

Keizer Rural Fire Protection District Keizer, Oregon

Agenda Regular Board Meeting September 17, 2024

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

<https://www.gotomeet.me/KeizerFD>

You can also dial in using your phone.

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

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Access Code: 590-273-869

5:30 p.m. Call to Order

Pledge of Allegiance:

Roll Call:

Approve Minutes:

Board Meeting Minutes August 20, 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:

1. Policy 2.11, Policy 2.06, Policy 4.01, Policy 4.04, and Policy 4.05
Second Reading
Information/Action
 - The Board will review the updated policies, have their second reading and take action on these items.

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 2.09, Policy 2.10 and Policy 7.370

Information

- The Board will review the updated policies and have the first reading on these items.

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

October 15, 2024 @ 5:30 pm

Board Meeting

November 19, 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
August 20, 2024**

Call to Order – President Betty Hart called the meeting to order at 5:30 p.m.

Roll Call – Those present at the Board meeting included: President Betty Hart, Directors: Joe Van Meter, Colleen Busch, Kevin Clark and Louis Risewick, Fire Chief Ryan Russell, Finance Officer Lyn Komp, Division Chief Hector Blanco, Battalion Chief Rachel Brozovich and Christina Wilson, EMS Billing Manager Jacquelynn Sunderland, DFM Anne-Marie Storms, Captain Andrew Alderson, Engineer Michael Jensen and Citizen Bob Busch.

Minutes – There was a correction to the end first line in “Other Business” to read “support special districts at the federal level.” Joe Van Meter made a motion to approve the minutes as amended for July 16, 2024. Louis Risewick seconded the motion. The motion carried unanimously.

Correspondence – Lyn Komp read a thank you card from the Southeast Keizer Community Center.

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- None

Old Business- None

Reports

Financial Report – Colleen Busch provided a brief overview of the financial report. We are 8% of the way through the fiscal year. We have received approximately \$318,130 in ambulance payments. We have received \$17,900 in taxes. We transferred \$465,000 from ambulance receipts to checking. Overtime is high. PERS is normal. There were payments made for workers compensation, building improvements, radio maintenance fee, Target Solutions and ESO. The general obligation bond payments for interest and principal were made. Joe Van Meter 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 and Colleen Busch reported on meetings and events they attended.

Chief/Staff Reports –

- Chief Ryan Russell- We have been on 13 wildfires this summer, and the district was involved in all of them. We have five new employees, and everything is going good. We got a good review from the audit. Chief Ryan Russell assisted with the Salem Fire Chief hiring process. They have a tentative offer out to someone who will be a good partner. There was a discussion where the process is with Salem Ambulance.
- EMS Billing Manager Jacquelynn Sunderland- There was a discussion on the GEMT-FFS. We should be receiving the funds from the second half of 2023 GEMT-FFS any time.

- Division Chief Brian Butler- There was a discussion on who is qualified to drive apparatus when work or hose testing is being done. It was stated that anyone driving apparatus will have the qualifications to drive fire apparatus.
- Battalion Chief Christina Wilson- We had two representatives from OSHA come in and did a full facility review. Overall, it went really well. There are just a few small corrections.

New Business

Policy 2.11, Policy 2.06, Policy 4.01, Policy 4.04, and Policy 4.05- Fire Chief Ryan Russell presented five policies to the Board. Each policy was reviewed. Each policy was discussed. There were small corrections that needed to be made for the second reading on four policies.

SDAO Best Practices- Chief Ryan Russell stated that the Board of Directors are required to take a training through SDAO's training platform in order to receive credit on Best Practices. The training has been assigned and will go out tomorrow. He requested that all Board Members finish the training by the next Board Meeting.

Other Business – None

Good of the Order – Betty Hart congratulated everyone for their hard work at KeizerFest and conflagrations.

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

Adjourn – President Betty Hart declared the meeting adjourned at 6:18pm.

Respectfully submitted,

Kevin Clark
Secretary

Date: September 11, 2024
To: KFD Board of Directors
From: Darrell Fuller, KVFA President

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

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

KEIZER VOLUNTEER FIREFIGHTERS ASSOCIATION

President Darrell Fuller / Vice President Brandon Ragsdale / Secretary VACANT / Treasurer Samantha Russell

Monthly Meeting Minutes (DRAFT)

Date: September 09, 2024
Time: 1800
Location: Keizer Fire District Office

1800 / Dinner

1830 / Meeting

1. Roll Call

Volunteers: Belcher, Fuller, Gomez, Grant, Johnson, SRussell, Schmidt, TSpangle

Officers: Blanco

Guests: None

Special Guest: Dinner from Adams Rib Smokehouse delivered by 1984 KFD Rookie of the Year Mark Banick

2. Pledge of Allegiance

3. Review and approval of previous minutes

Motion "To approve August 12, 2024 minutes".

Made by: Belcher

Seconded by: TSpangle

Vote result: Unanimous

4. Chiefs Reports

a. Chief Ryan Russell / unavailable

b. Chief Hector Blanco

TSpangle and Belcher volunteered to serve on KFD Safety Committee representing volunteers / KFD Open House & Safety Fair on 10/07 from 1800-2000 / 9/11 Event at KFD at 0700, wear Class B and arrive by 0630 / Blank training report forms available in a designated box. Complete them even for self-directed training. Can have multiple names on a single form / MCFD1 Defensible Space event 09/10, Grant participating / Discussion on use of Taskbooks for tracking training and sign offs (connect with your shift officer)

c. Chief Brian Butler / unavailable

d. Chief Rachel Brozovich / unavailable

e. Chief Christina Wilson / unavailable

5. Treasurer's Report / Samatha Russell

Written material distributed for review / KVFA moved accounts from Chase Bank to Willamette Valley Bank / WVB
Balance is \$19,864.87

6. President's Report / Darrell Fuller

Volunteer hours on shift: No available, Lynette Komp on a **well-deserved** vacation

7. Upcoming Events

- a. September 10 / Tuesday / 1800-2100 / Defensible space booth MCFD1 Station 6
- b. September 11 / Wednesday / 0700 / Recognition of anniversary (Class B, 0645 arrival)
- c. September 15 / Sunday / CFF Portland Firefighter Stairclimb
- d. October 7 / Monday / 1800-2000 / KFD Safety Fair & Open House
- e. December / TBD / KFD Breakfast with Santa / KFD Candy Cane Day / Tree Lighting / Holiday Lights Parade
- f. June 22, 2025 / TBD / CASA Superhero Run

8. Old Business

- a. Scholarship / Fuller and SRussell

SRussell provided an update on updating the scholarship application process for Volunteer Scholarships / Hoping to provide scholarships for Spring 2025 term / Robust discussion on how and whether to limit scholarship to only tuition, or school-related expenses, or allow for room & board expenses, no decision made

- b. Update on reimbursement for EMS licensure / Chief Russell

Chief Russell verbally confirmed to Fuller that KFD will cover costs associated with EMS licensing in Oregon. He will provide written guidance so it is clear what is and is not covered

- c. KVFA logo update

Fuller provided two general logo options / Up to six final versions to be available next month for final consideration.



- d. TSpangle and Belcher agreed to represent volunteers on Safety Committee

9. New Business

- a. Trevor Riordan no longer volunteering, need to elect a new Secretary in October

- b. KVFA support for Stairclimbers Belcher and Fuller

Belcher and Fuller excused from meeting to allow others to discuss the issue freely / Fuller ranked #6 in fundraising with \$690, Belcher ranked #15 with \$300 / KFD ranked #4 among all stations with \$1,465

Motion: "To donate \$300 each to Belcher and Fuller, and to reimburse up to \$100 each for costs related to attending the event".

Made by: Grant

Seconded by: Johnson

Vote result: Unanimous

(Belcher asked for his \$300 to be contributed to Fuller so a KFD climber would be in the top tier of fundraisers.)

- c. Next meeting / October 14, Columbus Day

10. Adjournment

Motion "To adjourn at 1905".

