00	-3,903.61	86.3%
6620 · Water Rescue	1,186.00	1,830.80	2,500.00	-669.20	73.23%
6622 · Health & Fitness Supplies	1,001.66	2,367.85	2,500.00	-132.15	94.71%
6727 · Dues/Subscriptions/Fees-Career	201.96	16,164.46	13,320.00	2,844.46	121.36%
Total 6000 · Materials and Services	15,786.61	262,909.27	314,670.00	-51,760.73	83.55%
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%
9000 · Transfers and/or Miscellaneous	0.00	0.00	0.00	0.00	0.0%
Total Expense	442,369.44	4,889,398.94	5,166,212.00	-276,813.06	94.64%

Keizer Fire District
General Fund- EMS
07/11/2024

	<u>Jun 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	5,500.81	1,031,569.76	1,096,695.00	-65,125.24	94.06%
5080 · Overtime	7,481.40	141,741.23	175,000.00	-33,258.77	81.0%
5082 · Longevity Incentive	0.00	0.00	1,475.00	-1,475.00	0.0%
5083 · Leave Payoff	5,302.65	7,796.07	20,000.00	-12,203.93	38.98%
5084 · Wellness Incentive	0.00	800.00	2,600.00	-1,800.00	30.77%
5085 · Education Incentive	150.00	3,600.00	7,200.00	-3,600.00	50.0%
5086 · Preceptor Pay	0.00	600.00	1,200.00	-600.00	50.0%
5110 · Payroll Tax Soc. Sec. (FICA)	6,754.85	94,159.28	89,193.00	4,966.28	105.57%
5115 · State Unemployment Tax (SUTA)	88.29	1,230.71	1,353.00	-122.29	90.96%
5119 · Workers' Compensation Tax	28.15	423.35	715.00	-291.65	59.21%
5125 · Health and Dental Insurance	26,654.86	209,556.25	246,296.00	-36,739.75	85.08%
5126 · Medical Savings Plan (HRA Veba)	3,500.00	45,500.00	39,000.00	6,500.00	116.67%
5130 · Life & Disability Insurance	2,742.64	20,112.30	20,166.00	-53.70	99.73%
5135 · Retirement (PERS)	14,411.33	182,867.25	229,812.00	-46,944.75	79.57%
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%
Total 5000 · Personal Services	72,614.98	1,739,956.20	1,933,860.00	-193,903.80	89.97%
6000 · Materials and Services					
6010 · General Operating Expense	0.00	0.00	0.00	0.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	1,679.42	34,618.60	41,000.00	-6,381.40	84.44%
6040 · Equipment Maintenance	0.00	16,923.95	21,245.00	-4,321.05	79.66%
6070 · Small Tools & FF Equip/Supplies	308.50	7,548.81	9,000.00	-1,451.19	83.88%
6180 · Medical Supplies	8,264.57	144,187.84	125,000.00	19,187.84	115.35%
6400 · Fuel Expense	0.00	24,209.07	32,250.00	-8,040.93	75.07%
6727 · Dues/Subscriptions/Fees-Career	15,907.07	343,178.88	362,851.00	-19,672.12	94.58%
6750 · Other Professional Services	2,500.00	10,000.00	10,000.00	0.00	100.0%
Total 6000 · Materials and Services	28,659.56	580,667.15	601,346.00	-20,678.85	96.56%
7000 · Capital Outlay					
7045 · Ambulance Equipment	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 7000 · Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
9000 · Transfers and/or Miscellaneous					
9030 · Transfer to / from Ambulance	0.00	0.00	0.00	0.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	0.00	0.00	0.00	0.00	0.0%
Total Expense	101,274.54	2,320,623.35	2,545,206.00	-224,582.65	91.18%

