

Keizer Rural Fire Protection District
Keizer, Oregon

Agenda
Regular Board Meeting
November 19, 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)

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

Access Code: 590-273-869

5:30 p.m. Call to Order

Pledge of Allegiance:

Roll Call:

Approve Minutes:

Board Meeting Minutes October 15, 2024

Audit Presentation – Kathy Wilson with SingerLewak LLP

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 2.07, Policy 4.15 and Policy 5.02 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 4.07, Policy 6.04, Policy 6.21 and Policy 6.25 First Reading 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	December 17, 2024- CANCELED
Board Meeting	January 21, 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
October 15, 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: Colleen Busch, Kevin Clark and Louis Risewick, Fire Chief Ryan Russell, Finance Officer Lyn Komp, Division Chief Brian Butler, Captain Aaron Pittis, Budget Committee Member Laureal Williams and Citizen Bob Busch.
Absent: Joe Van Meter

Minutes – Louis Risewick made a motion to approve the minutes as amended for September 17, 2024. Colleen Busch seconded the motion. The motion carried unanimously.

Correspondence – None

Guest Input – None

Organizational Input

IAFF Local 3881 – None

KVFA- None

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. Colleen Busch made a motion to approve Police 2.09 Minimum Volunteer Requirements, 2.10 Length of Service Awards Program, and 7.370 Non Response Volunteer description as presented. Kevin Clark seconded the motion. The motion carried unanimously.

Reports

Financial Report – Colleen Busch provided a brief overview of the financial report. We are 25% of the way through the fiscal year. We received \$147,598 in conflagration reimbursements. We transferred \$485,000 from ambulance receipts to checking. Overtime is high. PERS is high. All other funds were reviewed. There were payments made for HVAC repairs, ladder and hose testing, fuel, workers compensation, and the audit. Kevin Clark 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- The Open House was well attended. We are fully staffed. D.C. Hector Blanco has everything ready to start recruiting non-response volunteers. We are applying for a Firehouse Subs grant. B.C. Christina Wilson attended a webinar on applying for the AFG and SAFER grants.

New Business

Policy 2.07, Policy 4.15, and Policy 5.02- 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.

Resolution No. 2024-05 Re-Adoption of NIMS- Chief Ryan Russell presented Resolution No. 2024-05 to the Board. He stated this resolution needs to be adopted every 5 years. Colleen Busch read the resolution in its entirety. Colleen Busch made a motion to approve Resolution No. 2024-05 Adoption of NIMS as presented. Kevin Clark seconded the motion. The motion carried unanimously.

Stryker Equipment and Radio Purchase- Chief Ryan Russell presented the proposal to purchase equipment for the new medics. There was a brief discussion on financing the equipment from Stryker. It was also discussed that we will be needing to order four LP35's soon. Kevin Clark made a motion to approve the purchase 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. The Board approves the purchase of the above equipment utilizing the Equipment and Facility Reserve Fund, General Obligation Bond and 6-year financing through Stryker. Colleen Busch seconded the motion. The motion carried unanimously.

Other Business – Betty Hart stated we will start working on a strategic plan at the beginning of January. There was a discussion on cancelling the December 17th Board Meeting. Louis Risewick made a motion to cancel the December 17, 2024 Board meeting, with the stipulation that a meeting may be called to order if there is an emergency situation. Colleen Busch seconded the motion. The motion carried unanimously.

Good of the Order – Congratulations on a successful Open House.

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

Adjourn – President Betty Hart declared the meeting adjourned at 6:26pm.

Respectfully submitted,

Kevin Clark
Secretary



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: November 14th, 2024
Subject: Second Reading Policies:
2.07 Taxable Fringe Benefits
4.15 Mission-Vision-Values
5.02 Use of District Staff Vehicles

Issue:

The above three policies have been reviewed by legal counsel and staff. At the October Board meeting the Board of Directors reviewed the policies and had minor changes suggested for the policies. The policies have had their suggested corrections made and you are presented with three 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: 2.07
Effective: 11/19/19
Revised: 11/19/24

DIVISION: Personnel

TITLE: Taxable Fringe Benefits

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.

SCOPE

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

RESPONSIBILITY

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

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

PERSONNEL POLICY

Number: 4.15
Effective: 01/16/01
Revised: 11/19/24

DIVISION: Personnel

TITLE: Mission/Vision/Values

PURPOSE

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

SCOPE

This policy shall apply to all District personnel.

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 to:

- Continually plan for and responsibly manage District resources to effectively and efficiently meet both current and future community needs.
- Plan for and utilize cost effective, technologically proven facilities, equipment, and apparatus consistent with community needs and District abilities.
- Plan for and maintain efficient and effective career and volunteer staffing levels and encourage programs that foster staff retention.

- Continue to deliver a quality of service that builds on the positive reputation we currently receive.
- Promote active, visible, and meaningful communications with our community and within our organization.
- Anticipate the community's changing demographics and growth and provide services that stay ahead of those changes.
- Encourage and support personal and professional training opportunities that increase proficiency and foster career growth.
- Create ongoing trust and mutual respect at all levels of the organization and throughout the community by performing reliably, professionally, honorably, and with integrity.
- Honor, respect, and encourage diversity within the organization and throughout the community.
- Be accountable for our every action and act with compassion and empathy toward those in need.
- 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: 5.02
Effective: 11/16/93
Revised: 11/19/24

DIVISION: Equipment/Apparatus

TITLE: Use of District Staff Vehicles

PURPOSE

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

SCOPE

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

RESPONSIBILITY

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

PROCEDURE

A. General

It is the intent of the District to provide vehicles to District personnel for District business. This policy is established to 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 so 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

Operators 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. 5.010).

4. Fire Prevention Vehicle

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 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

Date: October 15, 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: October 14, 2024
Time: 1800
Location: Keizer Fire District Office

1800 / Dinner

Provided by Adams Ribs.

1830 / Meeting

1. Roll Call

Volunteers: Belcher, Fuller, Gomez, Redman-Brown, SRussell, Spangle

Officers: Blanco, Butler

Guests: None

2. Pledge of Allegiance

3. Review and approval of previous minutes

Motion "To approve September 9, 2024 minutes".

Made by: Belcher

Seconded by: Spangle

Vote result: Unanimous

4. Chiefs Reports

- a. Chief Ryan Russell / unable to attend
- b. Chief Hector Blanco / Nonresponse volunteer policy will be before the KFD Board on October 15 / Keizer CERT team has agreed to take over the KVFA volunteer slot at the Gubser Neighborhood Festival of Lights. Individual volunteers interested in participating can contact Chief Blanco.
- c. Chief Brian Butler / Two medics on order with an April delivery date. KFD purchasing necessary supplies and equipment
- d. Chief Rachel Brozovich / unable to attend
- e. Chief Christina Wilson / unable to attend

5. Treasurer's Report / Samatha Russell

Written update on checking account provided and reviewed.

6. President's Report / Darrell Fuller

Volunteer hours on shift

August / 539 hours x \$32.34 = \$17,431.26
September / 713.33 hours x \$32.34 = \$23,069.09
(we were 1,111 in June)

7. Upcoming Events

- a. November 30, 2024 (Sat) / Stringing Christmas lights on community tree (tentative)
- b. December / TBD / KFD Christmas Party at AJ's Hideaway
- c. December 3, 2024 (Tues) / 1800 / Chamber Tree lighting
- d. December 14, 2024 (Sat) / 0900 / Chamber food box distribution
- e. December 14, 2024 (Sat) / 1900 / Chamber Holiday Lights Parade
- f. December 15, 2024 (Sun) / 0600 / KFD Breakfast with Santa
- g. December 21, 2024 (Sat) / TBD / KFD Candy Cane Day
- h. January 18, 2025 (Sat) / Trailblazers First Responder Night
- i. March 9, 2025 (Sun) / Seattle Stairclimb (climb is full, volunteers may be needed)
- j. June 22, 2025 (Sun) / TBD / CASA Superhero Run

8. Old Business

- a. Scholarships / Fuller and SRussell / no updated information available
- b. KVFA logo update / delayed to November meeting

9. New Business

- a. Election of a Secretary / delayed due to lack of interest
- b. New volunteers: Ryan Redman-Brown, William Meadows
- c. Stone Spangle no longer volunteering
- d. Volunteer Separation Policy Review / Roundtable discussion on volunteering, maintaining in good standing / process for review, discipline, and dismissal of volunteers based on Personnel Policy 4.08
- e. Do we have a webmaster in the crowd (KFD page / KVFA web / Facebook) / Eduardo Gomez agreed to work on updating the KVFA web-based face (no more yellow fire trucks).
- f. Please send a photo to dfuller@keizerfire.gov / portrait photography coming / this will be part of refreshing our outward facing image as we prepare to recruit non-responder volunteers. We want our pages to include volunteer profiles, and to start highlighting volunteers on our FB page similar to what the Union does on their page.
- g. Blazer game, anyone? 01/18 (Sat) First Responder Night / preferred seating for groups of 10 or more
- h. \$100 reimbursement for Stairclimbers / At last month's meeting KVFA voted to donate \$300 to each volunteer stairclimber and to reimburse climbers up to \$100 each for travel-related expenses. Neither Belcher or Fuller submitted any receipts for travel. Fuller suggested the money be used to purchase a turnout gear bag for each of them to make moving gear during the climb easier. And that any subsequent climbers also receive a gear bag courtesy of KVFA.

Motion "To purchase or reimburse up to \$100 each for Fuller and Belcher for a gear bag".

Made by: SRussell

Seconded by: Spangle

Vote result: Unanimous

i. Red Cross donation / Fuller provided an update on the three hurricanes which have hit Florida (and other southeastern states) in less than a month. He ask for KVFA to make a one-time \$250 donation to the Red Cross.

Motion "To make a one-time \$250 donation to the Red Cross".

Made by: SRussell

Seconded by: Belcher

Vote result: Unanimous

j. SRussell asked for a \$100 donation to the Weddle School Fall Carnival.

Motion "To approve \$200 for the Weddle School Fall Carnival".

Made by: Belcher

Seconded by: Fuller

Vote result: Unanimous

j. Next meeting / November 11

10. Adjournment

Motion "To adjourn at 1935".

Made by: Belcher

Seconded by: Redman-Brown

Vote result: Unanimous

Date: November 19, 2024
To: KFD Board of Directors
From: Darrell Fuller, KVFA President

Below are unapproved minutes of the November 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: November 11, 2024
Time: 1800
Location: Keizer Fire District Office

1800 / Dinner

1830 / Meeting

1. Roll Call

Volunteers: Belcher, Fuller, Johnson, SRussell, Spangle

Officers: Chief Russell

Guests: None

2. Pledge of Allegiance

3. Review and approval of previous minutes

Motion "To approve October 14, 2024 minutes".

Made by Belcher

Seconded by Spangle

Vote result: Unanimous

4. Chiefs Reports

- a. Chief Ryan Russell / Looking for input on how to get more volunteers to regularly attend monthly meetings. Wrong day? Wrong time? / Looking forward to bringing in new support volunteers to help KFD
- b. Chief Hector Blanco / unable to attend
- c. Chief Brian Butler / unable to attend
- d. Chief Rachel Brozovich / unable to attend
- e. Chief Christina Wilson / unable to attend

5. Treasurer's Report / Samatha Russell

- a. Provided written report / Ending balance in checking on 11/11/2024 is \$18,232.91
- b. As of September 27, investment account balance is \$15,778.73

6. President's Report / Darrell Fuller

Volunteer hours on shift

October / hours 1,116.25 x \$32.34 = \$36,099.53

7. Upcoming Events

- a. November 28, 2024 (Thu/Thanksgiving) / 0800 / Turkey Trot 5k run (Keizer Station)
- b. November 30, 2024 (Sat) / 0700 / Stringing Christmas lights (tentative)
- c. December 3, 2024 (Tues) / 1800 / Chamber Tree lighting
- d. December 13, 2024 (Fri) / 1700 / KFD Christmas Party at AJ's Hideaway
- e. December 14, 2024 (Sat) / 0900 / Chamber food box distribution
- f. December 14, 2024 (Sat) / 1900 / Chamber Holiday Lights Parade
- g. December 15, 2024 (Sun) / 0600 / KFD Breakfast with Santa
- h. December 21, 2024 (Sat) / 1000-1400 / KFD Candy Cane Day
- i. January 18, 2025 (Sat) / Trailblazers First Responder Night
- j. February 1, 2025 (Sat) / KFD Annual Awards Dinner / TBA / Keizer Civic Center
- k. March 9, 2025 (Sun) / Seattle Stairclimb (climb is full, volunteers may be needed)
- l. June 22, 2025 (Sun) / TBD / CASA Superhero Run

8. Old Business

- a. Scholarships / delayed
- b. KVFA logo update / delayed
- c. Update on KFVA website/webpage / Eduardo Gomez / unable to attend
- d. Please send two photos (fire/nonfire) and bio to dfuller@keizerfire.gov. Thank you to Ryan Belcher and Justin Johnson for responding quickly.

