

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
August 20, 2024

You may attend in person or join from your computer, tablet or smartphone.

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United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3117](tel:+15713173117)

Access Code: 590-273-869

5:30 p.m. Call to Order

Pledge of Allegiance:

Roll Call:

Approve Minutes:

Board Meeting Minutes July 16, 2024

Correspondence:

Guest Input: Statements by members of the public should be brief and concise. A time limit of five (5) minutes will be allotted to an individual or a member of the group.

Organizational Input:

1. IAFF Local 3881
2. Keizer Volunteer Fire Fighter's Association

Old Business: None

Reports:

1. Financial Reports – Information/Action
 - Receipts of the District's monthly financial reports, which include ambulance billing reports, and act upon the financial reports.
2. Board Member Reports – Information
 - This time is allowed for Board Members to report on any contacts or District Business they have conducted.
3. Chief/Staff Reports - Information
 - Reports from staff covering activities for the month.

New Business:

1. Policy 2.11, 2.06 Policy , 4.01 Policy, 4.04 Policy, and 4.05 Policy Information
 - The Board will review the updated policies and have the first reading on these items.
2. SDAO Best Practices Information
 - The Board will be updated on the progress of SDAO Best Practices Program.

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	September 17, 2024 @ 5:30 pm
Board Meeting	October 15, 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.

2024 – 2025 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 – Colleen Busch & Louis Risewick
 Equipment Replacement – Kevin Clark & Colleen Busch
 Response Times/EMS – Joe Van Meter & Betty Hart
 Technology / Communications – Betty Hart & 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	07/21/2028
Donna Bradley	07/21/2024
Nancy Varner	05/21/2028
Darrell Fuller	05/17/2026

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

REGULAR BOARD MEETING
July 16, 2024

Call to Order – President Joe Van Meter called the meeting to order at 5:28 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, Finance Officer Lyn Komp, Division Chief Hector Blanco, Battalion Chief Rachel Brozovich and Christina Wilson, EMS Billing Manager Jacquelynn Sunderland, KVFA President Darrell Fuller, and Citizen Bob Busch. Absent: Fire Chief Ryan Russell

Minutes – There was a correction changing “Kevin” to Kevin Clark. Colleen Busch made a motion to approve the minutes as amended for June 18, 2024. Betty Hart seconded the motion. The motion carried unanimously.

Correspondence – None

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- None

Old Business-

Policy 6.02, Policy 2.03, Policy 2.12, Policy 2.13 and Policy 3.03 Second Reading- Five policies were presented for a second reading. There was a brief discussion and two minor corrections on the policies. Louis Risewick made a motion to approve Policy 6.02 Non-Represented and at Will Employment, Policy 2.03 Grant Approval, Policy 2.12 Use of Facilities by Outside Organizations, 2.13 Use of Facilities by Fire District Personnel and Policy 3.03 HIPAA Compliance Plan. Kevin Clark seconded the motion the motion carried unanimously.

Reports

Financial Report – Betty Hart provided a brief overview of the financial report. We are 100% of the way through the fiscal year. We have received approximately \$255,000 in ambulance payments. We have received over 100% of revenue and spent under 100% on expenditures. Overtime is normal. PERS is normal. Materials & Services is at 90%. There were payments made for civil services expenses. The general obligation bond payments for interest and principal were made. Colleen Busch made a motion to accept the financial report as presented. Louis Risewick seconded the motion. The motion carried unanimously.

Board Member Reports –

- Betty Hart, Louis Risewick, Kevin Clark and Colleen Busch reported on meetings and events they attended.

Chief/Staff Reports –

- Division Chief Brian Butler- There was a discussion on turnout times.
- Division Chief Hector Blanco- We will be doing some fall prevention training. We are gathering information to see where there is the most amount of need.
- Battalion Chief Rachel Brozovich- There was a discussion on the new tender and the training employees received.

- Battalion Chief Christina Wilson- Joe Van Meter asked about an apprenticeship program. BC Christina Wilson stated she will look into the program.

New Business

Board Elections- Joe Van Meter made a motion to elect Betty Hart as President, Louis Risewick as Vice President, Kevin Clark as Secretary and Colleen Busch as Treasurer. Betty Hart seconded the motion. The motion carried unanimously. There was a discussion on the nominations.

Board of Director Committee Assignments- The Board of Director Committees were reviewed. After discussion, the committee assignment would remain the same with the two exceptions. Colleen Busch will replace Betty Hart on the Finance Committee and Betty Hart will replace Colleen Busch on the Technology/Communications Committee.

Other Business – Betty Hart presented information on SB4673 to support making fire their own special district. After a discussion, it was decided that the Board of Directors would support SB4673.

Good of the Order – None

Pay Bills – Joe Van Meter made a motion to pay the bills. Kevin Clark seconded the motion. The motion carried unanimously.

Adjourn – President Betty Hart declared the meeting adjourned at 6:10pm.

Respectfully submitted,

Kevin Clark
Secretary

Keizer Fire District
Cash Position Statement
As of July 31, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							132,810.84
Check	07/01/2024	916	Keizer Fire District	Ambulance Revenue		150,000.00	(17,189.16)
Check	07/01/2024	917	Aetna	DOS 02/19/2021		244.54	(17,433.70)
Check	07/01/2024	918	Kaiser Permanente	DOS 02/24/2022		1,253.60	(18,687.30)
Check	07/01/2024	919	McKern, Jerry	DOS 06/14/2023		2,044.70	(20,732.00)
Check	07/01/2024	920	United Healthcare	DOS 05/12/2021		229.54	(20,961.54)
Check	07/12/2024	0921	Void	VOID: Voided check needed for ...			(20,961.54)
Check	07/16/2024	922	Keizer Fire District	Ambulance Revenue		95,000.00	(115,961.54)
Check	07/30/2024	923	Keizer Fire District	Ambulance Revenue		220,000.00	(335,961.54)
General Jour...	07/31/2024	1665		Ambulance Billing	355,952.83		19,991.29
Total 1011 · US Bank - Ambulance Billing					355,952.83	468,772.38	19,991.29
1012 · Umpqua Bank- Checking							69,577.48
Bill Pmt -Check	07/01/2024	30855	10D Tech, Inc	Phone System Maintenance		2,668.77	66,908.71
Bill Pmt -Check	07/01/2024	30856	76 Fleet/Wex Bank	Gasoline		548.29	66,360.42
Bill Pmt -Check	07/01/2024	30857	All Star Health	PO #063024-1054		340.00	66,020.42
Bill Pmt -Check	07/01/2024	30858	BoundTree	108812		1,810.36	64,210.06
Bill Pmt -Check	07/01/2024	30859	Busch Jr., Bob - Volunt...	VOID: 664			64,210.06
Bill Pmt -Check	07/01/2024	30860	Chitwood, Robin	PO #062824-0930		3,500.00	60,710.06
Bill Pmt -Check	07/01/2024	30861	Clark, Kevin	Board Stipend- 2nd Quarter		150.00	60,560.06
Bill Pmt -Check	07/01/2024	30862	Extendobed	PO #2024-103		3,582.00	56,978.06
Bill Pmt -Check	07/01/2024	30863	Fuller, Darrell	VOID: Quarterly Stipend- 2nd ...			56,978.06
Bill Pmt -Check	07/01/2024	30864	Hart, Betty	Board Stipend- 2nd Quarter		150.00	56,828.06
Bill Pmt -Check	07/01/2024	30865	KVFA - Volunteer Associ...	Quarterly Stipend		1,750.00	55,078.06
Bill Pmt -Check	07/01/2024	30866	Lane Council of Govern...	Civil Service Examiner		329.36	54,748.70
Bill Pmt -Check	07/01/2024	30867	League of Oregon Cities ...	Membership Fee		650.00	54,098.70
Bill Pmt -Check	07/01/2024	30868	LN Curtis & Sons, Inc			1,927.23	52,171.47
Bill Pmt -Check	07/01/2024	30869	Loren's Sanitation	Garbage/Recycling		456.79	51,714.68
Bill Pmt -Check	07/01/2024	30870	Noregon Systems Inc	Annual Fee		2,199.00	49,515.68
Bill Pmt -Check	07/01/2024	30871	Northwest Occupational...	PO #060424-1300		450.00	49,065.68
Bill Pmt -Check	07/01/2024	30872	OFMA	Annual Dues		65.00	49,000.68
Bill Pmt -Check	07/01/2024	30873	OMG National	PO #062624-1434		2,936.28	46,064.40
Bill Pmt -Check	07/01/2024	30874	Petro Card System Inc.	Gasoline		72.25	45,992.15
Bill Pmt -Check	07/01/2024	30875	PGE	Electricity		3,549.16	42,442.99
Bill Pmt -Check	07/01/2024	30876	Professional Benefit Ser...	Participation Fee		75.00	42,367.99
Bill Pmt -Check	07/01/2024	30877	Risewick, Louis	Board Stipend- 2nd Quarter		150.00	42,217.99
Bill Pmt -Check	07/01/2024	30878	Rotary	Membership Fee		200.00	42,017.99
Bill Pmt -Check	07/01/2024	30879	SAIF Corporation	Workers Comp Insurance		158,000.21	(115,982.22)
Bill Pmt -Check	07/01/2024	30880	Schurter Trucking LLC			1,317.89	(117,300.11)
Bill Pmt -Check	07/01/2024	30881	Standard Insurance Co...	PFML		4,338.25	(121,638.36)
Bill Pmt -Check	07/01/2024	30882	Standard Insurance Co...	Life & Disability Insurance		3,302.25	(124,940.61)
Bill Pmt -Check	07/01/2024	30883	Stryker Sales Corporation	PO #061124-1900		360.70	(125,301.31)
Bill Pmt -Check	07/01/2024	30884	System Design West, LLC.	EMS Billing- May		8,040.00	(133,341.31)
Bill Pmt -Check	07/01/2024	30885	Target Solutions	Annual Dues		13,748.08	(147,089.39)
Bill Pmt -Check	07/01/2024	30886	Teleflex Medical (Vidaca...	1080884		308.50	(147,397.89)
Bill Pmt -Check	07/01/2024	30887	Ultrix Business Solutio...	Copies		27.03	(147,424.92)
Bill Pmt -Check	07/01/2024	30888	Van Meter, Joe	Board Stipend- 2nd Quarter		100.00	(147,524.92)
Bill Pmt -Check	07/01/2024	30889	Verizon	Cell Phones		377.89	(147,902.81)
Bill Pmt -Check	07/01/2024	30890	WAT, Inc	PO #0624241300		286.30	(148,189.11)
Bill Pmt -Check	07/01/2024	30891	Wire Works	PO #2024-226		13,874.28	(162,063.39)
Bill Pmt -Check	07/01/2024	30892	Busch, Colleen	Board Stipend- 2nd Quarter		150.00	(162,213.39)
Deposit	07/02/2024			Deposit	157,024.41		(5,188.98)
General Jour...	07/03/2024	1649		LGIP Transfer to Checking	50,000.00		44,811.02
Bill Pmt -Check	07/09/2024	30893	BioTek Medical, Inc.	Oxygen Cylinders		656.50	44,154.52
Bill Pmt -Check	07/09/2024	30894	Central Refrigeration	Ice Machine Lease		140.00	44,014.52
Bill Pmt -Check	07/09/2024	30895	Comcast	Cable		74.22	43,940.30
Bill Pmt -Check	07/09/2024	30896	Dick's Canby Ford, Inc.	PO #2024-147		61.44	43,878.86
Bill Pmt -Check	07/09/2024	30897	ESO Solutions, Inc.	Annual Fee		11,275.68	32,603.18
Bill Pmt -Check	07/09/2024	30898	First Arriving	Annual Fee		771.47	31,831.71
Bill Pmt -Check	07/09/2024	30899	Fuller, Darrell	Volunteer Stipend- 2nd Quarter		111.75	31,719.96
Bill Pmt -Check	07/09/2024	30900	Industrial Source/Natio...	PO #2024-168		530.29	31,189.67
Bill Pmt -Check	07/09/2024	30901	Keizer, City of	Water/Sewer		761.46	30,428.21
Bill Pmt -Check	07/09/2024	30902	LN Curtis & Sons, Inc	PO #2024-150		1,650.00	28,778.21
Bill Pmt -Check	07/09/2024	30903	Local Government Law ...	Legal Services		432.00	28,346.21
Bill Pmt -Check	07/09/2024	30904	Loren's Sanitation	Garbage/Recycling		261.68	28,084.53
Bill Pmt -Check	07/09/2024	30905	Lowe's	PO #2024-129		26.52	28,058.01
Bill Pmt -Check	07/09/2024	30906	Marion County Environ...	VOID: BioHazard Bags- 07/29/...			28,058.01
Bill Pmt -Check	07/09/2024	30907	Napa Auto Parts	PO #2024-161		38.49	28,019.52
Bill Pmt -Check	07/09/2024	30908	NW Natural	Natural Gas		410.87	27,608.65
Bill Pmt -Check	07/09/2024	30909	SDIS	Health Insurance		83,585.00	(55,976.35)
Bill Pmt -Check	07/09/2024	30910	SingerLewak Accountan...	Audit		8,630.00	(64,606.35)
Bill Pmt -Check	07/09/2024	30911	Toshiba Financial Services	Copier Lease		434.45	(65,040.80)
Bill Pmt -Check	07/09/2024	30912	Wire Works	PO #2024-155		279.90	(65,320.70)
General Jour...	07/10/2024	1650		LGIP Transfer to Checking	250,000.00		184,679.30
General Jour...	07/12/2024	1652		PERS		123,282.41	61,396.89
Bill Pmt -Check	07/16/2024	30913	911 Supply, Inc			1,573.24	59,823.65
Bill Pmt -Check	07/16/2024	30914	AccurAccounts, Inc.	Payroll- June		1,692.80	58,130.85
Bill Pmt -Check	07/16/2024	30915	All Star Health	PO #071224-1238		820.00	57,310.85
Bill Pmt -Check	07/16/2024	30916	Amazon			171.67	57,139.18
Bill Pmt -Check	07/16/2024	30917	AT&T Mobility- CC	Modems		508.37	56,630.81
Bill Pmt -Check	07/16/2024	30918	Batteries NW			419.20	56,211.61
Bill Pmt -Check	07/16/2024	30919	BoundTree	108812		5,187.77	51,023.84
Bill Pmt -Check	07/16/2024	30920	Cascade Nut & Bolt	PO #2024-157		28.16	50,995.68
Bill Pmt -Check	07/16/2024	30921	Comcast	Telephones		523.38	50,472.30
Bill Pmt -Check	07/16/2024	30922	Complete Wireless			1,047.00	49,425.30
Bill Pmt -Check	07/16/2024	30923	Cruise Master Prisms, Inc.	PO #2024-181		152.50	49,272.80
Bill Pmt -Check	07/16/2024	30924	Day Wireless Systems, L...	PO #2024-148		148.92	49,123.88
Bill Pmt -Check	07/16/2024	30925	Keizer Outdoor Power, L...	PO #2024-180		699.00	48,424.88
Bill Pmt -Check	07/16/2024	30926	Killers Pest Control	Pest Control		90.00	48,334.88