Keizer Fire District
General Fund- Training
07/11/2024

	<u>Jun 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	84,059.31	222,485.95	207,056.00	15,429.95	107.45%
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	900.00	900.00	0.00	100.0%
5090 · Volunteer Program	4,689.22	40,227.46	79,750.00	-39,522.54	50.44%
5110 · Payroll Tax Soc. Sec. (FICA)	952.26	12,167.48	17,714.00	-5,546.52	68.69%
5115 · State Unemployment Tax (SUTA)	12.43	158.97	255.00	-96.03	62.34%
5119 · Workers' Compensation Tax	1.46	28.11	52.00	-23.89	54.06%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	2,511.82	28,287.40	28,235.00	52.40	100.19%
5126 · Medical Savings Plan (HRA Veba)	250.00	3,000.00	3,000.00	0.00	100.0%
5130 · Life & Disability Insurance	375.14	2,472.50	4,194.00	-1,721.50	58.95%
5135 · Retirement (PERS)	2,772.48	32,835.76	65,511.00	-32,675.24	50.12%
5137 · Deferred Compensation Match	1,091.76	13,101.12	13,101.00	0.12	100.0%
5210 · Physical Exams	0.00	1,890.00	10,505.00	-8,615.00	17.99%
Total 5000 · Personal Services	<u>96,790.88</u>	<u>367,776.65</u>	<u>440,473.00</u>	<u>-72,696.35</u>	<u>83.5%</u>
6000 · Materials and Services					
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	5,841.55	73,057.08	73,500.00	-442.92	99.4%
6605 · Training Supplies	666.75	4,308.60	5,050.00	-741.40	85.32%
6715 · Publicity/Advertising	0.00	0.00	500.00	-500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	0.00	1,785.00	9,065.00	-7,280.00	19.69%
Total 6000 · Materials and Services	<u>6,508.30</u>	<u>79,150.68</u>	<u>89,615.00</u>	<u>-10,464.32</u>	<u>88.32%</u>
Total Expense	<u>103,299.18</u>	<u>446,927.33</u>	<u>530,088.00</u>	<u>-83,160.67</u>	<u>84.31%</u>

Keizer Fire District
Reserve Fund
 07/11/2024

	<u>Jun 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	618.97	5,510.01	1,500.00	4,010.01	367.33%
Total 4000 · Revenue	<u>618.97</u>	<u>5,510.01</u>	<u>1,500.00</u>	<u>4,010.01</u>	<u>367.33%</u>
9050 · Transfer In From General Fund	<u>25,000.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Income	<u>25,618.97</u>	<u>30,510.01</u>	<u>26,500.00</u>	<u>4,010.01</u>	<u>115.13%</u>
	25,618.97	30,510.01	26,500.00	4,010.01	115.13%
Expense					
7000 · Capital Outlay					
7010 · Fire/Rescue Equipment	0.00	0.00	25,000.00	-25,000.00	0.0%
7040 · Land/Bldg Improvement	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
Total 7000 · Capital Outlay	<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	<u>0.00</u>	<u>0.00</u>	<u>79,772.00</u>	<u>-79,772.00</u>	<u>0.0%</u>
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>79,772.00</u>	<u>-79,772.00</u>	<u>0.0%</u>
Total Expense	<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
 07/11/2024

	<u>Jun 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	3,218.67	39,262.02	10,000.00	29,262.02	392.62%
Total 4000 · Revenue	<u>3,218.67</u>	<u>39,262.02</u>	<u>10,000.00</u>	<u>29,262.02</u>	<u>392.62%</u>
Total Income	<u>3,218.67</u>	<u>39,262.02</u>	<u>10,000.00</u>	<u>29,262.02</u>	<u>392.62%</u>
Expense					
6000 · Materials and Services					
6070 · Small Tools & FF Equip/Supplies	0.00	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	<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	0.00	30,732.65	129,596.00	-98,863.35	23.71%
8230 · Medic Apparatus	0.00	0.00	0.00	0.00	0.0%
8240 · Staff/Misc. Vehicles	3,582.00	59,800.03	60,000.00	-199.97	99.67%
Total 8200 · Bond Capital Projects Expend.	<u>3,582.00</u>	<u>90,532.68</u>	<u>189,596.00</u>	<u>-99,063.32</u>	<u>47.75%</u>
9000 · Transfers and/or Miscellaneous					
9034 · Reserved for Future Expenditure	0.00	0.00	600,000.00	-600,000.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>-600,000.00</u>	<u>0.0%</u>
	<u>3,582.00</u>	<u>90,532.68</u>	<u>789,596.00</u>	<u>-699,063.32</u>	<u>11.47%</u>