Made by: Grant

Seconded by: Johnson

Vote result: Unanimous



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: August 21st, 2024
Subject: Second Reading Policies:
2.06 Public Records Request
4.01 Policy Acknowledgement
4.04 Ethics
4.05 Nepotism

Issue:

The above four policies have been reviewed by legal counsel and staff. At the August Board meeting the Board of Directors reviewed the policies and had minor changes suggested for two of the policies. The policies have had their suggested corrections made and you are presented with four clean copies.

Recommendation:

Staff recommends that the Board of Directors review the policies as part of their second reading, provide any feedback, if necessary, and if no changes are needed, make and pass a motion to accept the four policies as delivered.

ADMINISTRATIVE POLICY

Number: 2.06
Effective: 09/17/19
Revised: 08/20/24

Division: Administrative

Title: Public Records Request

PURPOSE

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 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 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).

- Closing Request: The District shall close the request if within 60 calendar days of the acknowledgement, the requester fails to pay the required fee, 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 they want the 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 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 Photographs on Electronic Storage Device: Copies of photographs shall be \$15.00 per 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 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 fee shall be the actual staff time costs. There is no charge for the first 15 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

President, Board of Directors

Date

PERSONNEL POLICY

Number: 4.01
Effective: 07/12/88
Revised: 08/20/24

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 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 training in how to access the policies, procedures and guidelines of the Keizer Fire District on the Fire District's server, including all revisions as approved by the District's Board of Directors.

I have read these policies, procedures and guidelines and Policy 4.01, 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 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

PERSONNEL POLICY

Number: 4.04
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 must announce a potential or actual conflict of interest using 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 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

PERSONNEL POLICY

Number: 4.05
Effective: 06/17/14
Revised: 08/20/24

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.

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 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.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

ADMINISTRATIVE POLICY

Number: 2.11
Effective: 9/16/24
Revised:

Division: Administration

Title: Public Meeting Policy

PURPOSE

To establish a policy 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
- Pledge of Allegiance
- 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 District's geographic boundaries, except for training sessions held without any deliberations toward a decision. Meetings will occur at locations compliant with state and federal anti-discrimination laws. Additionally, all venues for meetings must be accessible to individuals with disabilities.

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 director 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 the 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

President, Board of Directors

Date

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							19,991.29
Check	08/13/2024	924	Keizer Fire District	Ambulance Revenue		135,000.00	(115,008.71)
Check	08/20/2024	925	Keizer Fire District	Ambulance Revenue		65,000.00	(180,008.71)
Check	08/20/2024	926	Atrio Health Plans	Ambulance Refunds		5,908.91	(185,917.62)
General Jour...	08/30/2024	1672		Ambulance Billing	288,139.85		102,222.23
Total 1011 · US Bank - Ambulance Billing					288,139.85	205,908.91	102,222.23
1012 · Umpqua Bank- Checking							(22,733.20)
General Jour...	08/01/2024	1659		LGIP Transfer to Checking	225,000.00		202,266.80
General Jour...	08/12/2024	1664		PERS		178,201.95	24,064.85
Bill Pmt -Check	08/13/2024	30980	76 Fleet/Wex Bank	Gasoline		497.48	23,567.37
Bill Pmt -Check	08/13/2024	30981	911 Supply, Inc			1,747.15	21,820.22
Bill Pmt -Check	08/13/2024	30982	A Storage Place of Keizer	Engine 1 Storage		3,072.00	18,748.22
Bill Pmt -Check	08/13/2024	30983	All Star Health			1,060.00	17,688.22
Bill Pmt -Check	08/13/2024	30984	Amazon			139.00	17,549.22
Bill Pmt -Check	08/13/2024	30985	American Hood Cleanin...	PO #2024-219		875.00	16,674.22
Bill Pmt -Check	08/13/2024	30986	Andrew Branding LLC	Keizer Visitor Guide Ad		93.76	16,580.46
Bill Pmt -Check	08/13/2024	30987	AT&T Mobility- CC	Modems		508.37	16,072.09
Bill Pmt -Check	08/13/2024	30988	Central Mechanical, LLC			529.00	15,543.09
Bill Pmt -Check	08/13/2024	30989	Comcast			598.62	14,944.47
Bill Pmt -Check	08/13/2024	30990	Gaither-Lyell, Ian	Per Diem		118.00	14,826.47
Bill Pmt -Check	08/13/2024	30991	Hughes Fire Equipment,...	PO #2024-182		2,576.14	12,250.33
Bill Pmt -Check	08/13/2024	30992	Industrial Source/Natio...	PO #2024-213		217.27	12,033.06
Bill Pmt -Check	08/13/2024	30993	Keizer Chamber of Com...	Directory Display Ad		645.00	11,388.06
Bill Pmt -Check	08/13/2024	30994	Keizer Outdoor Power, I...	PO #2024-149		1,507.08	9,880.98
Bill Pmt -Check	08/13/2024	30995	Lane Council of Govern...	Civil Service Examiner		46.54	9,834.44
Bill Pmt -Check	08/13/2024	30996	LN Curtis & Sons, Inc			2,218.21	7,616.23
Bill Pmt -Check	08/13/2024	30997	Local Government Law ...	Legal Services		513.00	7,103.23
Bill Pmt -Check	08/13/2024	30998	Loren's Sanitation	Garbage/Recycling		261.68	6,841.55
Bill Pmt -Check	08/13/2024	30999	Lowe's	Acct #821 3138 902004 6		510.17	6,331.38
Bill Pmt -Check	08/13/2024	31000	Northwest Occupational...			900.00	5,431.38
Bill Pmt -Check	08/13/2024	31001	NW Natural	Natural Gas		637.79	4,793.59
Bill Pmt -Check	08/13/2024	31002	Petro Card System Inc.	Fuel		650.30	4,143.29
Bill Pmt -Check	08/13/2024	31003	SDIS			88,965.00	(84,821.71)
Bill Pmt -Check	08/13/2024	31004	Toshiba Financial Services	Copier Lease		434.45	(85,256.16)
Bill Pmt -Check	08/13/2024	31005	Turner Fire Dist.	PO #073124-1000		20.00	(85,276.16)
Bill Pmt -Check	08/13/2024	31006	Work-N-Wear			1,409.97	(86,686.13)
Deposit	08/15/2024			Deposit	157,470.51		70,784.38
Bill Pmt -Check	08/20/2024	31007	911 Supply, Inc			1,328.79	69,455.59
Bill Pmt -Check	08/20/2024	31008	AccurAccounts, Inc.	Payroll & Quarterlies		2,850.00	66,605.59
Bill Pmt -Check	08/20/2024	31009	All Star Health	PO #081824-1414		310.00	66,295.59
Bill Pmt -Check	08/20/2024	31010	Amazon			425.52	65,870.07
Bill Pmt -Check	08/20/2024	31011	Batteries NW	PO #2024-220		45.60	65,824.47
Bill Pmt -Check	08/20/2024	31012	BoundTree	108812		2,946.80	62,877.67
Bill Pmt -Check	08/20/2024	31013	CD Commercial Dishwa...	PO #080524-1515		265.00	62,612.67
Bill Pmt -Check	08/20/2024	31014	Complete Wireless	PO #2024-228		300.00	62,312.67
Bill Pmt -Check	08/20/2024	31015	Keizer Outdoor Power, I...	PO #2024-221		298.50	62,014.17
Bill Pmt -Check	08/20/2024	31016	Keizer Times	KeizerFest Advertising		579.00	61,435.17
Bill Pmt -Check	08/20/2024	31017	Life-Assist, Inc			3,454.51	57,980.66
Bill Pmt -Check	08/20/2024	31018	LN Curtis & Sons, Inc	PO #2024-202		715.12	57,265.54
Bill Pmt -Check	08/20/2024	31019	NWSC, Inc.	PO #2024-207		798.86	56,466.68
Bill Pmt -Check	08/20/2024	31020	Riordan, Trevor	CPR Class Reimbursement		85.00	56,381.68
Bill Pmt -Check	08/20/2024	31021	Safeway	Account #67146		201.07	56,180.61
Bill Pmt -Check	08/20/2024	31022	Stryker Medical			4,897.85	51,282.76
Bill Pmt -Check	08/20/2024	31023	System Design West, LLC.	Ambulance Billing- July		8,105.76	43,177.00
Bill Pmt -Check	08/20/2024	31024	Walter E. Nelson Co.			692.32	42,484.68
Check	08/28/2024	31025	Void	VOID:			42,484.68
General Jour...	08/28/2024	1666		LGIP Transfer to Checking	525,000.00		567,484.68
Bill Pmt -Check	08/30/2024	31026	Blanco, Hector - Vendor	646		28.88	567,455.80
Bill Pmt -Check	08/30/2024	31027	BoundTree	108812		3,560.08	563,895.72
Bill Pmt -Check	08/30/2024	31028	CIS Benefits	Dental Insurance		6,657.93	557,237.79
Bill Pmt -Check	08/30/2024	31029	DPSST	PO #082924-1510		462.50	556,775.29
Bill Pmt -Check	08/30/2024	31030	Hughes Fire Equipment,...			4,983.36	551,791.93
Bill Pmt -Check	08/30/2024	31031	Life-Assist, Inc	PO #082124-0700		549.00	551,242.93
Bill Pmt -Check	08/30/2024	31032	LN Curtis & Sons, Inc	PO #2024-233		300.50	550,942.43
Bill Pmt -Check	08/30/2024	31033	LogRx	Annual Fee		2,160.00	548,782.43
Bill Pmt -Check	08/30/2024	31034	Medline Industries, Inc			1,394.00	547,388.43
Bill Pmt -Check	08/30/2024	31035	Napa Auto Parts	PO #2024-243		22.79	547,365.64
Bill Pmt -Check	08/30/2024	31036	Northwest Occupational...	Psych Exam		450.00	546,915.64
Bill Pmt -Check	08/30/2024	31037	Petro Card System Inc.	Gasoline		538.32	546,377.32
Bill Pmt -Check	08/30/2024	31038	Product Advantage LLC	PO #2024-223		285.00	546,092.32
Bill Pmt -Check	08/30/2024	31039	Professional Benefit Ser...	Monthly Fee		115.00	545,977.32
Bill Pmt -Check	08/30/2024	31040	Schurter Trucking LLC	PO #2024-178		583.51	545,393.81
Bill Pmt -Check	08/30/2024	31041	SeaWestern, Inc	PO #2024-170		1,301.68	544,092.13
Bill Pmt -Check	08/30/2024	31042	Standard Insurance Co...	Life & Disability Insurance		4,704.25	539,387.88
Bill Pmt -Check	08/30/2024	31043	Training4Responders	PO #082924-1509		105.00	539,282.88
Bill Pmt -Check	08/30/2024	31044	Walter E. Nelson Co.	PO #2024-227		476.69	538,806.19
Bill Pmt -Check	08/30/2024	31045	West Coast Hose Repair	PO #2024-232		182.00	538,624.19
Deposit	08/30/2024			Deposit	179,633.71		718,257.90
General Jour...	08/31/2024	1673		Payroll		368,963.38	349,294.52
General Jour...	08/31/2024	1673		Riordan- #7071		5,607.89	343,686.63
General Jour...	08/31/2024	1673		IRS		2,275.28	341,411.35
General Jour...	08/31/2024	1673		Oregon Department of Revenue		588.00	340,823.35
General Jour...	08/31/2024	1673		IRS		165,957.68	174,865.67
General Jour...	08/31/2024	1673		Oregon Dept. of Revenue		42,086.00	132,779.67
General Jour...	08/31/2024	1673		HRA Veba #7072		13,750.00	119,029.67
General Jour...	08/31/2024	1673		IAFF Local 3881 #7073		5,032.00	113,997.67
General Jour...	08/31/2024	1673		KFD Cafeteria Plan #7074		1,407.60	112,590.07
General Jour...	08/31/2024	1673		PenServ #7075		1,822.94	110,767.13