9. New Business

- a. Election of a Secretary (Anyone? Anyone?)
- b. Baby gift for Palmer Grace Kennen (Aaron and Julian Kennen) -- t-shirt and teething

Motion "To purchase new baby gift for Grace Kennen".

Made by Johnson

Seconded by Belcher

Vote result: Unanimous

- c. \$500 donation to End of Life care for Marvin Nisley, KFD Civil Service Commission

Motion "To donate \$500 for end-of-life care for Marvin Nisley".

Made by Belcher

Seconded by Johnson

Vote result: Unanimous

- j. Next meeting / No December meeting by consensus.

10. Adjournment

Motion "To adjourn at 1851".

Made by Belcher

Seconded by Spangle

Vote result: Unanimous

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1011 · US Bank - Ambulance Billing							(22,118.86)
Check	10/15/2024	932	Keizer Fire District	Ambulance Revenue		100,000.00	(122,118.86)
Check	10/18/2024	934	Keizer Fire District - Am...	Ambulance Revenue		85,000.00	(207,118.86)
Check	10/29/2024	933	Keizer Fire District	Ambulance Revenue		170,000.00	(377,118.86)
General Jour...	10/31/2024	1692		Ambulance Billing	326,199.02		(50,919.84)
Total 1011 · US Bank - Ambulance Billing					326,199.02	355,000.00	(50,919.84)
1012 · Umpqua Bank- Checking							(115,613.00)
Deposit	10/01/2024			Deposit	161,592.55		45,979.55
General Jour...	10/01/2024	1682		Gasoline		942.55	45,037.00
General Jour...	10/08/2024	1684		LGIP Transfer from Checking	150,000.00		195,037.00
General Jour...	10/10/2024	1685		Visa- Alderson		79.99	194,957.01
General Jour...	10/10/2024	1685		Visa- Brozovich		2,794.76	192,162.25
General Jour...	10/10/2024	1685		Visa- Komp		97.74	192,064.51
General Jour...	10/10/2024	1685		Visa- McClung		29.97	192,034.54
General Jour...	10/10/2024	1685		Visa- Pittis		535.56	191,498.98
General Jour...	10/10/2024	1685		Visa- Russell		4,858.72	186,640.26
General Jour...	10/10/2024	1685		Visa- Storms		5.02	186,635.24
General Jour...	10/10/2024	1685		Visa- Wilson		414.50	186,220.74
General Jour...	10/14/2024	1686		PERS		136,107.53	50,113.21
Deposit	10/14/2024			Deposit	189,738.58		239,851.79
Bill Pmt -Check	10/15/2024	31121	All Star Health	PO #101024-1232		310.00	239,541.79
Bill Pmt -Check	10/15/2024	31122	AT&T Mobility- CC	Modems		493.56	239,048.23
Bill Pmt -Check	10/15/2024	31123	BoundTree	108812		5,170.44	233,877.79
Bill Pmt -Check	10/15/2024	31124	Brozovich, Rachel - Ven...	Per Diem- NFA		88.50	233,789.29
Bill Pmt -Check	10/15/2024	31125	Central Refrigeration	Ice Machine Lease		140.00	233,649.29
Bill Pmt -Check	10/15/2024	31126	Chitwood, Robin	PO #100324-1000		500.00	233,149.29
Bill Pmt -Check	10/15/2024	31127	Comcast	Telephones		524.98	232,624.31
Bill Pmt -Check	10/15/2024	31128	Day Wireless Systems, I...	PO #2024-132		957.54	231,666.77
Bill Pmt -Check	10/15/2024	31129	DLH Screenprinting LLC	PO #2024-171		1,681.88	229,984.89
Bill Pmt -Check	10/15/2024	31130	Hughes Fire Equipment,...	PO #2024-274		141.12	229,843.77
Bill Pmt -Check	10/15/2024	31131	Industrial Welding Supp...	Cylinder Lease		60.00	229,783.77
Bill Pmt -Check	10/15/2024	31132	LN Curtis & Sons, Inc	PO #2024-240		1,774.54	228,009.23
Bill Pmt -Check	10/15/2024	31133	Local Government Law ...	Legal Services		655.60	227,353.63
Bill Pmt -Check	10/15/2024	31134	Loren's Sanitation	Garbage/Recycling		274.77	227,078.86
Bill Pmt -Check	10/15/2024	31135	Lowe's	Acct #821 3138 902004 6		18.45	227,060.41
Bill Pmt -Check	10/15/2024	31136	Northside Electric	PO #2024-226		1,208.69	225,851.72
Bill Pmt -Check	10/15/2024	31137	Northwest Occupational...	PO #100824-0730		450.00	225,401.72
Bill Pmt -Check	10/15/2024	31138	NW Natural	Natural Gas		326.08	225,075.64
Bill Pmt -Check	10/15/2024	31139	OTIS Elevator Company ...	Rupture Valve Test		2,207.20	222,868.44
Bill Pmt -Check	10/15/2024	31140	Overhead Door - Corp.	PO #2024-262		280.00	222,588.44
Bill Pmt -Check	10/15/2024	31141	Petro Card System Inc.	Gasoline		56.50	222,531.94
Bill Pmt -Check	10/15/2024	31142	Providence Health & Ser...	Defibrillator Service		1,717.45	220,814.49
Bill Pmt -Check	10/15/2024	31143	Rutter, Josh	Reimbursement- Per Diem & Tr...		524.50	220,289.99
Bill Pmt -Check	10/15/2024	31144	Salem, City of	Radio Maintenance		11,138.40	209,151.59
Bill Pmt -Check	10/15/2024	31145	SDIS	Health Insurance		91,220.00	117,931.59
Bill Pmt -Check	10/15/2024	31146	Skyline Ford, Inc.	PO #2024-254		243.63	117,687.96
Bill Pmt -Check	10/15/2024	31147	Standard Insurance Co...	PFML		5,626.09	112,061.87
Bill Pmt -Check	10/15/2024	31148	Stryker Sales Corporation	PO #100324-1900		69.70	111,992.17
Bill Pmt -Check	10/15/2024	31149	System Design West, LLC.			18,205.44	93,786.73
Bill Pmt -Check	10/15/2024	31150	Teleflex Medical (Vidaca...	1080884		1,345.50	92,441.23
Bill Pmt -Check	10/15/2024	31151	Ultrax Business Solutio...	Copies		5.80	92,435.43
Bill Pmt -Check	10/15/2024	31152	Umpqua Bank	Safety Deposit Box Fee		35.00	92,400.43
Bill Pmt -Check	10/15/2024	31153	Verizon	Cell Phones		378.78	92,021.65
Bill Pmt -Check	10/15/2024	31154	Walter E. Nelson Co.	PO #101024-0900		784.55	91,237.10
Bill Pmt -Check	10/16/2024	31155	Belcher, Ryan	Volunteer Stipend- 3rd Quarter		149.00	91,088.10
Bill Pmt -Check	10/16/2024	31156	Fuller, Darrell	Volunteer Stipend- 3rd Quarter		111.75	90,976.35
Bill Pmt -Check	10/16/2024	31157	Gomez, Eduardo	Volunteer Stipend- 3rd Quarter		149.00	90,827.35
Bill Pmt -Check	10/16/2024	31158	Grant, Arianna	Volunteer Stipend- 3rd Quarter		149.00	90,678.35
Bill Pmt -Check	10/16/2024	31159	Johnson, Justin	Volunteer Stipend- 3rd Quarter		149.00	90,529.35
Bill Pmt -Check	10/16/2024	31160	Spangle, Stone	Volunteer Stipend- 3rd Quarter		149.00	90,380.35
Bill Pmt -Check	10/16/2024	31161	Spangle, Titus	Volunteer Stipend- 3rd Quarter		149.00	90,231.35
General Jour...	10/18/2024	1687		LGIP transfer to Checking	425,000.00		515,231.35
General Jour...	10/25/2024	1688		PERS		22,638.02	492,593.33
Bill Pmt -Check	10/29/2024	31162	911 Supply, Inc	PO #102324-1700		225.63	492,367.70
Bill Pmt -Check	10/29/2024	31163	AccurAccounts, Inc.	Payroll		2,289.50	490,078.20
Bill Pmt -Check	10/29/2024	31164	Amazon	Label Tape		12.79	490,065.41
Bill Pmt -Check	10/29/2024	31165	BoundTree	108812		5,824.52	484,240.89
Bill Pmt -Check	10/29/2024	31166	Busch, Colleen	Board Stipend- 3rd Quarter		150.00	484,090.89
Bill Pmt -Check	10/29/2024	31167	C&K Petroleum	PO #2024-246		5,210.34	478,880.55
Bill Pmt -Check	10/29/2024	31168	Central Mechanical, LLC	PO #2024-230		160.00	478,720.55
Bill Pmt -Check	10/29/2024	31169	CIS Benefits	Dental Insurance		6,408.87	472,311.68
Bill Pmt -Check	10/29/2024	31170	Clark, Kevin	Board Stipend- 3rd Quarter		150.00	472,161.68
Bill Pmt -Check	10/29/2024	31171	Complete Wireless			939.00	471,222.68
Bill Pmt -Check	10/29/2024	31172	ESO Solutions, Inc.	EHR Connection		1,087.27	470,135.41
Bill Pmt -Check	10/29/2024	31173	FlashAlert Newswire	Annual Fees		286.00	469,849.41
Bill Pmt -Check	10/29/2024	31174	Fuller, Darrell	Reimbursement- EMT		110.00	469,739.41
Bill Pmt -Check	10/29/2024	31175	Hart, Betty	Board Stipend- 3rd Quarter		150.00	469,589.41
Bill Pmt -Check	10/29/2024	31176	Honeywell Analytics	PO #060424-1137		18.88	469,570.53
Bill Pmt -Check	10/29/2024	31177	Hughes Fire Equipment,...	PO #2024-261		17.50	469,553.03
Bill Pmt -Check	10/29/2024	31178	Keizer, City of	Diesel		11,610.05	457,942.98
Bill Pmt -Check	10/29/2024	31179	Killers Pest Control	Pest Control		90.00	457,852.98
Bill Pmt -Check	10/29/2024	31180	KVFA - Volunteer Associ...	Quarterly Payment		1,750.00	456,102.98
Bill Pmt -Check	10/29/2024	31181	Life-Assist, Inc	PO #102324-0850		67.90	456,035.08
Bill Pmt -Check	10/29/2024	31182	Medline Industries, Inc	PO #101524-2015		1,312.00	454,723.08
Bill Pmt -Check	10/29/2024	31183	Mt. Hood Network, LLC	Software Licences-Annual Fee		778.00	453,945.08
Bill Pmt -Check	10/29/2024	31184	Napa Auto Parts	PO #2024-282		179.85	453,765.23
Bill Pmt -Check	10/29/2024	31185	OFMA	PO #092324-1344		300.00	453,465.23
Bill Pmt -Check	10/29/2024	31186	OTIS Elevator Company ...	Elevator Repairs		450.00	453,015.23

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	10/29/2024	31187	PGE	Electric		3,007.69	450,007.54
Bill Pmt -Check	10/29/2024	31188	Polk County	Radio Fees		1,147.00	448,860.54
Bill Pmt -Check	10/29/2024	31189	Professional Benefit Ser...	Participation Fee		115.00	448,745.54
Bill Pmt -Check	10/29/2024	31190	Risewick, Louis	Board Stipend- 3rd Quarter		150.00	448,595.54
Bill Pmt -Check	10/29/2024	31191	Safeway			139.47	448,456.07
Bill Pmt -Check	10/29/2024	31192	SeaWestern, Inc			36,464.98	411,991.09
Bill Pmt -Check	10/29/2024	31193	Skyline Ford, Inc.			771.70	411,219.39
Bill Pmt -Check	10/29/2024	31194	Standard Insurance Co...	Life & Disability Insurance		4,162.40	407,056.99
Bill Pmt -Check	10/29/2024	31195	Stryker Medical	PO #092624-1510		541.06	406,515.93
Bill Pmt -Check	10/29/2024	31196	Stryker Sales Corporation			2,053.60	404,462.33
Bill Pmt -Check	10/29/2024	31197	Teleflex Medical (Vidaca...	1080884		299.00	404,163.33
Bill Pmt -Check	10/29/2024	31198	Van Meter, Joe	Board Stipend- 3rd Quarter		150.00	404,013.33
Bill Pmt -Check	10/29/2024	31199	Verizon	Cell Phonese		378.76	403,634.57
Deposit	10/30/2024				272,043.35		675,677.92
General Jour...	10/31/2024	1695		Payroll		318,554.13	357,123.79
General Jour...	10/31/2024	1695		IRS		130,658.08	226,465.71
General Jour...	10/31/2024	1695		Oregon Dept of Rev		34,035.00	192,430.71
General Jour...	10/31/2024	1695		HRA Veba		13,000.00	179,430.71
General Jour...	10/31/2024	1695		Iaff Local 3881		5,032.00	174,398.71
General Jour...	10/31/2024	1695		KFD Cafeteria		1,407.60	172,991.11
General Jour...	10/31/2024	1695		PenServ		1,822.94	171,168.17
General Jour...	10/31/2024	1695		Valic		33,595.85	137,572.32
General Jour...	10/31/2024	1695		child Support		329.00	137,243.32
Total 1012 · Umpqua Bank- Checking					1,198,374.48	945,518.16	137,243.32
1015 · LGIP- Bond							742,357.60
General Jour...	10/31/2024	1689		Interest Received	3,213.84		745,571.44
Total 1015 · LGIP- Bond					3,213.84		745,571.44
1020 · Petty Cash							200.00
Total 1020 · Petty Cash							200.00
1120 · LGIP							1,802,015.75
General Jour...	10/02/2024	1683		LGIP	9,880.03		1,811,895.78
General Jour...	10/02/2024	1683		LGIP	688.23		1,812,584.01
General Jour...	10/08/2024	1684		LGIP Transfer from Checking		150,000.00	1,662,584.01
General Jour...	10/18/2024	1687		LGIP transfer to Checking		425,000.00	1,237,584.01
General Jour...	10/31/2024	1690		Interest Received	5,635.87		1,243,219.88
General Jour...	10/31/2024	1690		Interest Received	162.89		1,243,382.77
General Jour...	10/31/2024	1690		Interest Received	716.70		1,244,099.47
Total 1120 · LGIP					17,083.72	575,000.00	1,244,099.47
TOTAL					1,544,871.06	1,875,518.16	2,076,194.39