Keizer Fire District
Bond Repayment Fund
 07/11/2024

	<u>Jun 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	6,836.23	377,772.76	370,378.00	7,394.76	102.0%
4020 · Taxes, Prior Year	245.66	4,345.72	2,000.00	2,345.72	217.29%
4140 · Interest & Dividends	117.10	9,756.94	2,500.00	7,256.94	390.28%
Total 4000 · Revenue	<u>7,198.99</u>	<u>391,875.42</u>	<u>374,878.00</u>	<u>16,997.42</u>	<u>104.53%</u>
Total Income	<u>7,198.99</u>	<u>391,875.42</u>	<u>374,878.00</u>	<u>16,997.42</u>	<u>104.53%</u>
Expense					
6000 · Materials and Services					
6771 · GO Bond Payment	250,000.00	250,000.00	250,000.00	0.00	100.0%
6772 · Interest Expense	67,188.99	134,378.00	134,378.00	0.00	100.0%
Total 6000 · Materials and Services	<u>317,188.99</u>	<u>384,378.00</u>	<u>384,378.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Expense	<u>317,188.99</u>	<u>384,378.00</u>	<u>384,378.00</u>	<u>0.00</u>	<u>100.0%</u>

KEIZER FIRE DISTRICT CHIEF REPORT

July 2024

Activities and Projects:

➤ Policy 6.02 Non-Represented and at Will Employment

- Included in the packet for the second reading is policy 6.02 Non-Represented and at Will Employment. Please see the included memo for further information.

➤ Tender 359

- Our water tender awarded by the Oregon State Fire Marshal has arrived and is outfitted, with crews trained and in service just in time for the fire season. Thank you to the State Fire Marshal for supplying this essential apparatus, and thank you to our maintenance personnel for quickly getting this unit outfitted and in service!

➤ Fiscal Year 2023/2024

- As we enter the 24/25 fiscal year, we close out the 23/24 fiscal year within budget. Thank you to Lyn for her diligence, always keeping a close eye on our spending, and keeping us on track.

➤ Conflagration Season

- Fire season is upon us. We have deployed three individuals up to this point on two state conflagrations as part of a state incident management team. Our cooperation at the state level continues to show the commitment of Keizer Fire District to the goal of keeping fires small and away from communities state-wide. Our personnel consistently represent us at a high level as they continue to show dedication and professionalism at every opportunity.

➤ Safer/AFG Grants

- No update on the status of the SAFER grant we submitted with a request for four personnel. The timeline of the awards has not yet been announced.
- No update on the status of the AFG grant we submitted for a potential replacement of E-385. Award announcements are expected to begin in the fall of 2024.

➤ 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.

➤ Policy Review and Update

- The policies selected for the first reading this month have not yet been completed by legal counsel. We will get back to first readings in August.
- Policies 6.02, 3.03, 2.03, 2.12, and 2.13 are included for the second reading and Board approval.

➤ 2024 OVFA Conference:

- The 2024 OVFA Conference was a success and a great opportunity to work in partnership with MCFD#1. In addition to this year, the Brooks campus has been reserved by OVFA for their 2025 and 2026 conference. There will be plenty of opportunities to continue to build relationships over the coming years. Thank you to Chief Blanco, Darrell Fuller, Titus Spangle, and Stone Spangle for assisting in preparing a gourmet dinner, and thank you to Director Risewick for bringing his supreme cooking skills to the event!

➤ Wildfire Resiliency and Preparedness

- Chief Blanco will be presenting our defensible space program to the Keizer Emergency Management Team on July 30th. This will help us spread the word about the program and identify areas in the district that may benefit from these resources.
- This Wildfire Defensible Space grant is provided through the Office of the Oregon State Fire Marshal and operates 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. Our July meeting is scheduled for the end of the month.
- I continue my monthly meetings with Chief McMann with a focus on the future of our fire districts and explore any cooperative efforts that may be of benefit to each agency.
- 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; we are tentatively working on a July date.