Keizer Fire District Cash Position Statement As of July 31, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	07/16/2024	30927	Lane Council of Govern...	Civil Service Examiner		969.29	47,365.59
Bill Pmt -Check	07/16/2024	30928	Medline Industries, Inc	PO #070524-1915		1,066.00	46,299.59
Bill Pmt -Check	07/16/2024	30929	MFCP - Motion & Flow ...	PO #2024-182		193.73	46,105.86
Bill Pmt -Check	07/16/2024	30930	Northwest Occupational...	Psych Evaluation		450.00	45,655.86
Bill Pmt -Check	07/16/2024	30931	Polk County	Radio Communicaitons		1,355.00	44,300.86
Bill Pmt -Check	07/16/2024	30932	Professional Benefit Ser...	Participation Fee		115.00	44,185.86
Bill Pmt -Check	07/16/2024	30933	PWW Media Inc	PO #071224-1200		2,260.00	41,925.86
Bill Pmt -Check	07/16/2024	30934	Safeway			652.72	41,273.14
Bill Pmt -Check	07/16/2024	30935	Salem Fire Alarm, Inc.	Alarm Monitoring		270.00	41,003.14
Bill Pmt -Check	07/16/2024	30936	Salem Seal Coating	PO #071024-0815		650.00	40,353.14
Bill Pmt -Check	07/16/2024	30937	Sanderson Fire Protectio...	PO #2024-159		169.00	40,184.14
Bill Pmt -Check	07/16/2024	30938	Schurter Trucking LLC	PO #2024-140		530.51	39,653.63
Bill Pmt -Check	07/16/2024	30939	Slate & Slate Constructi...	PO #2024-169		8,994.10	30,659.53
Bill Pmt -Check	07/16/2024	30940	System Design West, LLC.	EMS Billing		8,304.56	22,354.97
Bill Pmt -Check	07/16/2024	30941	Walter E. Nelson Co.	PO # 071024-0800		504.54	21,850.43
Deposit	07/17/2024			Deposit			119,546.43
General Jour...	07/26/2024	1655		LGIP transfer to Checking	425,000.00		544,546.43
Deposit	07/30/2024			Deposit	220,868.23		765,414.66
Bill Pmt -Check	07/31/2024	30942	911 Supply, Inc			1,299.26	764,115.40
Bill Pmt -Check	07/31/2024	30943	All Star Health	PO #072424-0936		675.00	763,440.40
Bill Pmt -Check	07/31/2024	30944	Amazon			569.41	762,870.99
Bill Pmt -Check	07/31/2024	30945	BioTek Medical, Inc.	Oxygen Cylinder Lease		454.00	762,416.99
Bill Pmt -Check	07/31/2024	30946	Bob's Auto & Truck Pain...	PO #2024-023		1,987.10	760,429.89
Bill Pmt -Check	07/31/2024	30947	BoundTree	108812		4,871.48	755,558.41
Bill Pmt -Check	07/31/2024	30948	Candler, Judith	Damages to Vehicle		891.00	754,667.41
Bill Pmt -Check	07/31/2024	30949	Chitwood, Robin	PO #072324-1800		500.00	754,167.41
Bill Pmt -Check	07/31/2024	30950	CIS Benefits	Dental Insurance		5,798.04	748,369.37
Bill Pmt -Check	07/31/2024	30951	CJ Hansen Co, Inc.	PO #2024-165		491.75	747,877.62
Bill Pmt -Check	07/31/2024	30952	Dick's Canby Ford, Inc.	PO #2024-198		24.46	747,853.16
Bill Pmt -Check	07/31/2024	30953	Hughes Fire Equipment,...	PO #2024-201		70.09	747,783.07
Bill Pmt -Check	07/31/2024	30954	Industrial Source/Natio...	PO #2024-167		267.63	747,515.44
Bill Pmt -Check	07/31/2024	30955	Les Schwab	PO #2024-197		75.96	747,439.48
Bill Pmt -Check	07/31/2024	30956	Life-Assist, Inc	PO #072124-2215		724.80	746,714.68
Bill Pmt -Check	07/31/2024	30957	LN Curtis & Sons, Inc			3,041.56	743,673.12
Bill Pmt -Check	07/31/2024	30958	Marion Environmental S...	Bio-Hazard Bags		26.00	743,647.12
Bill Pmt -Check	07/31/2024	30959	Napa Auto Parts	Inv#178106,178085,178084, 1...		909.04	742,738.08
Bill Pmt -Check	07/31/2024	30960	National Tactical Officer...	070724-0955		793.00	741,945.08
Bill Pmt -Check	07/31/2024	30961	Northwest Occupational...	PO #060424-1300		450.00	741,495.08
Bill Pmt -Check	07/31/2024	30962	OFSSA	Membership Dues		40.00	741,455.08
Bill Pmt -Check	07/31/2024	30963	Oregon Glove Company	PO #2024-111		338.34	741,116.74
Bill Pmt -Check	07/31/2024	30964	Pacific Fitness	PO #072924-0900		525.00	740,591.74
Bill Pmt -Check	07/31/2024	30965	Pacific Northwest Hydro	PO #2024-204		1,700.00	738,891.74
Bill Pmt -Check	07/31/2024	30966	Petro Card System Inc.	Gasoline		460.46	738,431.28
Bill Pmt -Check	07/31/2024	30967	PGE	Electric		3,854.52	734,576.76
Bill Pmt -Check	07/31/2024	30968	Premier Truck Service			867.93	733,708.83
Bill Pmt -Check	07/31/2024	30969	Regional Outreach & In...	VOID: Student ID #910252598-...			733,708.83
Bill Pmt -Check	07/31/2024	30970	Salem, City of	Radio Maintenance		11,138.40	722,570.43
Bill Pmt -Check	07/31/2024	30971	Schurter Trucking LLC	PO #2024-179		289.21	722,281.22
Bill Pmt -Check	07/31/2024	30972	SeaWestern, Inc			24,059.98	698,221.24
Bill Pmt -Check	07/31/2024	30973	Standard Insurance Co...	PFML		6,406.85	691,814.39
Bill Pmt -Check	07/31/2024	30974	Standard Insurance Co...	Life & Disability		5,027.01	686,787.38
Bill Pmt -Check	07/31/2024	30975	Stryker Medical	PO #072224-1445		21,616.00	665,171.38
Bill Pmt -Check	07/31/2024	30976	Verizon	Cell Phones		378.35	664,793.03
Bill Pmt -Check	07/31/2024	30977	WAT, Inc	PO #071624-0900		1,530.71	663,262.32
Bill Pmt -Check	07/31/2024	30978	Woodburn Fire Dist.	Interra User Fees		12,247.00	651,015.32
Bill Pmt -Check	07/31/2024	30979	Eastern Oregon Univ.	Student ID 910252598		350.00	650,665.32
General Jour...	07/31/2024	1658		Visa- Alderson		412.73	650,252.59
General Jour...	07/31/2024	1658		Visa- Blanco		120.00	650,132.59
General Jour...	07/31/2024	1658		Visa- Brozovich		717.34	649,415.25
General Jour...	07/31/2024	1658		Visa- Butler		367.75	649,047.50
General Jour...	07/31/2024	1658		Visa- Komp		699.97	648,347.53
General Jour...	07/31/2024	1658		Visa- Russell		1,901.72	646,445.81
General Jour...	07/31/2024	1658		Visa- Storms		4.03	646,441.78
General Jour...	07/31/2024	1658		Visa- Wilson		490.45	645,951.33
General Jour...	07/31/2024	1660		Payroll		381,485.73	264,465.60
General Jour...	07/31/2024	1660		IRS		178,709.12	85,756.48
General Jour...	07/31/2024	1660		Oregon Dept. of Revenue		44,760.00	40,996.48
General Jour...	07/31/2024	1660		HRA Veba #7065		12,500.00	28,496.48
General Jour...	07/31/2024	1660		IAFF Local 3881 #7066		4,511.00	23,985.48
General Jour...	07/31/2024	1660		KFD Cafeteria #7067		1,407.60	22,577.88
General Jour...	07/31/2024	1660		PenServ #7068		1,822.94	20,754.94
General Jour...	07/31/2024	1660		Valic- #7069		42,894.21	(22,139.27)
General Jour...	07/31/2024	1660		Isaiah Alsum- #7070		483.95	(22,623.22)
General Jour...	07/31/2024	1660		IRS		84.98	(22,708.20)
Total 1012 · Umpqua Bank- Checking					1,200,588.64	1,292,874.32	(22,708.20)
1015 · LGIP- Bond							732,571.80
General Jour...	07/31/2024	1663		Interest Received	3,272.45		735,844.25
Total 1015 · LGIP- Bond					3,272.45		735,844.25
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00

