

Keizer Rural Fire Protection District  
Keizer, Oregon

Agenda  
Regular Board Meeting  
October 15, 2024

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

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

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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 September 17, 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 2.09, Policy 2.10 and Position Description 7.370 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 2.07, Policy 4.15 and Policy 5.02 First Reading Information
  - The Board will review the updated policies and have the first reading on these items.
2. Resolution No. 2024-05 Re-Adoption of NIMS Information/Action
  - The Board will review, discuss and make a motion on the resolution.
3. Stryker Equipment and Radio Purchase Information/Action
  - The Board will review, discuss and make a motion on the purchases.

**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	November 19, 2024 @ 5:30 pm
Board Meeting	December 17, 2024 @ 5:30 pm

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 503-390-9111 or through Oregon Relay 1-800-735-2900 at least two working days (48 hours) in advance.

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**  
September 17, 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 (virtual), Kevin Clark and Louis Risewick, Fire Chief Ryan Russell, Finance Officer Lyn Komp, Division Chief Hector Blanco, Battalion Chief Rachel Brozovich, Budget Committee Members and Citizen Bob Busch.

**Minutes** – Kevin Clark made a motion to approve the minutes as amended for August 20, 2024. Louis Risewick seconded the motion. The motion carried unanimously.

**Correspondence** – Lyn Komp read a thank you letter from Jefferson County Fire & EMS.

**Guest Input** – None

**Organizational Input**

IAFF Local 3881 – None

KVFA- Daryl Fuller reviewed the stair climb fundraiser.

**Old Business-**

Policy 2.11, Policy 2.06, Policy 2.12, Policy 4.01, Policy 4.04 and Policy 4.05 Second Reading- Five policies were presented for a second reading. There was a brief discussion and several minor corrections on the policies. Joe Van Meter made motion to approve Policy 4.01 Policy Acknowledgement. Louis Risewick seconded the motion the motion carried unanimously. Louis Risewick made motion to approve Policy 4.04 Ethics. Joe Van Meter seconded the motion the motion carried unanimously. Joe Van Meter made motion to approve Policy 4.05 Nepotism. Kevin Clark seconded the motion the motion carried unanimously. Joe Van Meter made motion to approve Policy 2.11 Public Meetings. Louis Risewick seconded the motion the motion carried unanimously. Kevin Clark made motion to approve Policy 2.06 as amended. Colleen Busch seconded the motion the motion carried unanimously.

**Reports**

**Financial Report** – Colleen Busch provided a brief overview of the financial report. The conflagration reimbursement is at 127% of budget at this point. We have received approximately \$280,292 in ambulance payments. We received a little over \$130,000 for GEMT-FFS. We transferred \$200,000 from ambulance receipts to checking. Overtime is high. PERS is normal. There were payments made for dispatch, radio maintenance fee, and Civil Service Expenses. Joe Van Meter made a motion to accept the financial report as presented. Louis Risewick seconded the motion. The motion carried unanimously. There was a discussion on changing the format of the Financial Reports for the Board Packets. After discussion, it was decided to run the reports on the last day of the month that is being reviewed.

**Board Member Reports –**

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

**Chief/Staff Reports –**

- Chief Ryan Russell- The heavy brush crew made it back from conflagration. Thank you to all who attended to 9/11 Ceremony. We are looking into a new website. We are looking into an interagency station.

- Division Chief Hector Blanco- There was a discussion on the Explorer Program, and where it's at.
- Battalion Chief Rachel Brozovich- We got approximately 30 employees through the skid truck training.
- Battalion Chief Christina Wilson- We are applying for a Fire House Subs grant for 12 ballistic vests.
- Deputy Fire Marshal Anne-Marie Storms- The McNary Interchange is in the remit process.

### **New Business**

**Policy 2.09, Policy 2.10, and Policy 7.370-** Fire Chief Ryan Russell presented three policies to the Board. Each policy was reviewed and discussed. There were small corrections that needed to be made for the second reading on the policies.

**Other Business** – None

**Good of the Order** – Colleen Busch thanked the crew that went to the Blast Weekend.

**Pay Bills** – Colleen Busch made a motion to pay the bills. Joe Van Meter seconded the motion. The motion carried unanimously.

**Adjourn** – President Betty Hart declared the meeting adjourned at 6:29pm.

Respectfully submitted,

Kevin Clark  
Secretary



## MEMORANDUM

To: Board of Directors  
Thru: Ryan Russell, Fire Chief  
From: Brian Butler, Operations Chief  
Date: October 8<sup>th</sup>, 2024  
Subject: Second Reading Policies:  
2.09 Minimum Volunteer Requirements  
2.10 LOSAP  
7.370 Non-Response Volunteer

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Issue:

The above two policies and one job description have been reviewed by legal staff. At the September 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 two clean copies of the policies.

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 two policies and one job description as delivered.

## ADMINISTRATIVE POLICY

Number: 2.09  
Effective: 01/18/2011  
Revised: 10/15/24

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Division: Administrative

Title: Volunteer Minimum Participation Requirements

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### PURPOSE

To establish minimum participation requirements for the Keizer Volunteer Firefighters.

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### SCOPE

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

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### RESPONSIBILITY

It is each individual Volunteer's responsibility to comply with this policy. Failure to comply with this policy will result in disciplinary action, up to and including termination.

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### 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 shift and complete twelve duty shifts per quarter. Individuals who are unable to be assigned to a duty shift will be considered on a case-by-case basis.
2. Participate in at least 3 extracurricular activities per quarter, which are approved 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. Attend at least 3 training sessions per quarter. Some training sessions are team-based and include specific scheduled resources and cannot be made up individually. Make-up of a missed training must be coordinated with your assigned officer. Qualifying alternatives to scheduled training sessions may include: Scheduled monthly training sessions/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. Maintain at least 75% attendance at KVFA business meetings per quarter. Attendance will be recorded by the KVFA Secretary or their designee and provided to the KFD-KVFA ombudsman for posting into Target Solutions.
- B. Any volunteer firefighter not meeting minimum participation requirements in a quarter will be reminded of the requirements by a Fire District representative. The volunteer firefighter will be asked to increase their participation to minimum levels for the subsequent quarter.
    - 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 their assigned Officer apprised of the injury/illness and a projected return to shift date.
  - C. If a volunteer firefighter fails to meet the minimum participation requirements after being notified, or does not inform the District of any status changes, the Fire District may choose to release the volunteer firefighter.
  - D. 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".
  - E. Based on the annual Fire District budget, Volunteer Firefighters who meet minimum participation, maintain certifications and are in good standing, shall receive a quarterly stipend of \$150.00.

APPROVED BY THE BOARD OF DIRECTORS

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President, Board of Directors

\_\_\_\_\_  
Date

Review/Revision History:

Revision: 11/17/15

Revision: 10/16/18



## ADMINISTRATIVE POLICY

Number: 2.10  
Effective: 01/18/11  
Revised: 10/15/24

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DIVISION: Administrative

TITLE: Length of Service Awards Program (LOSAP)  
Minimum Participation Requirements

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### PURPOSE

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

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### SCOPE

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

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### 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 Volunteers to follow this policy.

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### PROCEDURE

- A. Volunteer Firefighters must meet the following minimum qualifications in order to receive quarterly contributions to their LOSAP account. A Volunteer Firefighter must meet these criteria quarterly:

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. They will be provided enrollment information regarding the program during the quarter after achieving eligibility. The Volunteer Firefighter becomes vested after five years in the program (eight years total).

2. Work 12 Duty Shifts per quarter.
  - i. See Administrative Policy 2.09 for guidance
3. Participate in at least 3 extracurricular activities per quarter.
  - i. See Administrative Policy 2.09 for guidance
4. Attend at least 3 training sessions per quarter.
  - i. See Administrative Policy 2.09 for guidance
5. Attend at least 75% of KFVA business meetings per quarter.
  - i. See Administrative Policy 2.09 for guidance
6. Maintain qualifications as outlined in the Volunteer Firefighter position description.

B. LOSAP Reimbursement

1. The District will make quarterly contributions to the Volunteer Firefighters account if they have met 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.