➤ Future Fire Station Funding Options:

- As other projects wrap up or slow down, I am beginning to focus on funding opportunities for this joint public safety project. No real progress yet, but I am hopeful for the potential opportunities.
- 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

July 2024 Board Meeting

- **Ambulance Billing Items:**
- Our **June** financial reports from Systems Design show **\$771,662.10** in new charges with 358 **billable calls** and a deposited revenue of **\$254,793.13**. Our A/R balance is **\$1,861,609.33**. Our net revenue from accounts in collections during **June** was **\$1,693.83**.
- **Capital FireMed Program Revenue:**
- **June** reports for Capital Fire Memberships revenue was 910.00 with 13 memberships.
- **May** reports for Capital Fire Memberships revenue was \$1,820.00 with 26 memberships.
- **April** reports for Capital Fire Memberships revenue was \$3,290.00 with 48 memberships.
- **March** reports for Capital Fire Memberships revenue was \$3,290.00 with 48 memberships.

Nothing new to report; 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.

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

JUNE 2024

Activity by Level of Service – Count / Gross Charges:

ALS1 E: 273	= \$526,071.00
ALS2: 12	= \$ 23,124.00
BLS E: 72	= \$138,744.00
TNT: 1	= \$ 917.00
Total Calls: 358 = \$771,622.10	

Activity by Unit – Count / Gross Charges:

M35: 119	= \$252,395.20
M36: 87	= \$193,348.50
M37: 134	= \$287,940.10
M38: 18	= \$ 37,938.30
Total: 358 = \$771,622.10	

Transport mileage / Extra Attendant

Extra Attendant During Transport: 9 @ \$93.00 = \$837.00
Transport Mileage: 2123.1 @ \$37.00 = \$81,929.10

- 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	167,294
Jun	97,402	166,705	136,241	130,353	143,060	157,321	183,020	205,227	254,793
Total	1,165,735	1,385,269	1,801,442	1,592,014	1,713,946	1,727,562	2,104,053	2,306,705	2,660,724
Mon/Avg	97,145	115,439	150,120	132,668	142,829	143,964	175,338	192,225	221,727
Variance	-3%	19%	30%	-12%	8%	1%	22%	10%	15%
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

July 2024

June 2024 Total Incidents – 604
 YTD – 3676

June 2023 Total Incidents – 566
 YTD – 3320

June 2023 Total Incidents – 508
 YTD – 3004

Continuous Code 3 “ALL” <= 6 minutes – 77, Average Response Time: 00:03:57

Continuous Code 3 “ALL” > 6 minutes – 5, Average Response Time: 00:07:02

Inc #	Address	Call Type	Shift	T.O.D.	Reason
3270	900 Blk Julie St N	EMS	C	10:23 PM	Multiple Calls
3272	800 Blk Cade St NE	EMS	C	1:34 AM	Poor Turnout Time
3367	1600 Blk Lockhaven Dr NE	EMS	A	2:34 AM	Poor Turnout Time
3368	6300 Blk 14th Ave NE	EMS	A	3:28 AM	Poor Turnout Time
3469	1800 Blk Jentif Ct NE	EMS	A	12:16 AM	Poor Turnout Time

JUNE 2024 RESPONSE TIME STANDARD – 93.5%

2024 YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 93.6%

Operations Projects:

- Operational Staffing/Hiring: We brought on Jeff Iles, who started July 4th. He is an experienced Firefighter/Paramedic as has proven himself more than capable of jumping into the deep end.

We have one Firefighter/Paramedic and five Paramedics that will be starting August 5th and participating in a two-week academy. Those six will then be assigned to their shifts on August 19th. We anticipate by September 1st we will be staffing Engine 365 and Medic 38 as fully staffed separate units.

- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In June Engine 725, from Marion County Fire District #1, handled 35 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 a little more than 1 call per shift. Engine 355 had 294 calls for the month of June, without the relief of E725, they would have responded to 329 calls. This is a decrease in work load of 12% for our engine company.