**Keizer Fire District
Cash Position Statement
As of July 31, 2024**

<i>Type</i>	<i>Date</i>	<i>Num</i>	<i>Name</i>	<i>Memo</i>	<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
1120 · LGIP							3,598,287.25
General Jour...	07/03/2024	1649		LGIP Transfer to Checking		50,000.00	3,548,287.25
General Jour...	07/03/2024	1651		LGIP	16,737.12		3,565,024.37
General Jour...	07/03/2024	1651		LGIP	1,170.82		3,566,195.19
General Jour...	07/10/2024	1650		LGIP Transfer to Checking		250,000.00	3,316,195.19
General Jour...	07/26/2024	1655		LGIP transfer to Checking		425,000.00	2,891,195.19
General Jour...	07/31/2024	1662		Interest Received	13,949.61		2,905,144.80
General Jour...	07/31/2024	1662		Interest Received	132.85		2,905,277.65
General Jour...	07/31/2024	1662		Interest Received	679.03		2,905,956.68
Total 1120 · LGIP					32,669.43	725,000.00	2,905,956.68
TOTAL					1,592,483.35	2,486,646.70	3,639,284.02

Keizer Fire District
Financial Report- all
08/15/2024

	Jul 24	YTD	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Current Year	11,195.18	42,277.56	7,003,029.00	-6,960,751.44	0.6%
4020 · Taxes, Prior Year	6,712.76	14,373.44	72,500.00	-58,126.56	19.83%
4030 · Taxes, 911 Excise	0.00	0.00	136,392.00	-136,392.00	0.0%
4100 · EMS Revenue	164,349.90	164,349.90	3,200,000.00	-3,035,650.10	5.14%
4120 · Capitol Fire Med	2,525.82	2,525.82	32,000.00	-29,474.18	7.89%
4140 · Interest & Dividends	18,033.94	18,033.94	139,500.00	-121,466.06	12.93%
4150 · Miscellaneous	8,915.20	8,915.20	58,000.00	-49,084.80	15.37%
4156 · Conflagration Reimbursement	0.00	0.00	100,000.00	-100,000.00	0.0%
Total 4000 · Revenue	211,732.80	250,475.86	10,741,421.00	-10,490,945.14	2.33%
9050 · Transfer In From General Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Income	211,732.80	250,475.86	10,841,421.00	-10,590,945.14	2.31%
	211,732.80	250,475.86	10,841,421.00	-10,590,945.14	2.31%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	413,975.84	413,975.84	5,154,669.00	-4,740,693.16	8.03%
5070 · Board Members	0.00	0.00	4,875.00	-4,875.00	0.0%
5080 · Overtime	151,066.63	151,066.63	510,000.00	-358,933.37	29.62%
5082 · Longevity Incentive	3,120.28	3,120.28	26,266.00	-23,145.72	11.88%
5083 · Leave Payoff	33,600.11	33,600.11	149,500.00	-115,899.89	22.48%
5084 · Wellness Incentive	5,800.00	5,800.00	7,400.00	-1,600.00	78.38%
5085 · Education Incentive	2,475.00	2,475.00	30,600.00	-28,125.00	8.09%
5090 · Volunteer Program	0.00	0.00	68,915.00	-68,915.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	46,175.55	46,175.55	452,877.00	-406,701.45	10.2%
5115 · State Unemployment Tax (SUTA)	603.45	603.45	6,510.00	-5,906.55	9.27%
5119 · Workers' Compensation Tax	120.75	120.75	2,857.00	-2,736.25	4.23%
5120 · Workers' Compensation	158,000.21	158,000.21	175,000.00	-16,999.79	90.29%
5125 · Health and Dental Insurance	77,919.13	166,277.13	1,091,490.00	-925,212.87	15.23%
5126 · Medical Savings Plan (HRA Veba)	12,500.00	12,500.00	156,000.00	-143,500.00	8.01%
5127 · Cafeteria Plan Administration	115.00	115.00	1,400.00	-1,285.00	8.21%
5130 · Life & Disability Insurance	11,433.86	11,433.86	109,132.00	-97,698.14	10.48%
5135 · Retirement (PERS)	123,276.33	301,472.20	1,866,517.00	-1,565,044.80	16.15%
5137 · Deferred Compensation Match	9,434.20	9,434.20	119,410.00	-109,975.80	7.9%
5210 · Physical Exams	1,085.00	1,085.00	19,255.00	-18,170.00	5.64%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	1,050,701.34	1,317,255.21	9,955,873.00	-8,638,617.79	13.23%
6000 · Materials and Services					
6010 · General Operating Expense	2,240.35	2,240.35	17,350.00	-15,109.65	12.91%
6015 · Dispatch 911	0.00	0.00	402,660.00	-402,660.00	0.0%
6020 · Volunteer Recruitment/Retention	0.00	0.00	500.00	-500.00	0.0%
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6025 · Civil Service Expense	3,056.54	3,366.54	15,000.00	-11,633.46	22.44%

Keizer Fire District Financial Report- all

	<u>08/15/2024</u>		<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
	<u>Jul 24</u>	<u>YTD</u>			
6035 · Apparatus Maintenance(Vehicles)	8,064.73	8,064.73	97,000.00	-88,935.27	8.31%
6040 · Equipment Maintenance	2,550.37	2,766.37	37,125.00	-34,358.63	7.45%
6062 · Furniture	1,179.97	1,179.97	14,500.00	-13,320.03	8.14%
6070 · Small Tools & FF Equip/Supplies	8,173.65	10,749.79	59,900.00	-49,150.21	17.95%
6073 · Building & Grounds Maintenance	1,447.71	2,462.71	49,175.00	-46,712.29	5.01%
6074 · Building Improvements	8,994.10	8,994.10	50,325.00	-41,330.90	17.87%
6075 · Radio Maintenance	12,493.40	12,493.40	64,800.00	-52,306.60	19.28%
6080 · Ladder & Hose Testing	1,700.00	1,700.00	8,700.00	-7,000.00	19.54%
6100 · Turnouts & Prot. Equipment	25,217.85	25,217.85	66,915.00	-41,697.15	37.69%
6137 · Uniforms	4,668.28	6,384.60	39,550.00	-33,165.40	16.14%
6145 · Supplies	722.38	722.38	12,000.00	-11,277.62	6.02%
6160 · Public Ed / Fire Prevention	122.36	122.36	9,500.00	-9,377.64	1.29%
6180 · Medical Supplies	33,946.05	33,946.05	158,000.00	-124,053.95	21.49%
6200 · District Meetings	40.00	40.00	1,500.00	-1,460.00	2.67%
6210 · District Events	74.00	74.00	8,000.00	-7,926.00	0.93%
6300 · Utilities	4,527.07	5,239.08	59,750.00	-54,510.92	8.77%
6400 · Fuel Expense	1,761.95	1,761.95	47,250.00	-45,488.05	3.73%
6505 · Communications	4,078.87	5,111.64	76,534.00	-71,422.36	6.68%
6600 · Training	3,646.92	3,764.92	72,000.00	-68,235.08	5.23%
6605 · Training Supplies	498.67	498.67	8,650.00	-8,151.33	5.77%
6620 · Water Rescue	0.00	0.00	3,000.00	-3,000.00	0.0%
6622 · Health & Fitness Supplies	979.96	979.96	2,800.00	-1,820.04	35.0%
6704 · Computer/Network Expenses	2,042.22	2,476.67	40,350.00	-37,873.33	6.14%
6707 · Office Supplies	132.34	132.34	7,600.00	-7,467.66	1.74%
6710 · Insurance & Fidelity Bond	0.00	607.00	70,000.00	-69,393.00	0.87%
6715 · Publicity/Advertising	645.00	738.76	6,370.00	-5,631.24	11.6%
6720 · Printing and Publishing	0.00	0.00	2,600.00	-2,600.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	12,037.50	12,037.50	436,909.00	-424,871.50	2.76%
6750 · Other Professional Services	10,835.80	10,835.80	102,000.00	-91,164.20	10.62%
6771 · GO Bond Payment	0.00	0.00	265,000.00	-265,000.00	0.0%
6772 · Interest Expense	0.00	0.00	126,516.00	-126,516.00	0.0%
6780 · Election Expense	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 6000 · Materials and Services	155,878.04	164,709.49	2,466,329.00	-2,301,619.51	6.68%
7000 · Capital Outlay	0.00	0.00	70,000.00	-70,000.00	0.0%
8200 · Bond Capital Projects Expend.	0.00	0.00	762,389.00	-762,389.00	0.0%
9000 · Transfers and/or Miscellaneous	0.00	135,000.00	405,265.00	-270,265.00	33.31%
Total Expense	1,206,579.38	1,616,964.70	13,659,856.00	-12,042,891.30	11.84%

