

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

**REGULAR BOARD MEETING  
December 19, 2023**

**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, Captain Rachel Brozovich and Aaron Pittis, DFM Anne-Marie Storms, EMS Billing Manager Jacquelynn Sunderland, Vol. Firefighter Darrell Fuller, and Budget Committee Member Laureal Williams, Kathy Wilson- SingerLewak LLP, Nathan Bauer- Bauer Insurance, and Citizen Bob Busch.

**Minutes** – Colleen made a motion to approve the minutes as presented for November 21, 2023. Kevin Clark seconded the motion. The motion carried unanimously.

**Audit Presentation- Kathy Wilson, SingerLewak LLP**- Kathy Wilson, Manager from SingerLewak LLP presented the audit report for the year ending June 30, 2023. A meeting was previously held to go over the audit in more detail with the Board Finance Committee. There were no significant changes in the financial reporting statements. In the Governance Letter, there were no significant changes. We are required to report corrected and uncorrected statements. There were no uncorrected statements. In the management letter, there were adjusting journal entries that were provided and approved by Lyn Komp. The District received an unmodified opinion, which is the highest level of assurance from the auditor, that the audit is free of material misstatement and that you can rely on the information included in the financial statements. There was an adjustment due to the depreciation of the building. Due to the adjustment, there was a deficiency that needs to be reported to the Secretary of State. A response will need to be done regarding the steps being taken to prevent the deficiency in the future.

Betty Hart made a motion to accept the audited financial statements as presented by Kathy Wilson with SingerLewak LLP. Colleen Busch seconded the motion. The motion carried unanimously.

**Correspondence** – Lyn Komp stated we have received several holiday cards.

**Guest Input** – None

**Organizational Input**

IAFF Local 3881 – None

KVFA- None

**Old Business**- None

**Reports**

**Financial Report** – Betty Hart provided a brief overview of the financial report. We are 42% of the way through the fiscal year. We received a little over \$400,000 in GEMT revenue for the first half of 2023. We received approximately \$5 million in taxes. The year to date revenue is at 91%. Personnel Services is at 44%. Overtime is normal. Materials & Services is at 40%. There were payments made for the quarterly dispatch payment and turnouts. Betty Hart stated the new spreadsheet for the ambulance report looks great. Louis Risewick made a motion to accept the financial report as presented. Kevin Clark 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- We will be co-hosting an OVFA Conference in Brooks with MCFD #1. The proposal for medic units is signed and is being sent in today.

**New Business**

**SDAO Insurance Renewal-** Nathan Bauer gave a brief overview of the Volunteer Firefighter Insurance Services (VFIS) insurance renewal. Betty Hart made a motion to renew the VFIS insurance. Louis Risewick seconded the motion. The motion carried unanimously.

Nathan Bauer distributed the liability insurance renewal and gave a brief overview. The District received a \$6,200 discount for participating in the Best Practices Program. Betty Hart made a motion to renew the general liability insurance. Louis Risewick seconded the motion. The motion carried unanimously.

**Acceptance of Results Form for District Measure-** Chief Ryan Russell presented the Acceptance of Results Form from the November 7, 2023 election from Marion County Elections for approval. Betty Hart made a motion to accept the results as presented. Louis Risewick seconded the motion. The motion carried unanimously.

**Policy & Standard Operating Guideline (SOG) Manual Project-** Chief Ryan Russell presented a new layout for the policy and SOG manual. We also have a few guidelines out to staff and three policies went to legal. There was a discussion on the organization of the manuals. The Board will approve the organization of the policy manual, and staff will approve the organization of the guidelines. There was a discussion that Guideline 4.02 needed to be moved to a policy, and the six policies that were presented need to move to guidelines. Louis Risewick made a motion to move Guideline 4.02 to a policy, and the six policies presented to a guideline. Kevin Clark seconded the motion. The motion carried unanimously.

**Other Business –** Betty Hart and Colleen Busch stated they would like to attend the SDAO Conference.

**Good of the Order –**

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

**Adjourn –** President Joe Van Meter declared the meeting adjourned at 6:49pm.

Respectfully submitted,

  
Kevin Clark  
Secretary