Keizer Fire District Financial Report- All 10/31/2024

	Oct 24	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
Income					
4000 · Revenue					
4010 · Taxes, Current Year	6,427.10	55,493.12	7,003,029.00	-6,947,535.88	0.79%
4020 · Taxes, Prior Year	4,141.16	23,203.04	72,500.00	-49,296.96	32.0%
4030 · Taxes, 911 Excise	0.00	32,215.84	136,392.00	-104,176.16	23.62%
4100 · EMS Revenue	405,776.27	1,246,204.47	3,200,000.00	-1,953,795.53	38.94%
4120 · Capitol Fire Med	2,968.59	8,189.69	32,000.00	-23,810.31	25.59%
4140 · Interest & Dividends	9,729.30	55,115.70	139,500.00	-84,384.30	39.51%
4150 · Miscellaneous	5,309.76	15,442.54	58,000.00	-42,557.46	26.63%
4156 · Conflagration Reimbursement	179,374.00	454,140.27	100,000.00	354,140.27	454.14%
Total 4000 · Revenue	613,726.18	1,890,004.67	10,741,421.00	-8,851,416.33	17.6%
9050 · Transfer In From General Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Income	613,726.18	1,890,004.67	10,841,421.00	-8,951,416.33	17.43%
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	413,275.07	1,655,978.46	5,154,669.00	-3,498,690.54	32.13%
5070 · Board Members	150.00	750.00	4,875.00	-4,125.00	15.39%
5080 · Overtime	71,074.75	500,194.40	510,000.00	-9,805.60	98.08%
5082 · Longevity Incentive	3,045.45	12,256.63	26,266.00	-14,009.37	46.66%
5083 · Leave Payoff	0.00	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	2,475.00	10,200.00	30,600.00	-20,400.00	33.33%
5090 · Volunteer Program	1,860.00	2,950.75	68,915.00	-65,964.25	4.28%
5110 · Payroll Tax Soc. Sec. (FICA)	35,787.04	166,220.75	452,877.00	-286,656.25	36.7%
5115 · State Unemployment Tax (SUTA)	481.93	2,198.21	6,510.00	-4,311.79	33.77%
5119 · Workers' Compensation Tax	114.02	488.29	2,857.00	-2,368.71	17.09%
5120 · Workers' Compensation	-3,026.13	177,810.77	175,000.00	2,810.77	101.61%
5125 · Health and Dental Insurance	85,617.26	344,239.80	1,091,490.00	-747,250.20	31.54%
5126 · Medical Savings Plan (HRA Veba)	12,750.00	52,500.00	156,000.00	-103,500.00	33.65%
5127 · Cafeteria Plan Administration	115.00	460.00	1,400.00	-940.00	32.86%
5130 · Life & Disability Insurance	4,162.40	36,465.13	109,132.00	-72,666.87	33.41%
5135 · Retirement (PERS)	158,739.47	635,957.95	1,866,517.00	-1,230,559.05	34.07%
5137 · Deferred Compensation Match	9,544.33	38,150.03	119,410.00	-81,259.97	31.95%
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%
Total 5000 · Personal Services	796,165.59	3,685,798.25	9,955,873.00	-6,270,074.75	37.02%
6000 · Materials and Services					
6010 · General Operating Expense	200.72	2,772.71	17,350.00	-14,577.29	15.98%
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	766.00	6,598.31	15,000.00	-8,401.69	43.99%
6035 · Apparatus Maintenance(Vehicles)	930.32	30,513.09	97,000.00	-66,486.91	31.46%

Keizer Fire District Financial Report- All

	<u>10/31/2024</u>				
	<u>Oct 24</u>	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6040 · Equipment Maintenance	957.54	27,665.11	37,125.00	-9,459.89	74.52%
6062 · Furniture	140.00	1,459.97	14,500.00	-13,040.03	10.07%
6070 · Small Tools & FF Equip/Supplies	4,318.62	28,597.51	59,900.00	-31,302.49	47.74%
6073 · Building & Grounds Maintenance	2,078.25	21,519.46	49,175.00	-27,655.54	43.76%
6074 · Building Improvements	5,210.34	14,204.44	50,325.00	-36,120.56	28.23%
6075 · Radio Maintenance	13,224.40	27,278.03	64,800.00	-37,521.97	42.1%
6080 · Ladder & Hose Testing	0.00	8,019.50	8,700.00	-680.50	92.18%
6100 · Turnouts & Prot. Equipment	36,412.48	64,242.97	66,915.00	-2,672.03	96.01%
6137 · Uniforms	595.63	10,487.81	39,550.00	-29,062.19	26.52%
6145 · Supplies	1,050.05	3,892.28	12,000.00	-8,107.72	32.44%
6160 · Public Ed / Fire Prevention	0.00	632.11	9,500.00	-8,867.89	6.65%
6180 · Medical Supplies	9,992.86	49,765.87	158,000.00	-108,234.13	31.5%
6200 · District Meetings	145.01	361.55	1,500.00	-1,138.45	24.1%
6210 · District Events	0.00	418.64	8,000.00	-7,581.36	5.23%
6300 · Utilities	3,627.71	16,971.75	59,750.00	-42,778.25	28.41%
6400 · Fuel Expense	12,884.78	22,958.57	47,250.00	-24,291.43	48.59%
6505 · Communications	1,447.30	9,341.95	76,534.00	-67,192.05	12.21%
6600 · Training	6,761.44	13,463.67	72,000.00	-58,536.33	18.7%
6605 · Training Supplies	0.00	543.67	8,650.00	-8,106.33	6.29%
6620 · Water Rescue	29.97	279.17	3,000.00	-2,720.83	9.31%
6622 · Health & Fitness Supplies	0.00	979.96	2,800.00	-1,820.04	35.0%
6704 · Computer/Network Expenses	8,109.27	11,770.57	40,350.00	-28,579.43	29.17%
6707 · Office Supplies	21.69	946.99	7,600.00	-6,653.01	12.46%
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	0.00	85.90	2,600.00	-2,514.10	3.3%
6727 · Dues/Subscriptions/Fees-Career	-62,336.26	-29,769.66	436,909.00	-466,678.66	-6.81%
6750 · Other Professional Services	2,289.50	27,436.40	102,000.00	-74,563.60	26.9%
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	48,857.62	476,323.06	2,466,329.00	-1,990,005.94	19.31%
7000 · Capital Outlay	0.00	3,657.01	70,000.00	-66,342.99	5.22%
8200 · Bond Capital Projects Expend.	617.57	617.57	762,389.00	-761,771.43	0.08%
9000 · Transfers and/or Miscellaneous	-75,000.00	85,000.00	405,265.00	-320,265.00	20.97%
Total Expense	770,640.78	4,251,395.89	13,659,856.00	-9,408,460.11	31.12%

Keizer Fire District
General Fund- Admin
10/31/2024

	<u>Oct 24</u>	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	55,910.90	217,374.74	650,767.00	-433,392.26	33.4%
5070 · Board Members	150.00	750.00	4,875.00	-4,125.00	15.39%
5080 · Overtime	501.03	45,076.06	20,000.00	25,076.06	225.38%
5082 · Longevity Incentive	856.51	3,426.04	0.00	3,426.04	100.0%
5083 · Leave Payoff	0.00	14,947.96	84,500.00	-69,552.04	17.69%
5085 · Education Incentive	450.00	1,800.00	7,200.00	-5,400.00	25.0%
5110 · Payroll Tax Soc. Sec. (FICA)	3,403.44	19,645.56	56,259.00	-36,613.44	34.92%
5115 · State Unemployment Tax (SUTA)	56.99	281.25	807.00	-525.75	34.85%
5119 · Workers' Compensation Tax	7.86	33.21	275.00	-241.79	12.08%
5120 · Workers' Compensation	-3,026.13	177,810.77	175,000.00	2,810.77	101.61%
5125 · Health and Dental Insurance	8,414.63	30,224.52	93,152.00	-62,927.48	32.45%
5126 · Medical Savings Plan (HRA Veba)	1,250.00	5,000.00	15,000.00	-10,000.00	33.33%
5127 · Cafeteria Plan Administration	115.00	460.00	1,400.00	-940.00	32.86%
5130 · Life & Disability Insurance	508.90	4,481.17	13,514.00	-9,032.83	33.16%
5135 · Retirement (PERS)	22,416.96	90,338.28	227,678.00	-137,339.72	39.68%
5137 · Deferred Compensation Match	3,605.91	14,423.64	47,172.00	-32,748.36	30.58%
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	94,622.00	626,073.20	1,401,599.00	-775,525.80	44.67%
6000 · Materials and Services					
6010 · General Operating Expense	200.72	2,542.71	17,350.00	-14,807.29	14.66%
6015 · Dispatch 911	0.00	100,665.00	402,660.00	-301,995.00	25.0%
6025 · Civil Service Expense	766.00	5,254.54	15,000.00	-9,745.46	35.03%
6062 · Furniture	140.00	1,459.97	14,500.00	-13,040.03	10.07%
6073 · Building & Grounds Maintenance	2,078.25	21,519.46	49,175.00	-27,655.54	43.76%
6074 · Building Improvements	5,210.34	14,204.44	50,325.00	-36,120.56	28.23%
6145 · Supplies	1,050.05	3,892.28	12,000.00	-8,107.72	32.44%
6200 · District Meetings	145.01	361.55	1,500.00	-1,138.45	24.1%
6210 · District Events	0.00	418.64	8,000.00	-7,581.36	5.23%
6300 · Utilities	3,627.71	16,971.75	59,750.00	-42,778.25	28.41%
6505 · Communications	1,447.30	8,349.35	76,534.00	-68,184.65	10.91%
6704 · Computer/Network Expenses	8,109.27	11,770.57	40,350.00	-28,579.43	29.17%
6707 · Office Supplies	21.69	946.99	7,600.00	-6,653.01	12.46%
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	0.00	85.90	2,600.00	-2,514.10	3.3%
6727 · Dues/Subscriptions/Fees-Career	239.00	3,094.82	14,825.00	-11,730.18	20.88%
6750 · Other Professional Services	2,289.50	27,436.40	92,000.00	-64,563.60	29.82%
6780 · Election Expense	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 6000 · Materials and Services	25,324.84	221,194.13	955,039.00	-733,844.87	23.16%
Total 9000 · Transfers and/or Miscellaneous	0.00	0.00	120,000.00	-120,000.00	0.0%
Total Expense	119,946.84	847,267.33	2,476,638.00	-1,629,370.67	34.21%