Keizer Fire District
Cash Position Statement
As of August 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>
General Jour...	08/31/2024	1673		Valic #7076		41,599.31	69,167.82
General Jour...	08/31/2024	1673		Oregon Child Support Program		329.00	68,838.82
Total 1012 · Umpqua Bank- Checking					1,087,104.22	995,532.20	68,838.82
1015 · LGIP- Bond							735,844.25
General Jour...	08/30/2024	1670		Interest Received	3,303.26		739,147.51
Total 1015 · LGIP- Bond					3,303.26		739,147.51
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00
1120 · LGIP							2,905,956.68
General Jour...	08/01/2024	1659		LGIP Transfer to Checking		225,000.00	2,680,956.68
General Jour...	08/07/2024	1661		LGIP	36,200.99		2,717,157.67
General Jour...	08/07/2024	1661		LGIP	2,542.07		2,719,699.74
General Jour...	08/28/2024	1666		LGIP Transfer to Checking		525,000.00	2,194,699.74
General Jour...	08/30/2024	1671		Interest Received	10,968.94		2,205,668.68
General Jour...	08/30/2024	1671		Interest Received	150.41		2,205,819.09
General Jour...	08/30/2024	1671		Interest Received	723.61		2,206,542.70
Total 1120 · LGIP					50,586.02	750,000.00	2,206,542.70
TOTAL					1,429,133.35	1,951,441.11	3,116,951.26

Keizer Fire District
Financial Report- All
09/11/2024

	<u>Aug 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	31,082.38	49,066.02	7,003,029.00	-6,953,962.98	0.7%
4020 · Taxes, Prior Year	7,660.68	19,061.88	72,500.00	-53,438.12	26.29%
4030 · Taxes, 911 Excise	32,215.84	32,215.84	136,392.00	-104,176.16	23.62%
4100 · EMS Revenue	278,440.84	442,790.74	3,200,000.00	-2,757,209.26	13.84%
4120 · Capitol Fire Med	2,695.28	5,221.10	32,000.00	-26,778.90	16.32%
4140 · Interest & Dividends	15,146.22	33,180.16	139,500.00	-106,319.84	23.79%
4150 · Miscellaneous	996.83	10,132.78	58,000.00	-47,867.22	17.47%
4156 · Conflagration Reimbursement	127,167.73	127,167.73	100,000.00	27,167.73	127.17%
Total 4000 · Revenue	495,405.80	718,836.25	10,741,421.00	-10,022,584.75	6.69%
9050 · Transfer In From General Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Income	495,405.80	718,836.25	10,841,421.00	-10,122,584.75	6.63%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	423,863.08	837,838.92	5,154,669.00	-4,316,830.08	16.25%
5070 · Board Members	0.00	0.00	4,875.00	-4,875.00	0.0%
5080 · Overtime	161,115.58	312,182.21	510,000.00	-197,817.79	61.21%
5082 · Longevity Incentive	3,045.45	6,165.73	26,266.00	-20,100.27	23.47%
5083 · Leave Payoff	409.68	34,009.79	149,500.00	-115,490.21	22.75%
5084 · Wellness Incentive	0.00	5,800.00	7,400.00	-1,600.00	78.38%
5085 · Education Incentive	2,625.00	5,100.00	30,600.00	-25,500.00	16.67%
5090 · Volunteer Program	85.00	85.00	68,915.00	-68,830.00	0.12%
5110 · Payroll Tax Soc. Sec. (FICA)	44,717.98	90,893.53	452,877.00	-361,983.47	20.07%
5115 · State Unemployment Tax (SUTA)	584.11	1,187.56	6,510.00	-5,322.44	18.24%
5119 · Workers' Compensation Tax	130.12	250.87	2,857.00	-2,606.13	8.78%
5120 · Workers' Compensation	0.00	180,767.86	175,000.00	5,767.86	103.3%
5125 · Health and Dental Insurance	82,713.38	261,244.51	1,091,490.00	-830,245.49	23.94%
5126 · Medical Savings Plan (HRA Veba)	13,750.00	26,250.00	156,000.00	-129,750.00	16.83%
5127 · Cafeteria Plan Administration	115.00	230.00	1,400.00	-1,170.00	16.43%
5130 · Life & Disability Insurance	4,704.25	16,138.11	109,132.00	-92,993.89	14.79%
5135 · Retirement (PERS)	178,195.87	301,472.20	1,866,517.00	-1,565,044.80	16.15%
5137 · Deferred Compensation Match	9,585.75	19,019.95	119,410.00	-100,390.05	15.93%
5210 · Physical Exams	335.00	1,420.00	19,255.00	-17,835.00	7.38%
5220 · Employee Assistance Plan (EAP)	0.00	0.00	3,200.00	-3,200.00	0.0%
Total 5000 · Personal Services	925,975.25	2,100,056.24	9,955,873.00	-7,855,816.76	21.09%
6000 · Materials and Services					
6010 · General Operating Expense	41.94	2,571.99	17,350.00	-14,778.01	14.82%
6015 · Dispatch 911	100,665.00	100,665.00	402,660.00	-301,995.00	25.0%
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	1,070.00	5,020.31	15,000.00	-9,979.69	33.47%
6035 · Apparatus Maintenance(Vehicles)	6,315.55	15,054.90	97,000.00	-81,945.10	15.52%
6040 · Equipment Maintenance	1,327.60	25,793.97	37,125.00	-11,331.03	69.48%