Keizer Fire District
General Fund- Admin
08/15/2024

	<u>Jul 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	55,559.28	55,559.28	650,767.00	-595,207.72	8.54%
5070 · Board Members	0.00	0.00	4,875.00	-4,875.00	0.0%
5080 · Overtime	27,589.41	27,589.41	20,000.00	7,589.41	137.95%
5082 · Longevity Incentive	856.51	856.51	0.00	856.51	100.0%
5083 · Leave Payoff	7,448.75	7,448.75	84,500.00	-77,051.25	8.82%
5085 · Education Incentive	450.00	450.00	7,200.00	-6,750.00	6.25%
5110 · Payroll Tax Soc. Sec. (FICA)	7,000.10	7,000.10	56,259.00	-49,258.90	12.44%
5115 · State Unemployment Tax (SUTA)	91.47	91.47	807.00	-715.53	11.34%
5119 · Workers' Compensation Tax	10.01	10.01	275.00	-264.99	3.64%
5120 · Workers' Compensation	158,000.21	158,000.21	175,000.00	-16,999.79	90.29%
5125 · Health and Dental Insurance	8,414.63	19,804.63	93,152.00	-73,347.37	21.26%
5126 · Medical Savings Plan (HRA Veba)	1,250.00	1,250.00	15,000.00	-13,750.00	8.33%
5127 · Cafeteria Plan Administration	115.00	115.00	1,400.00	-1,285.00	8.21%
5130 · Life & Disability Insurance	1,556.28	1,556.28	13,514.00	-11,957.72	11.52%
5135 · Retirement (PERS)	16,613.78	45,008.53	227,678.00	-182,669.47	19.77%
5137 · Deferred Compensation Match	3,605.91	3,605.91	47,172.00	-43,566.09	7.64%
5210 · Physical Exams	0.00	0.00	800.00	-800.00	0.0%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	288,561.34	328,346.09	1,401,599.00	-1,073,252.91	23.43%
6000 · Materials and Services					
6010 · General Operating Expense	2,240.35	2,240.35	17,350.00	-15,109.65	12.91%
6015 · Dispatch 911	0.00	0.00	402,660.00	-402,660.00	0.0%
6025 · Civil Service Expense	3,056.54	3,366.54	15,000.00	-11,633.46	22.44%
6062 · Furniture	1,179.97	1,179.97	14,500.00	-13,320.03	8.14%
6073 · Building & Grounds Maintenance	1,447.71	2,462.71	49,175.00	-46,712.29	5.01%
6074 · Building Improvements	8,994.10	8,994.10	50,325.00	-41,330.90	17.87%
6145 · Supplies	722.38	722.38	12,000.00	-11,277.62	6.02%
6200 · District Meetings	40.00	40.00	1,500.00	-1,460.00	2.67%
6210 · District Events	74.00	74.00	8,000.00	-7,926.00	0.93%
6300 · Utilities	4,527.07	5,239.08	59,750.00	-54,510.92	8.77%
6505 · Communications	4,078.87	5,111.64	76,534.00	-71,422.36	6.68%
6605 · Training Supplies	0.00	0.00	0.00	0.00	0.0%
6704 · Computer/Network Expenses	2,042.22	2,476.67	40,350.00	-37,873.33	6.14%
6707 · Office Supplies	132.34	132.34	7,600.00	-7,467.66	1.74%
6710 · Insurance & Fidelity Bond	0.00	607.00	70,000.00	-69,393.00	0.87%
6715 · Publicity/Advertising	645.00	738.76	5,870.00	-5,131.24	12.59%
6720 · Printing and Publishing	0.00	0.00	2,600.00	-2,600.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	1,130.00	1,130.00	14,825.00	-13,695.00	7.62%
6750 · Other Professional Services	10,835.80	10,835.80	92,000.00	-81,164.20	11.78%
6780 · Election Expense	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 6000 · Materials and Services	41,146.35	45,351.34	955,039.00	-909,687.66	4.75%
9000 · Transfers and/or Miscellaneous					

**Keizer Fire District
 General Fund- Admin**

08/15/2024

	<u>Jul 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9025 · Transfer To/From General Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
9035 · General Operating Contingency	0.00	0.00	20,000.00	-20,000.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>120,000.00</u>	<u>-120,000.00</u>	<u>0.0%</u>
Total Expense	329,707.69	373,697.43	2,476,638.00	-2,102,940.57	15.09%

Keizer Fire District
General Fund- Operations
08/15/2024

	<u>Jul 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	346,116.60	346,116.60	4,369,193.00	-4,023,076.40	7.92%
5080 · Overtime	115,751.11	115,751.11	450,000.00	-334,248.89	25.72%
5082 · Longevity Incentive	2,114.09	2,114.09	26,266.00	-24,151.91	8.05%
5083 · Leave Payoff	23,996.64	23,996.64	60,000.00	-36,003.36	39.99%
5084 · Wellness Incentive	5,600.00	5,600.00	7,200.00	-1,600.00	77.78%
5085 · Education Incentive	1,875.00	1,875.00	21,600.00	-19,725.00	8.68%
5110 · Payroll Tax Soc. Sec. (FICA)	37,442.73	37,442.73	382,305.00	-344,862.27	9.79%
5115 · State Unemployment Tax (SUTA)	489.33	489.33	5,497.00	-5,007.67	8.9%
5119 · Workers' Compensation Tax	106.93	106.93	2,530.00	-2,423.07	4.23%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	68,664.18	144,762.18	988,845.00	-844,082.82	14.64%
5126 · Medical Savings Plan (HRA Veba)	11,000.00	11,000.00	138,000.00	-127,000.00	7.97%
5130 · Life & Disability Insurance	9,502.35	9,502.35	92,184.00	-82,681.65	10.31%
5135 · Retirement (PERS)	101,769.44	244,934.47	1,579,716.00	-1,334,781.53	15.51%
5137 · Deferred Compensation Match	5,491.52	5,491.52	68,197.00	-62,705.48	8.05%
5210 · Physical Exams	1,085.00	1,085.00	10,450.00	-9,365.00	10.38%
Total 5000 · Personal Services	<u>731,004.92</u>	<u>950,267.95</u>	<u>8,201,983.00</u>	<u>-7,251,715.05</u>	<u>11.59%</u>
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	8,064.73	8,064.73	97,000.00	-88,935.27	8.31%
6040 · Equipment Maintenance	2,550.37	2,766.37	37,125.00	-34,358.63	7.45%
6070 · Small Tools & FF Equip/Supplies	8,173.65	10,749.79	59,900.00	-49,150.21	17.95%
6075 · Radio Maintenance	12,493.40	12,493.40	64,800.00	-52,306.60	19.28%
6080 · Ladder & Hose Testing	1,700.00	1,700.00	8,700.00	-7,000.00	19.54%
6100 · Turnouts & Prot. Equipment	25,217.85	25,217.85	66,915.00	-41,697.15	37.69%
6137 · Uniforms	4,668.28	6,384.60	39,300.00	-32,915.40	16.25%
6160 · Public Ed / Fire Prevention	122.36	122.36	9,500.00	-9,377.64	1.29%
6180 · Medical Supplies	33,946.05	33,946.05	158,000.00	-124,053.95	21.49%
6400 · Fuel Expense	1,761.95	1,761.95	47,250.00	-45,488.05	3.73%
6620 · Water Rescue	0.00	0.00	3,000.00	-3,000.00	0.0%
6622 · Health & Fitness Supplies	329.96	329.96	2,800.00	-2,470.04	11.78%
6727 · Dues/Subscriptions/Fees-Career	3,684.90	3,684.90	411,505.00	-407,820.10	0.9%
6750 · Other Professional Services	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 6000 · Materials and Services	<u>102,713.50</u>	<u>107,221.96</u>	<u>1,027,295.00</u>	<u>-920,073.04</u>	<u>10.44%</u>
7000 · Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>-20,000.00</u>	<u>0.0%</u>
9000 · Transfers and/or Miscellaneous	<u>95,000.00</u>	<u>95,000.00</u>	<u>100,000.00</u>	<u>-5,000.00</u>	<u>95.0%</u>
Total Expense	<u>928,718.42</u>	<u>1,152,489.91</u>	<u>9,349,278.00</u>	<u>-8,196,788.09</u>	<u>12.33%</u>