Keizer Fire District
General Fund- Operations
 10/31/2024

	<u>Oct 24</u>	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	346,141.57	1,393,084.96	4,369,193.00	-2,976,108.04	31.88%
5080 · Overtime	68,519.85	419,664.98	450,000.00	-30,335.02	93.26%
5082 · Longevity Incentive	2,114.10	8,456.39	26,266.00	-17,809.61	32.2%
5083 · Leave Payoff	0.00	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	1,875.00	7,800.00	21,600.00	-13,800.00	36.11%
5110 · Payroll Tax Soc. Sec. (FICA)	31,498.91	140,279.62	382,305.00	-242,025.38	36.69%
5115 · State Unemployment Tax (SUTA)	411.53	1,832.83	5,497.00	-3,664.17	33.34%
5119 · Workers' Compensation Tax	103.93	441.38	2,530.00	-2,088.62	17.45%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	76,362.31	310,654.00	988,845.00	-678,191.00	31.42%
5126 · Medical Savings Plan (HRA Veba)	11,250.00	46,500.00	138,000.00	-91,500.00	33.7%
5130 · Life & Disability Insurance	3,547.92	30,786.61	92,184.00	-61,397.39	33.4%
5135 · Retirement (PERS)	129,553.94	518,577.81	1,579,716.00	-1,061,138.19	32.83%
5137 · Deferred Compensation Match	5,601.65	22,379.31	68,197.00	-45,817.69	32.82%
5210 · Physical Exams	0.00	1,420.00	10,450.00	-9,030.00	13.59%
Total 5000 · Personal Services	676,980.71	2,932,132.29	8,201,983.00	-5,269,850.71	35.75%
6000 · Materials and Services					
6022 · Grant Expense	0.00	0.00	11,500.00	-11,500.00	0.0%
6035 · Apparatus Maintenance(Vehicles)	930.32	30,513.09	97,000.00	-66,486.91	31.46%
6040 · Equipment Maintenance	957.54	27,665.11	37,125.00	-9,459.89	74.52%
6070 · Small Tools & FF Equip/Supplies	4,318.62	28,597.51	59,900.00	-31,302.49	47.74%
6075 · Radio Maintenance	13,224.40	27,278.03	64,800.00	-37,521.97	42.1%
6080 · Ladder & Hose Testing	0.00	8,019.50	8,700.00	-680.50	92.18%
6100 · Turnouts & Prot. Equipment	36,412.48	64,242.97	66,915.00	-2,672.03	96.01%
6137 · Uniforms	595.63	10,487.81	39,300.00	-28,812.19	26.69%
6160 · Public Ed / Fire Prevention	0.00	632.11	9,500.00	-8,867.89	6.65%
6180 · Medical Supplies	9,992.86	49,765.87	158,000.00	-108,234.13	31.5%
6400 · Fuel Expense	12,884.78	22,950.07	47,250.00	-24,299.93	48.57%
6620 · Water Rescue	29.97	279.17	3,000.00	-2,720.83	9.31%
6622 · Health & Fitness Supplies	0.00	329.96	2,800.00	-2,470.04	11.78%
6727 · Dues/Subscriptions/Fees-Career	-62,575.26	-40,595.83	411,505.00	-452,100.83	-9.87%
6750 · Other Professional Services	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 6000 · Materials and Services	16,771.34	230,165.37	1,027,295.00	-797,129.63	22.41%
7000 · Capital Outlay	0.00	3,657.01	20,000.00	-16,342.99	18.29%
9000 · Transfers and/or Miscellaneous	25,000.00	185,000.00	100,000.00	85,000.00	185.0%
Total Expense	718,752.05	3,350,954.67	9,349,278.00	-5,998,323.33	35.84%
	-312,975.78	-2,104,750.20	-6,149,278.00	4,044,527.80	34.23%
	-312,975.78	-2,104,750.20	-6,149,278.00	4,044,527.80	34.23%

Keizer Fire District
General Fund- Training
 10/31/2024

	<u>Oct 24</u>	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense					
5000 · Personal Services					
5001 · Salaries & Wages	11,222.60	45,518.76	134,709.00	-89,190.24	33.79%
5080 · Overtime	2,053.87	35,453.36	40,000.00	-4,546.64	88.63%
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	600.00	1,800.00	-1,200.00	33.33%
5090 · Volunteer Program	1,860.00	2,950.75	68,915.00	-65,964.25	4.28%
5110 · Payroll Tax Soc. Sec. (FICA)	884.69	6,295.57	14,313.00	-8,017.43	43.99%
5115 · State Unemployment Tax (SUTA)	13.41	84.13	206.00	-121.87	40.84%
5119 · Workers' Compensation Tax	2.23	13.70	52.00	-38.30	26.35%
5120 · Workers' Compensation	0.00	0.00	0.00	0.00	0.0%
5125 · Health and Dental Insurance	840.32	3,361.28	9,493.00	-6,131.72	35.41%
5126 · Medical Savings Plan (HRA Veba)	250.00	1,000.00	3,000.00	-2,000.00	33.33%
5130 · Life & Disability Insurance	105.58	1,197.35	3,434.00	-2,236.65	34.87%
5135 · Retirement (PERS)	6,768.57	27,041.86	59,123.00	-32,081.14	45.74%
5137 · Deferred Compensation Match	336.77	1,347.08	4,041.00	-2,693.92	33.34%
5210 · Physical Exams	0.00	0.00	8,005.00	-8,005.00	0.0%
Total 5000 · Personal Services	<u>24,488.04</u>	<u>127,218.56</u>	<u>352,291.00</u>	<u>-225,072.44</u>	<u>36.11%</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	6,761.44	13,463.67	72,000.00	-58,536.33	18.7%
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	0.00	7,731.35	10,579.00	-2,847.65	73.08%
Total 6000 · Materials and Services	<u>6,761.44</u>	<u>21,738.69</u>	<u>92,479.00</u>	<u>-70,740.31</u>	<u>23.51%</u>
Total Expense	<u>31,249.48</u>	<u>148,957.25</u>	<u>444,770.00</u>	<u>-295,812.75</u>	<u>33.49%</u>

Keizer Fire District
Reserve Fund
 10/31/2024

	<u>Oct 24</u>	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	716.70	2,794.05	2,000.00	794.05	139.7%
Total 4000 · Revenue	716.70	2,794.05	2,000.00	794.05	139.7%
9050 · Transfer In From General Fund	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Income	716.70	2,794.05	102,000.00	-99,205.95	2.74%
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	0.00	0.00	50,000.00	-50,000.00	0.0%
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	0.00	0.00	185,265.00	-185,265.00	0.0%
Total Expense	0.00	0.00	235,265.00	-235,265.00	0.0%

Keizer Fire District
Capital Projects Fund
 10/31/2024

	<u>Oct 24</u>	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4140 · Interest & Dividends	3,213.84	12,999.64	35,000.00	-22,000.36	37.14%
Total 4000 · Revenue	<u>3,213.84</u>	<u>12,999.64</u>	<u>35,000.00</u>	<u>-22,000.36</u>	<u>37.14%</u>
Total Income	<u>3,213.84</u>	<u>12,999.64</u>	<u>35,000.00</u>	<u>-22,000.36</u>	<u>37.14%</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	617.57	617.57	127,739.00	-127,121.43	0.48%
8230 · Medic Apparatus	0.00	0.00	634,650.00	-634,650.00	0.0%
Total 8200 · Bond Capital Projects Expend.	<u>617.57</u>	<u>617.57</u>	<u>762,389.00</u>	<u>-761,771.43</u>	<u>0.08%</u>
Total Expense	<u>617.57</u>	<u>617.57</u>	<u>762,389.00</u>	<u>-761,771.43</u>	<u>0.08%</u>

Keizer Fire District
Bond Repayment Fund
 10/31/2024

	<u>Oct 24</u>	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Revenue					
4010 · Taxes, Current Year	421.73	3,640.89	374,016.00	-370,375.11	0.97%
4020 · Taxes, Prior Year	266.50	1,508.88	2,500.00	-991.12	60.36%
4140 · Interest & Dividends	162.89	599.08	2,500.00	-1,900.92	23.96%
Total 4000 · Revenue	<u>851.12</u>	<u>5,748.85</u>	<u>379,016.00</u>	<u>-373,267.15</u>	<u>1.52%</u>
Total Income	<u>851.12</u>	<u>5,748.85</u>	<u>379,016.00</u>	<u>-373,267.15</u>	<u>1.52%</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

November 2024

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 are meeting with a local vendor to explore their services. I will report back with anything helpful that comes out of this meeting. I am hopeful we can find an affordable solution that gets our website up to date and is easy to use.

➤ KFD/SFD/MCFD

- For the first time in recent years, all three area Chiefs came together to focus on how we currently operate together, how we can improve our operations, and how we can build our partnerships to better support our agencies. With the long history of working together at the line level on calls, this is a big step toward open communications and providing the best possible service to our communities. We have set this as a recurring monthly meeting.
- Again, for the first time that I can recall, the Battalion Chiefs from all three agencies have taken the opportunity to get together and discuss operations in the area and how they can support each other at their level to improve operations and service delivery to our communities. We have been working for years to make this happen. This group will also continue to meet regularly.
- Chief Butler and I were invited to participate in an EMS Chief recruitment process at MCFD. We were able to share our input regarding what we would like to see for the position and their recruitment process.
- I will be participating in the Salem Fire Assistant Chief hiring process in December. This is another great opportunity for involvement with our partners as we continue to build relationships.

➤ Station Capacity

- I continue to explore options for adding capacity to our facility. As you are aware, our station is at or over capacity for apparatus and personnel.
- With two medic units on order, we currently only have one open bay space. We are exploring options with our partners, as well as a potential lease on available commercial space in town to house at least one piece of apparatus to meet our needs. The additional medic will be a reserve unit, so that opens our potential storage options. I am also exploring the options of a space that would allow staffing of a medic unit in a

satellite location. We continue to work to be creative and find a solution that will work for us in the short term while at the same time, continuing to work to plan for the success of our future.

- Speaking of out-of-space, our current station layout was built with the intent of a maximum of 10 personnel per shift, with 10 bedrooms upstairs. We are currently housing 12 personnel in those 10 rooms with an additional 2 personnel at MCFD station 6. This highlights the importance of partnerships and working together as we look toward the future. In addition to the 12 career personnel, some nights add three to four volunteers and students who are in a community-style dorm room that has a capacity for four personnel.
- Our space constraints require flexibility in the near term as we continue to explore long-term solutions. I am also exploring the feasibility of some off-site administrative office space that would move some of our support functions and free up space to be used for response personnel.
- There is no quick fix, but with some creativity, we can improve our space issues in the near term as we work on long-term solutions. Plenty more to come on this.

➤ Non-Response Volunteers

- The applications for Non-Response Volunteers are live on our website and analog copies are available at the station. Chief Blanco is doing a great job spreading information about our exciting new program and I am hopeful we will see our first Non-Response Volunteers on board before the end of the year. If you know anyone who may be interested, please direct them to our website or have them contact Chief Blanco.

➤ Employee Handbook

- Making a few final updates and this should go out to staff for review 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.

➤ 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.

Respectfully Submitted,

Ryan Russell

Fire Chief

EMS ACTIVITY REPORT

November 2024 Board Meeting

- **Ambulance Billing Items:**

- Our *October* financial reports from Systems Design show **\$969,898.80** in new charges with **361 billable calls** and a **deposited revenue** of **\$244,331.05**. Our A/R balance is **\$1,810,436.50**. Our net revenue from accounts in collections during *October* was **\$7,711.65**.

- **Capital FireMed Program Revenue:**

- **October** reports for Capital Fire Memberships revenue was **\$1,820.00**
- **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.

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

Older news; We received funds for the second half of the GEMT CCO program for 2023. For a total of **\$166,241.00**.

Should you have any questions about any of this information, please don't hesitate to ask.

Respectfully Submitted,
Jacquelynn Sunderland – CAC, CAFO. CACO
EMS Billing & Records Manager

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

Activity by Level of Service – Count / Gross Charges:

ALS1 E	281	\$676,929.00
ALS2	12	\$28,908.00
BLS E	67	\$161,403.00
TNT	1	\$917.00
TOTAL CALLS	361	\$969,898.80

Activity by Unit – Count / Gross Charges

M35	106	\$283,852.30
M36	56	\$153,892.00
M37	150	\$401,433.40
M38	49	\$130,721.10
Total	361	\$969,898.80

Transport mileage / Extra Attendant

Extra Attendant During Transport: 17 @ \$117.00 = \$1,989
Transport Mileage: 2,122.4 @ \$47.00 = \$99,752.80

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, CACO
EMS Billing & Records Manager*

ADMINISTRATIVE & COMMUNITY SERVICES
November 2024

Recruitment and Retention of the Keizer Firefighter Volunteer Association members

Volunteer Firefighters:

01. Ryan Belcher
02. Darrell Fuller
03. Eduardo Gomez
04. Fernando Jaime Zavala
05. Justin Johnson
06. William Meadows
07. Titus Spangle
08. Brandon Ragsdale
09. Ryan Redman-Brown

Non-Response Volunteer

Recruitment has began

Community Risk Reduction program (CRR)

Resource list created and continues to be updated.