Keizer Fire District Financial Report- All

	09/11/2024				
	Aug 24	YTD	Budget	\$ Over Budget	% of Budget
6062 · Furniture	0.00	1,319.97	14,500.00	-13,180.03	9.1%
6070 · Small Tools & FF Equip/Supplies	10,398.01	20,083.05	59,900.00	-39,816.95	33.53%
6073 · Building & Grounds Maintenance	1,285.99	2,733.70	49,175.00	-46,441.30	5.56%
6074 · Building Improvements	0.00	8,994.10	50,325.00	-41,330.90	17.87%
6075 · Radio Maintenance	0.00	12,493.40	64,800.00	-52,306.60	19.28%
6080 · Ladder & Hose Testing	0.00	1,700.00	8,700.00	-7,000.00	19.54%
6100 · Turnouts & Prot. Equipment	2,100.54	27,318.39	66,915.00	-39,596.61	40.83%
6137 · Uniforms	3,045.11	8,210.30	39,550.00	-31,339.70	20.76%
6145 · Supplies	476.69	2,345.54	12,000.00	-9,654.46	19.55%
6160 · Public Ed / Fire Prevention	0.00	538.13	9,500.00	-8,961.87	5.67%
6180 · Medical Supplies	11,957.24	24,466.79	158,000.00	-133,533.21	15.49%
6200 · District Meetings	28.88	216.54	1,500.00	-1,283.46	14.44%
6210 · District Events	144.64	218.64	8,000.00	-7,781.36	2.73%
6300 · Utilities	5,223.15	9,750.22	59,750.00	-49,999.78	16.32%
6400 · Fuel Expense	952.45	2,861.64	47,250.00	-44,388.36	6.06%
6505 · Communications	1,411.63	6,014.90	76,534.00	-70,519.10	7.86%
6600 · Training	223.00	4,384.73	72,000.00	-67,615.27	6.09%
6605 · Training Supplies	0.00	543.67	8,650.00	-8,106.33	6.29%
6620 · Water Rescue	0.00	129.95	3,000.00	-2,870.05	4.33%
6622 · Health & Fitness Supplies	0.00	979.96	2,800.00	-1,820.04	35.0%
6704 · Computer/Network Expenses	594.30	3,636.03	40,350.00	-36,713.97	9.01%
6707 · Office Supplies	245.78	925.30	7,600.00	-6,674.70	12.18%
6710 · Insurance & Fidelity Bond	607.00	607.00	70,000.00	-69,393.00	0.87%
6715 · Publicity/Advertising	967.76	1,612.76	6,370.00	-4,757.24	25.32%
6720 · Printing and Publishing	0.00	85.90	2,600.00	-2,514.10	3.3%
6727 · Dues/Subscriptions/Fees-Career	2,880.51	15,253.01	436,909.00	-421,655.99	3.49%
6750 · Other Professional Services	2,850.00	13,685.80	102,000.00	-88,314.20	13.42%
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	154,812.77	320,215.59	2,466,329.00	-2,146,113.41	12.98%
7000 · Capital Outlay					
7010 · Fire/Rescue Equipment	3,657.01	3,657.01	25,000.00	-21,342.99	14.63%
7040 · Land/Bldg Improvement	0.00	0.00	25,000.00	-25,000.00	0.0%
7000 · Capital Outlay - Other	0.00	0.00	20,000.00	-20,000.00	0.0%
Total 7000 · Capital Outlay	3,657.01	3,657.01	70,000.00	-66,342.99	5.22%
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.	0.00	0.00	762,389.00	-762,389.00	0.0%
9000 · Transfers and/or Miscellaneous	0.00	0.00	405,265.00	-405,265.00	0.0%
Total Expense	1,084,445.03	2,423,928.84	13,659,856.00	-11,235,927.16	17.75%

Keizer Fire District
General Fund- Admin
09/11/2024

	<u>Aug 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	53,303.88	108,863.16	650,767.00	-541,903.84	16.73%
5070 · Board Members	0.00	0.00	4,875.00	-4,875.00	0.0%
5080 · Overtime	12,637.44	40,226.85	20,000.00	20,226.85	201.13%
5082 · Longevity Incentive	856.51	1,713.02	0.00	1,713.02	100.0%
5083 · Leave Payoff	0.00	7,448.75	84,500.00	-77,051.25	8.82%
5085 · Education Incentive	450.00	900.00	7,200.00	-6,300.00	12.5%
5110 · Payroll Tax Soc. Sec. (FICA)	5,107.47	12,107.57	56,259.00	-44,151.43	21.52%
5115 · State Unemployment Tax (SUTA)	66.66	158.13	807.00	-648.87	19.6%
5119 · Workers' Compensation Tax	8.72	18.73	275.00	-256.27	6.81%
5120 · Workers' Compensation	0.00	180,767.86	175,000.00	5,767.86	103.3%
5125 · Health and Dental Insurance	8,414.63	22,089.26	93,152.00	-71,062.74	23.71%
5126 · Medical Savings Plan (HRA Veba)	1,250.00	2,500.00	15,000.00	-12,500.00	16.67%
5127 · Cafeteria Plan Administration	115.00	230.00	1,400.00	-1,170.00	16.43%
5130 · Life & Disability Insurance	508.90	2,065.18	13,514.00	-11,448.82	15.28%
5135 · Retirement (PERS)	28,394.75	45,008.53	227,678.00	-182,669.47	19.77%
5137 · Deferred Compensation Match	3,605.91	7,211.82	47,172.00	-39,960.18	15.29%
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	114,719.87	431,308.86	1,401,599.00	-970,290.14	30.77%
6000 · Materials and Services					
6010 · General Operating Expense	41.94	2,341.99	17,350.00	-15,008.01	13.5%
6015 · Dispatch 911	100,665.00	100,665.00	402,660.00	-301,995.00	25.0%
6025 · Civil Service Expense	620.00	3,676.54	15,000.00	-11,323.46	24.51%
6062 · Furniture	0.00	1,319.97	14,500.00	-13,180.03	9.1%
6073 · Building & Grounds Maintenance	1,285.99	2,733.70	49,175.00	-46,441.30	5.56%
6074 · Building Improvements	0.00	8,994.10	50,325.00	-41,330.90	17.87%
6145 · Supplies	476.69	2,345.54	12,000.00	-9,654.46	19.55%
6200 · District Meetings	28.88	216.54	1,500.00	-1,283.46	14.44%
6210 · District Events	144.64	218.64	8,000.00	-7,781.36	2.73%
6300 · Utilities	5,223.15	9,750.22	59,750.00	-49,999.78	16.32%
6505 · Communications	1,411.63	6,014.90	76,534.00	-70,519.10	7.86%
6704 · Computer/Network Expenses	594.30	3,636.03	40,350.00	-36,713.97	9.01%
6707 · Office Supplies	245.78	925.30	7,600.00	-6,674.70	12.18%
6710 · Insurance & Fidelity Bond	607.00	607.00	70,000.00	-69,393.00	0.87%
6715 · Publicity/Advertising	967.76	1,612.76	5,870.00	-4,257.24	27.48%
6720 · Printing and Publishing	0.00	85.90	2,600.00	-2,514.10	3.3%
6727 · Dues/Subscriptions/Fees-Career	0.00	1,400.00	14,825.00	-13,425.00	9.44%
6750 · Other Professional Services	2,850.00	13,685.80	92,000.00	-78,314.20	14.88%
6780 · Election Expense	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 6000 · Materials and Services	115,162.76	160,229.93	955,039.00	-794,809.07	16.78%
9000 · Transfers and/or Miscellaneous	0.00	0.00	120,000.00	-120,000.00	0.0%
Total Expense	229,882.63	591,538.79	2,476,638.00	-1,885,099.21	23.89%