- Policy/Guideline Manual Project: This project continues to move forward. The Board will see four policies for a second reading. The four policies that were set to be on the agenda for the Board in June as first readings are still with legal and will be brought to the Board in August.

Guidelines that have been approved by the Fire Chief since the last meeting are:

- Grant Approval Process
- Quality Assurance and Improvement Program
- Duties of the Resource Control Officer
- Hazardous Materials Emergency Response Plan

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:
 - Had all fire extinguishers serviced.
 - Boiler inspection.
 - Kitchen hood system serviced.
- Apparatus:
 - Received the Tender from the State Fire Marshal's Office. Began outfitting it with equipment and training on the apparatus.
 - Liquid Springs repaired in 1601
 - The old 1995 pick-up has moved on to Drakes Crossing Fire.

Other Events, Activities and Meetings:

- May 29th – Virtual Active Threat Training
- June 10th – Volunteer Business Meeting
- June 11th – Fire/EMS Services Meeting at WVCC

Respectfully,

Brian Butler
Division Chief

VEHICLE MAINTENANCE REPORT

July 2024
(06/01/2024 – 06/30/24)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	7	25	Quarterly PM (O)
2002 (M36)	18	165	Quarterly PM (O)
1501 (M37)	0	179	
1601 (M38)	4.5	611.5	Quarterly PM (O)
<u>Engines</u>			
1711 (E355)	0	36	
1712 (E365)	0	38	
2111 (E375)	28	29	Rear differential repair (O)
0411 (E385)	0	0	
<u>Other</u>			
9221 (L358)	0	2	
1731 (SQ359)	0	9	
2141 (BR358)	7	7	Service Advance Track (O)
1741 (BR365)	0	0	
1641 (UTV368)	0	0	
1651 (BC35)	1.5	1.5	Annual PM (O)
1652 (BC36)	0	0	
<u>Staff Vehicles</u>			
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
July 2024

Recruitment and Retention of the Keizer Firefighter Volunteer Association members

Our goal is to maintain 12 active volunteer firefighters including students.

Volunteer Firefighters:

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

Currently creating;

- Non-Response job description
- Non-Response application
- Non-response policy
- Updating' volunteer minimum participation

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.

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

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

- 7/19 FUN Friday at St Edward Church/ GNEKNA event.. Egg Drop Requesting the ladder truck

KFD/KVFA invited to;

- July 21 Kickin' Cancer Fundraising "Battle of Badges" Charity Softball Game at Volcano Stadium
- July 26 Dallas Fire & EMS Waterball competition

ADMINISTRATIVE & COMMUNITY SERVICES
July 2024

July Meetings:

7/15 Keizer City council meeting

7/16 Chamber Greeters, KFD Board meeting, Late softball games

7/19 Neighborhood Fun Friday event at St. Edwards church

7/23 Chief meeting

7/24 Older Adult Fire & Fall Prevention Training

7/30 City Emergency management meeting

Respectfully Submitted,

Hector Blanco

Administrative Division Chief

TRAINING, HEALTH, AND WELLNESS DIVISION
MONTHLY REPORT
July 2024

June Training Highlights:

Fire: Reviewed new Operational Guidelines and completed multi-company evolutions at the Chemeketa Brooks campus. The evolutions focused on fire operations within crowded residential spaces and were well attended, with over 20 career and volunteer members participating in the training.

EMS: Active threat training and Rescue Task Force evolutions.

Additional training for June included: OVFA Conference, OSP SWAT forcible entry course, SWR team training, and water rescue awareness review for all personnel.

Scheduled July Training:

Fire: This month we are hosting a friendly shift versus shift competition during our annual basic fire skills review. The intent is to create a fun, motivational environment that promotes peak performance while maintaining high standards.

Crews will also be practicing hose deployments at various locations out in the community. This could be as simple as deploying a line to the door of a business, or as complex as trying out various methods to stretch line to the third floor of one of our new apartment complexes. These evolutions provide valuable experience for the crews.

The arrival of our new tender has also prompted additional training. In addition to the required NFPA Mobile Water Supply Apparatus certification, personnel must complete additional evolutions and drive time to ensure we are ready to safely and effectively respond on this apparatus.