Working with I.T. Josh to create a CRR web-link

Completed three CRR home visits, provided possible resources and discussed occupant safety concerns

November Meetings:

- 11/04 High school principal
 - City council
- 11/05 Chamber Greeters
- 11/11 Veterans Day Holiday
- 11/14 9am Whiteaker Middle school principal
 - 12pm ServPro
 - 7pm WKNA
- 11/18 12pm Keizer United
- 11/20 7pm NWKNA
- 11/27 Thanksgiving Holiday
- 11/28 Thanksgiving Holiday

Respectfully Submitted,

Hector Blanco
Administrative Division Chief

OPERATIONS MONTHLY REPORT

November 2024

October 2024 Total Incidents – 591
YTD – 5965

October 2023 Total Incidents – 604
YTD – 5642

October 2022 Total Incidents – 560
YTD – 5222

Continuous Code 3 “ALL” <= 6 minutes – 48, Average Response Time: 00:04:14

Continuous Code 3 “ALL” > 6 minutes – 4, Average Response Time: 00:06:05

OCTOBER 2024 RESPONSE TIME STANDARD – 92.3%

2024 YEAR TO DATE CODE 3 RESPONSE TIME STANDARD – 94.0%

Inc #	Address	Call Type	Shift	T.O.D.	Reason
5642	6400 Blk Tepper Park Way NE	NatGas	A	1:31 PM	Distance
5827	900 Blk Cloverleaf Ct NE	EMS	C	2:38 AM	Poor Turnout Time
5980	900 Blk Julie St N	EMS	A	3:15 AM	Poor Turnout Time
6051	River/Appleblossom	EMS	C	2:22 AM	Poor Turnout Time

Operations Projects:

- Operational Staffing/Hiring: We are currently 100% staffed. We anticipate losing one Firefighter/Paramedic the first week of March 2025. We currently have a hiring list of three Firefighter/Paramedics and five Paramedics, so we have good depth on our lists for the time being. We anticipate promoting a Paramedic to Firefighter/Paramedic to replace the leaving employee and then hiring a Paramedic to backfill the open position.
- Clear Lake Co-Staffing: The co-staffing of the Clear Lake station is still going well. In October Engine 725, from Marion County Fire District #1, handled 50 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 1.6 call per shift. Engine 355 had 300 calls for the month of October, without the relief of E725, they would have responded to 350 calls. This is a decrease in work load of 16% 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 30th. The Board will see four policies for a first reading this month, along with a second reading for three other policies.

Since the last Board meeting we have reviewed, updated and signed the following guidelines:

- 2.030 Promotional Ceremonies
 - 4.070 Shift Expectations Guideline
 - 4.071 Shift Expectations Document
 - 6.110 Post Incident Decontamination
 - 10.010 Issued Equipment
 - 10.040 PPE Inspections / Cleaning
- Conflagrations: Reimbursements continue to roll in, there are still four fires that we are waiting for reimbursement.
 - Inter-Agency Cooperation: There has been a renewed interest in Salem Fire, MCFD#1 and us working together more closely. Although we have been pushing for this type of cooperation for years, we have finally seen some movement with the hiring of the new Salem Fire Chief.

I have been able to meet with the Operation Chiefs from both of the other departments and discuss issues that we are having, where each agency is going operationally and talk about things that we can do together to make us all stronger. This includes working together operationally on an automatic basis on emergency calls and cooperatively training together.

We have also started monthly meetings where the on-duty Battalion Chiefs will get together for coffee and discuss mutually beneficial topics. I have also been able to sit in on meetings regarding Salems progress on developing its ambulance service, which allows us to anticipate things that may be obstacles or opportunities for us to provide better service.

Maintenance Projects:

- Facilities: Routine care and maintenance continue to be completed by staff as time allows:
 - Due to the amount of people now on-duty, both career and volunteer, we have increased the room capacity by adding a sleeping dorm and doubling up two dorm rooms (essentially going from 10 beds to 13).
 - Slate and Slate Roofing repaired leaks in the roof.
- Apparatus:

- The tank on Brush 358 has been found to be leaking. We have never encountered an issue like this before. The tank has a warranty and we are looking to have it removed and fixed.

Other Events, Activities and Meetings:

- Oct 21 – Chemeketa Advisory Board Meeting (sitting in for BC Brozovich)
- Oct 28 – EMS QI Meeting
- Oct 30 – Tablet Command demonstration at WVCC
- Nov 6 – Area Operations Chiefs Meeting
- Nov 8 – Area Battalion Chief Meeting
- Nov 8 – MCFD EMS Division Chief External Stakeholders Meeting
- Nov 12 – Chiefs Meeting
- Nov 12 – EMS/Fire Services Meeting, WVCC
- Nov 13 – Ambulance Service Area (ASA) Advisory Committee Meeting
- Nov 18 – Labor / Management Meeting

Respectfully,

Brian Butler
Division Chief

VEHICLE MAINTENANCE REPORT

November 2024
(10/01/2024 – 10/31/24)

<u>Unit</u>	<u>Hours Out of Service</u>		<u>Notes</u>
	Month	Year to Date	
<u>Medics</u>			
2001 (M35)	5	31	Quarterly PM (O)
2002 (M36)	0	191	
1501 (M37)	0	183	
1601 (M38)	10	621.5	Quarterly PM, Radiator Replaced (O)
<u>Engines</u>			
1711 (E355)	143	569.5	Turbo Diagnosis (O)
1712 (E365)	7	49.5	Turbo Actuator Repair
2111 (E375)	2	72	Pump Testing
0411 (E385)	312	580	Annual PM, repaired several items
<u>Other</u>			
9221 (L358)	26	248	Diagnosed a check engine light (O)
1731 (SQ359)	0	9	
2141 (BR358)	0	7	
1741 (BR365)	0	3	
1641 (UTV368)	0	0	
1651 (BC35)	0	1.5	
1652 (BC36)	1.5	1.5	Annual PM (O)
<u>Staff Vehicles</u>			
0851 (U394)	0.75	0.75	Annual PM (O)
2151 (U354)	287.5	290.5	Radio Repair (O)
1653 (U374)	0	0	
0951 (U384)	0.75	0.75	Annual PM (O)
2451 (C351)	1	8	Annual PM (O)

Repair/Maintenance Events:

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

TRAINING, HEALTH, AND WELLNESS DIVISION

MONTHLY REPORT

November 2024

October Training Highlights:

Fire: Crews toured the Covanta plant in Brooks alongside Marion County personnel to gain better situational awareness at the location and pre-plan for fire response. Cherrlots provided training on their new Battery Electric Bus (BEB) Emergency Response Guidelines. This allowed crews a chance to familiarize themselves with the new electric bus fleet. Shifts also studied NIOSH reports on Line of Duty Deaths (LODDs), reviewing critical takeaways and applying them within our agency.

EMS: Crews completed training on new stroke updates and review 12-lead ECG interpretation. We also had several personnel attend the Oregon EMS Conference in October.

Scheduled November Training:

Fire: We have DPSST's ventilation prop on loan this month; crews will be utilizing it to practice both peaked and flat roof ventilation tactics.

EMS: Crews will identify and review infrequently used EMS protocols, and practice removing spinal injury patients from vehicles. Multiple personnel are attending outside pediatric and trauma training courses this month.

Other: Mental Health for Emergency Responders (Target Solutions); SWR Team meeting on 11/23.

Upcoming Training: Multi-company evolutions at Brooks Regional Training Facility are booked and Liberty House will be providing training on Mandatory Reporting for each shift in early December. All recertifying EMS courses are scheduled for 2025. We've also reserved DPSST's car fire simulator and Mayday course for January and February.

Meetings and Activities:

Training Committee: No scheduled meeting.

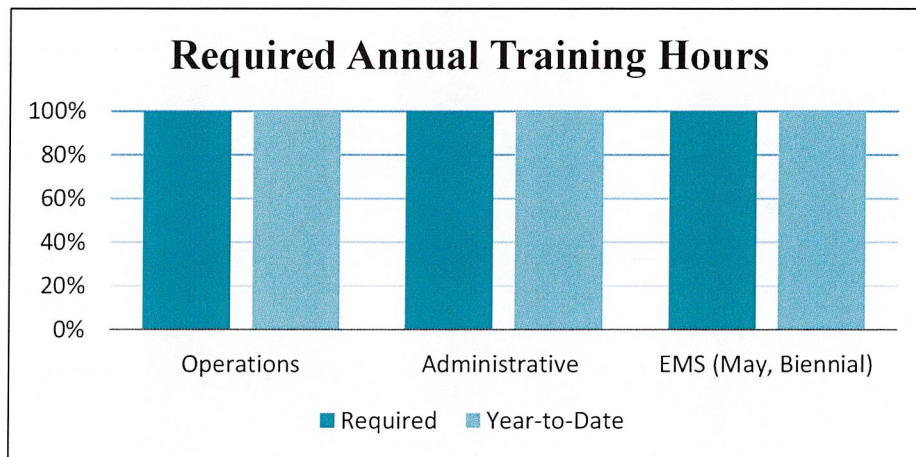
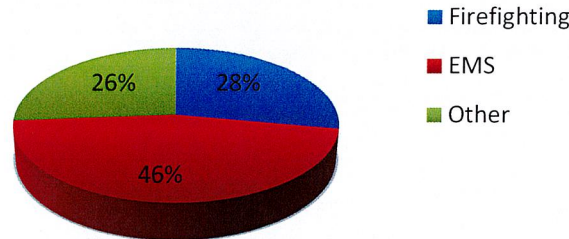
Chemeketa Fire Advisory Committee: Next meeting TBD.

Mid-Willamette Fire Instructors Association (MWFIA): No scheduled meeting.

Other: Submitted all DPSST recertification documentation for the department. Attended Command and Control Multi-Alarm Incidents at the National Fire Academy in Maryland, October 19-25.

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

**October Training
Total Hours: 406**



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) 36 hours (EMT- A/I) 48 hours (EMT - P)	8 3 36	192 hours 108 hours <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

TRAINING, HEALTH, AND WELLNESS DIVISION
MONTHLY REPORT
November 2024

Volunteer Program:

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

Fire District Student and Resident Volunteer (RV) Programs: There are no changes to existing program participant. Chemeketa students completing their second round of cooperative work experience (CWE) with us started this month and will continue into December.

Health and Wellness Programs:

Peer Fitness Committee: Multiple personnel are training for the Seattle Stairclimb for LLS (March 2025), and in the Carry the Load 100k distance challenge (December 2024). Crews are also planning a 5k "Turkey Trot" together on Thanksgiving morning.

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

Annual Physical Exams: No change from October. 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 14th. 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

November 2024

Fire & Life Safety

Inspections/code issues

Chemawa Apts – Everything has been completed.

River Road Apartments – Everything has been completed and apartments are now for rent.

Chemawa Station – Basic infrastructure for Chemawa Station is completed and the shells of building are being constructed. There are conversations and plans for a 4-story hotel to be built behind the current project, in front of the water tower.

School Inspections – Over the summer the SKSD Risk Management staff and I inspected most of the Keizer schools. We've been working on reinspection's and finishing the last school that needed an inspection. Overall things are going smoothly with the majority of the schools.

Oregon Fire Code Committee – Every three years, The Oregon Fire Code is updated by a group of volunteers. We take the most current International Fire Code and evaluate and make recommendations regarding proposed changes to the code. This process takes approximately 4-5 months in biweekly meetings. I currently sit on two different subcommittees examining various chapters of the Fire Code as it's key for smaller jurisdictions like ours to have a voice and ensure the fire code address our city just as it addresses issues in rural Oregon or downtown Portland.

Community Outreach

Station Tours/Pub Ed – This month we had four station tours with over 100 students ranging from Kinder to 8th grade.

Car Seat Clinic – Tuesday was our last car seat clinic for 2024. We assisted with installed 45 seats, 37 were through our assistance program. It was a huge turnout for Car Seat Technicians and families.

Keizer Greeters – November 12th Keizer Fire hosted Greeters at the REC. I gave a brief presentation on Fire Safety in businesses to approximately 50 individuals.

Meetings Attended

- 10/15 – Wildfire Funding Workgroup
- 10/15 – Board Meeting
- 10/16 – Prevention Meeting
- 10/16 – Day Staff Meeting
- 10/23 – OFMA Meeting
- 10/23-24 – OFMA TEC
- 10/30 – Oregon Fire Code Subcommittee
- 11/6 – Prevention Meeting
- 11/6 – Oregon Fire Code Subcommittee
- 11/7 – Wildfire Funding Workgroup
- 11/8 – OFDDA
- 11/12 – Keizer Greeters
- 11/12 – Car Seat Clinic
- 11/13 – Fire Works Application Meeting

Fire Prevention Division Board Report

Anne-Marie Storms, Deputy Fire Marshal

November 2024

Upcoming Events

12/3 – Christmas Tree Lighting

12/14 – Holiday Light Parade

12/15 – Santa Breakfast

12/21 – Candy Cane Drive Thru

1/7 – Emergency Preparedness Class - Part 1: An introduction to Emergency Preparedness



MEMORANDUM

To: Board of Directors
Thru: Ryan Russell, Fire Chief
From: Brian Butler, Operations Chief
Date: November 14th, 2024
Subject: Policy First Readings

6.04 Use of Social Media
6.21 Employee Benefits (Part-Time)
6.25 Substance Abuse
4.07 Non-Discrimination / Harassment

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

Policy 4.11 – Use of Social Media – This policy has been reviewed by staff and legal counsel. You will find the recommended updates in red with old language crossed out.

Policy 4.12 – Employee Benefits (Part-Time) – Staff has reviewed and is recommending elimination of this policy as these items are now listed in Policy 4.02 Non-Represented and at Will Employment.