Keizer Fire District
General Fund- Operations
09/11/2024

	<u>Aug 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
	284,349.75	452,472.03	3,200,000.00	-2,747,527.97	14.14%
	284,349.75	452,472.03	3,200,000.00	-2,747,527.97	14.14%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	359,561.10	705,677.70	4,369,193.00	-3,663,515.30	16.15%
5080 · Overtime	132,535.39	248,286.50	450,000.00	-201,713.50	55.18%
5082 · Longevity Incentive	2,114.10	4,228.19	26,266.00	-22,037.81	16.1%
5083 · Leave Payoff	409.68	24,406.32	60,000.00	-35,593.68	40.68%
5084 · Wellness Incentive	0.00	5,600.00	7,200.00	-1,600.00	77.78%
5085 · Education Incentive	2,025.00	3,900.00	21,600.00	-17,700.00	18.06%
5110 · Payroll Tax Soc. Sec. (FICA)	37,532.31	74,975.04	382,305.00	-307,329.96	19.61%
5115 · State Unemployment Tax (SUTA)	490.29	979.62	5,497.00	-4,517.38	17.82%
5119 · Workers' Compensation Tax	117.59	224.52	2,530.00	-2,305.48	8.87%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	73,458.43	236,604.61	988,845.00	-752,240.39	23.93%
5126 · Medical Savings Plan (HRA Veba)	12,250.00	23,250.00	138,000.00	-114,750.00	16.85%
5130 · Life& Disability Insurance	4,089.77	13,592.12	92,184.00	-78,591.88	14.75%
5135 · Retirement (PERS)	143,165.03	244,934.47	1,579,716.00	-1,334,781.53	15.51%
5137 · Deferred Compensation Match	5,643.07	11,134.59	68,197.00	-57,062.41	16.33%
5210 · Physical Exams	335.00	1,420.00	10,450.00	-9,030.00	13.59%
Total 5000 · Personal Services	773,726.76	1,599,213.68	8,201,983.00	-6,602,769.32	19.5%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	6,315.55	15,054.90	97,000.00	-81,945.10	15.52%
6040 · Equipment Maintenance	1,327.60	25,793.97	37,125.00	-11,331.03	69.48%
6070 · Small Tools & FF Equip/Supplies	10,398.01	20,083.05	59,900.00	-39,816.95	33.53%
6075 · Radio Maintenance	0.00	12,493.40	64,800.00	-52,306.60	19.28%
6080 · Ladder & Hose Testing	0.00	1,700.00	8,700.00	-7,000.00	19.54%
6100 · Turnouts & Prot. Equipment	2,100.54	27,318.39	66,915.00	-39,596.61	40.83%
6137 · Uniforms	3,045.11	8,210.30	39,300.00	-31,089.70	20.89%
6160 · Public Ed / Fire Prevention	0.00	538.13	9,500.00	-8,961.87	5.67%
6180 · Medical Supplies	11,957.24	24,466.79	158,000.00	-133,533.21	15.49%
6400 · Fuel Expense	943.95	2,853.14	47,250.00	-44,396.86	6.04%
6620 · Water Rescue	0.00	129.95	3,000.00	-2,870.05	4.33%
6622 · Health & Fitness Supplies	0.00	329.96	2,800.00	-2,470.04	11.78%
6727 · Dues/Subscriptions/Fees-Career	2,418.01	6,167.91	411,505.00	-405,337.09	1.5%
6750 · Other Professional Services	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 6000 · Materials and Services	38,506.01	145,139.89	1,027,295.00	-882,155.11	14.13%
7000 · Capital Outlay	3,657.01	3,657.01	20,000.00	-16,342.99	18.29%
9000 · Transfers and/or Miscellaneous	-70,000.00	25,000.00	100,000.00	-75,000.00	25.0%
Total Expense	745,889.78	1,773,010.58	9,349,278.00	-7,576,267.42	18.96%

Keizer Fire District
General Fund- Training
 09/11/2024

	<u>Aug 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	10,998.10	23,298.06	134,709.00	-111,410.94	17.3%
5080 · Overtime	15,942.75	23,668.86	40,000.00	-16,331.14	59.17%
5083 · Leave Payoff	0.00	2,154.72	5,000.00	-2,845.28	43.09%
5084 · Wellness Incentive	0.00	200.00	200.00	0.00	100.0%
5085 · Education Incentive	150.00	300.00	1,800.00	-1,500.00	16.67%
5090 · Volunteer Program	85.00	85.00	68,915.00	-68,830.00	0.12%
5110 · Payroll Tax Soc. Sec. (FICA)	2,078.20	3,810.92	14,313.00	-10,502.08	26.63%
5115 · State Unemployment Tax (SUTA)	27.16	49.81	206.00	-156.19	24.18%
5119 · Workers' Compensation Tax	3.81	7.62	52.00	-44.38	14.65%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	840.32	2,550.64	9,493.00	-6,942.36	26.87%
5126 · Medical Savings Plan (HRA Veba)	250.00	500.00	3,000.00	-2,500.00	16.67%
5130 · Life & Disability Insurance	105.58	480.81	3,434.00	-2,953.19	14.0%
5135 · Retirement (PERS)	6,636.09	11,529.20	59,123.00	-47,593.80	19.5%
5137 · Deferred Compensation Match	336.77	673.54	4,041.00	-3,367.46	16.67%
5210 · Physical Exams	0.00	0.00	8,005.00	-8,005.00	0.0%
Total 5000 · Personal Services	<u>37,453.78</u>	<u>69,309.18</u>	<u>352,291.00</u>	<u>-282,981.82</u>	<u>19.67%</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	223.00	4,384.73	72,000.00	-67,615.27	6.09%
6605 · Training Supplies	0.00	543.67	8,650.00	-8,106.33	6.29%
6715 · Publicity/Advertising	0.00	0.00	500.00	-500.00	0.0%
6727 · Dues/Subscriptions/Fees-Career	462.50	7,685.10	10,579.00	-2,893.90	72.65%
Total Expense	<u>685.50</u>	<u>12,613.50</u>	<u>92,479.00</u>	<u>-79,865.50</u>	<u>13.64%</u>

Keizer Fire District
Reserve Fund
 09/11/2024

	<u>Aug 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	723.61	1,402.64	2,000.00	-597.36	70.13%
Total 4000 · Revenue	<u>723.61</u>	<u>1,402.64</u>	<u>2,000.00</u>	<u>-597.36</u>	<u>70.13%</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>723.61</u>	<u>1,402.64</u>	<u>102,000.00</u>	<u>-100,597.36</u>	<u>1.38%</u>
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>