EMS: Personnel will be completing training at the Holiday Swim Club, focusing on near-drownings and pool based emergencies. Under the guidance of water rescue team members, crews will practice the safe removal of patients experiencing a variety of medical emergencies from the pool.

Other: Shifts will be completing a guided walk-thru of the Willow Lake Water Treatment Plant in order to improve their familiarity of the facility, identify hazardous areas, and understand best access routes.

Meetings and Updates:

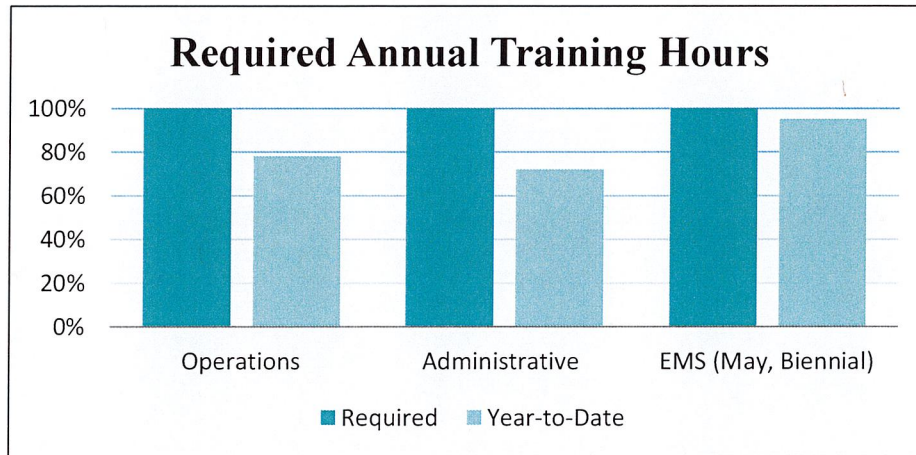
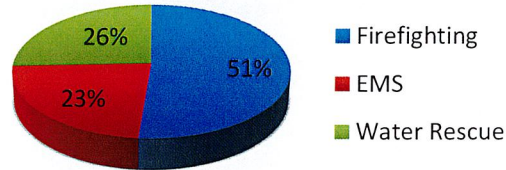
Training Committee: No meeting scheduled, next survey will be in September.

Chemeketa Fire Advisory Committee: Met on June 13th and 17th. Finalized agreements for fire internships, and now have two fire students in place.

Mid-Willamette Fire Instructors Association (MWFIA): Met on June 11th. Wildland training has concluded for the year. The group is developing the fall course calendar.

**TRAINING, HEALTH, AND WELLNESS DIVISION
MONTHLY REPORT
July 2024**

**June Training
Total Hours: 485**



Required Training Breakdown:

Agency Classification	Required Hours	Applicable personnel	Total
DPSST - Operations	60 hours	55	3,300 hours
DPSST – Administrative (Prevention, Public Education, Chief Officers)	12 hours	4	36 hours
Oregon Health Authority (OHA) Biennial Recertification	24 hours (EMT)	8	192 hours
	36 hours (EMT- A/I)	3	108 hours
	48 hours (EMT - P)	36	<u>1,728 hours</u>
			2,028 hours
Additional category for 2024: ISO Required Training (impacts rating and grant eligibility).	241 department hours (9 categories)	N/A	241 hours

** Adjusted July 2024 to reflect accurate staff count, excluding seasonal employees**

TRAINING, HEALTH, AND WELLNESS DIVISION
MONTHLY REPORT
July 2024

Volunteer Program:

Keizer Volunteer Firefighters Association (KVFA): Recruit swearing-in ceremony held June 15th.

Fire District Student and Resident Volunteer (RV) Program: No changes from June report.

Health and Wellness Programs:

Peer Fitness Committee: Annual Fitness assessments have been completed.

Peer Support Team: Met on July 2nd. We reviewed the draft contact form and guideline. They are not ready for distribution, so I will revise both documents before sending back to the group for further review. Dustin Lemmon has been elected as the Peer Support Committee lead and is organizing a joint training with MCFD and Salem FD peer support teams. We have also identified upcoming training that our team members will be attending throughout 2024-2025.