Policy 6.25 – Substance Abuse – This policy has been reviewed by staff and legal counsel. Legal counsel advised on OAR/statute numbers being changed only. This policy was a collaboration between the District, Volunteers and Labor. We have provided this policy to Labor and the Volunteers to see if they have any changes that they would like to see. There are some minor language changes that need to happen, but we are looking for the Board to provide any suggested changes to the meat of the document that we could then go to those groups to get approved.

We anticipate this coming to the Board three times. For initial review, review of changes suggested by Labor/Volunteers and finally, to approve.

Policy 4.07 – Non-Discrimination / Harassment – This policy has been reviewed by staff and legal counsel. The bulk of the changes come at the request of legal counsel,

Recommendation:

Staff recommends that the Board of Directors review the three policies attached, 6.04 Use of Social Media, 6.25 Substance Abuse and 4.07 Non-Discrimination / Harassment and provide any suggested changes.

Staff also recommends elimination of Policy 4.12 Employee Benefits (Part-Time).

OPERATIONAL PERSONNEL POLICY

Number: ~~6.03~~ 4.07

Effective: 12/19/00

Revised: ~~01/18/2011~~ 01/21/25

DIVISION: Personnel

TITLE: Non-Discrimination/Harassment

PURPOSE

To establish a policy regarding the District's commitment and course of action when addressing acts or alleged acts of discrimination and/or harassment in the workplace.

SCOPE

This policy shall apply to all District Board of Directors, employees, and volunteers.

RESPONSIBILITY

Individuals, as well as the District, are responsible for complying with this policy.

PROCEDURE

A. Equal Employment Opportunity

1. It is the District's policy to employ, retain, promote, discipline, discharge, and otherwise treat all employees and job applicants on the basis of merit, qualifications and competence. It is the policy of the District to comply with federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual's sex, race, creed, color, religion, national origin, age, marital status, veteran status, **physical or mental** disability, which can be accommodated reasonably, **pregnancy**, sexual orientation, **gender identity, genetic information**, or any other status protected by applicable law.
2. The Fire Chief is the coordinator for the District's procedures for the implementation of this policy. It is the intent and commitment of the District that equal employment opportunity will be provided in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment.

B. Harassment

1. Policy

- a. It is the policy of the District that all persons to whom this policy applies has the right to be free from unlawful discrimination and harassment. The District will endeavor to eliminate and prevent harassment and to promptly address any effects harassment may have on the working conditions of employees, volunteers, and others doing business with the District.
- b. Harassment on the basis of race, creed, color, national origin, age, sex, marital status, religion, **physical or mental** disability, veteran status, sexual orientation, **gender identity, on-the-job injury, genetic information** or any other status protected by applicable law will not be permitted. Prohibited harassment includes, but is not limited to, comments, slurs, jokes, innuendos, cartoons, pranks, emails, texting, physical harassment, or any similar activities which are derogatory on the basis of the employee's protected status, or that of his/her relatives, friends, and/or associates, **as well as using any other words or conduct that might create a hostile or offensive work environment.**
- c. Harassment will not be tolerated by the District. This prohibition against harassment also applies to off-duty, off-premises conduct, if the conduct has adverse effect on the work environment. This is including but not limited to, communications made by the use of social media, personal cell phones, texting, and other technology such as pagers, tablet computers, and smart phones.
- d. Sexual harassment, whether on or off-duty includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature. **Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated by the District. Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.** In addition, all such sexual conduct, whether welcome or not, is absolutely prohibited while an employee is on-duty.
- e. Employees have the right to be free from such harassment, either from coworkers, supervisors, or other persons related to the

workplace while on or off the job. Harassment is prohibited by state and federal anti-discrimination laws where:

- (1) Submission to such conduct is either explicitly or implicitly a term or condition of employment status;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for decisions relating to the individual's employment; or
- (3) Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. Reporting Harassment

- f. Any person covered by this policy who feels harassed under this policy, or is aware of the potential harassment of another person covered by this policy, is urged to report this to any supervisor or the Fire Chief. The report may be formal or informal. A formal report shall include a written statement. If the individual believes he or she is being harassed by the Fire Chief, is uncomfortable discussing the matter with the Fire Chief, or if the Fire Chief is unavailable, the person involved shall notify the President of Board of Directors. No complainant shall be retaliated against in any way for complaining of harassment or for participating in an investigation of such complaint. Any person engaging in retaliation will be subject to discipline, up to and including discharge.
- g. While the District cannot guarantee confidentiality, all matters related to a report of harassment will be kept confidential to the greatest extent possible, consistent with the need to conduct an adequate investigation. Any employee or supervisor receiving notice of harassment shall notify the Fire Chief who will then direct an investigation and ensure that the charge is resolved appropriately.

C. Investigation of Complaints

1. When the Fire Chief or President of Board of Directors is notified of alleged harassment as defined by this policy, he or she will notify the District's legal counsel, and the Fire Chief or Board designee will promptly investigate the complaint. The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will include interviews with the directly involved parties, and where necessary, any other parties who may have observed the alleged harassment or who may be similarly situated with the complaining party (such as co-workers

who may be able to testify to their experience with the person who is accused of the harassment).

2. The investigator shall cause the person accused of harassment to be advised of the allegations, and afford him or her an opportunity to reply to the allegations orally and/or in writing. The accused employee shall also be advised that any retaliatory conduct by him or her shall be subject to disciplinary action, regardless of whether the allegations of harassment are substantiated. The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not cause for corrective and/or disciplinary action. A brief summary of the District's conclusion will be made available to the complainant, upon request.
3. A report, which finds reasonable cause for corrective and/or disciplinary action, will be maintained in the personnel file of any employee subject to such action. The employee may place in the employee's personnel file a statement of rebuttal or correction. For the purpose of this section, a former employee may also present such statement.
4. Once completed, the record of the investigation shall be maintained in a sealed file, separate from the personnel file, but with a reference in the personnel files of the allegedly affected employee and the employee who was the alleged harasser. Once the material in the sealed file is determined to have no reasonable bearing on job performance or on the efficient and effective management of the District, reference to it in one or more personnel files, may be removed.

D. External Complaint Procedure

1. We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.
 - Oregon Bureau of Labor and Industries at the following web address: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
 - Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

E. Employment Agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

F. Additional Employee Support Services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Counseling and support services through the District's Employee Assistance Program
- The District cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

D. G. This policy shall be reviewed twice yearly with all District personnel.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Review/Revision History:
Revised: 01/18/11

OPERATIONAL PERSONNEL POLICY

Number: ~~6.04~~ 4.11

Effective: 12/21/2010

Revised: ~~02/15/2011~~ 01/21/25

Division: Personnel

Title: Use of Social Media

PURPOSE

This policy provides important standards and guidelines when using social media.

SCOPE

This policy shall apply to all District Board of Directors, employees, and volunteers herein referred to as members.

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.

DEFINITION

"Social Media" is an umbrella term for various forms of communication consisting of user-created text, audio and video published in a shared environment, online such as over the Internet or through mobile telephone networks (i.e. using personal cell phones, Smartphones, etc.) including, but not limited to, social network services (i.e., Facebook, MySpace, etc.), blogs, texts, forums or message boards, audio/video content commodities (i.e., YouTube, Flickr, etc).

The differing forms of social media generally have the common characteristic of allowing for personal participation and feedback in a very fast and informal way. Social media is also typically open to vast multitudes of people to observe, copy, and use, with few, if any, access restrictions.

PROCEDURE

A. Using Social Media for Business Purposes:

Keizer Fire District recognizes the ~~increasing~~ popularity and usefulness of social media as a rapidly evolving means of communication. There are many potentially beneficial District business uses of social media, including industry related research; networking; and knowledge building.

Members who use social media for business purposes are to always conduct themselves in a professional manner according to this policy and other applicable company policies and procedures including, but not limited to, the District's Acceptable Use of Computers, Non-Discrimination/Harassment Policy; and Sexually Explicit Material in the Workplace Policy. **In using social media, Members are expected to follow all applicable laws, including copyright, and Oregon ethics laws.** Additionally, if you are unsure as to whether or not a particular social media activity is appropriate you **must** consult with your supervisor or the Fire Chief before participating in it, Board Members would consult with the Board President.

B. Responsibility:

Each member is responsible for any on-line activity conducted using a District issued e-mail address or other access method that can be traced back to the District's domain, computer equipment or other devices and equipment, all of which can only be used to access social media if related to a valid business purpose directly related to your specific job duties with the District and/or in a manner consistent with the District's Acceptable Use of Computer Policy. Members should have no expectation of privacy while using the District's e-mail addresses, computer systems and other devices to access social media, and the District will monitor and investigate the use of its equipment as necessary.

The following standards are to be followed when using social media for business purposes:

1. Concept is simple; imagine what you post as being on a billboard in the middle of town.
2. Do not portray yourself as an official spokesperson for the District, or suggest you represent the District's position, unless specifically authorized to do so in writing by the Fire Chief. If you are not an official spokesperson, be clear that any social media comments you make are your own and not on behalf of Keizer Fire District.
3. Always speak or write in first person not the third person voice when using social media (i.e., "I believe . . ." rather than "we believe . . .").
4. Disclose your true identity and affiliation with the District at all times when using social media for business purposes. It is inappropriate to hide behind false identities, pseudonyms, or partial names when utilizing social media.

5. Adhere to all applicable District policies concerning confidentiality when using social media. Most significantly, do not discuss or otherwise disclose non-public information learned through your work with the District including, but not limited to, confidential medical information about members or members of the public. (HIPAA)
6. Identify any copyrighted or borrowed material with citations and links. When publishing any authorized materials online through social media that include someone else's direct or paraphrased quotes, thoughts, ideas, photos or videos, always use citations and links to the original material where applicable.
7. Evaluate the accuracy and truthfulness of anything you write or produce before posting.
8. Follow the terms and conditions of use established by the venue used for any social media activities (website, blog, discussion forum, etc.) It is your responsibility to review all such rules and to conform all of your social media activity to the applicable terms and conditions of each site.
9. Do not post any audio, video or photographic images of an emergency scene or training; no posting of text referencing an emergency call of any kind. Do not post anything that is sensitive in nature, if you are not sure, ask your supervisor.
10. Always be respectful when referring to the District's members, business partners, service providers, vendors, and members of the public, including their privacy. This applies to both the type of information posted and the manner and context in which it is presented. Do not identify such individuals by name, post their pictures or provide other specific information without securing their approval.
11. Obey the law. Do not post any information or engage in any online conduct that may violate applicable local, state or federal laws or regulations.

C. Personal Use of Social Media:

Keizer Fire District respects the rights of members to use social media as a medium of personal self-expression and conversation and does not want to discourage such self-expression and discussion. The District does not disapprove of members who use these mediums for non-work related personal interests or other lawful purposes.

Social media sites have nearly unlimited communication potential, duration and retention, and generally can be accessed by anyone around the world. Thus, to protect the Fire District's legitimate interests, and consistent with the District's responsibilities.

Members who maintain or contribute to social media sites are prohibited from engaging in certain activities:

1. **Use of District Facilities and Equipment:** You are prohibited from using the District's facilities and equipment, including computers and software, during working time to

engage in personal social media activities in a manner that is inconsistent with the District's Acceptable Use of Computers Policy.

2. **Representing the District:** You are prohibited from posting social media that purports to represent the position, viewpoint, statements, opinions or conclusions of the District. When necessary to be clear, indicate that your posts represent your views and not necessarily the opinions of the District. Supervisors should take special note that by virtue of their position, they must consider whether the personal thoughts they choose to publish may be misunderstood as expressing the District's positions.
3. **Intellectual Property and Confidential Information:** You are prohibited from using social media to post intellectual property, trademarks, logos or copyrighted materials owned by the District or any business partners, service providers or vendors.
4. **Use of District Materials:** You are prohibited from posting proprietary or other confidential information learned through contact with the District, including, but not limited to, confidential medical information regarding members or members of the public we serve.
5. **Additionally,** ~~You are prohibited from using~~ **may not use** photographs, recordings, marketing materials or other materials owned by the District for personal social media activities.

These limitations are **should not be** intended to ~~infringe upon any rights~~ **as limiting** Fire District personnel ~~may have~~ **rights to engage in legally protected speech or other activity** under applicable local, state and federal employment and labor laws.

POLICY VIOLATIONS

Fire District Members who are aware of potential violations of this policy are obligated to report such violations or they themselves, may be subject to inquiry. Members are to report such conduct to your supervisor or the Fire Chief. Members who violate this policy are subject to disciplinary action, up to and including discharge. In addition, Keizer Fire District reserves the right to take any appropriate legal action necessary to stop or remedy improper or unlawful conduct involving social media.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Directors

Date

Review/Revision History:
Revision - 02/15/2011

OPERATIONAL POLICY

Number: 6.21

Effective: 9/17/96

Revised: _____

DIVISION: Personnel

TITLE: Employee Benefits (Part-time)

PURPOSE

To establish a policy regarding the type, accumulation and use of benefits provided to part-time "regular" employees by the District.