Keizer Fire District
Capital Projects Fund
 09/11/2024

	<u>Aug 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	3,303.26	6,575.71	35,000.00	-28,424.29	18.79%
Total 4000 · Revenue	<u>3,303.26</u>	<u>6,575.71</u>	<u>35,000.00</u>	<u>-28,424.29</u>	<u>18.79%</u>
Total Income	<u>3,303.26</u>	<u>6,575.71</u>	<u>35,000.00</u>	<u>-28,424.29</u>	<u>18.79%</u>
Expense					
6000 · Materials and Services					
6070 · Small Tools & FF Equip/Supplies	0.00	0.00	0.00	0.00	0.0%
Total 6000 · Materials and Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
8200 · Bond Capital Projects Expend.					
8210 · Equipment	0.00	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
 09/11/2024

	<u>Aug 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	2,051.38	3,219.16	374,016.00	-370,796.84	0.86%
4020 · Taxes, Prior Year	490.69	1,242.38	2,500.00	-1,257.62	49.7%
4140 · Interest & Dividends	150.41	283.26	2,500.00	-2,216.74	11.33%
Total 4000 · Revenue	<u>2,692.48</u>	<u>4,744.80</u>	<u>379,016.00</u>	<u>-374,271.20</u>	<u>1.25%</u>
Total Income	<u>2,692.48</u>	<u>4,744.80</u>	<u>379,016.00</u>	<u>-374,271.20</u>	<u>1.25%</u>
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>

KEIZER FIRE DISTRICT CHIEF REPORT

September 2024

Activities and Projects:

➤ Conflagration Response

- Keizer Fire continues to support the statewide wildfire response effort. We currently have Heavy Brush 375, and Tender 359, as well as two personnel assigned to incident management teams deployed around the state. With the recent change in the weather, I expect the Oregon fire season to begin to wrap up soon.

➤ September 11th

- As we have done the last two years, we held a brief and respectful remembrance of the events of September 11, 2001, with 343 flags in the yard for the day, representing the 343 FDNY firefighters who lost their lives. Moving forward, I see a similar ceremony with us concluding on the 25th anniversary in 2026, allowing our personnel to observe and respect the day in their way.

➤ Keizer Fire District Website

- We are very limited in the changes we can make and the control we have over our current website. We have in the past accepted these limitations due to the extreme affordability of our current site.
- We are not seeing a great deal of traffic on our site. For reference, we saw 67 visitors in August, and 17 visitors so far in September.
- We continue to explore our options and weigh the cost vs benefit of the available resources.

➤ Staffing

- We are still one person short of being fully staffed; the search continues. We are, however, for the first time, staffing two full-time engines, three full-time medics, and one half-time medic!
- 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.

➤ Non-Response Volunteers

- Progress continues regarding our Non-Response Volunteer program. The first reading of the position description is presented to you this month. We plan to conduct interviews for interested candidates in late October and begin onboarding our initial Non-Response personnel in November. I am eager to launch this program and to provide an extra avenue for community members to engage with the Fire District.

➤ 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.
- There's no update on the AFG grant we submitted to possibly replace E-385. Announcements have started and will continue through the fall.

➤ Salem Fire Chief Process

- Salem Fire has selected David Gerboth as their new Fire Chief. Chief Gerboth brings 30 years of experience with the San Diego Fire Department where he is currently the Assistant Chief. I look forward to opportunities for collaboration in the future. Chief Gerboth is scheduled to start in his new role at the end of September.

➤ Wildfire Resiliency and Preparedness

- 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:

- 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

September 2024 Board Meeting

- **Ambulance Billing Items:**
- Our **August** financial reports from Systems Design show **\$936,663.60** in new charges with **346 billable calls** and a **deposited revenue** of **\$280,292.10**. Our A/R balance is **\$1,776,814.73**. Our net revenue from accounts in collections during **July** was **\$3,817.07**.
- **Capital FireMed Program Revenue:**
- **August** reports for Capital Fire Memberships revenue was **\$1,120.00** with 16 memberships.
- **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.

New activity; We received a deposit for **GEMT FFS for 2023 on 9/6/2024** of **\$132,881.41**. We are on track for 2024-2025 GEMT CCO and FFS program with renewed executed contracts submitted. My next GEMT CCO meeting is scheduled for September 19, 2024.

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
AUGUST 2024**

Activity by Level of Service – Count / Gross Charges:

ALS1 E	256	\$616,704.00
ALS2	15	\$36,135.00
BLS E	75	\$180,675.00
TOTAL CALLS	346	\$936,663.60

Activity by Unit – Count / Gross Charges

M35	104	\$279,542.40
M36	76	\$212,806.80
M37	142	\$379,872.40
M38	24	\$64,442.00
		\$
Total	346	\$936,663.60

Transport mileage / Extra Attendant

Extra Attendant During Transport: 12 @ \$117.00 = \$1,404
Transport Mileage: 2164.80 @ \$47.00 = \$101,745.60

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	280,292.00
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	598,422
Mon/Avg	115,439	150,120	132,668	142,829	143,964	175,338	192,225	221,727	299,211
Variance	19%	30%	-12%	8%	1%	22%	10%	15%	35%

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%

ADMINISTRATIVE & COMMUNITY SERVICES
September 2024

Recruitment and Retention of the Keizer Firefighter Volunteer Association members

Volunteer Firefighters:

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

Volunteer support team

Status; Policy and job description in review

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 personnel attend events, provide Keizer Fire District messaging, relay DFM Pub-Ed information, collaborate with DFM to schedule' show and tell of staff/ apparatus.

9/4 Gubser Elementary Red-Carpet ceremony

September Meetings:

- 9/9 Keizer United meeting 12pm
- 9/10 Keizer Chamber greeters meeting 0830
- 9/10 CERT meeting 7pm
- 9/11 9/11 Ceremony 6am
- 9/11 Weddle Elementary (TBD)
- 9/16 Keizer City Council meeting 7pm
- 9/17 District board meeting 530pm
- 9/18 NWKNA meeting
- 9/24 ELKS CRR Presentation 4pm

Respectfully Submitted,

Hector Blanco
Administrative Division Chief

TRAINING, HEALTH, AND WELLNESS DIVISION

MONTHLY REPORT

September 2024

August Training Highlights:

Fire: Repeated from July, due to multiple conflagration deployments. This included annual skills review, tender training, and new employee onboarding.

EMS: Personnel assisted with our EMS Academy from August 5th – 15th. Topics covered included updated protocols, advanced airway management, medication administration, and district familiarization. Additionally, crews completed online training regarding burn management.

Scheduled September Training:

Fire: Crews are completing DPSST Skid Truck training during the first two weeks of September. This training, which takes place on the DPSST campus, provides valuable experience in how to handle driving in adverse conditions. Personnel will also be participating in multi-company evolutions at the Brooks Regional Training Facility on September 18th. At the end of the month, Deputy Fire Marshal Storms will be providing training for crews regarding fire alarm systems.

EMS: Personnel will review changes related to the field triage of injured patients and trauma team activation criteria. Crews will also complete a course on spinal injuries in athletes, to coincide with our role as a standby medical crew during this football season.

Swift Water Team: Joint training with Salem Fire's water rescue team.

Other: OSHA Hearing Protection and Conservation (online training).

Meetings and Activities:

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

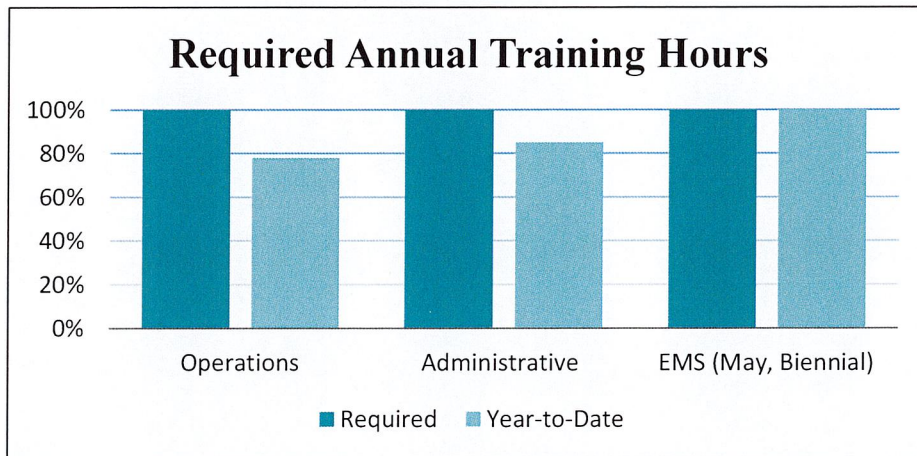
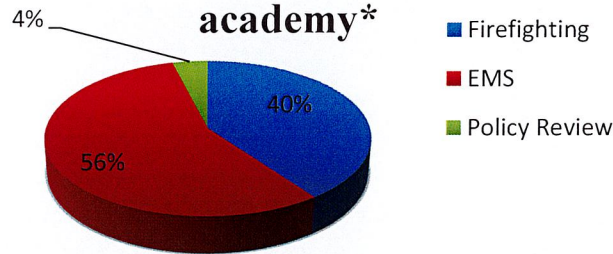
Chemeketa Fire Advisory Committee: No meeting scheduled.