**Keizer Fire District**  
**Cash Position Statement**  
**As of September 30, 2024**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	09/30/2024	31112	Polk County Fire Distric...			900.00	499,580.22
Bill Pmt -Check	09/30/2024	31113	Professional Benefit Ser...	Plan Fee		115.00	499,465.22
Bill Pmt -Check	09/30/2024	31114	Rutter, Josh	Conference- Per Diem		188.00	499,277.22
Bill Pmt -Check	09/30/2024	31115	Salem Fire Alarm, Inc.	Alarm Monitoring		270.00	499,007.22
Bill Pmt -Check	09/30/2024	31116	Schurter Trucking LLC			13,763.60	485,243.62
Bill Pmt -Check	09/30/2024	31117	Skyline Ford, Inc.	PO #2024-260		520.64	484,722.98
Bill Pmt -Check	09/30/2024	31118	Standard Insurance Co...	Life & Disability Insurance		4,321.69	480,401.29
Bill Pmt -Check	09/30/2024	31119	Stryker Sales Corporation	PO #090224-2200		3,316.70	477,084.59
Bill Pmt -Check	09/30/2024	31120	Sunderland, Jacquelynn	Conference- Per Diem		484.00	476,600.59
General Jour...	09/30/2024	2024...		Payroll		336,390.89	140,209.70
General Jour...	09/30/2024	2024...		Josh Hill #7078		4,573.60	135,636.10
General Jour...	09/30/2024	2024...		Fernando Jaime-Zavala- #7078		2,962.88	132,673.22
General Jour...	09/30/2024	2024...		IRS		2,534.32	130,138.90
General Jour...	09/30/2024	2024...		Oregon Dept of Revenue		782.00	129,356.90
General Jour...	09/30/2024	2024...		HRA Veba #7079		13,500.00	115,856.90
General Jour...	09/30/2024	2024...		IAFF Local 3881 #7080		5,032.00	110,824.90
General Jour...	09/30/2024	2024...		KFD Cafeteria #7081		1,407.60	109,417.30
General Jour...	09/30/2024	2024...		PenServ #7082		1,822.94	107,594.36
General Jour...	09/30/2024	2024...		Valic #7083		36,674.37	70,919.99
General Jour...	09/30/2024	2024...		Child Support		329.00	70,590.99
General Jour...	09/30/2024	2024...		IRS		144,801.04	(74,210.05)
General Jour...	09/30/2024	2024...		Oregon Dept of Revenue		37,251.00	(111,461.05)
Total 1012 · Umpqua Bank- Checking					900,515.29	1,080,815.16	(111,461.05)
<b>1015 · LGIP- Bond</b>							739,147.51
General Jour...	09/30/2024	2024...		Interest Rec'd	3,210.09		742,357.60
Total 1015 · LGIP- Bond					3,210.09		742,357.60
<b>1020 · Petty Cash</b>							200.00
Total 1020 · Petty Cash							200.00
<b>1120 · LGIP</b>							2,206,542.70
General Jour...	09/05/2024	1674		LGIP	10,728.25		2,217,270.95
General Jour...	09/05/2024	1674		LGIP	748.65		2,218,019.60
General Jour...	09/11/2024	1669		LGIP transfer to Checking		125,000.00	2,093,019.60
General Jour...	09/25/2024	2024...		LGIP Transfer to Checking		300,000.00	1,793,019.60
General Jour...	09/30/2024	2024...		Interest	8,168.51		1,801,188.11
General Jour...	09/30/2024	2024...		Interest	152.93		1,801,341.04
General Jour...	09/30/2024	2024...		Interest	674.71		1,802,015.75
Total 1120 · LGIP					20,473.05	425,000.00	1,802,015.75
<b>TOTAL</b>					<b>924,198.43</b>	<b>1,991,005.98</b>	<b>2,050,143.71</b>

**Keizer Fire District**  
**Financial Report- All**  
09/30/2024

	Sep 24	YTD	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Taxes, Current Year	6,788.46	49,066.02	7,003,029.00	-6,953,962.98	0.7%
4020 · Taxes, Prior Year	4,688.44	19,061.88	72,500.00	-53,438.12	26.29%
4030 · Taxes, 911 Excise	0.00	32,215.84	136,392.00	-104,176.16	23.62%
4100 · EMS Revenue	-190.82	442,599.92	3,200,000.00	-2,757,400.08	13.83%
4120 · Capitol Fire Med	0.00	5,221.10	32,000.00	-26,778.90	16.32%
4140 · Interest & Dividends	12,206.24	45,386.40	139,500.00	-94,113.60	32.54%
4150 · Miscellaneous	220.75	10,132.78	58,000.00	-47,867.22	17.47%
4156 · Conflagration Reimbursement	147,598.54	274,766.27	100,000.00	174,766.27	274.77%
<b>Total 4000 · Revenue</b>	<b>171,311.61</b>	<b>878,450.21</b>	<b>10,741,421.00</b>	<b>-9,862,970.79</b>	<b>8.18%</b>
9050 · Transfer In From General Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
<b>Total Income</b>	<b>171,311.61</b>	<b>878,450.21</b>	<b>10,841,421.00</b>	<b>-9,962,970.79</b>	<b>8.1%</b>
<b>Expense</b>					
<b>5000 · Personal Services</b>					
5001 · Salaries & Wages	404,864.47	1,242,703.39	5,154,669.00	-3,911,965.61	24.11%
5070 · Board Members	0.00	0.00	4,875.00	-4,875.00	0.0%
5080 · Overtime	116,937.44	429,119.65	510,000.00	-80,880.35	84.14%
5082 · Longevity Incentive	3,045.45	9,211.18	26,266.00	-17,054.82	35.07%
5083 · Leave Payoff	7,747.29	41,757.08	149,500.00	-107,742.92	27.93%
5084 · Wellness Incentive	0.00	5,800.00	7,400.00	-1,600.00	78.38%
5085 · Education Incentive	2,625.00	7,725.00	30,600.00	-22,875.00	25.25%
5090 · Volunteer Program	0.00	85.00	68,915.00	-68,830.00	0.12%
5110 · Payroll Tax Soc. Sec. (FICA)	39,540.18	130,433.71	452,877.00	-322,443.29	28.8%
5115 · State Unemployment Tax (SUTA)	527.69	1,715.25	6,510.00	-4,794.75	26.35%
5119 · Workers' Compensation Tax	123.40	374.27	2,857.00	-2,482.73	13.1%
5120 · Workers' Compensation	22,767.65	180,767.86	175,000.00	5,767.86	103.3%
5125 · Health and Dental Insurance	97,990.03	258,622.54	1,091,490.00	-832,867.46	23.69%
5126 · Medical Savings Plan (HRA Veba)	13,500.00	39,750.00	156,000.00	-116,250.00	25.48%
5127 · Cafeteria Plan Administration	115.00	345.00	1,400.00	-1,055.00	24.64%
5130 · Life & Disability Insurance	4,321.69	26,676.64	109,132.00	-82,455.36	24.44%
5135 · Retirement (PERS)	175,746.28	477,218.48	1,866,517.00	-1,389,298.52	25.57%
5137 · Deferred Compensation Match	9,585.75	28,605.70	119,410.00	-90,804.30	23.96%
5210 · Physical Exams	0.00	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%
<b>Total 5000 · Personal Services</b>	<b>899,437.32</b>	<b>2,882,330.75</b>	<b>9,955,873.00</b>	<b>-7,073,542.25</b>	<b>28.95%</b>
<b>6000 · Materials and Services</b>					
6010 · General Operating Expense	289.70	2,571.99	17,350.00	-14,778.01	14.82%
6015 · Dispatch 911	0.00	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	893.77	5,022.31	15,000.00	-9,977.69	33.48%
6035 · Apparatus Maintenance(Vehicles)	1,195.26	29,339.14	97,000.00	-67,660.86	30.25%