Annual Physical Exams: Required physicals are mostly up to date and multiple operations personnel have completed the voluntary cardiac stress testing. The feedback on the revised physical procedure and cardiac stress testing has been very positive.

Respectfully submitted,

Rachel Brozovich, Battalion Chief

Safety, Grants and Retention Report

July 2024

Safety: I have made contact with our OSHA representative and scheduled our voluntary assessment for August 14th. We will be doing a thorough assessment of the facilities and record keeping. This will allow me to begin working on any deficiencies prior to an official OSHA inspection. Other safety items of note:

- Thorne will begin working on entering a quarterly facility inspection into Station Check software.
- I am in the process of taking over managing SCBA/FIT testing from Chief Blanco.
- I have conducted a safety assessment of our new medic specs and will present this at the next safety meeting.
- We have created a "Safety" folder on the company server. This will be used to send out important safety messages, reference material, newsletters, etc.
- We have also set up a folder and specific form to track any injuries/accidents or near misses. This will be used to identify areas of improvement, safety issues or trends. Training will also have access to this folder to help identify any extra training needed. This will not contain any HIPPA protected information.

Grants: Here is an update of the grants that have been submitted:

- **AFG:** Submitted in March of 2024 requesting funding for the purchase of a new Pierce engine. No updates on this grant as of now. No updates on the website.
- **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. No updates on the website.

Retention: We held our first Employee Retention Committee meeting and it was a very positive experience. It is nice to see how far we have come in so many different areas. We had a very productive conversation about organizational history, program goals, experiences, areas of concern and brainstorming. We plan to meet monthly to get the program started and then quarterly going forward.

Diversity, Equity and Inclusion: I will be seeking volunteers to establish a DEI committee in the near future. I am reaching out to some local larger organizations to gain insight into their DEI programs/components. I am researching DEI educational opportunities and working on program development.

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
July 2024

Fire & Life Safety

Inspections/code issues

- *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 in August.
- *Chemawa Apartments*– Fire line flushes will be occurring the week of July 15th.
- *Schools* -McNary high school has now had their second reinspection and still has outstanding violations. Cummings had their first reinspection and made great progress. All remaining violations require bigger fixes that the school district is working through. Cummings struggles with being an older school trying to keep up with modern technology and a lack of electrical outlets.
- *Volcanoes Stadium* – They have had three fireworks shows with no complaints or incidents. Their next scheduled show is in August, but may be canceled due to fire conditions.
- *KeizerFest* – Nothing new to report
- *Convening of the Fire Service* – On June 20th and 20th myself and other leadership organizations within the fire service met at the State Fire Marshals Office to discuss the future of the fire service, issues we face and possible solutions. The goal of this meeting and future meetings is to have a joint voice as the fire service, problem solve and support each other in the ever-changing communities we serve. The consensus was call volume is increasing, hiring is becoming more difficult, and Legislature is pressing for more housing but creating access issues.

Community Outreach

- Keizer United – On Monday, July 8th I presented the new OSFM Cooking Fire Safety Presentation that the committee I serve on created. The program can be customized for ages 5 and older. It was received well and I hope to present it to more audiences in the future.
- July Car Seat Clinic – The regularly scheduled car seat clinic for July was moved from July 9th to July 23rd due to the heat. It was scheduled to be 105 on the 9th and it was decided for everyone's safety and sanity to move it.

Meetings Attended

- 6/18 – MPFIT Meeting
- 6/18 – Pre-ap
- 6/18 – Pre-ap
- 6/18 – Board Meeting
- 6/20 – Convening of the Fire Service
- 6/21 - Convening of the Fire Service
- 6/25 – Pre-ap
- 6/26- OFMA Meeting
- 6/27 – Meeting with Chief Russell

- 7/1 – Apparatus Access Road Meeting
- 7/8 – Keizer United
- 7/9 – OFMA Meeting
- 7/9-7/12 – Vacation

Fire Investigations

- 6/14 – Garage Fire