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

OSFM Blue Incident Management Team: Deployed to Dixon Fire August 10th – 18th. Currently deployed to Rail Ridge Fire at time of writing (estimating September 6th – 14th).

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

**August Training
Total Hours: 582
*increase due to EMS
academy***



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
September 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 and Resident Volunteer (RV) Riordan are no longer with the district. Two new Residents, William Meadows and Ryan Redman-Brown are starting with the district this month. Two additional prospective students will interview mid-September.

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

September 2024

Safety: We have received both portions of the OSHA assessment. Overall, we are doing a pretty good job keeping our people safe and our organization compliant. I am working through the suggestions and needed changes this month. I am working on installing 2 eye wash stations, updating the SDS binders, getting rid of old and potentially dangerous items/chemicals in the station, developing user checklists and task performances related to the scissor lift and pallet jack... just to name a few. We had a very productive Safety Committee meeting this month and 2 of us are attending a safety conference in Bend next week.

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. We are still waiting on results.
- **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. We are still waiting on results.
- **Firehouse Subs:** The grant application opens in early October. I have everything I need to write the grant as soon as it opens.

Retention: We continue to look for ways to keep our employees happy and successful in their careers. We have begun implementing some of the suggestions from the Retention committee. We will have another Retention meeting this month to continue developing the program.

Diversity, Equity and Inclusion: This month we are celebrating Hispanic Heritage month. The DEI committee will be formed soon, now that the OSHA assessment has concluded.

Staffing: We have done a decent job of keeping up with staffing needs, despite multiple conflagration deployments. The addition of our new personnel to staff the medic units comes at a great time and has helped staffing tremendously.

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
March 2024

Fire & Life Safety

Inspections/code issues

Chemawa Apts – Fire alarm testing and sprinkler testing will be scheduled soon with completion aimed for the beginning of October.

Trail Ave Apartments- Fire Alarm testing is anticipated for this week for next.

River Road Apartments - Testing for Fire and Life Safety Systems s anticipated in the next few weeks, but no word on when they would like occupancy of the buildings.

Chemawa Station – Basic infrastructure for Chemawa Station is still underway, with no building permits issued yet. A hotel is being proposed for the rear of the property, but no formal plans have been submitted yet.

Single Exit Symposium – This month I attended NFPA’s Single Exit Symposium in Boston as part of my OFMA duties. Currently Fire Code allows the building of an apartment complex up to three stories with one stairwell, there are proposals by private industry to allow building up to six stories. We are here to voice our concerns as the Oregon Fire Service and to hear the reasoning behind making a drastic change to the code.

Community Outreach

Car Seats – On Tuesday September 10th we hosted another car seat clinic, I’m awaiting the final numbers of how many seats we helped install. The plan for 2025 is to maintain the same schedule and hours.

Station Tours – With school starting I’ve had several teachers reach out to schedule education trips to their classroom. I currently have 10 classroom visits schedule for October and I’m awaiting some emails to finalize a few more classes.

Meetings Attended

- 8/20 – MPFIT
- 8/20 – JLAD Dogs
- 8/20 – Board Meeting
- 8/21 – Wildfire Funding
- 8/22 – OFMA Board Meeting
- 8/26 – Single Exit Conversation
- 8/27 – Car Seat Clinic
- 8/28 – CRR Resource Meeting
- 9/4 – Meeting with Chief
- 9/5 – Governor’s Fire Service Policy Council
- 9/10-13 – NFPA

Fire Investigations

- None

Upcoming Events

- 10/7 – Open House – 6-8pm



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: August 28, 2024
Subject: Policy First Readings

2.09 – Minimum Volunteer Requirements
2.10 – Length of Service Awards Program
7.370 – Non-Response Volunteer (Job Description)

Please find attached the first readings for the policies listed above. These two policies and one job description have been reviewed and revised by Division Chief Blanco. Further, those revisions were reviewed by staff.

Policy 2.09 – Volunteer Minimum Participation Requirements – This policy lays out the requirements a volunteer must maintain to remain in good standing. Clearly, over time, the requirements have changed. You will note in this revised policy that the requirements are what we currently require of volunteers. We have removed most of the final two paragraphs regarding leave of absences as this is covered in Operation Guideline 4.030 Volunteer Leave of Absence.

Policy 2.10 – Length of Service Awards Program (LOSAP) – This policy outlines the LOSAP program and what benefits the volunteer firefighter receives after three years of service. A few changes have been made to this policy to bring it up to what we are currently doing, otherwise it is largely left as is.

Job Description 7.370 – Non-Response Volunteer – This is a new job description not covered by the Civil Service Commission. The job description outlines the requirements to become a non-response volunteer.

Recommendation:

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

OPERATIONAL ADMINISTRATIVE POLICY

Number: ~~6.29~~ 2.09

Effective: 01/18/2011

Revised: 11/17/2015 * ~~10/16/18~~ 10/15/24

Division: ~~Personnel~~ Administrative Title: Volunteer Minimum Participation Requirements

PURPOSE

To establish minimum participation requirements for the Keizer Volunteer Firefighters.

SCOPE

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

RESPONSIBILITY

It is each individual's responsibility to comply with this policy. Failure to comply with this policy will result in disciplinary action, up to and including termination. ~~It shall be the responsibility of all District Volunteers to follow this policy.~~

PROCEDURE

A. All criteria are measured on a quarterly basis:

Q1 = January – March

Q2 = April – June

Q3 = July – September

Q4 = October – December

For each quarter, a volunteer firefighter must:

1. Be assigned to a duty calendar **shift and complete twelve duty shifts per quarter. Individuals who cannot be assigned to a duty shift will be considered on a case-by-case basis.** ~~Volunteer Firefighters with at least three years of service will be allowed to be unscheduled on the duty calendar, but must sign up for and work at least seven duty shifts per quarter.~~

2. Participate in at least 3 extracurricular activities **per quarter**, that **which** are sanctioned by the District and/or the KVFA. **Attendance will be recorded by the KVFA Secretary or their designee, and provided to the KFD-KVFA Ombudsman for posting into Target Solutions.**

3. ~~Miss no more than 2 drills.~~

~~a. A make-up of a missed drill must be coordinated with the Training Officer. Qualifying alternates to regular evening drill may include: a regularly scheduled daytime drill; an off-site training event such as a Fire/EMS class at Chemeketa or DPSST, or; a Fire/EMS conference such as OVFA or OFIA. These alternate drills must be within the same quarter as the missing evening drill.~~

Attend 3 training session per quarter. Some training sessions are team-based, along with specific acquired resources and cannot be made-up individually. Make-up of a missed training drill must be coordinated with their assigned officer. Qualifying alternatives to regular evening drill may include: a regularly scheduled daytime drill; an off-site training event such as OVFA, etc. These alternate drills must be within the same quarter as the missed training drill. The assigned officer is responsible for posting training attendance.