SCOPE

This policy shall apply to part-time "regular" District employees.

RESPONSIBILITY

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

PROCEDURE

A. General

Part-time "regular" District employees will receive the following benefits upon employment with the District: sick leave, vacation, PERS retirement, participation in voluntary deferred compensation plans, cafeteria plan and access to an employee assistance program. The District also operates under the Federal Social Security System. Please read each section for specific information. Some benefits have specific waiting periods or other restrictions regarding employee participation. If questions arise, consult each specific plan / program rules or request clarification from the Fire Chief.

B. Sick Leave

Upon completion of the employees first six full months of employment, he/she will be eligible for the following sick leave benefits:

1. Definition of sickness

Sickness is any illness, disability or non-occupational accident that prevents an employee from performing his/her assigned duties for the District. Sick leave may also be used while an employee is away from work for medical and dental appointments and to care for a sick or injured family member (as described in OP #6.01 Section F. Bereavement Leave).

2. Notice of Sickness or Disability

An employee unable to report for work because of sickness or disability shall notify the employee's supervisor or the Fire Chief. If it is not possible to telephone the notice should be made as promptly as available means of communications permit. No sick leave will be payable for any period of absence in which an employee has failed to give notice, without giving good cause for doing so. If the illness or disability represents a loss of more than 40 hours, the Fire Chief may request that the employee produce written documentation from a licensed physician verifying such sickness or disability. If this is requested it will be paid for by the District.

3. Sickness while on Vacation

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

4. Employee Responsibility

Misrepresentation by an employee of the facts with respect to any sickness or disability, which benefits were claimed by the employee under this policy, shall disqualify the employee from such benefits and be grounds for disciplinary action up to and including termination.

5. Accumulation of Sick Leave Benefits

Part-time "regular" employees will accumulate sick leave benefits at the rate of four (4) hours per full month. This benefit can be used in any hour configuration necessary and has no maximum limit the unused yearly total will carry forward from year to year. If an employee leaves the District for any reason other than at retirement, the employees unused accumulated sick leave time will be forfeited. An eligible retiring employee may choose to use this accumulated sick leave in calculating the employee's PERS retirement benefits.

C. Vacation

Part-time "regular" employees will accumulate monthly vacation benefits based on the following schedule:

<u>Months of Service</u>	<u>Monthly Accumulation</u>
1 to 60 months	7 hrs/mo.
61 to 120 months	8.66 hrs/mo.
121 months and over	10.33 hrs/mo.

1. Time Accumulation

For purposes of determining the amount of vacation allowance to be granted, anytime which an employee is off on paid leave shall be considered as time worked. Any unpaid leave shall not be considered as time worked and will not be used in computing earned vacation. However, leave of absence time spent in active military service will be counted as time worked in determining years of service for the District. Vacation leave will be credited on the 1st day of each month.

2. Use of Vacation and compensatory time

An employee having personal business that requires their absence from work may take time off as vacation leave. All vacation leave of 8 hours or more must be requested and approved in writing by the Fire Chief. The use of vacation time less than 8 hours may be scheduled verbally with the employees supervisor. The use of vacation leave is limited to the employees credited leave amount. No advanced leave time will be allowed.

Vacation leave will be scheduled on a first come first serve basis. If two employees request the same time period off (at the same time) and staffing levels require that only one employee can be gone during that time period, the time off will be given to the employee who has the most years of service completed with the District.

An employee using vacation time will be paid at his/her regular rate of pay. Each employee may carry an accumulation of forty (40) hours of unused vacation leave plus their annual accumulation forward from one benefit (calendar) year to the next. An employee leaving the District will be paid any unused vacation and/or compensatory leave in addition to any wages due.

D. Paid Holidays

Part-time "regular" employees are not eligible for paid holiday benefits. An equivalent to this

benefit has been added to their vacation leave accrual benefits.

E. Retirement (PERS)

The District will provide a retirement plan (PERS) for each employee after the completion of the new employee's first six (6) months of employment. This does not apply if the new employee has previously been a PERS member, in that case the benefit will begin upon employment with the District.

The District will pay the employer's and currently the employee's portion of the PERS retirement contributions. District emergency response personnel may also purchase additional P&F units at their own expense.

F. Deferred Compensation

Voluntary tax deferred compensation plans are available to District employees. Additional information and regulations regarding these plans are available from the District business office and/or plan administrator's.

G. Employee Assistance Plan

An employee assistance plan is provided to all District employees, volunteers and their immediate family members. This plan is to help avoid possible personnel issues, which may arise as a result of performing duties associated with emergency response services. Additional information and regulations regarding this plan is available from the District business office and/or plan administrator's.

H. Cafeteria Plan

A voluntary cafeteria plan is available to District employees as allowed by the Internal Revenue Service. Additional plan information and regulations regarding this plan are available from the District business office and/or plan administrator's.

APPROVED BY THE BOARD OF DIRECTORS

President, Board of Director's

Date

OPERATIONAL ~~PERSONNEL~~ POLICY

Number: ~~6.25~~ 4.18

Effective: 7/17/01

Revised: ~~6/21/05~~

DIVISION: Personnel

TITLE: Substance Abuse Policy

PURPOSE

To establish a policy regarding substance abuse.

SCOPE

This policy shall apply to all Fire District employees and volunteers

RESPONSIBILITY

Individuals, as well as the District, are responsible for complying with this policy.

INTRODUCTION

This document is authorized by Article ~~25~~ 22 of the working contract between Keizer Fire District (the District) and Local 3881 (the Union), and constitutes a jointly formulated policy on the topic of drug and alcohol testing. Further, this agreement includes the Keizer Fire District Volunteer Association (the Volunteers) and its membership. For the purpose of this agreement "member" is either a member of the District, the Union or the Volunteers.

A. PURPOSE. The purpose of this agreement is

1. To inform members of expectations and prohibitions and to emphasize the assistance available for chemical and alcohol abuse problems.
2. To define the standards and procedures of the District, the Union, and the Volunteers regarding substance abuse and drug and alcohol testing in the work place.
3. To assure that all District actions involving drug related testing or corrective action are defensible and in compliance with applicable state and federal laws regarding drug and alcohol dependency, testing and discipline.

4. To prescribe appropriate corrective action when rehabilitation efforts are unsuccessful.
5. To ensure a safe working environment for all members and promote the high level of performance standards demanded by the public.

NOTE: This policy is intended to be in compliance with the Drug-Free Work Place Act of 1988. In the event of a conflict between the provisions of this policy and the Act, the provisions of the Act will prevail. Information regarding Drug-Free Work Place Act will be available for review.

B. SCOPE. This policy applies to all members of the Fire District. The policy addresses the topic of assistance available for members seeking help with chemical dependency problems. It also addresses specific procedures to be utilized when available evidence indicates that drug or alcohol testing is called for.

C. BACKGROUND. Drug and alcohol abuse is a problem of national and epidemic proportions, which adversely affects job performance and constitutes a serious threat to the health and safety of the public, the safety of fellow workers, and the efficiency of operations. For this reason, it is the responsibility of all members to work diligently to ensure a drug free work place.

The District, the Union and the Volunteers encourage the voluntary admission of chemical dependency and place a strong emphasis on rehabilitation as opposed to punitive action. For this reason, any member of the District has the opportunity to request treatment for chemical dependency without threat of punishment if such request is received prior to disciplinary action being taken as a result of the violation of this policy. Further, the degree of any future corrective action for violation of this policy will be based upon the level of cooperation of the member.

Formal actions to correct suspected substance abuse must be in accordance with this policy; the working agreement between the District, the Union, and the Volunteers; and state and federal law. The District acknowledges the sensitive nature of chemical dependency and will ensure that all of a member's medical and rehabilitation records will be kept in a confidential manner and may not be disclosed without the prior written consent of the patient, authorizing court order, or otherwise as permitted by federal law implemented at 42 C.F. R. Part II.

D. DEFINITIONS. For the purpose of this policy, the following definitions apply.

1. Controlled Substance. All forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfer, use or possession or manufacture is prohibited or restricted by the Oregon Revised Statutes or the U.S. Code.

2. Drugs: Over-the-Counter Drugs. Drugs which are generally available without a prescription from a licensed practitioner/physician or dentist and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform his or her duties.

Prescription Drugs. Drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

3. Drug Test. A breathalyzer test and urinalysis taken for the purpose of determining whether alcohol or drugs are in the person's system.

4. Last Chance Employment Contract. An agreement in lieu of termination between the District and member who has violated the provisions of this substance abuse policy which specifies the conditions to which the member must adhere in order to remain employed.

5. On Duty. The period of time during which a member is engaged in activities on behalf of the District.

6. Reasonable Suspicion. A belief based on objective and specific articulable facts sufficient to lead a reasonable person to suspect that a member has consumed or is under the influence of drugs or alcohol such that the member's ability to perform the functions of the job is impaired or that the member's ability to perform his/her job safely is reduced. Such articulable facts or circumstances could include appearance, behavior, speech, a pattern of erratic or abnormal conduct; arrest or conviction for a drug-related offense; information provided either by reliable credible sources or independently corroborated; newly discovered evidence that the employee has tampered with a previous drug test; or involvement in a vehicle or apparatus accident, resulting in physical injury, property damage, or citation for a moving violation.

7. Under the Influence. For the purpose of this policy, a member will be deemed to be under the influence when testing indicates any detectable level of drugs (in excess of trace amounts attributable to secondary exposure) in a member's blood or urine or any noticeable or perceptible impairment of the member's mental or physical faculties.

With respect to alcohol, blood alcohol content of 0.02% constitutes being "under the influence" while on duty.

II. General Items

- A. Every accident, whether or not it involves a vehicle or apparatus accident, constitutes reasonable suspicion for an investigation of all the circumstances and of the possible impairment of any member involved in the accident. This investigation should occur as soon as possible after the accident. The investigation is automatic. However, it is just an investigation. No one subject to such an investigation is being "accused" of impairment.

Whenever a supervisor prepares an incident report with respect to an accident, he/she should indicate on the report whether or not drugs or alcohol were suspected and what investigation took place, and what were the results of the investigation. The incident report form will be modified to reflect this investigation.

- B. It is the policy of the District that buying, selling, transporting, possessing, using, manufacturing, being under the influence of, or consuming non-prescribed controlled substances is prohibited on all property or designated areas used by the District. Further, consumption of alcohol and possession or transport of open containers of alcohol is likewise prohibited on all property or designated areas used by the District. Property or designated areas include emergency scene response areas, buildings (either in or outside), and District vehicles.
- C. Use of or being under the influence of alcohol or controlled substances including narcotics, sedatives, stimulants, and other controlled substances and mood-altering substances, and abuse of prescribed medications or use of any other substance which impairs job performance or poses a hazard to the safety and welfare of any volunteer, employee, or member of the public, on duty or while or while operating District equipment or vehicles is prohibited and shall subject a member to corrective action as set forth in this policy. Members shall not report for work under the influence of any intoxicating liquor or illegal drugs, and shall not respond to emergency calls within eight (8) hours of the use of alcohol. ORS 682.025 (19) (c).
- D. Members shall have no expectation to be free from search of a locker, desk or contents of other similar District-controlled spaces. The search of any area used exclusively by a member (when directed at or against a member due to suspicion of a violation of this policy) shall be based on reasonable belief that the employee possesses any substance in violation of this policy. Such a search shall be approved by the Fire Chief or his/her designee, and if possible, notice to the member and an opportunity to be present, shall be given.
- E. Each employee/volunteer must report the use of medically authorized drugs or other substances which the employee/volunteer knows or should know can impair job performance to the immediate supervisor and provide the supervisor proper written medical authorization from a licensed practitioner/physician while using such authorize substances. An employee/volunteer whose impairment may affect

job performance should take sick leave or other steps consistent with the advice of a licensed practitioner/physician. It is the employee's/volunteer's responsibility to determine by asking his or her practitioner or physician whether the prescribed drug or other substance will impair job performance. If an employee/volunteer reports to work under the influence of prescription medication and endangers himself/herself or others, the employee may be disciplined. Any failure to report the use of such drugs or other substances, or failure to provide evidence of medical authorization, can result in disciplinary action.

- F. No later than five (5) days after any conviction for the violation of any criminal drug statute, the convicted employee shall report the conviction and the facts and circumstances surrounding it in writing to the Fire Chief or his/her designee.
- G. ~~OAR 333-265-0160~~ **OAR 333-265-0080** requires notification to the Oregon Health Division within ~~3~~ **10** days of the following occurrences: restricted scope, driving under the influence citation/program, restriction or loss of driving privileges, drug/alcohol treatment.

III. TESTING

A. TESTING PROCEDURE

1. Testing will be requested by a supervisor, Duty Chief, Deputy Chief, Fire Chief, or designated management employee in those instances where an employee and/or any supervisor feels that reasonable suspicion exists. In the event the immediate supervisor is the person suspected of substance abuse, the member shall go to the next level in the chain of command.