## Keizer Fire District Financial Report- All

	09/30/2024		Budget	\$ Over Budget	% of Budget
	Sep 24	YTD			
6040 · Equipment Maintenance	315.07	24,832.04	37,125.00	-12,292.96	66.89%
6062 · Furniture	140.00	1,319.97	14,500.00	-13,180.03	9.1%
6070 · Small Tools & FF Equip/Supplies	1,450.60	20,758.15	59,900.00	-39,141.85	34.66%
6073 · Building & Grounds Maintenance	13,520.86	16,775.56	49,175.00	-32,399.44	34.11%
6074 · Building Improvements	0.00	8,994.10	50,325.00	-41,330.90	17.87%
6075 · Radio Maintenance	213.23	14,053.63	64,800.00	-50,746.37	21.69%
6080 · Ladder & Hose Testing	6,319.50	8,019.50	8,700.00	-680.50	92.18%
6100 · Turnouts & Prot. Equipment	459.60	27,777.99	66,915.00	-39,137.01	41.51%
6137 · Uniforms	496.91	8,210.30	39,550.00	-31,339.70	20.76%
6145 · Supplies	950.84	2,842.23	12,000.00	-9,157.77	23.69%
6160 · Public Ed / Fire Prevention	449.75	572.11	9,500.00	-8,927.89	6.02%
6180 · Medical Supplies	12,502.22	36,917.01	158,000.00	-121,082.99	23.37%
6200 · District Meetings	147.66	216.54	1,500.00	-1,283.46	14.44%
6210 · District Events	200.00	418.64	8,000.00	-7,581.36	5.23%
6300 · Utilities	3,319.05	13,069.27	59,750.00	-46,680.73	21.87%
6400 · Fuel Expense	7,302.89	10,017.29	47,250.00	-37,232.71	21.2%
6505 · Communications	2,025.37	7,515.87	76,534.00	-69,018.13	9.82%
6600 · Training	2,307.81	6,177.73	72,000.00	-65,822.27	8.58%
6605 · Training Supplies	45.00	543.67	8,650.00	-8,106.33	6.29%
6620 · Water Rescue	129.95	249.20	3,000.00	-2,750.80	8.31%
6622 · Health & Fitness Supplies	0.00	979.96	2,800.00	-1,820.04	35.0%
6704 · Computer/Network Expenses	1,018.98	3,655.50	40,350.00	-36,694.50	9.06%
6707 · Office Supplies	547.18	925.30	7,600.00	-6,674.70	12.18%
6710 · Insurance & Fidelity Bond	0.00	607.00	70,000.00	-69,393.00	0.87%
6715 · Publicity/Advertising	0.00	1,612.76	6,370.00	-4,757.24	25.32%
6720 · Printing and Publishing	85.90	85.90	2,600.00	-2,514.10	3.3%
6727 · Dues/Subscriptions/Fees-Career	9,913.16	24,831.17	436,909.00	-412,077.83	5.68%
6750 · Other Professional Services	10,805.50	24,491.30	102,000.00	-77,508.70	24.01%
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%
<b>Total 6000 · Materials and Services</b>	<b>77,045.76</b>	<b>404,068.13</b>	<b>2,466,329.00</b>	<b>-2,062,260.87</b>	<b>16.38%</b>
7000 · Capital Outlay	0.00	3,657.01	70,000.00	-66,342.99	5.22%
8200 · Bond Capital Projects Expend.	0.00	0.00	762,389.00	-762,389.00	0.0%
9000 · Transfers and/or Miscellaneous	160,000.00	160,000.00	405,265.00	-245,265.00	39.48%
<b>Total Expense</b>	<b>1,136,483.08</b>	<b>3,450,055.89</b>	<b>13,659,856.00</b>	<b>-10,209,800.11</b>	<b>25.26%</b>



**Keizer Fire District**  
**General Fund- Admin**  
**09/30/2024**

TOTAL

	Sep 24	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
<b>Exp Expense</b>					
<b>5000 · Personal Services</b>					
5001 · Salaries & Wages	52,600.68	161,463.84	650,767.00	-489,303.16	24.81%
5070 · Board Members	0.00	0.00	4,875.00	-4,875.00	0.0%
5080 · Overtime	4,348.18	44,575.03	20,000.00	24,575.03	222.88%
5082 · Longevity Incentive	856.51	2,569.53	0.00	2,569.53	100.0%
5083 · Leave Payoff	7,499.21	14,947.96	84,500.00	-69,552.04	17.69%
5085 · Education Incentive	450.00	1,350.00	7,200.00	-5,850.00	18.75%
5110 · Payroll Tax Soc. Sec. (FICA)	4,134.55	16,242.12	56,259.00	-40,016.88	28.87%
5115 · State Unemployment Tax (SUTA)	65.10	223.23	807.00	-583.77	27.66%
5119 · Workers' Compensation Tax	6.62	25.35	275.00	-249.65	9.22%
5120 · Workers' Compensation	22,767.65	180,767.86	175,000.00	5,767.86	103.3%
5125 · Health and Dental Insurance	4,980.63	21,809.89	93,152.00	-71,342.11	23.41%
5126 · Medical Savings Plan (HRA Veba)	1,250.00	3,750.00	15,000.00	-11,250.00	25.0%
5127 · Cafeteria Plan Administration	115.00	345.00	1,400.00	-1,055.00	24.64%
5130 · Life & Disability Insurance	508.90	3,281.18	13,514.00	-10,232.82	24.28%
5135 · Retirement (PERS)	22,912.79	67,921.32	227,678.00	-159,756.68	29.83%
5137 · Deferred Compensation Match	3,605.91	10,817.73	47,172.00	-36,354.27	22.93%
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%
<b>Total 5000 · Personal Services</b>	<b>126,101.73</b>	<b>530,090.04</b>	<b>1,401,599.00</b>	<b>-871,508.96</b>	<b>37.82%</b>
<b>6000 · Materials and Services</b>					
6010 · General Operating Expense	59.70	2,341.99	17,350.00	-15,008.01	13.5%
6015 · Dispatch 911	0.00	100,665.00	402,660.00	-301,995.00	25.0%
6025 · Civil Service Expense	0.00	3,678.54	15,000.00	-11,321.46	24.52%
6062 · Furniture	140.00	1,319.97	14,500.00	-13,180.03	9.1%
6073 · Building & Grounds Maintenance	13,520.86	16,775.56	49,175.00	-32,399.44	34.11%
6074 · Building Improvements	0.00	8,994.10	50,325.00	-41,330.90	17.87%
6145 · Supplies	950.84	2,842.23	12,000.00	-9,157.77	23.69%
6200 · District Meetings	147.66	216.54	1,500.00	-1,283.46	14.44%
6210 · District Events	200.00	418.64	8,000.00	-7,581.36	5.23%
6300 · Utilities	3,319.05	13,069.27	59,750.00	-46,680.73	21.87%
6505 · Communications	1,032.77	6,523.27	76,534.00	-70,010.73	8.52%
6704 · Computer/Network Expenses	1,018.98	3,655.50	40,350.00	-36,694.50	9.06%
6707 · Office Supplies	547.18	925.30	7,600.00	-6,674.70	12.18%
6710 · Insurance & Fidelity Bond	0.00	607.00	70,000.00	-69,393.00	0.87%
6715 · Publicity/Advertising	0.00	1,612.76	5,870.00	-4,257.24	27.48%
6720 · Printing and Publishing	85.90	85.90	2,600.00	-2,514.10	3.3%
6727 · Dues/Subscriptions/Fees-Career	1,404.82	2,534.82	14,825.00	-12,290.18	17.1%
6750 · Other Professional Services	10,805.50	24,491.30	92,000.00	-67,508.70	26.62%
6780 · Election Expense	0.00	0.00	15,000.00	-15,000.00	0.0%
<b>Total 6000 · Materials and Services</b>	<b>33,233.26</b>	<b>190,757.69</b>	<b>955,039.00</b>	<b>-764,281.31</b>	<b>19.97%</b>
<b>9000 · Transfers and/or Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>-120,000.00</b>	<b>0.0%</b>
<b>Tot: Total Expense</b>	<b>159,334.99</b>	<b>720,847.73</b>	<b>2,476,638.00</b>	<b>-1,755,790.27</b>	<b>29.11%</b>

**Keizer Fire District**  
**General Fund- Operations**  
 09/30/2024

	<u>Sep 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense</b>					
<b>5000 · Personal Services</b>					
5001 · Salaries & Wages	341,265.69	1,046,943.39	4,369,193.00	-3,322,249.61	23.96%
5080 · Overtime	102,858.63	351,145.13	450,000.00	-98,854.87	78.03%
5082 · Longevity Incentive	2,114.10	6,342.29	26,266.00	-19,923.71	24.15%
5083 · Leave Payoff	248.08	24,654.40	60,000.00	-35,345.60	41.09%
5084 · Wellness Incentive	0.00	5,600.00	7,200.00	-1,600.00	77.78%
5085 · Education Incentive	2,025.00	5,925.00	21,600.00	-15,675.00	27.43%
5110 · Payroll Tax Soc. Sec. (FICA)	33,805.67	108,780.71	382,305.00	-273,524.29	28.45%
5115 · State Unemployment Tax (SUTA)	441.68	1,421.30	5,497.00	-4,075.70	25.86%
5119 · Workers' Compensation Tax	112.93	337.45	2,530.00	-2,192.55	13.34%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	92,169.08	234,291.69	988,845.00	-754,553.31	23.69%
5126 · Medical Savings Plan (HRA Veba)	12,000.00	35,250.00	138,000.00	-102,750.00	25.54%
5130 · Life & Disability Insurance	3,707.21	22,523.75	92,184.00	-69,660.25	24.43%
5135 · Retirement (PERS)	144,089.40	389,023.87	1,579,716.00	-1,190,692.13	24.63%
5137 · Deferred Compensation Match	5,643.07	16,777.66	68,197.00	-51,419.34	24.6%
5210 · Physical Exams	0.00	1,420.00	10,450.00	-9,030.00	13.59%
<b>Total 5000 · Personal Services</b>	<b>740,480.54</b>	<b>2,250,436.64</b>	<b>8,201,983.00</b>	<b>-5,951,546.36</b>	<b>27.44%</b>
<b>6000 · Materials and Services</b>					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	1,195.26	29,339.14	97,000.00	-67,660.86	30.25%
6040 · Equipment Maintenance	315.07	24,832.04	37,125.00	-12,292.96	66.89%
6070 · Small Tools & FF Equip/Supplies	1,450.60	20,758.15	59,900.00	-39,141.85	34.66%
6075 · Radio Maintenance	213.23	14,053.63	64,800.00	-50,746.37	21.69%
6080 · Ladder & Hose Testing	6,319.50	8,019.50	8,700.00	-680.50	92.18%
6100 · Turnouts & Prot. Equipment	459.60	27,777.99	66,915.00	-39,137.01	41.51%
6137 · Uniforms	496.91	8,210.30	39,300.00	-31,089.70	20.89%
6160 · Public Ed / Fire Prevention	449.75	572.11	9,500.00	-8,927.89	6.02%
6180 · Medical Supplies	12,502.22	36,917.01	158,000.00	-121,082.99	23.37%
6400 · Fuel Expense	7,302.89	10,008.79	47,250.00	-37,241.21	21.18%
6620 · Water Rescue	129.95	249.20	3,000.00	-2,750.80	8.31%
6622 · Health & Fitness Supplies	0.00	329.96	2,800.00	-2,470.04	11.78%
6727 · Dues/Subscriptions/Fees-Career	8,462.09	14,565.00	411,505.00	-396,940.00	3.54%
6750 · Other Professional Services	0.00	0.00	10,000.00	-10,000.00	0.0%
<b>Total 6000 · Materials and Services</b>	<b>39,297.07</b>	<b>195,632.82</b>	<b>1,027,295.00</b>	<b>-831,662.18</b>	<b>19.04%</b>
7000 · Capital Outlay	0.00	3,657.01	20,000.00	-16,342.99	18.29%
9000 · Transfers and/or Miscellaneous	160,000.00	185,000.00	100,000.00	85,000.00	185.0%
<b>Total Expense</b>	<b>939,777.61</b>	<b>2,634,726.47</b>	<b>9,349,278.00</b>	<b>-6,714,551.53</b>	<b>28.18%</b>