Keizer Fire District
General Fund- Training
08/15/2024

	<u>Jul 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	12,299.96	12,299.96	134,709.00	-122,409.04	9.13%
5080 · Overtime	7,726.11	7,726.11	40,000.00	-32,273.89	19.32%
5083 · Leave Payoff	2,154.72	2,154.72	5,000.00	-2,845.28	43.09%
5084 · Wellness Incentive	200.00	200.00	200.00	0.00	100.0%
5085 · Education Incentive	150.00	150.00	1,800.00	-1,650.00	8.33%
5090 · Volunteer Program	0.00	0.00	68,915.00	-68,915.00	0.0%
5110 · Payroll Tax Soc. Sec. (FICA)	1,732.72	1,732.72	14,313.00	-12,580.28	12.11%
5115 · State Unemployment Tax (SUTA)	22.65	22.65	206.00	-183.35	11.0%
5119 · Workers' Compensation Tax	3.81	3.81	52.00	-48.19	7.33%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	840.32	1,710.32	9,493.00	-7,782.68	18.02%
5126 · Medical Savings Plan (HRA Veba)	250.00	250.00	3,000.00	-2,750.00	8.33%
5130 · Life & Disability Insurance	375.23	375.23	3,434.00	-3,058.77	10.93%
5135 · Retirement (PERS)	4,893.11	11,529.20	59,123.00	-47,593.80	19.5%
5137 · Deferred Compensation Match	336.77	336.77	4,041.00	-3,704.23	8.33%
5210 · Physical Exams	0.00	0.00	8,005.00	-8,005.00	0.0%
Total 5000 · Personal Services	<u>30,985.40</u>	<u>38,491.49</u>	<u>352,291.00</u>	<u>-313,799.51</u>	<u>10.93%</u>
6000 · Materials and Services					
6020 · Volunteer Recruitment/Retention	0.00	0.00	500.00	-500.00	0.0%
6137 · Uniforms	0.00	0.00	250.00	-250.00	0.0%
6600 · Training	3,646.92	3,764.92	72,000.00	-68,235.08	5.23%
6605 · Training Supplies	498.67	498.67	8,650.00	-8,151.33	5.77%
6715 · Publicity/Advertising	0.00	0.00	500.00	-500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	7,222.60	7,222.60	10,579.00	-3,356.40	68.27%
Total 6000 · Materials and Services	<u>11,368.19</u>	<u>11,486.19</u>	<u>92,479.00</u>	<u>-80,992.81</u>	<u>12.42%</u>
Total Expense	<u>42,353.59</u>	<u>49,977.68</u>	<u>444,770.00</u>	<u>-394,792.32</u>	<u>11.24%</u>

Keizer Fire District
 Reserve Fund
 08/15/2024

	<u>Jul 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	679.03	679.03	2,000.00	-1,320.97	33.95%
Total 4000 · Revenue	<u>679.03</u>	<u>679.03</u>	<u>2,000.00</u>	<u>-1,320.97</u>	<u>33.95%</u>
9050 · Transfer In From General Fund	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>-100,000.00</u>	<u>0.0%</u>
Total Income	<u>679.03</u>	<u>679.03</u>	<u>102,000.00</u>	<u>-101,320.97</u>	<u>0.67%</u>
	679.03	679.03	102,000.00	-101,320.97	0.67%
Expense					
7000 · Capital Outlay					
7010 · Fire/Rescue Equipment	0.00	0.00	25,000.00	-25,000.00	0.0%
7040 · Land/Bldg Improvement	0.00	0.00	25,000.00	-25,000.00	0.0%
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	0.00	0.00	185,265.00	-185,265.00	0.0%
Total 9000 · Transfers and/or Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>185,265.00</u>	<u>-185,265.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>235,265.00</u>	<u>-235,265.00</u>	<u>0.0%</u>
	679.03	679.03	-133,265.00	133,944.03	-0.51%
	<u>679.03</u>	<u>679.03</u>	<u>-133,265.00</u>	<u>133,944.03</u>	<u>-0.51%</u>

Keizer Fire District
Capital Projects Fund
 08/15/2024

	<u>Jul 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	3,272.45	3,272.45	35,000.00	-31,727.55	9.35%
Total 4000 · Revenue	<u>3,272.45</u>	<u>3,272.45</u>	<u>35,000.00</u>	<u>-31,727.55</u>	<u>9.35%</u>
Total Income	<u>3,272.45</u>	<u>3,272.45</u>	<u>35,000.00</u>	<u>-31,727.55</u>	<u>9.35%</u>
	3,272.45	3,272.45	35,000.00	-31,727.55	9.35%
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	0.00	127,739.00	-127,739.00	0.0%
8230 · Medic Apparatus	0.00	0.00	634,650.00	-634,650.00	0.0%
Total 8200 · Bond Capital Projects Expend.	<u>0.00</u>	<u>0.00</u>	<u>762,389.00</u>	<u>-762,389.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>762,389.00</u>	<u>-762,389.00</u>	<u>0.0%</u>

Keizer Fire District
Bond Repayment Fund
 08/15/2024

	<u>Jul 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	726.59	2,777.97	374,016.00	-371,238.03	0.74%
4020 · Taxes, Prior Year	444.23	934.92	2,500.00	-1,565.08	37.4%
4140 · Interest & Dividends	132.85	132.85	2,500.00	-2,367.15	5.31%
Total 4000 · Revenue	<u>1,303.67</u>	<u>3,845.74</u>	<u>379,016.00</u>	<u>-375,170.26</u>	<u>1.02%</u>
Total Income	<u>1,303.67</u>	<u>3,845.74</u>	<u>379,016.00</u>	<u>-375,170.26</u>	<u>1.02%</u>
	1,303.67	3,845.74	379,016.00	-375,170.26	1.02%
Expense					
6000 · Materials and Services					
6771 · GO Bond Payment	0.00	0.00	265,000.00	-265,000.00	0.0%
6772 · Interest Expense	0.00	0.00	126,516.00	-126,516.00	0.0%
Total 6000 · Materials and Services	<u>0.00</u>	<u>0.00</u>	<u>391,516.00</u>	<u>-391,516.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>391,516.00</u>	<u>-391,516.00</u>	<u>0.0%</u>
	0.00	0.00	391,516.00	-391,516.00	0.0%

KEIZER FIRE DISTRICT CHIEF REPORT

August 2024

Activities and Projects:

➤ Conflagration Response

- So far this season, Keizer Fire has been a part of the response to 13 conflagration fires state-wide. We have supplied personnel and apparatus on Heavy Brush 375, Brush 358, and C 351 as well as numerous responses by our personnel as part of the state incident management team as Communications Technicians and one of our personnel as an IMT PIO.
- The fire season is about at the halfway point, and while we are seeing some cooling in the weather forecast, fire activity is expected to pick up again before the conclusion of the season. Keizer Fire remains ready to respond and assist with the Oregon fire efforts as needed.
- Year to date, there have been 13 conflagrations in Oregon, 14 was the record in 2020. 66 task forces have been mobilized; the record was 63 in 2020. So far, 1.7 million acres have burned in Oregon, an all-time record.

➤ New Employees

- We are excited to welcome 5 new members to Keizer Fire District with our academy that started on Monday, August 5th. All 5 personnel will transition to shift work beginning on Monday, August 19th. While we are still one position short of full staffing, this will get us to 2 fully staffed engine companies, and three 24-hour medic units, with M 35 remaining as a 12-hour daytime peak activity unit. We continue to work to fill the one remaining position, which will be filled by personnel on shift in the interim.
- We will hold a pinning ceremony for our new personnel on Tuesday, October 8th at 11:00 at the station. Please plan to attend and help us welcome our newest employees to our organization.

➤ Audit 2023/2024

- Lyn has been hard at work providing the required information for what appears to be another successful audit. This is a large undertaking annually, thank you again to Lyn for her hard work and attention to detail!

➤ Non-Response Volunteers

- This project has been held in the background as we have focused on more pressing issues. We look to have the program development wrapped up and to have our first support volunteers online this fall. I am hopeful this will prove to be a way for community members to be involved with the Fire District without the strenuous time requirements of our response volunteers

➤ 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 have begun to be announced and are expected to continue into the fall.

➤ Salem Fire Chief Process

- I was invited to participate in the interview process for the new Salem Fire Chief at the beginning of the month. The top-scoring candidates come from large fire agencies with a long history of cooperation and working closely with emergency service partners. I look forward to future opportunities to work together with our partners and strengthen area emergency services.

➤ 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.

➤ 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 full-time staffing of an additional ambulance and rounding out the full-time staffing of a

second engine company, we have positioned ourselves to be prepared for potential challenges.

➤ KFD/MCFD#1 Intergovernmental Agreement – Station 6

- Operations continue to run smoothly and our cooperative efforts continue to benefit Keizer Fire and MCFD#1 at Station 6. We continue to evaluate and look for opportunities for further collaboration.

➤ Interagency Relations:

- We continue to meet monthly with the Chief Officers from MCFD#1.
- I continue 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, continuing conversations and working together to support the fire service in the region.
- We are working to schedule our next meeting of Board Presidents and Fire Chiefs.

➤ Future Fire Station Funding Options:

- We 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

August 2024 Board Meeting

- **Ambulance Billing Items:**
- Our **July** financial reports from Systems Design show **\$901,984.30** in new charges with **336 billable calls** and a **deposited revenue** of **\$318,129.54**. Our A/R balance is **\$1,926,821.99**. Our net revenue from accounts in collections during **July** was **\$1,540.33**
- **Capital FireMed Program Revenue:**
- **July** reports for Capital Fire Memberships revenue was **\$2,730.00** with 39 memberships.
- **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.

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 – CAC, CAFO
EMS Billing & Records Manager*

**KEIZER FIRE DISTRICT
AMBULANCE ACTIVITIES REPORT SUMMARY
JULY 2024**

Activity by Level of Service – Count / Gross Charges:

ALS1 E	284	\$764,876.50
ALS2	5	\$13,577.20
BLS E	45	\$121,696.60
TNT	2	\$1,834.00
TOTAL CALLS	336	\$901,984.30

Activity by Unit – Count / Gross Charges

M35	108	\$288,818.50
M36	75	\$204,161.50
M37	134	\$359,127.60
M38	18	\$48,959.70
E355	1	\$917.00
Total	336	\$901,984.30

Transport mileage / Extra Attendant

Extra Attendant During Transport: 4 @ \$117.00 = \$468.00
Transport Mileage: 2022.9 @ \$47.00 = \$95,076.30

Gross charges reflect an ambulance rate increase effective 07/01/2024

CMS rules adopted 01/01/2011 requiring fractional mileage

*Respectfully,
Jacquelynn Sunderland - CAC, CAFO
EMS Billing & Records Manager*

Keizer Fire District
EMS Billing History

Revenue	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Jul	78,953	129,662	74,283	155,355	110,689	166,008	180,606	205,895	318,130
Aug	165,993	181,478	132,266	166,988	139,090	179,545	173,584	201,007	
Sep	59,543	135,854	105,684	101,381	117,413	169,364	218,124	178,510	
Oct	214,632	130,546	210,423	130,058	165,592	194,548	176,634	257,172	
Nov	109,023	120,833	135,352	144,771	127,517	162,399	130,791	229,628	
Dec	79,285	145,891	88,244	165,431	139,785	156,483	171,846	281,355	
Jan	114,791	147,772	111,902	145,160	143,117	189,756	200,895	262,632	
Feb	37,550	172,111	141,727	135,067	130,182	171,588	199,583	222,305	
Mar	95,970	164,984	164,707	131,067	175,461	187,941	230,971	188,609	
Apr	111,930	165,746	139,272	145,583	165,619	182,346	212,466	211,524	
May	150,894	170,324	157,801	150,025	155,776	161,055	205,977	167,294	
Jun	166,705	136,241	130,353	143,060	157,321	183,020	205,227	254,793	
Total	1,385,269	1,801,442	1,592,014	1,713,946	1,727,562	2,104,053	2,306,705	2,660,724	318,130
Mon/Avg	115,439	150,120	132,668	142,829	143,964	175,338	192,225	221,727	318,130
Variance	19%	30%	-12%	8%	1%	22%	10%	15%	43%
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 7/1/2020 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%									
KFD fees increased 7/1/2024 by 25%									