When the member is notified that he or she is required to consent and submit to such tests, he or she may request the presence of a representative to witness the test. The test shall not be delayed unreasonably, however, in order to wait for a representative. The absence of a representative shall not be grounds for the employee to refuse to consent and submit to such tests or searches. The presence of a representative shall not disrupt or interfere with the tests or searches.

2. When testing is requested, the member will immediately be taken by a supervisor, Duty Chief, Deputy Chief, Fire Chief, or designated management employee to a testing laboratory as specified by the Board, where a urinalysis and breathalyzer test will be undertaken. If the employee so requests, a Union/Volunteer representative may accompany him to the testing laboratory.

3. Members who submit to a urinalysis and/or breathalyzer test will be asked to sign a Consent Form for Drug and Alcohol Testing, attached as Exhibit B.

4. The laboratory will be pre-selected by the Board from the list of laboratories, attached as Exhibit C, which have been licensed by the Oregon State Department of Health in compliance with ORS 438.435 and OAR 333-24-305 through 350.
5. The collected sample will be immediately subjected to the proper panel of tests, as designated by the Board of Review, and the results of the test(s) will be delivered, in sealed envelopes, to the member and the Chair of the Board of Review. The sealed envelopes delivered to the Chair will be held until such time as the Board will have made its determination as to whether the request to test was based upon reasonable suspicion. The decision of the Board will be based upon a review of all facts and circumstances leading up to the decision to test. Under no circumstances will the member taking the person to be tested to the lab be in a circumstance to observe the result (i.e., breathalyzer).
6. If the Board of Review determines that the test was based upon reasonable suspicion, the envelope will be opened and a recommendation for further action will be made by the Board based upon the results of the test. If the Board determines that the request to test was not based upon reasonable suspicion, the envelope will be destroyed in the presence of no less than two Board members, one of which must be a Union Representative or a Volunteer Representative and one a Management representative.
7. The District, the Union and the Volunteers understand that results of any test must be made available to the individual being tested, and that nothing in this policy is in any way intended to impede or restrict the tested member from receiving said test results.
8. The urinalysis-screening test shall be performed using the Enzyme Immunoassay (EIA) method or current standard prescribed by the Oregon State Health Division.
9. Any positive results on the individual urinalysis-screening test will be confirmed through the use of Gas Chromatography/Mass Spectrometry (GS/MS), Thin Layer Chromatography, High Performance Liquid Chromatography, or current standard prescribed by the Oregon State Health Division.
10. The Board of Review will review all testing procedures annually to determine that the tests used are in compliance with current law and standards of practice as defined by ORS 438.435 and ~~OAR 233-24-305 through 350~~ **OAR 333-024-0305 through 0650** and any other applicable statutes and administrative rules.
11. A member who has been requested to submit to urinalysis and breathalyzer test will be placed on administrative leave, with pay for an employee, pending the final decision of the Board of Review. If the results of the urinalysis test are positive as outlined in Paragraphs 8 and 9 above, the member may request a third

verifying test on a sample taken from the frozen specimen as stated in Paragraph 13 below.

12. The District will pay all the cost of collection and for two tests. The cost of a third, verifying test, if requested by the member shall be paid by the District if the results of it are negative.

13. All samples that have been collected and tested will be frozen and stored for thirty days at the testing laboratory for the purpose of a retest should one be required. Positive samples will be stored longer upon request of the District, the Union, the Volunteers, or the member being tested. Positive samples will be stored longer than 30 days upon written request to the laboratory by the concerned party. Such requests will be made prior to the expiration of the thirty-day period.

14. In any instance where testing has been authorized as stated in Section III of this policy, refusal by a member to take the test will be subject to discipline, up to and including termination, subject to a decision of the Board of Review on the sole issue of whether reasonable suspicion to test existed. The severity of the penalty is to assure that individuals have an incentive to enter the counseling and rehabilitation program as defined by this policy. In the event of a second occurrence where testing has been authorized and the member refuses, the Board of Review will recommend to the District the appropriate level of progressive discipline up to and including termination.

15. An employee who is found to be under the influence of or impaired by alcohol or illegal drugs as a result of a test requested by the District based upon reasonable suspicion may be subject to disciplinary action, including termination.

B. BOARD OF REVIEW

1. The Board of Review (the Board) will consist of two (2) Union representatives, two (2) Volunteer representatives, and two (2) Management representatives. A Chairperson will then be selected from among the members who are employees of the District.

In order to assure a quorum can be achieved within 72 hours, one alternate may be selected for Board members from the District, the Volunteers, and one from the Union.

2. The Board of Review will examine the evidence surrounding any incident where testing has been requested and determine whether the decision to test was based upon reasonable suspicion, and whether the results of the test will be released to the Chair of the Board.

3. The final decision of the Board will be made by secret ballot with a majority required to authorize the release of test results. The decision of the Board will be made within 72 hours of the time of the incident leading to the test. Further action will then be taken in accordance with the terms of this policy. In the event the testing procedure is undertaken after 5:00 p.m. Friday, it is understood the lab tests will not be processed until Monday morning, extending the 72-hour turn-around time for test results to potentially 96 hours.

4. For the purpose of this policy, a quorum will be defined as not less than four (4) Board members or alternates, and must include at least one (1) management representative, one (1) volunteer representative and one (1) union representative.

5. At the first meeting of the Board, the Board shall promulgate the rules of procedure for its meetings. Those rules shall include, but are not limited to, who may appear before the Board, who may ask questions and call witnesses, and who shall preside. Other duties of the Board will include annual review of laboratories and testing procedures to ensure that all testing is accurate and in accordance with the current prevailing standard.

6. Board members will serve a term of two years. The Chair will be elected on an annual basis and cannot serve more than two consecutive terms as chairperson. The initial term of one Volunteer, one Management and one Union Board member will be for one year so that the terms of Board members are staggered. The three Board members who serve a first term of one year will be subject to reappointment to a regular two-year term after the completion of the initial one-year term. There will be no limit in the number of terms served by any Board member. Any Board member can be removed from the Board by a unanimous vote of the remaining five members. Alternates shall serve the same term as the Board member for whom they are the alternate.

IV. REHABILITATION

A. TREATMENT

1. It is the intent of the District, the Volunteers, and the Union to assist the member in overcoming any chemical dependency problem. Therefore, when a positive test indicates the presence of controlled substances or alcohol in the body, or when reasonable suspicion exists that a member is violating the conditions of this policy, the District may require the member to receive immediate counseling from the District's Employee Assistance Program.

2. Payment for long-term in-house treatment or any other treatment programs will be covered subject to the terms of the insurance benefit program in effect at the time.

3. Effective upon the signing of this policy, the District will allow Union members to transfer accumulated vacation or sick leave to a co-worker who is receiving treatment for or recovering from a dependency problem, and who has exhausted all accumulated leave, subject to the current labor agreement.

B. RETURN TO WORK

1. Members who successfully complete treatment, submit the appropriately signed release form, attached as Exhibit D, and sign a "Last Chance Agreement" will be returned to their former position. The Last Chance Agreement will have a term of two years during which time the member's continued employment is contingent upon compliance with the stated terms and conditions of the Last Chance Agreement. *A member who violates any of the terms of the Last Chance Agreement will be terminated.*

2. Members who have signed a Last Chance Agreement are subject to random breathalyzer tests and urinalysis at any time during the term of the agreement at the discretion of the Fire Chief or his/her designee. Results of said test(s) will be communicated to the Chairperson of the Board of Review or a designated Board member as soon as possible. In the instance where evidence of substance abuse causes the immediate supervisor to question whether the member can safely perform his/her job, the member will be placed on administrative leave pending the outcome of the urinalysis and breathalyzer test.

3. Members who have signed a Last Chance Agreement are subject to search of their person, personal vehicle, or locker at any time during the term of the agreement at the discretion of the Fire Chief or his/her designee. Search of personal vehicles shall be limited to those instances when the vehicles are on District premises or used by the individual to conduct District business.

C. SUBSEQUENT DEPENDENCY PROBLEMS

Members who have undergone treatment and successfully fulfilled the terms of the Last Chance Agreement will be considered to be rehabilitated; any record of treatment will be removed from their personnel files and one subsequent dependency problem will be treated as a first occurrence subject to the treatment and rehabilitation sections of this policy. Any subsequent dependency problems can result in termination of employment.

When a member has successfully met the terms of the Last Chance Agreement and it is removed from the personnel file, it will be maintained in a sealed file of Last Chance Agreements for the purpose of achieving a record by which "3 strikes and out" is accomplished, i.e., circumstances leading to a third Last Chance Agreement for any employee may result in termination.

IN WITNESS WHEREOF, the parties hereto have executed this Policy on the _____ day of

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_____, 2005.

IAFF Local 3881

IAFF Local 3881

Keizer Fire District

Keizer Fire District

Keizer Volunteer Firefighter's Association

Keizer Volunteer Firefighter's Association

Review/Revision History:
Review - 6/21/05

EXHIBIT A

FROM: _____

TO: _____
(Member's Name)

ATTENTION: _____
(Supervisor or Other)

DATE: _____

Your member _____ has signed a release allowing me to update you on progress in our program. Please excuse our brevity, but we thought the promptness of this report might be of more value. If you have any questions, call me at _____.

Please treat this information as confidential for the protection of your member.

DATE ADMITTED: _____

STATUS IN PROGRAM: Week: 1 2 3 4

PROJECTED DISCHARGE DATE: _____

PROGRESS: Excellent Good Fair Poor

ATTITUDE: Excellent Good Fair Poor

PHYSICAL HEALTH: Excellent Good Fair Poor

FAMILY INVOLVEMENT: Excellent Good Fair Poor

GENERAL COMMENTS: _____

Counselor's Signature: _____

Attending Physician: _____

EXHIBIT B

CONSENT FORM FOR DRUG AND ALCOHOL TESTING

I, _____ (print name), understand that I am being required to submit to a urinalysis and breathalyzer test to detect usage based upon the District's view that reasonable suspicion exists for such testing.

I further understand that if I give my consent to submit to such tests, the test results and other relevant medical information will be released to persons authorized by the District for appropriate review and response. I consent to the release of such information.

I further understand:

- A. Confirmation of an initial positive test result for a controlled substance is through the use of Gas Chromatography/Mass Spectrometry (GS/MS), Thin Layer Chromatography, High Performance Liquid Chromatography, or other current standard prescribed by the Oregon State Health Division.
- B. A positive test result can result in required rehabilitation treatment or disciplinary action, up to and including termination.

I have taken the following prescription drugs or substances within the last thirty- (30) days:

Identify Name/Amount/Doctor or Over-the-Counter

_____ Sleeping Pills _____

_____ Diet Pills _____

_____ Pain Relief Pills _____

_____ Cold Tablets _____

_____ Other Medications _____

or Substances _____

I do () consent to such testing.

I do not () consent to such testing and understand my refusal to consent is grounds for discipline under the current drug and alcohol policy.

Signature

Date

EXHIBIT C

LICENSED TESTING LABORATORIES FOR SUBSTANCE OF ABUSE

Salem Hospital

Cascade Medical Center

Inland Shores Medical Center

EXHIBIT D

**KEIZER FIRE DISTRICT
LAST CHANCE AGREEMENT**

As a result of identification of your drug() / alcohol() usage through the administration of Keizer Fire District's (hereinafter referred to as District) Drug and Alcohol Policy, your membership status has been reviewed. In lieu of termination of your membership, the District is prepared to allow you to continue in its membership, as set forth in Section IV-B of the Drug and Alcohol Policy, provided that you meet and continue to satisfy the following conditions over a two-year (24-month) period:

1. You must report for an appropriate work assignment promptly upon completion of your rehabilitation program.
2. During the course of this agreement, you must promptly comply with any District drug request for "no cause" drug testing on a random basis.
3. You must reconfirm your commitment to comply with all aspects of the District Drug and Alcohol Policy and to refrain from the use of drugs or alcohol as per the Drug and Alcohol Policy.
4. You must agree to complete any follow-up program and/or treatment, which are deemed necessary by the rehabilitation counselors, approved by the District.
5. You must cooperate with the District in disclosing information concerning your progress in and completion of required rehabilitation program and follow-up treatments.
6. You will, for the period of time suggested by your counselor, endeavor to work your shift schedule to assure compliance with counseling scheduled. Trade shifts and call shifts will not interfere with availability for prescribed counseling sessions.

It is our expectation that you will accept these conditions as well as all other standards of performance and conduct, which are now effective or may become effective at Keizer Fire District. If you are prepared to do so, you must sign below. If you do not sign *OR* if you violate any of the items listed above, you will be terminated.

I have read and understand the conditions set forth above and agree to accept them. I also recognize that the District reserves the right to revise its Drug and Alcohol Policy as it deems appropriate and pledge my commitment to fully comply with the District's efforts to make its work place safer and more productive through the enforcement of this Policy.

Employee Signature

Date

Representative (*If Applicable*)

Date