**Keizer Fire District**  
**General Fund- Training**  
 09/30/2024

	<u>Sep 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense</b>					
<b>5000 · Personal Services</b>					
5001 · Salaries & Wages	10,998.10	34,296.16	134,709.00	-100,412.84	25.46%
5080 · Overtime	9,730.63	33,399.49	40,000.00	-6,600.51	83.5%
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	450.00	1,800.00	-1,350.00	25.0%
5090 · Volunteer Program	0.00	85.00	68,915.00	-68,830.00	0.12%
5110 · Payroll Tax Soc. Sec. (FICA)	1,599.96	5,410.88	14,313.00	-8,902.12	37.8%
5115 · State Unemployment Tax (SUTA)	20.91	70.72	206.00	-135.28	34.33%
5119 · Workers' Compensation Tax	3.85	11.47	52.00	-40.53	22.06%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	840.32	2,520.96	9,493.00	-6,972.04	26.56%
5126 · Medical Savings Plan (HRA Veba)	250.00	750.00	3,000.00	-2,250.00	25.0%
5130 · Life & Disability Insurance	105.58	871.71	3,434.00	-2,562.29	25.39%
5135 · Retirement (PERS)	8,744.09	20,273.29	59,123.00	-38,849.71	34.29%
5137 · Deferred Compensation Match	336.77	1,010.31	4,041.00	-3,030.69	25.0%
5210 · Physical Exams	0.00	0.00	8,005.00	-8,005.00	0.0%
<b>Total 5000 · Personal Services</b>	<b>32,780.21</b>	<b>101,504.71</b>	<b>352,291.00</b>	<b>-250,786.29</b>	<b>28.81%</b>
<b>6000 · Materials and Services</b>					
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	2,307.81	6,177.73	72,000.00	-65,822.27	8.58%
6605 · Training Supplies	45.00	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	46.25	7,731.35	10,579.00	-2,847.65	73.08%
<b>Total 6000 · Materials and Services</b>	<b>2,399.06</b>	<b>14,452.75</b>	<b>92,479.00</b>	<b>-78,026.25</b>	<b>15.63%</b>
<b>Total Expense</b>	<b>35,179.27</b>	<b>115,957.46</b>	<b>444,770.00</b>	<b>-328,812.54</b>	<b>26.07%</b>

**Keizer Fire District  
 Reserve Fund  
 09/30/2024**

	<u>Sep 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4140 · Interest & Dividends	674.71	2,077.35	2,000.00	77.35	103.87%
<b>Total 4000 · Revenue</b>	<b>674.71</b>	<b>2,077.35</b>	<b>2,000.00</b>	<b>77.35</b>	<b>103.87%</b>
<b>9050 · Transfer In From General Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>-100,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>674.71</b>	<b>2,077.35</b>	<b>102,000.00</b>	<b>-99,922.65</b>	<b>2.04%</b>
<b>Expense</b>					
<b>7000 · Capital Outlay</b>					
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%
<b>Total 7000 · Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>-50,000.00</b>	<b>0.0%</b>
<b>9000 · Transfers and/or Miscellaneous</b>					
9034 · Reserved for Future Expenditure	0.00	0.00	185,265.00	-185,265.00	0.0%
<b>Total 9000 · Transfers and/or Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>185,265.00</b>	<b>-185,265.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>235,265.00</b>	<b>-235,265.00</b>	<b>0.0%</b>

**Keizer Fire District**  
**Capital Projects Fund**  
 09/30/2024

	<u>Sep 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4140 · Interest & Dividends	3,210.09	9,785.80	35,000.00	-25,214.20	27.96%
<b>Total 4000 · Revenue</b>	<u>3,210.09</u>	<u>9,785.80</u>	<u>35,000.00</u>	<u>-25,214.20</u>	<u>27.96%</u>
<b>Total Income</b>	<u>3,210.09</u>	<u>9,785.80</u>	<u>35,000.00</u>	<u>-25,214.20</u>	<u>27.96%</u>
<b>Expense</b>					
<b>6000 · Materials and Services</b>					
6070 · Small Tools & FF Equip/Supplies	0.00	0.00	0.00	0.00	0.0%
<b>Total 6000 · Materials and Services</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>8200 · Bond Capital Projects Expend.</b>					
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%
<b>Total 8200 · Bond Capital Projects Expend.</b>	<u>0.00</u>	<u>0.00</u>	<u>762,389.00</u>	<u>-762,389.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<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**  
 09/30/2024

	<u>Sep 24</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Taxes, Current Year	441.19	3,219.16	374,016.00	-370,796.84	0.86%
4020 · Taxes, Prior Year	307.46	1,242.38	2,500.00	-1,257.62	49.7%
4140 · Interest & Dividends	152.93	436.19	2,500.00	-2,063.81	17.45%
<b>Total 4000 · Revenue</b>	<u>901.58</u>	<u>4,897.73</u>	<u>379,016.00</u>	<u>-374,118.27</u>	<u>1.29%</u>
<b>Total Income</b>	<u>901.58</u>	<u>4,897.73</u>	<u>379,016.00</u>	<u>-374,118.27</u>	<u>1.29%</u>
<b>Expense</b>					
<b>6000 · Materials and Services</b>					
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%
<b>Total 6000 · Materials and Services</b>	<u>0.00</u>	<u>0.00</u>	<u>391,516.00</u>	<u>-391,516.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<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

October 2024

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## Activities and Projects:

### ➤ Keizer Fire District Website

- We are very limited in the changes we can make and the control we have over our current website. In the past, we have accepted these limitations due to the affordability of our current site.
- We continue to explore our options and weigh the cost vs. benefit of the available resources.
- Josh is meeting with vendors and evaluating potential solutions that will meet our needs.

### ➤ Staffing

- We are currently fully staffed! We have however received notice that one of our employees has accepted a conditional Job offer at Clackamas Fire; the start date is unknown at this time.
- I was honored to welcome our 10 newest members to the Fire District at our Keizer Fire pinning ceremony on Tuesday, October 8<sup>th</sup>. Friends, family, and co-workers were in attendance as we celebrated our newest members and the many years of service ahead of them.

### ➤ Open House

- The 2024 open house was well attended and the weather was wonderful. A special thank you to DFM Storms for organizing and executing yet another successful KFD Fire Prevention Open House. Thank you also to the staff and volunteers who visited with our community, helped set up, and stayed around to ensure everything was cleaned up and put away.

### ➤ Non-Response Volunteers

- Progress continues regarding our Non-Response Volunteer program. The second 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.

➤ Employee Handbook

- We are wrapping up our employee handbook project and should have it in presentable draft form soon. Built upon materials provided by SDAO on HR Answers, we have a strong foundation that will provide an additional resource for employees to access important District information.

➤ Safer/AFG Grants

- We have received notice that we were unsuccessful in our attempts for both a SAFER and an AFG grant. We will reexamine our process and consider applying again next year.

➤ Salem Fire

- I was able to have a good initial meeting with Chief Gerboth. We have established a standing monthly meeting to work on ways to better support each other on an individual, and an agency level. Our next meeting is at the beginning of November, I look forward to exploring the potential opportunities.