OPERATIONS MONTHLY REPORT

August 2024

July 2024 Total Incidents – 629
YTD – 4305

July 2023 Total Incidents – 539
YTD – 3859

July 2023 Total Incidents – 578
YTD – 3582

Continuous Code 3 “ALL” <= 6 minutes – 71, Average Response Time: 00:04:12

Continuous Code 3 “ALL” > 6 minutes – 1, Average Response Time: 00:06:37

Inc #	Address	Call Type	Shift	T.O.D.	Reason
3857	1400 Blk Stone Hedge Dr NE	Brush Fire	C	8:27 PM	Distance

JULY 2024 RESPONSE TIME STANDARD – 98.7%

2024 YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 94.4%

Operations Projects:

- Operational Staffing/Hiring: We brought on one firefighter/paramedic and four paramedics on August 5th. These folks have just completed a two-week EMS academy and will be assigned to shift work beginning August 18th. The addition of these personnel help fill one vacancy that we had and the rest will increase staffing so that we will now have both Engine 365 and Medic 38 staffed independently 24/7.

We do have one paramedic vacancy remaining. Once the new personnel are assigned to shift we will make a concerted to fill this vacancy as soon as we can.

We also promoted Juan Gutierrez and Janzen Aguilar-Nelson from Paramedic to Firefighter/Paramedic to fill two vacancies created by the full-time staffing of Engine 365.

- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In July Engine 725, from Marion County Fire District #1, handled 46 calls in the North end of Keizer that would have usually been handled by our engine company. This decreased the work load on our engine by 1.5 call per shift. Engine 355 had 317 calls for the month

of July, without the relief of E725, they would have responded to 363 calls. This is a decrease in work load of 14% for our engine company.

- Policy/Guideline Manual Project: This project continues to move forward. The Board will see four policies for a first reading this month. There are no second policies as last month the policies were held up legal counsel review.

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

- 3.030 Recording Pre-Hospital Care
 - Live-Fire Training / Burn-to-Learns
 - DPSST Accreditation / Certification
- Conflagrations: The conflagration season started in early July and has been on a record setting pace, not just for the State of Oregon, but for Keizer Fire District as well. As you may recall, we have several personnel that service on the Oregon State Fire Marshal's Office Incident Management Teams (IMT). Engineer Casey Finnerty, Lieutenant Matt Dryden and Captain Andrew Alderson all serve on the Communications teams. Battalion Chief Rachel Brozovich serves as a Public Information Officer for the IMT.

So far this year, the folks on the IMTs and our apparatus have responded to 13 conflagrations or immediate response requests from the State. I will be providing the Board an update on the amount of money that the fire district has billed to the State, as I have done in the past. Below is the current billing as of August 15th. I will have at least three more responses billed out by the Board meeting and can have an updated amount then.

<u>Conflagration</u>	<u>Vehicle Reimb.</u>	<u>Total Billed</u>
Darlene 3	\$4,093.65	\$18,787.41
Larch Creek	\$17,006.25	\$64,063.19
Cow Valley	\$8,741.25	\$44,317.13
Total	\$29,841.15	\$127,167.73

Maintenance Projects:

- Facilities: Routine care and maintenance continue to be completed by staff as time allows:
 - The Diesel Exhaust Fluid (DEF) pump was leaking and was repaired.
 - The deep fryer and dishwasher in the downstairs kitchen were repaired.
- Apparatus:
 - Annual hose and ladder testing was completed.

- The folks that do our hose testing were backing Engine 385 in to the apparatus bay and knocked the mirror off of the engine. The hose testing company is paying for the repair of the apparatus (approx. \$7,750). The engine is out of service for about a week.
- Medic 37 came into contact with a gutter on an overhang and will have to have a scratch repaired.
- Equipment was placed on Tender 359 and the training was completed, so the apparatus has been placed in service.

Other Events, Activities and Meetings:

- July 24th – Salem Area Protocol Meeting re: cardiac care at Salem Station 6
- August 13th – Officers Meeting
- August 14th – ASA Meeting (discussion re: measles outbreak in Marion/Clackamas)

I will be in the Czech Republic for two weeks in September and will not be able to provide a Board report or attend the next Board meeting.

Respectfully,

Brian Butler
Division Chief

VEHICLE MAINTENANCE REPORT

August 2024
(07/01/2024 – 07/31/24)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	0	25	Quarterly PM (O)
2002 (M36)	0	165	Quarterly PM (O)
1501 (M37)	0	179	
1601 (M38)	0	611.5	Quarterly PM (O)
<u>Engines</u>			
1711 (E355)	98	247	PM (O), oil leak repair (O)
1712 (E365)	4.5	42.5	PM (O)
2111 (E375)	7	36	Windshield replacement (O)
0411 (E385)	1	1	
<u>Other</u>			
9221 (L358)	70	80	Annual PM (O)
1731 (SQ359)	0	9	
2141 (BR358)	0	7	Service Advance Track (O)
1741 (BR365)	0	0	
1641 (UTV368)	0	0	
1651 (BC35)	0	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
August 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. Ryan Belcher
02. Darrell Fuller
03. Eduardo Gomez
04. Arianna Grant
05. Fernando Jaime Zavala
06. Justin Johnson
07. Ramiro Partida Gonzalez
08. Sterling Schmidt
09. Stone Spangle
10. Titus Spangle
11. Brandon Ragsdale
12. Trevor Riordan

Non-Response/ volunteer support team

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

Community Risk Reduction program (CRR)

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

General function: Coordinate community and school activities where the Fire District and Keizer Volunteer Firefighters attend events, provide Keizer Fire District messaging, relay DFM Pub-Ed information, collaborate with DFM to schedule' show and tell of staff/ apparatus.

Late July Meetings:

- 7/26 KeizerFest stage set-up
- 7/30 Hosted and presented CRR/ general information to the Keizer Chamber Greeters
- 7/31 Met with the C.E.R.T. e-board members to discuss CRR and their status

August Meetings:

- 8/1 Zach Gould opioid epidemic CRR resource
- 8/5 Keizer City council meeting
- 8/9 Keizer Chamber Greeters meeting, and KeizerFest set-up
 - KeizerFest volunteer bar-tender 6-9pm

ADMINISTRATIVE & COMMUNITY SERVICES
August 2024

8/12 Keizer United meeting

- KVFA Business meeting

8/13 KFD Officers meeting

8/27 Chiefs meeting

- OSFM training; Effective campaign strategies

8/28 Regional CRR social services partner meeting

Respectfully Submitted,

Hector Blanco

Administrative Division Chief

TRAINING, HEALTH, AND WELLNESS DIVISION

MONTHLY REPORT

August 2024

July Training Highlights:

Fire: In addition to numerous conflagration deployments, eligible personnel completed their qualifying training to operate the new tender. We now have fifteen NFPA Mobile Water Supply Apparatus Operators, made up of our Engineers, Officers, and Chiefs.

Crews practiced hose deployments out in the community during July, logging numerous deployments at various locations – including local schools, churches, and apartment complexes. Shifts also performed basic skill timed evolutions, including SCBA donning, hydrants, and pre-connect deployments.

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

Additional training for July included: Shifts completed a guided walk-thru of the Willow Lake Water Treatment Plant to improve their familiarity of the facility, identify hazardous areas, and understand best access routes.

Scheduled August Training:

Fire: Due to the conflagrations, staffing shortages and new personnel onboarding, we will be carrying over July training topics to August so that each shift can catch up.

EMS: Our EMS Academy is running from August 5th – 15th. Personnel have been assisting with each day's training, so this month is otherwise light for EMS training.

Meetings and Activities:

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

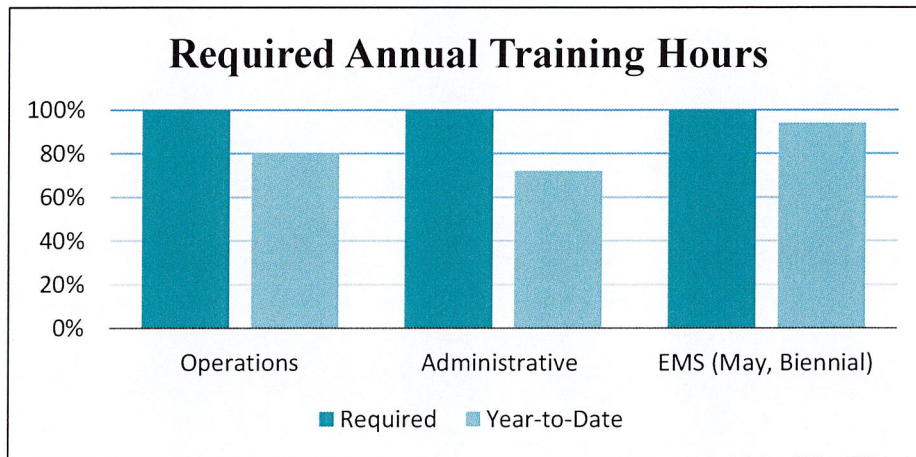
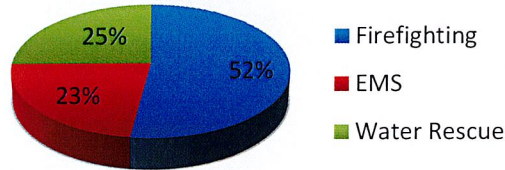
Chemeketa Fire Advisory Committee: No meeting scheduled.

Mid-Willamette Fire Instructors Association (MWFIA): Missed July meeting due to deployment.

OSFM Blue Incident Management Team: Deployed to Falls Fire July 18th – 29th. Currently deployed to Dixon Fire at time of writing (estimating August 10th – 17th).

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

**July Training
Total Hours: 316**



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
August 2024

Volunteer Program:

Keizer Volunteer Firefighters Association (KVFA): Please see President Fuller's report.