4. Miss no more than 1 KVFA business meeting **per quarter**, which are sanctioned by the Fire District and/or KVFA. **Attendance will be recorded by the KVFA Secretary or their designee, and provided to the KFD-KVFA Ombudsman for posting into Target Solutions.**

~~a. A make-up of the business meeting can be accomplished by watching the full video of the meeting within the same quarter it was held.~~

~~B. Each volunteer firefighter is individually responsible for signing in on the log sheet for drill, marking themselves in on the run sheet for all calls or standbys, and to notify the event chair of their participation in extracurricular activities. Business meeting attendance will be recorded by the Training Officer or their designee. Making up the business meeting by watching the video will be coordinated with the Training Officer.~~

C. Any volunteer firefighter not meeting minimum participation requirements in a quarter will be notified in writing of the situation by **a Fire District representative.** ~~the Training Officer.~~ The volunteer firefighter will be asked to increase their participation to minimum levels for subsequent quarters.

a. Exception: Medical illness or injury that results in not meeting the minimum participation requirements will be addressed on a case-by-case basis. It is the responsibility of the volunteer firefighter to keep ~~the Training Officer~~ **their assigned Officer** apprised of the injury/illness and a projected return to shift date.

- D. If a volunteer firefighter fails to meet minimum participation levels for two consecutive quarters, they will be notified in writing of the situation by the Training Officer. The volunteer firefighter will be directed to either meet minimum participation requirements for subsequent quarters, or be asked to take a leave of absence or resign from the District. They will also be notified that if they do not meet minimum participation requirements for a third consecutive quarter they will be terminated from the District.
- E. If a volunteer firefighter is unable to meet minimum participation levels for three consecutive quarters, **after being notified that their participation does not meet the minimum requirements, or fails to communicate their status with the District, they will be terminated from the District the Fire District may release the volunteer firefighter.**
- F. A leave of absence is defined as an approved absence of no more than 12 consecutive months. A volunteer firefighter that does not return to the District after a 12 months leave of absence will be considered to have resigned from the District.

A leave of absence (LOA) may be requested by a volunteer firefighter with at least 12 months of consecutive service. The volunteer firefighter must follow Personnel Guideline 4.030 "Volunteer Leave of Absence".

- G. ~~A former volunteer who wishes to return to the District after a leave of absence or resignation will have their particular circumstances evaluated by an ad hoc committee including the Training Officer, Operations Chief and KVFA President. The Fire Chief will approve or disapprove the committee's recommendation. The individual may have to repeat the recruit academy, may return into a fast track academy sign-offs, or may return to full active status, based on the decision of the committee~~

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Review/Revision History:

Revision: 11/17/15

Revision: 10/16/18

OPERATIONAL ADMINISTRATIVE POLICY

Number: ~~6.30~~ 2.10

Effective: 01/18/11

Revised: ~~10/16/18~~ 10/15/24

DIVISION: ~~Personnel~~ Administrative TITLE: Length of Service Awards Program (LOSAP)
Minimum Participation Requirements

PURPOSE

To establish LOSAP minimum participation and compensation requirements for Keizer Volunteer Firefighters.

SCOPE

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

RESPONSIBILITY

It is each individual's responsibility to comply with this policy. Failure to do so ~~could~~ will result in disciplinary action, up to and including termination. It shall be the responsibility of all District Volunteers to follow this policy.

PROCEDURE

- A. Volunteers firefighters must meet the following minimum qualifications in order to receive quarterly contributions to their LOSAP account. A volunteer firefighter must attain these criteria within each quarter:

Q1 = January-March

Q2 = April-June

Q3 = July-September

Q4 = October-December

1. A volunteer firefighter will qualify for the Length of Service Awards Program after three years of continuous service. ~~The Volunteer~~ They will be provided enrollment information in the program the quarter after achieving eligibility. The volunteer firefighter becomes vested after five years in the program (eight years total).

2. ~~Cover 15 Duty Shifts~~ **Work 7** Duty Shifts per quarter, **AND**
3. Miss no more than 2 drills per quarter
 - i. A make-up of a missed drill must be coordinated with the Training Chief. Qualifying alternates to regular evening drill may include: ~~Target Solutions platform training~~; a regularly scheduled daytime drill; **an** off-site training event such as a Fire/EMS class at Chemeketa or DPSST, or; a Fire/EMS conference such as OVFA or OFIA. These alternate drills must be within the same quarter as the missed ~~evening~~ drill(s).
4. Participate in at least 3 extracurricular activities
5. Miss no more than 1 KFVA business meeting.
 - i. ~~Note: A make up of the business meeting can be accomplished by watching the full video of the meeting within the same quarter it was held.~~
6. Maintain ~~AHJ~~ **a** valid CPR card
7. Maintain their NFPA Firefighter One certification

B. LOSAP Reimbursement

1. The District will make quarterly contributions to the Volunteer firefighters account if they have meet the minimum qualifications for the quarter.
2. The District will budget accordingly for each qualifying Volunteer firefighter annually.
3. Volunteer firefighters will receive a maximum per quarter of:
 - a. \$375 for 3 – 6 years of service
 - b. \$750 for 6 – 10 years of service
 - c. \$1125 for 10 – 15 years of service
 - d. \$1500 for 15+ years of service

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Review/Revision History:
Revision: 10/16/18

NON-RESPONSE VOLUNTEER

Supervisor: Chief Officers / Captains / Lieutenants
Supervision: None
Appointment by: Fire Chief

GENERAL STATEMENT OF DUTIES: Participates as a member in good standing with Keizer Fire District (KFD) and the Keizer Volunteer Firefighters Association (KVFA). Participate and assist KFD and KVFA with community events. Represent KFD and or KVFA in a positive and professional manner.

DISTINGUISHING FEATURES OF THE CLASS: The Non-Response Volunteer serves the KFD and KVFA by attending District and community events, providing public education, and supporting District operations. Individuals in this position work as a team member with other personnel to accomplish assigned goals, objectives, and follow the directions provided by Officers.

EXAMPLES OF ESSENTIAL FUNCTION: Support District operations in the event of a major alarm or natural disaster (i.e. earthquake, flood, etc.) May assist with clerical duties, transferring supplies/equipment, and/or other general support. The Non-Response Volunteer shall perform the essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that a volunteer may be required to successfully perform.

1. Performs work in a courteous and helpful manner.
2. Promote a positive attitude, proper courtesy, proper conduct, and act in a responsible manner when participating in KFD/ KVFA events.
3. Provides clear, timely and accurate communications to District Officers.
4. Qualified volunteers may assist with the restoration of equipment and apparatus to in-service condition.
5. May drive District staff vehicles after completing the internal non-response driver training program.
6. Promotes injury prevention and safety whenever possible.
7. Assist with KFD community events, such as; Spring and Santa breakfast, National night out, KFD Open house, City of Keizer events, Neighborhood association events, Salem Keizer School District events, etc.
8. Install smoke and carbon monoxide alarms and detectors

9. Assist in distribution of fire prevention, education and recruitment information, in support of KFD/ KVFA.
10. Act and perform all work and assignments in accordance to Fire District policy, procedure or guidelines.

MINIMUM POSITION REQUIREMENTS:

- 18 years or old
- Complete the Non-Response Volunteer application
- Complete and pass the oral interview process
- Possess, maintain a valid Oregon driver's license
- Pass background investigation

This classification requires an understanding and ability to perform duties in the following areas: A volunteer in this classification must be able to communicate effectively both orally and in writing, and be able to work closely and effectively with the general public, business community, career employees and other volunteer members of the District.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by the Non-Response Volunteer member.

While performing the duties of this classification it is frequently required of the individual to walk, stand, climb stairs, use hands and fingers to handle and operate objects, small tools; reach with hands and arms, occasional sitting, climbing and balance are required, the ability to stoop, kneel, crouch, speak, hear. The ability to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work characteristics described here are representative of those a person in this classification encounters while performing the essential functions. While performing the duties of this position, the work is regularly performed outside and possibly in inclement weather.

This work includes exposure to local and seasonal weather conditions, sitting, standing, lifting, moving, delivering, distributing and communicating with staff and community members, of various ages and groups.