➤ 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.
- I have established a standing monthly meeting with Chief Gerboth of Salem Fire. I am hopeful we will continue to build a relationship that will allow us to work together in ways that will be of benefit to our communities.

➤ 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

October 2024 Board Meeting

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- **Ambulance Billing Items:**

- Our **September** financial reports from Systems Design show **\$881,043.60** in new charges with **327 billable calls** and a **deposited revenue** of **\$235,382.90**. Our A/R balance is **\$1,780,872.38**. Our net revenue from accounts in collections during **September** was **\$7,899.55**.

- **Capital FireMed Program Revenue:**

- **September** reports for Capital Fire Memberships revenue was **\$1,890.00** with 27 memberships.
- **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.

**Nothing new to report for GEMT;**

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 November 7, 2024.

**Previous news;** We received a deposit for **GEMT FFS for 2023 on 9/6/2024** of **\$132,881.41**.

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  
SEPTEMBER 2024**

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**Activity by Level of Service – Count / Gross Charges:**

ALS1 E	258	\$698,213.20
ALS2	8	\$22,155.30
BLS E	61	\$160,675.10
<b>TOTAL CALLS</b>	<b>327</b>	<b>\$881,043.60</b>

**Activity by Unit – Count / Gross Charges**

M35	110	\$295,244.10
M36	46	\$126,798.70
M37	137	\$367,680.70
M38	34	\$91,320.10
<b>Total</b>	<b>327</b>	<b>\$881,043.60</b>

**Transport mileage / Extra Attendant**

Extra Attendant During Transport: 17 @ \$117.00 = \$1,989
Transport Mileage: 1,942.80 @ \$47.00 = \$91,311.60

\*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

<b>Revenue</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
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	235,382.90
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	
<b>Total</b>	<b>1,385,269</b>	<b>1,801,442</b>	<b>1,592,014</b>	<b>1,713,946</b>	<b>1,727,562</b>	<b>2,104,053</b>	<b>2,306,705</b>	<b>2,660,724</b>	<b>833,805</b>
<b>Mon/Avg</b>	<b>115,439</b>	<b>150,120</b>	<b>132,668</b>	<b>142,829</b>	<b>143,964</b>	<b>175,338</b>	<b>192,225</b>	<b>221,727</b>	<b>277,935</b>
<b>Variance</b>	<b>19%</b>	<b>30%</b>	<b>-12%</b>	<b>8%</b>	<b>1%</b>	<b>22%</b>	<b>10%</b>	<b>15%</b>	<b>25%</b>

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

October 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. Stone Spangle
08. William Meadows
09. Titus Spangle
10. Brandon Ragsdale
11. Ryan Redman-Brown

#### Non-Response Volunteer

Status; Policy and job description in review

#### Community Risk Reduction program (CRR)

CRR continues to progress, we have increased the number of resources who are partnering to provide the community with assistance.

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.

9/25 Claggett Creek Middle School guest speaker

9/30 Met with Salem-Keizer Safe Routes to School

#### October Meetings:

- 10/01 6:30pm GNEKNA meeting
- 10/03 6:30 SEKNA meeting
- 10/07 6pm Fire District Open House
- 10/08 0830 District staff meeting, 7pm CERT meeting
- 10/10 7pm WKNA meeting
- 10/14 6pm KVFA meeting
- 10/15 5:30pm District Board meeting
- 10/16 7pm NWKNA meeting
- 10/21 City Council meeting
- 10/29 11am Keizer Emergency Management meeting
- TBD guest speaker at Whiteaker Middle School

Respectfully Submitted,

Hector Blanco

Administrative Division Chief

# OPERATIONS MONTHLY REPORT

## October 2024

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September 2024 Total Incidents – 501  
YTD – 5374

September 2023 Total Incidents – 614  
YTD – 5038

September 2022 Total Incidents – 545  
YTD – 4663

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Continuous Code 3 “ALL” <= 6 minutes – 64, Average Response Time: 00:04:07

Continuous Code 3 “ALL” > 6 minutes – 3, Average Response Time: 00:06:57

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JULY 2024 RESPONSE TIME STANDARD – 95.5%

2024 YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 94.2%

### **Operations Projects:**

- Operational Staffing/Hiring: We have hired Shailynn Pierce as a Paramedic on C-shift. Shailynn has two years of Paramedic experience out of PacWest Ambulance. She will start her career here on November 1<sup>st</sup>. With the hiring of Shailynn, I am happy to say, that we are now 100% staffed.

And...we have just received word that we will be losing one Firefighter/Paramedic to Clackamas Fire. We are unsure of a start date for that employee, however we will again begin looking for a Paramedic to fill an open slot while we work on a promotional exam for Paramedic to Firefighter/Paramedic.

- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In September Engine 725, from Marion County Fire District #1, handled 33 calls in the North end of Keizer that would have usually been handled by our engine company. This decreased the work load on our engine by 1.0 call per shift. Engine 355 had 261 calls for the month of September, without the relief of E725, they would have responded to 294 calls. This is a decrease in work load of 11% for our engine company.

- Policy/Guideline Manual Project: This project continues to move forward. We are on pace to be wrapped up well before June 30<sup>th</sup>. The Board will see three policies for a first reading this month. There are two policies and one job description for a second reading.
- Conflagrations: The conflagration season is wrapping up. For us it was a record year with Keizer Fire District participating in 17 conflagrations and/or immediate responses. As you may recall, we have several personnel that service on the Oregon State Fire Marshal's Office Incident Management Teams (IMT). Engineer Casey Finnerty, Lieutenant Matt Dryden and Captain Andrew Alderson all serve on the Communications teams. Battalion Chief Rachel Brozovich serves as a Public Information Officer for the IMT.

We are getting reimbursements from the State at a rather quick pace. The conflagrations/immediate responses with their associated billing is as follows:

<u>Conflagration</u>	<u>Vehicle Reimb.</u>	<u>Total Billed</u>
Darlene 3	\$4,093.65	\$18,787.41
Larch Creek	\$17,006.25	\$64,063.19
Cow Valley	\$8,741.25	\$44,317.13
Falls Fire	\$12,208.50	\$43,400.69
Lone Rock	\$22,376.80	\$104,197.85
Durkee IR	\$1,427.25	\$6,431.98
Durkee Fire	\$15,005.25	\$61,740.35
Pilot Rock Fire	\$3,394.35	\$10,577.44
Elk Lane Fire	\$5,592.15	\$23,510.62
Town Gulch Fire	\$13,894.85	\$51,717.64
Lee Falls Fire	\$1,651.00	\$4,166.46
Dixon Fire	\$5,711.85	\$21,229.51
Copperfield Fire	\$4,732.65	\$20,131.67
Bowman Wells Fire	\$0.00	\$4,487.59
Rail Ridge Fire	\$34,345.20	\$133,364.44
Telephone Fire	\$4,415.85	\$15,656.06
Service Fire	\$3,452.80	\$16,382.16
<b>Total</b>	<b>\$158,049.65</b>	<b>\$644,162.19</b>

### Maintenance Projects:

- Facilities: Routine care and maintenance continue to be completed by staff as time allows:
  - The front lawn is in the process of repair and reseeding.



- New air compressor installed in the shop
- Salem Fire Alarm performed annual maintenance on the alarm system
- Numerous regular maintenance items being taken care of by the folks in the maintenance division
  
- Apparatus:
  - Mobile radio in E355 has failed. It appears that the digital radios need to be calibrated on a regular basis. It is being repaired and we are looking to budget approximately \$5,000 next year to calibrate the remaining radios.

**Other Events, Activities and Meetings:**

- Sept. 4<sup>th</sup> thru 18<sup>th</sup> – was in the Czech Republic. Highly recommend the trip.
- Sept. 24<sup>th</sup> – Chiefs Meeting / Labor-Mgmt Meeting
- Sept. 25<sup>th</sup> – EMS QI Meeting
- Oct. 3<sup>rd</sup> – Meeting with Braun NW to discuss the ambulance build with the new rep
- Oct. 8<sup>th</sup> – All District Meeting / Pinning Ceremony

Respectfully,

*Brian Butler*

Division Chief

# VEHICLE MAINTENANCE REPORT

October 2024  
(09/01/2024 – 09/30/24)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes</u>
	Month	Year to Date	
<b><u>Medics</u></b>			
2001 (M35)	0	25	
2002 (M36)	9	191	Air Compressor/DEF Header (O)
1501 (M37)	0	183	
1601 (M38)	0	611.5	
<b><u>Engines</u></b>			
1711 (E355)	95	426.5	Engine leak repair (O)
1712 (E365)	0	42.5	
2111 (E375)	0	70	
0411 (E385)	0	268	
<b><u>Other</u></b>			
9221 (L358)	84	222	Transmission Repair (O)
1731 (SQ359)	0	9	
2141 (BR358)	0	7	
1741 (BR365)	0	2	
1641 (UTV368)	0	0	
1651 (BC35)	0	1.5	Annual PM (O)
1652 (BC36)	0	1.5	
<b><u>Staff Vehicles</u></b>			
0851 (U394)	0	0	
2151 (U354)	3	3	Annual PM (O)
1653 (U374)	0	0	
0951 (U384)	0	0	
2451 (C351)	0	7	

## Repair/Maintenance Events:

\*\*\*Note\*\*\* (I) Indicates In-House Repair  
(O) Indicates Outside Vendor Repair

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

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**September Training Highlights:**

**Fire:** DPSST Skid Truck Training. Nearly 30 employees were able to attend this valuable training, which included a closed course and a simulator to prepare drivers for adverse road conditions.