Fire District Student and Resident Volunteer (RV) Program: Student Gonzalez-Partida has moved to volunteer status. New prospective resident in a

Health and Wellness Programs:

Peer Fitness Committee: Annual Fitness assessments have been completed.

Peer Support Team: Draft contact form and guideline under review. They are not ready for distribution.

Annual Physical Exams: Required physicals remain mostly up to date and several additional operations personnel have completed the voluntary cardiac stress testing. The feedback on the revised physical procedure and cardiac stress testing remains positive.

Respectfully submitted,

Rachel Brozovich, Battalion Chief

Safety, Grants and Retention Report

August 2024

Safety: The OSHA representatives are coming today to conduct our voluntary assessment. I have been working on getting us organized and prepared for their visit. I will have further information after this consultation. We had to reschedule our safety meeting due to conflagration deployments and staffing constraints.

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. AFG has finally started awarding grants. We are still waiting for a decision on ours.
- **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 began peer review in June. No updates on the website.
- **Firehouse Subs:** I am working on a new grant for 12-16 ballistic vests to ensure we are better prepared for a possible active shooter event. The quotes I received for the vests are in the \$20 – 26k range. The grant application opens in early October.

Retention: We discussed recommendations from the Retention committee at our last officer's meeting. These ideas were centered around crew morale, training, staff meetings, getting to know new employees and integrating single role paramedics. We will begin working on implementing some of these concepts into our everyday routine.

Diversity, Equity and Inclusion: No new updates. The committee is being developed and will be coming soon.

Staffing: This has been a tricky month for staffing. We have had vacations and multiple conflagration deployments, leading to everyone working extra hours. We have been able to get creative with staffing and ensure the fire district is appropriately covered to meet our call demands. Thank you to everyone that has stepped up to help cover shifts.

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

August 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 with an unknown date. Getting the powerlines underground has slowed down the project.
- *Schools* -School inspections are continuing. Seven of the eight schools have received at least one inspection. Gubser is the last school to be inspected and that's due to scheduling conflicts. We hope to have it completed soon.
- *Volcanoes Stadium* – They had their last show on August 19th with no incident. They currently do not have any other permits.
- *Wildfire Funding Workgroup* -There have now been three workgroup meetings to brainstorm the Oregon wildfire funding shortage. These workgroups have been a crash course in politics, personalities, forest management practices and the glaring reality that our fire season is longer, more dangerous and expensive. The ultimate goal is to prevent or reduce our wildfire problem.
- *Keizerfest* – For KFD I think Keizerfest went great. We had great helpers to staff the KFD/KFF booth, several of us turned our hand at pouring beverages after hours and the tip jar was donated to the Keizer Fire Foundation. ON Friday, 8/16 I'll be setting up another booth for the Keizerfest Golf Tournament to share more fire safety information.

Community Outreach

- 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

- 7/15 – Bonaventure Fire Drill
- 7/16 – Board Meeting
- 7/17 – Meeting with Chief
- 7/17 – Keizerfest Meeting
- 7/18 – OFMA Start Plan meeting
- 7/19 – OBOA
- 7/22 – Fire Investigation
- 7/23 – OLST Meeting
- 7/23 – Pre-aps
- 7/24 – Keizerfest Meeting
- 7/30 – KOG Presentation
- 7/31 – Keizerfest meeting
- 8/6 – MVCSSC Meeting
- 8/8 – Keizerfest

- 8/9 – Keizerfest
- 8/13 – Officer Meeting
- 8/13 – Wildfire Funding workgroup
- 8/14 – OFMA Education Committee
- 8/14 – SKSD Meeting
- 8/14 – Pre design meeting
- 8/16 – Golf Tournament Display

Fire Investigations

- House Fire – 7/20

ADMINISTRATIVE POLICY

Number: 2.11

Effective:

Revised:

Division: Administration

Title: Public Meeting Policy

PURPOSE

To establish a policy to regarding public meeting procedure.

SCOPE

This policy shall apply to all District meetings.

RESPONSIBILITY

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

PROCEDURE

Preparation for Board Meetings

Distribution of Materials to Board Members

The agenda, staff reports, treasurer's report, and statement of bills shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Fire Chief shall provide members with detailed information relative to the agenda, including existing Board policy pertinent to Agenda items.

Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

Board Meeting Agenda

The clerk of the Board shall draft the agenda after conferring with the president of the Board. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Roll call by Secretary-Treasurer or designee
- Approval of the minutes
- Correspondence
- Audience participation (testimony from citizens)
- Old business
- Financial Reports
- Board Member Reports
- Chief/Staff Reports
- New business
- Executive Session (*include citation to statutory authority*)
- Other Business- Items not on agenda open to public, Board and staff participation
- Good of the Order
- Pay the Bills
- Adjournment

Notice and Location of Meetings

Application

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees, or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

Regular Meetings

The Board shall hold regular monthly meetings on the third Tuesday of each month. Such meetings shall be held at 661 Chemawa Rd NE, Keizer, OR 97303, at 5:30pm, or at such other places and times as the Board may designate from time to time.

Special Meetings

The Board may hold special meetings at the request of the President; the Vice-President in the absence of the President; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the minutes. Only business related directly to the emergency shall be conducted at an emergency meeting. If the Board determines that the reasons for calling the meeting are insufficient, the meeting shall be immediately adjourned.

Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published or posted at the following locations within the District: on the district website and the district front lobby.

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The chief executive officer shall be responsible for developing and maintaining a list of qualified interpreters and is responsible for arranging for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

Presiding Officer

The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, the remaining members shall select a board member to preside.

Conduct of Meetings

The President or other presiding officer at any Board meeting shall have full authority to conduct

the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the presiding officer at the meeting may be overridden by a majority vote of the Board.

Public Participation

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business.

Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action.

Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

Conflict of Interest/Ex Parte Contacts

Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

Smoking

Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

Adjournment

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

Executive Sessions

Notice

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

No Final Decisions

The Board may fully discuss board members' views but may not make any final decisions during any executive session.

Authorized Purposes

Executive sessions shall be held only for the following purposes:

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

- A. The District has advertised the vacancy;
- B. The Board has adopted regular hiring procedures;\
- C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
- D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

- (1) The filling of a vacancy in an elective office.

- (2) The filling of a vacancy on any public committee, commission or other advisory group.
- (3) The consideration of general employment policies.
- (4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

ORS 192.660(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ORS 192.660(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

ORS 192.660(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

ORS 192.660(n). To discuss information about review or approval of programs relating to

the security of any of the following:

- (A) A nuclear-powered thermal power plant or nuclear installation.
- (B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.
- (C) Generation, storage or conveyance of:
 - (i) Electricity;
 - (ii) Gas in liquefied or gaseous form;
 - (iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);
 - (iv) Petroleum products;
 - (v) Sewage; or
 - (vi) Water.
- (D) Telecommunication systems, including cellular, wireless or radio systems.
- (E) Data transmissions by whatever means provided.

ORS 192.660(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

ORS 192.660(3). Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

Conduct of Executive Session

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Minutes of Board Meetings

Minutes

The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio recording, and shall include at least the following information:

- All members of the Board present.

- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

Disclosure of Executive Session Minutes

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

APPROVED BY THE BOARD OF DIRECTORS

Signature, Board of Directors

Date



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: August 15th, 2024
Subject: Policy First Readings
2.06 – Public Records Request
4.01 – Policy Acknowledgement
4.04 – Ethics
4.05 – Nepotism

Please find attached the first readings for the policies listed above. These policies have been reviewed by staff and legal counsel. You will note the changes suggested by each in the documents. I have highlighted some of the changes below:

- Policy 2.06 Ethics – Mostly minor changes to include employee title changes, better wording and changes in technology (e.g. we no longer provide copies on CD, so we changed the wording to a more generic “electronic storage device”).
- Policy 4.01 – Policy Acknowledgement – Changed the review of policies/guidelines to every five years versus reviewing each one annually.
- Policy 4.04 Ethics – This policy had wording added by legal counsel to note where the Fire Chief and other District personnel make their declarations of conflicts of interest.
- Policy 4.05 Nepotism – Legal counsel made changes to the definitions of who family members are and suggested eliminating the final paragraph as it was covered elsewhere.

Recommendation:

Staff recommends that the Board of Directors review the policies and provide staff with any recommended changes.

OPERATIONAL ADMINISTRATIVE POLICY

Number: ~~2.06~~ 4.09
Effective: 09/17/2019
Revised: 08/20/24

Division: Administrative

Title: Public Records Request

PURPOSE

The **To** establish a policy regarding Public Records Requests.

SCOPE

This policy shall apply to all public records requests.

RESPONSIBILITY

It shall be the responsibility of all District staff to follow this ~~guideline~~ **policy**. If a question arises or you are in doubt of its interpretation, ask your supervisor.

PROCEDURE

Compliance

The District shall fully comply with the Oregon Public Records Law, ORS 192.311-192.478.

- Records Custodian: The District's records custodian(s) are **the Office Director of Finance and Human Resources, the EMS Billing Manager, or the Deputy Fire Marshal**. Records requests should be forwarded to the records custodian. The records custodian's contact information is: info@keizerfire.com, 661 Chemawa Road NE, Keizer, OR 97303. The District's records custodian operate under the authority of the Fire Chief.
- Specificity of Request: Public records requests must be submitted in writing. In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, person's requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records request with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.

- Acknowledgement: When a request is submitted in writing, the District must respond within five business days acknowledging the receipt of the request. The acknowledgment shall contain:
 - Confirmation of whether or not the District is the custodian of the requested record, if known; or
 - A statement that no such record exists; or
 - If the request is unclear, a request to clarify the record sought; or
 - A cost estimate with a notice that a deposit for the costs must be paid before the request will be processed, if the costs are more than \$25.

If it is possible to provide a full cost estimate within the initial five-day period, the acknowledgment will indicate that a more accurate costs estimate will be provided when available.

- Fulfilling Request: The District will then have an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The District is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more. The District may inform the requester that more time is needed to fulfill the request under the following conditions:
 - Compliance would impede the District's ability to perform other necessary services; or
 - Large volume of requests; or
 - Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request.
- Access: The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Fire Chief may reasonably designate from time to time. If inspection of public records is to occur, District staff shall be present to supervise the inspection and to ensure that no documents are removed, destroyed, or otherwise tampered with. There may be additional cost associated with the inspection process to cover District staff time that must be paid at the time of the inspection.

Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.324(3~~2~~).