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

**SWR:** Our water rescue team completed multiple days of joint training with Salem Fire's team.

**Scheduled October Training:**

**Fire:** Crews will participate in several response area specific training evolutions. Crews will be touring the Covanta plant in Brooks alongside Marion County personnel to gain better situational awareness at the location and pre-plan for fire response. Later this month, Cherriots will be providing training on their new Battery Electric Bus (BEB) Emergency Response Guidelines. This will allow crews a chance to familiarize themselves with and gain an understanding of fire responses on the new electric bus fleet.

**EMS:** Crews will complete training on new stroke updates and review 12-lead ECG interpretation.

**Upcoming Training:** Multi-company evolutions at Brooks Regional Training Facility are booked for December, and recertifying EMS courses are scheduled for the first few months of 2025. Additionally, we've reserved DPSST's ventilation prop, car fire simulator, and Mayday course.

**Meetings and Activities:**

Training Committee: No scheduled meeting.

Chemeketa Fire Advisory Committee: Chief Butler will attend the next meeting, as I will be at training.

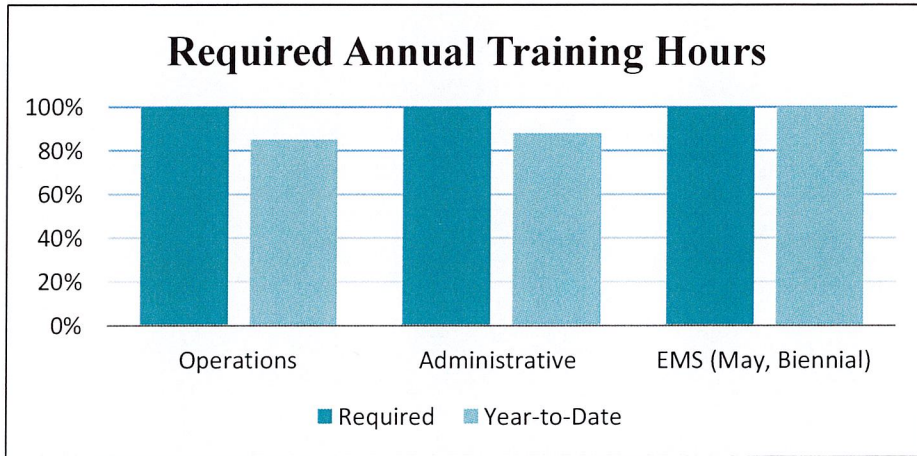
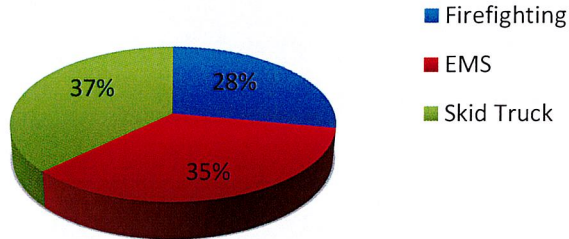
Mid-Willamette Fire Instructors Association (MWFIA): Missed meeting due to fire deployments.

OSFM Blue Incident Management Team: Deployed to Rail Ridge Fire September 6<sup>th</sup> – 14<sup>th</sup>.

Other: I will be out of the office October 17-30<sup>th</sup> to attend training at the National Fire Academy.

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

**September Training  
Total Hours: 412**



**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	1,728 hours
			2,028 hours
Additional category for 2024: ISO Required Training (impacts rating and grant eligibility).	241 department hours (9 categories)	N/A	241 hours

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

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**Volunteer Program:**

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

Fire District Student and Resident Volunteer (RV) Program: Two new Residents, William Meadows and Ryan Redman-Brown have started with the district. Meadows is a first year fire student and Redman-Brown is a graduate of the fire program who is currently completing his Paramedic degree. We also have one student, Jaime Zavala Fernando, who is in his second year of the fire program. Six fire interns from Chemeketa will complete their cooperative work experience (CWE) with us starting in early November.

**Health and Wellness Programs:**

Peer Fitness Committee: Annual Fitness assessments have been completed. We have multiple personnel participating on district teams for the Seattle Stairclimb for LLS (March 2025), and in the Carry the Load 100k distance challenge (December 2024). Crews will also be running a 5k "Turkey Trot" together on Thanksgiving morning.

Peer Support Team: Draft contact form and guideline under review.

Annual Physical Exams: No change from September. Required physicals remain mostly up to date and multiple operations personnel have completed the voluntary cardiac stress testing. The feedback on the revised physical and cardiac stress testing remains positive.

Respectfully submitted,

*Rachel Brozovich, Battalion Chief*

# Safety, Grants and Retention Report

## October 2024

**Safety:** This past month Lieutenant Thorne and I traveled to Bend for the Central Oregon Occupational Safety Conference. This conference covers a broad variety of topics and training for safety in all industries. We attended some great classes and brought useful information back to the fire district.

We also had another productive Safety meeting this month. We are working on a regular quarterly newsletter, updating the fire district "Emergency Procedures" manual and welcomed 2 new members to the committee. Tobias Klotz will be representing single role paramedics and Ryan Belcher will be representing the volunteers.

All "serious" items of concern found in our OSHA evaluation have been corrected and the documentation has been sent to OSHA. I will continue to fine tune the program as we go along. We are also working on district wide safety training for all members.

**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. This grant was unsuccessful. I will be in contact with FEMA to figure out how to make our grant applications more competitive if possible.
- **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. This grant was unsuccessful. I will be in contact with FEMA to figure out how to make our grant applications more competitive if possible.
- **Firehouse Subs:** The grant application opens today. I will be working on this application and getting it submitted as soon as possible.

**Retention:** We have not had another meeting. Our next meeting is scheduled for October 14<sup>th</sup>. More updates to come on this program.

**Diversity, Equity and Inclusion:** We have decided to have the Retention committee act as the DEI committee as well. It is already a very diverse group with every rank represented.

I met with a Chief from TVFR to discuss their DEI program components and implementation. It was very informative and he is providing me with excellent resources. They use a consulting firm out of Portland to help with their program. TVFR was kind enough to hold a spot for me in their upcoming 7 week training on DEI, so I will begin that next week.

**Staffing:** Captain Alderson and I continue to manage the fire district staffing. Despite a few injuries, we continue to keep things fully staffed and appreciate the willingness of our employees to help out the district.

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

October 2024

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## Fire & Life Safety

### *Inspections/code issues*

**Chemawa Apts** – Fire alarm and sprinkler testing has been completed. The last few items are being finished with occupancy planned for the first of November.

**Trail Ave Apartments**- All testing has been completed and many of the apartments are now occupied

**River Road Apartments** - Testing for Fire and Life Safety Systems has been completed, there are still items to be finished but residents will be moving in by November.

**Chemawa Station** – Basic infrastructure for Chemawa Station is completed and the shells of building are being constructed.

## Community Outreach

**Station Tours/Pub Ed** – We have several station tours scheduled for October and I'm scheduled to visit Cummings Elementary School on the 18<sup>th</sup>.

**Open House** – The open house on Monday night was a great success. We had 24 different agencies/groups staff a table and tell their safety story. Keizer Fire Foundation helped promote themselves by serving hot dogs to the crowd. Max, Keizer Police's K9 was rewarded with a hot dog for all of his hard work!

**Fire Alarm/Sprinkler Class** – Over the course of the three shifts I gave the crews a refresher concerning fire alarm systems, their components, troubleshooting systems and resetting them after activation.

**Salem Dog Rescue Calendar** – On Saturday, October 5<sup>th</sup>, 12 of our Paramedics and firefighter/paramedics took photos for the calendar. Funds raised from the purchasing of calendars will go to Salem Rescue dogs.

## Meetings Attended

- 9/17 – Single Exit Meeting
- 9/17 – Board Meeting
- 9/18 – Prevention Meeting
- 9/24 – ICS 400 Class
- 9/26 – OFMA Meeting
- 10/1 – Preap
- 10/1 – MVCSSC Meeting
- 10/4 – Prevention Meeting
- 10/2 – OBOA Meeting
- 10/2 – Grand Ronde Station Grand Opening
- 10/3 – OSFM CRA Meeting
- 10/5 – Salem Dog Photoshoot
- 10/7 – Fire Prevention Open House
- 10/8 – Staff Meeting
- 10/8 – Preap
- 10/9 – SKPS Meeting
- 10/9 – OFC Subcommittee Meeting





## MEMORANDUM

To: Board of Directors  
Thru: Ryan Russell, Fire Chief  
From: Brian Butler, Operations Chief  
Date: October 8<sup>th</sup>, 2024  
Subject: Policy First Readings

2.07 Taxable Fringe Benefits  
4.15 Mission-Vision-Values  
5.02 Use of District Staff Vehicles

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Please find attached the first readings for the policies listed above.

Policy 2.07 – Taxable Fringe Benefits – This policy has been reviewed by staff and legal counsel. Legal counsel only made one small addition at the end.

Policy 4.15 – Mission- Vision-Values – This policy has been reviewed by staff. Changes were made as a process of our policy updating, however staff determined that that should be the limit of the changes. This policy was created during a “Master Plan” review of the District and was a collaboration of management, career and volunteer staff. Staff thought it was appropriate to make the minor changes, but leave the body of the policy alone until it can be reviewed by the three groups at the next District planning time.

Policy 5.02 – Use of District Staff Vehicles – This policy was reviewed by staff and you will note several minor changes throughout the policy.

### Recommendation:

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

## OPERATIONAL ADMINISTRATIVE POLICY

Number: ~~6.18~~ 2.07

Effective: 11/19/19

Revised: 11/19/24

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DIVISION: Personnel

TITLE: Taxable Fringe Benefits

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### PURPOSE

To establish a policy regarding Taxable Fringe Benefits and De Minimis fringe benefits as required by the Internal Revenue Service and the Oregon Ethics Commission. The purpose of this policy is to clarify what types of benefits will be taxable to the employee as “compensation” and what types of benefits are not taxable, as well as provide guidance to employees about the use of District funds and resources.

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### SCOPE

This policy shall apply to all District career and volunteer employees, including Board Members, Civil Service Commission Members and Budget Committee Members.

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### RESPONSIBILITY

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

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### PROCEDURE

#### A. De Minimis Fringe Benefits

In general, a De Minimis fringe benefit is one for which, considering its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical. The following De Minimis benefits are excluded from taxable income under the Internal Revenue Code section 132(a)(4).

- Controlled, occasional employee use of photocopier
- Occasional snacks such as coffee or doughnuts
- Holiday gifts (unless over \$50 in a calendar year)
- Occasional meals or transportation benefits when employees must work overtime
- Flowers, fruits, books, etc. sent for special circumstances
- Personal use of a cell phone provided by employer primarily for business use

Whenever determining whether a benefit is De Minimis, you must always consider its frequency and its value. An essential element of a De Minimis benefit is that it is occasional or unusual in frequency. In addition, if a benefit is too large to be considered De Minimis, the entire value of the benefit is taxable to the employee. The IRS has ruled that any item with a value exceeding \$100 is not De Minimis. In addition, any item that is part of compensation is not De Minimis. Any item of cash, gift card, etc. is not De Minimis.

#### B. Taxable Fringe Benefits

Not all fringe benefits are De Minimis. Some fringe benefits are taxable as income to the employee. This means that the value of the benefit must be included in the employee's pay record and the employee will be taxed on that added value. This is true unless the law specifically excludes the particular fringe benefit from taxation. If the District determines that an employee has received a taxable fringe benefit, the value of the benefit will be included in the employee's total compensation and would be shown on a W-2 or 1099 at the end of each calendar year.

Taxable fringe benefits may include:

- Certain meals purchased with District Funds which are not reimbursed under the District's Accountable Reimbursement Plan or pre-approved by the District as necessary to conducting your job.
- Uniforms if worn non-incidentally while off-duty.
- Non-incidentally personal use of computers, laptops, iPad, etc. while off premises.
- Moving expenses
- Certain transportation expenses, parking, etc. unless reimbursed under the District's Accountable Reimbursement Plan.
- Certain Educational Assistance if over the federal exclusion limits and if not pre-approved by the District.
- Group Term Life Insurance of over \$50,000

#### C. Reimbursement of Employee Expenses.

Authorized expenses paid to employees pursuant to the District's Accountable Reimbursement Plan are not taxable to the employee as compensation. Instead, such amounts are merely a reimbursement to the employee for his or her pre-approved business-related expense. See the District's Accountable Reimbursement Plan for further details.

#### D. Meals. District funds may be used for meals in the following circumstances.

1. A District Chief Officer may participate in non-regularly scheduled or incidental meals for the purpose of conducting District business if such meals are directly related to District business. The Chief Officer's total non-regular expenditures for such meals/meetings shall not exceed \$1000 per year. These meals may be paid for by using a District credit card or by personally paying out of pocket and then being reimbursed

according to the District's Accountable Reimbursement Plan

2. Employee or volunteer on-site meals offered in conjunction with a planned and pre-approved District conference, meeting or event.

3. Employee or volunteer meals while traveling overnight on District pre-approved business.

4. The above employee/volunteer meals are hereby determined by the Board to be in furtherance of District business and District goals. As such, the employee or volunteer will not have the value of such meals included in their compensation as taxable income. The District may choose to reimburse the employee through its Accountable Reimbursement Plan for such meals, may pay for the meals and conference expenses directly or may provide a per diem allotment. The employee/volunteer must comply with all District policies for such reimbursement or per diem allotment. IRS Reg. Section 1.274(c) and (d).

In all cases meals shall not be paid for using a District credit card, but by personally paying out of pocket and then being reimbursed according to the District's Accountable Reimbursement Plan, **except as allowed under subsection D(1)**.

APPROVED BY THE BOARD OF DIRECTORS

\_\_\_\_\_  
President, Board of Director's

\_\_\_\_\_  
Date

## ~~OPERATIONAL~~ PERSONNEL POLICY

Number: 6-09 4.15  
Effective: 01/16/01  
Revised: ~~02/21/06~~ 11/19/24

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DIVISION: Personnel

TITLE: Mission/Vision/Values

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### PURPOSE

To establish a policy that describes the District's Mission, Vision and Values.

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### SCOPE

This policy shall apply to all District personnel.

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### RESPONSIBILITY

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

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### MISSION

The Keizer Fire District's mission statement is as follows:

To protect lives, property, and the environment through quality emergency response and community involvement.

The mission will be achieved by career and volunteer professionals committed to excellence and dedicated to service in fire prevention, emergency medical services, fire suppression, hazardous materials and natural disaster response.

## VISION

The Keizer Fire District's vision is as follows:

We will continually plan for and responsibly manage District resources to effectively and efficiently meet both current and future community needs.

We will plan for and utilize cost effective, technologically proven facilities, equipment, and apparatus consistent with community needs and District abilities.

We will plan for and maintain efficient and effective career and volunteer staffing levels and encourage programs that foster staff retention.

We will continue to deliver a quality of service that builds on the positive reputation we currently receive.

We will promote active, visible, and meaningful communications with our community and within our organization.

We will anticipate the community's changing demographics and growth and provide services that stay ahead of those changes.

We will encourage and support personal and professional training opportunities that increase proficiency and foster career growth.

We will create ongoing trust and mutual respect at all levels of the organization and throughout the community by performing reliably, professionally, honorably, and with integrity.

We will honor, respect, and encourage diversity within the organization and throughout the community.

We are accountable for our every action and act with compassion and empathy toward those in need.

We will actively explore and pursue funding options that support our mission, vision, and organizing principles and ensure that expenditures achieve expected results.

## VALUES

The Keizer Fire District values are as follows:

We genuinely believe in the basic values of trust, mutual respect, credibility, accountability, loyalty, compassion, and integrity.

Each member's active adherence to these values will build internal commitment and pride and external service of the highest order to our community.

In addition, we value each of the following:

Service Delivery

- High quality
- Compassion
- Empathy
- Courtesy
- Economy and efficiency

Teamwork

- Open, honest, and direct communication
- Fairness
- Recognition
- Support

Professionalism

- Equal, unbiased treatment
- Diversity
- Quality
- Credibility
- Innovation
- Consistency

APPROVED BY THE BOARD OF DIRECTORS

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

**Review/Revision History:**

**Revised: 02/21/06**

## OPERATIONAL POLICY

Number: ~~8.03~~ 5.02

Effective: 11/16/93

Revised: ~~05/15/07 \* 06/18/19~~ 11/19/24

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DIVISION: Equipment/Apparatus

TITLE: Use of District Staff Vehicles

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### PURPOSE

To establish a policy regarding the use of District staff vehicles.

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### SCOPE

This policy shall apply to all District personnel and staff vehicles, unless specifically noted.

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### RESPONSIBILITY

It is the responsibility of all District ~~person~~ **personnel** to comply with this policy.