- Closing Request: The District shall close the request if within 60 calendar days of the acknowledgement, the requester fails to pay the required fee, ~~report request~~ a fee waiver, or respond to the District's request for clarification.

- Exceptions: If requested records are easily accessible by District staff, or are publicly available, such as on the District's website, and the record contains no materials that are exempt from disclosure, the District may inform the requester how to access the records, or provide the records at no cost. Copy costs apply to easily accessible records in excess of 20 pages.

Fees for Public Records

Fees must be limited to no more than \$25.00 unless the requester is provided with a written notification of the estimated amount of the fee and the requester confirms that ~~he/she~~ **they** want the ~~public body~~ **District** to proceed.

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

- Copies of Public Records: Copies of public records shall be \$1.00 for the first two pages. Three or more pages shall be ~~\$0.25~~ **cents** per page. Color copies shall be \$1.00 per page.
- Copies of Records on ~~CD~~ **Electronic Storage Device**: Copies of sound recordings of meeting shall be \$15.00 per copy.
- Copies of Audio Tape Reproduction: Copies of sound recording of meetings shall be \$15.00 per copy.
- Copies of Video Recordings: Copies of video recordings of meetings shall be \$25.00 per copy.
- Copies of ~~Still Photograph Sheet~~ **Photographs on Electronic Storage Device**: Copies of still photographs reproduction shall be ~~\$10~~ **\$15.00** per order plus ~~\$1.00~~ per print **storage device**.
- Copies of Digital Photograph Sheet: Copies of digital photograph sheets shall be \$5.00 per page.
- Copies of Sound Recordings: Copies of sound recordings of meetings shall be \$15.00 per copy.
- Copies of Digital Photo CD: Copies of digital photo CD shall be \$15.00 per CD.
- Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
- Research Fees: If a request requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the ~~minimum~~ fee shall be ~~\$35.00~~ per hour and additional charges shall be in ¼ hour increments **the**

actual staff time costs. There is no charge for the first 105 minutes. The District shall estimate the total amount of time required to respond to the records request. And the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced. Requests for certified true copies of records shall be charged the staff time to comply with such a request.

- Attorney Charges: If the District uses its attorneys to reviewing responsive records, redacting material from the records, or segregating the records into exempt and nonexempt records, the District shall charge its actual costs for the attorney time.
- Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- Reduced Fee or Free Copies: Whenever the Fire Chief determines that furnishing copies of public records in the District's possession at a reduced fee or without costs would be in the public interest, the Fire Chief may authorize **a partial or total fee waiver**. ORS 192.324(5).

Authorization Required for Removal of Original Records

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Fire Chief.

On-Site Review of Original Records

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate such person's review, and notify the **Fire Chief, the attorney for the District, or law enforcement**.

APPROVED BY THE BOARD OF DIRECTORS

Board of Directors

Date

~~APPROVED AS TO FORM~~

District Legal Counsel

Date

OPERATIONAL PERSONNEL POLICY

Number: 4.01 ~~6.01~~

Effective: 07/12/88

Revised: 08/20/24 ~~02/15/05 * 07/16/19~~

Division: Personnel

Title: Policy Acknowledgment / Review

PURPOSE

To establish a policy regarding the acknowledgment and review of District policies, procedures and guidelines by all District Employees and Volunteer Members.

SCOPE

This policy shall apply to all District Employees and Volunteer Members

RESPONSIBILITY

It shall be each individual's responsibility to read and understand the District's policies, procedures and guidelines. If a question arises, it shall be the responsibility of the individual's supervisor to provide clarification and to ensure, that the requisite acknowledgment is completed and on file with the District.

PROCEDURE

The individual's supervisor will review with the individual the steps to access these documents on the Fire District's intranet system.

A volunteer's supervisor will review with and provide to that volunteer a copy of all policies, guidelines and procedures which govern and pertain to volunteers of the District.

An employee's supervisor will review with and provide to that employee a copy of all policies, guidelines and procedures which govern and pertain to employees of the District.

The Fire Chief, or his/her designee, will review all policies/procedures/guidelines which pertain to either employees or volunteers ~~annually~~ **every five years, or as necessary**, and document such review.

After the review with the individual's supervisor, all employee/volunteers must complete and keep on file with the District the attached acknowledgment.

POLICY ACKNOWLEDGMENT

I, _____, have received a ~~current copy~~ **training in how to access the policies, procedures and guidelines** of the Keizer Fire District's policies as indicated ~~on the Fire District's server~~, including all revisions as approved by the District's Board of Directors.

The copy of the policies I have received are (circle one):

Employee Handbook

Volunteer Handbook

I have read these policies, **procedures and guidelines** and Policy 64.01, and had any questions which I might have had concerning it or and district policies clarified by my supervisor. I further acknowledge the steps to access the ~~handbooks~~ **policies, procedures and guidelines** on the District's intranet/~~server~~ system.

I agree to follow the terms and conditions set forth within this policy, as a condition of my employment/membership with the District.

Signed: _____ Date: _____

Supervisor: _____ Date: _____

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Review/Revision History:

Revised: 02/15/05

Revised: 07/16/19

OPERATIONAL PERSONNEL POLICY

Number: 6.13
Effective: 10/18/16
Revised: 08/20/24

DIVISION: PERSONNEL

TITLE: ETHICS

PURPOSE

The purpose of this policy is to establish ethical standards of conduct for all district public officials in accordance with Oregon Government Ethics Law.

SCOPE

This policy shall apply to all District personnel; elected and appointed officials, employees and volunteers.

RESPONSIBILITY

It is each individual's responsibility to comply with this policy.

OVERVIEW

This policy establishes standards of conduct relating to the Oregon Government Ethics Law and consists of the following:

- Prohibits use of public office for financial gain.
- Requires public disclosure of financial conflicts of interest.
- Limits gifts that an official may receive per calendar year.
- Follows Oregon Revised Statutes, Chapter 244

Some terms used in this policy are terms defined in ORS Chapter 244. See ORS Chapter 244 for more information. District personnel should also consult materials prepared by the Oregon Ethics Commission.

1. Financial Gain

Each public official is prohibited from using the position as a public official to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be

available but for the position held by the public official. In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the official's household, or for a business with which the public official, a relative, or a member of the public official's household is associated.

The following is a list of financial benefits that may be received. These include:

- Official compensation
- Reimbursement of expenses
- Honorarium
- Unsolicited awards for professional achievement
- Some gifts

2. Gifts

No public official shall solicit or receive any gift(s) with a total value of more than \$50 from any source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source **per calendar year**. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

3. Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest.

The difference between an actual conflict of interest, and a potential conflict of interest is determined by the words "would" and "could."

A public official is met with an **actual** conflict of interest when the public official participates in action that **would** affect the financial interest of the official, the official's relative or a business with which the official or relative of the official is associated.

A public official is met with a **potential** conflict of interest when the public official participates in action that **could** affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. **Elected officials and appointed members of District committees** The following public officials must use the methods described below:

- Potential Conflict of Interest: Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
- Actual Conflict of Interest: Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a **Board member** ~~public official~~ is met with an actual conflict of interest and the public official's vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member's absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the numbers of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take action.

The Fire Chief must provide written notice to the Board.

Other District personnel must provide written notice to the Fire Chief.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

OPERATIONAL PERSONNEL POLICY

Number: 4.05 ~~6-15~~
Effective: 06/17/2014
Revised: 08/20/24 N/A

DIVISION: Personnel

TITLE: Nepotism

PURPOSE

To establish operational policy and guidance of personnel regarding nepotism and consensual relationships.

SCOPE

This policy shall apply to all personnel members, career and volunteer.

RESPONSIBILITY

It is each individual's responsibility to comply with this policy. Failure to do so, will result in disciplinary action, up to and including termination. It shall be the responsibility of all District members to follow this policy. ~~If a question arises or you are in doubt of its interpretation, ask your supervisor.~~

PROCEDURE OVERVIEW

A. General

For the purposes of this policy, the following definitions apply:

A **consensual relationship** means a **non-spousal** relationship which is romantic, intimate, or sexual in nature, **and to which both parties consent to**.

Family member or relative means **spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of a District employee; the parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the District employee's spouse; any individual for whom the District employee has a legal support obligation; any individual for whom the District employee provides benefits arising from the employee's employment; and any individual from whom the District employee receives benefits arising from the individual's employment** ~~the wife, husband, son, daughter, mother, father, brother, half brother, brother-~~

~~in-law, sister, half-sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent or step-child, or member of the household of a District employee.~~

The District will not discriminate against any employee based solely on the employee's familial or consensual relationships. However, the District will not allow familial or consensual relationships between employees to negatively affect District business, employee performance, or the public safety; present an appearance of impropriety; or cause favoritism or conflicts of interest. For these reasons, the District adopts the following policies regarding familial and consensual relationships among all members.

B. Familial Relationships

1. The District will not employ, transfer, or promote a family member of a District member, if such employment, transfer or promotion would place an employee in a position of supervisory or management authority, including grievance adjustment authority, over a family member and vice-versa. Employees in such familial relationships, whether or not acting in a supervisory capacity over another family member, shall notify the District of the relationship as soon as such a relationship exists. Fire ground emergencies shall follow ordinary chain of command for operations.
2. The District may at its discretion, reassign or transfer one or both members, may realign the chain of command, may increase oversight, may adjust job duties, or may take other such measures as the District deems appropriate to avoid having one family member directly supervise or manage another family member. A member who fails to report such a relationship may be subject to discipline up to and including termination.

C. Consensual Relationships

1. Regarding consensual relationships between employees, volunteers, or both, the District generally does not monitor or exercise authority over such relationships unless one member of the relationship is in a position of supervisory or management authority, including grievance adjustment and scheduling authority, over the other member. In such circumstances, both employees must report the relationship to their immediate supervisors as soon as such a situation exists.
2. The District may at its discretion, reassign or transfer one or both members, may realign the chain of command, may increase oversight, may adjust job duties, or may take other such measures as the District deems appropriate to avoid having one member involved in the consensual relationship directly supervised or managed by the other member.
3. An employee who performs supervisory or management functions affecting an employee with whom he or she has a consensual relationship and fails to report such relationship may be subject to discipline up to and including termination.

D. Overview

Including the above, all members remain subject to the District's personnel policies, professionalism standards, and applicable collective bargaining agreements while at work, while representing the District, or while wearing a District uniform. All members are public officials under Oregon's ethics laws and must follow District policy and Oregon law regarding nepotism and actual and potential conflicts of interest, or perceived favoritism.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

APPROVED AS TO FORM

Fire District Legal Counsel

Date