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### PROCEDURE

#### A. General

It is the intent of the District to provide vehicles to District personnel for District business. This policy is established ~~to provide such a goal~~ **support this intent**.

#### B. Use of Vehicles

##### 1. District Business

The District will make every attempt possible to provide a District vehicle to individuals with a legitimate request to conduct official District business approved by a Chief Officer. All requests must be approved prior to the actual use. It may however not be possible to do in all cases. The authorized use of a personal vehicle to conduct District business will be reimbursed for actual miles traveled, in accordance with the current IRS mileage rate.



## 2. Stand-By

It is not the intent of the District to provide personnel with a District vehicle for stand-by or response from their residence during off-duty hours as part of its standard practices. Exceptions **may be made** in order to maintain adequate emergency response coverage for the District **and** must be approved by a Chief Officer. All requests must be approved in writing prior to actual use.

## 3. Vehicle Response

~~The~~ **O**perators of any District vehicle must follow all motor vehicle traffic laws whether responding to the fire station or an incident response. If the vehicle is equipped with emergency warning lights and siren, and their use is appropriate, the operator must be qualified to drive with emergency devices and must follow all established District operation guidelines (O.G. ~~10.01~~ **5.010**) ~~regarding their operation.~~

## 4. Fire Prevention Vehicle

~~The~~ **A** Fire Prevention vehicle may be provided to on-call fire prevention personnel, designated to perform fire investigations and code enforcement. The use of this vehicle may be necessary if call volume and type is anticipated to warrant its use. For example, multiple red flag days in a row, high risk days (the Fourth of July) or when enforcement of the fire code may be needed during off hours.

## 5. Fire Chief Vehicle

The Fire Chief is provided a District vehicle. The Fire Chief may elect to allow this vehicle to be used by other District personnel requiring transportation to conduct District business. Authorization prior to its use is required.

## 6. Passengers in District Vehicles

Personnel using District vehicles shall use discretion and good judgement in determining when non-District personnel are permitted as passengers. Non- District personnel are not allowed to ride in District vehicles when emergency warning lights and siren are in use, unless they are acting in an official capacity with the District and/or have a signed observer program release on file.

## 7. General Operation

All drivers of District vehicles shall have a valid State of Oregon driver's license. All occupants of District vehicles shall utilize seat belts when the vehicle is in motion. Smoking or vaping in District vehicles is prohibited. Personnel that receive a traffic citation while operating a District vehicle shall promptly notify the on-duty ~~Division~~ **Battalion** Chief and may be subject to disciplinary action up to and including termination.

APPROVED BY THE BOARD OF DIRECTORS

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

**Review/Revision History:**

Revision: 05/15/07

Revision: 06/18/19



## MEMORANDUM

To: Board of Directors  
Thru: Ryan Russell, Fire Chief  
From: Brian Butler, Operations Chief  
Date: October 3<sup>rd</sup>, 2024  
Subject: Readoption of NIMS

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### Summary:

Keizer Fire District is required to participate in the National Incident Management System (NIMS). NIMS provides a nationally recognized system to prevent, protect against, mitigate, respond to, and recover from emergency incidents and disasters. Being part of NIMS ensures that Keizer Fire District can seamlessly integrate with other local, State and Federal agencies in incidents and disasters of any size.

The Board of Directors is required to pass a formal resolution every five years to maintain NIMS compliance. NIMS compliance allows the Fire District to be eligible for future funding through the Federal, State and local governments as it pertains to emergency prevention, preparedness, response and recovery. We have been informed that the Oregon Department of Emergency Management (ODEM) will begin strictly enforcing this requirement.

The resolution also requires the Fire District to designate a Local Point of Contact (LPOC) for NIMS. Historically, the Operations Chief has been this point of contact. I currently work with Marion County Emergency Management to ensure that we provide annual self-assessments and comply with policies and processes to support NIMS implementation and compliance.

### Recommendation:

Staff recommends that the Board of Directors review, approve and sign Resolution 2024-05, Establishing the National Incident Management System as the Standard for Incident Management in Keizer Rural Fire Protection District, as presented.

## **KEIZER RURAL FIRE PROTECTION DISTRICT**

### **RESOLUTION No. 2024-05**

#### **A RESOLUTION OF THE FIRE BOARD AND CHIEF OF KEIZER RURAL FIRE PROTECTION DISTRICT, KEIZER, OREGON, ESTABLISHING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE STANDARD FOR INCIDENT MANAGEMENT IN KEIZER RURAL FIRE PROTECTION DISTRICT, KEIZER, OREGON.**

**WHEREAS**, The President in Homeland Security Directive (HSPD)- 5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

**WHEREAS**, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

**WHEREAS**, it is necessary and desirable that all KEIZER RURAL FIRE PROTECTION DISTRICT, KEIZER, MARION COUNTY, OREGON; departments and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

**WHEREAS**, to facilitate the most efficient and effective incident management it is critical that all **KEIZER RURAL FIRE PROTECTION DISTRICT**, KEIZER, OREGON departments and personnel utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resources management, and designated incident facilities during emergencies or disasters; and

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the **KEIZER RURAL FIRE PROTECTION DISTRICT** ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes: and

**WHEREAS**, the Incident Command System component of NIMS are already an integral part of the various incident management activities throughout the county, including current emergency management training programs; and

**WHEREAS**, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of s standardized Incident Command System; and

**WHEREAS**, a specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;

**NOW, THEREFORE, BE IT RESOLVED** by the Fire Chief, and Fire Board of **KEIZER RURAL FIRE PROTECTION DISTRICT**, KEIZER, OREGON, that the National Incident Management System (NIMS) is hereby re-adopted as the standard for incident management in **KEIZER RURAL FIRE PROTECTION DISTRICT** KEIZER, OREGON.

BE IT FURTHER RESOLVED that Division Chief Brian Butler, is hereby designated as the Local Point of Contact (LPOC) for NIMS.

Contact Information:

Brian Butler, Division Chief  
Keizer Rural Fire Protection District  
661 Chemawa Rd NE  
Keizer, Oregon 97305  
(503) 390-9111  
[bbutler@keizerfire.com](mailto:bbutler@keizerfire.com)

Signed:

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Betty Hart, President

Attest:

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Kevin Clark, Secretary



## MEMORANDUM

To: Board of Directors  
From: Brian Butler, Division Chief  
Thru: Ryan Russell, Fire Chief  
Date: October 8<sup>th</sup>, 2024  
Re: Stryker Equipment/Radio Purchase

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ISSUE: Staff have been working on adding two additional ambulances to the fleet. In adding two ambulances to the fleet certain equipment needs to be purchased that exceeds staff authority to authorize.

In order to outfit two additional ambulances, staff will have to purchase two Stryker PowerLOADs, two Stryker Power Pro 2 cots, two Stryker Xpedition Stair Chairs, 2 Motorola mobile radios and four Motorola portable radios and associated equipment.

Staff is also looking to purchase two additional Power Pro 2 cots and two Xpedition Stair Chairs to outfit two existing ambulances with like equipment of the two new ambulances.

Further, we are proposing to purchase the ProCare Maintenance plan for each of the Styker items. This is an annual cost for us now, by buying a six-year plan at this time, it locks that price in at today's cost.

Styker usually has price increases at the beginning of the calendar year, however we have been notified that a 3.5% price increase will go into effect November 1<sup>st</sup> this year. We expect Motorola will have their price increase at the beginning of the year.

The cost of the equipment is as follows:

- |                                       |              |
|---------------------------------------|--------------|
| • Motorola Mobile and Portable Radios | \$57,185.60  |
| • Stryker Power Pro 2 Cots            | \$119,912.80 |
| • Stryker Xpedition Stair Chairs      | \$59,099.92  |
| • Power Pro 2 ProCare                 | \$20,043.00  |
| • Xpedition ProCare                   | \$12,495.00  |
| • PowerLOADs                          | \$58,747.06  |
| • PowerLOAD ProCare                   | \$16,558.00  |

Total: \$344,041.38

The items will be purchased with the following funds:

- Equipment and Facility Reserve Fund \$50,000.00
- General Obligation Bond \$83,225.00
- Stryker 6-year financing \$210,816.38

Stryker provides financing of their equipment at market rates. The last quote we received was 6% with an annual payment of \$41,926.08 for six years. We anticipate a balance left over in the General Obligation Bond after the purchase of the two ambulances that can be moved to bring down the cost of the six year financing.

RECOMMENDATION: Staff recommends that the Board approve the purchase of two Stryker PowerLOADs, four Stryker Power Pro 2 cots, four Xpedition Stair Chairs, the associated ProCare Maintenance, two Motorola mobile radios, four Motorola portable radios and associated equipment for \$344,041.38.

Further, the Board approve the purchase of the above equipment utilizing the Equipment and Facility Reserve Fund, General Obligation Bond and 6-year financing through Stryker.