

**Scappoose Rural Fire District  
Scappoose, Oregon  
BOARD OF DIRECTORS**

**REGULAR BOARD MEETING AGENDA**

**7 p.m. Thursday November 12, 2020**

**Members of the public may attend the open portion of the meeting by electronic means. The access information is posted under About Us/Board of Directors on the District website @ [www.srfd.us](http://www.srfd.us).**

November Regular Board Meeting  
Thu, Nov 12, 2020 7:00 PM - 10:00 PM (PST)

**Please join my meeting from your computer, tablet or smartphone.**  
<https://global.gotomeeting.com/join/983983413>

**You can also dial in using your phone.**  
United States: [+1 \(872\) 240-3311](tel:+18722403311)

**Access Code:** 983-983-413

***Please note:*** Members of the Board of Directors will attend the meeting in person at the Scappoose Fire District Main Station in the Training Room. Total in-person attendance is limited due to social distancing rules and masks must be worn. Public comment will be taken. All online attendees should mute their mics when not called on for comment.

**Call to Order & Flag Salute**

**Public Comment**

**SRFD Consent Agenda**

- Minutes for 10.8.20 Regular Meeting
- 10.2020 Expense Account Activity (payments totaling \$468,049.00)
- 10.31.20 Budget Vs Actual

**Staff Reports**

**Old Business**

- Committee Reports
- Lexipol – Adoption of Sections 1 – 4
- Fire Chief Contract
- VISA credit card relationship
- Miscellaneous

**New Business:**

- Uniform order and photo schedule for Board Members
- Miscellaneous

**Public Comment**

**Possible Executive Session: Pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.**

**Good of the Order****Adjourn**

# **PREVIOUS MEETING MINUTES**

## Scappoose Rural Fire District

### BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff met in-person at

Scappoose Fire District Main Station

Also held electronically via GoToMeeting and telephone call-in number

Thursday, October 8, 2020

After due and legal notice, President Sorenson called to order the Regular Board meeting of the Scappoose Rural Fire District at 7:03 p.m. and led the flag salute.

The following members were in attendance: D. Sorenson, A. Kriek, M. Gift, and D. Graham. R. Cairns had an excused absence.

Others in attendance: DC Marks, DC Greenup, S. Booth, M. Heath, FF Booth

Attending electronically: Chief Pricher

**Public Comment:** None

**SRFD Consent Agenda:** Mr. Graham moved to accept the consent agenda. Mr. Kriek seconded. Mr. Sorenson asked for clarification on a check written to Daston Corp. Chief Pricher explained that is the Google provider. Mr. Graham asked why there were two payments to Graybar. DC Marks explained one was for our VOIP phone monthly charges and one was for a backup router.

Motion to approve the consent agenda carried unanimously.

#### **Staff Reports:**

- Fire Chief's Report- Chief Pricher spoke to the work load of the past month.
- Fire Marshal's Report- Chief Pricher spoke about the number of inspections and expectations for future inspections.
- Operations Report- Mr. Sorenson asked for clarification on the use of a tent, generator, and light tower. Chief Pricher explained that Columbia County Emergency Management requested the use of these at the fairgrounds during the evacuation of families from Clackamas County.  
Mr. Sorenson reminded the board that for future budget planning they need to keep in mind replacement of equipment. He asked if all equipment was back in service. DC Marks said the tower came back under budget and is in service, but during training for FF Dietz, the priming pump valve on E3105 needed to be fixed a bit sooner than usual, so it is in for repair.
- Training Report- DC Marks spoke about the Lionshead Fire Conflagration and experience as a task force leader. DC Marks also spoke of volunteer C. Alexander and commendable action she took while on conflagration.

- Finance Report-Mr. Sorenson inquired about possible credit card changes. Chief Pricher, DC Marks, and S Booth all spoke to the challenges of not having the use of our credit cards in necessary circumstances , such as conflagrations.

**Old Business:**

**Committee Reports:**

- **Management Team** met prior to the Board Meeting. Chief Pricher is expected back from conflagration Tuesday, Oct. 13, 2020. Chief Pricher explained the REMS Team that is currently out on conflagration from SRFD.
- **Long Range Planning** did not meet. Mr. Kriek is open to setting a meeting date.
- **Awards/Incentives** did not meet.

**Lexipol – Adoption of Sections 1-4:** DC Greenup provided a status on Lexipol. He is working to split the structural organization and he wants Chief Pricher to review changes prior to presenting the document to the Board.

**Miscellaneous:** Nothing

**The Board discussed the Fire Chief’s Plan:** Chief Pricher suggested the Board Members discuss the document and meet with him when he is back from conflagration. The Board will revisit the plan at the next regular board meeting. Mr. Sorenson also suggested meeting to develop a contract for the new chief.

**New Business:**

**New Visa Credit Card relationship:** Chief Pricher explained that we are currently looking at moving our VISA to a larger business credit card model, like Chase or possibly one that provides airline miles such as Alaska Airline VISA . Mr. Gift and Mr. Kriek expressed their opinion that a card with airline mile benefits would be preferable. The board consensus is to move forward in looking for a different card company. Mr. Graham moved to begin the process of changing the credit card company if the answers to our current carrier are not acceptable. Mr. Kriek seconded.

Motioned to begin the process of changing the credit card provider carried unanimously.

**Miscellaneous:** Nothing to add.

**Public Comment:** None

**Executive Session: Pursuant to ORS 192.660 (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.**

The Board adjourned to Executive Session at 7:44 p.m.

The Board returned from Executive Session at 7:49 p.m.

The Board resumed regular session at 7:50 p.m.

In response to the Fire Chief's Plan presented to the Board, Mr. Gift asked if Chief Pricher had assigned a grant writer. This will be discussed when the Board develops the Strategic Plan.

Mr. Sorenson asked about the CARES Act grant funds and what the plan will be for those plans. Chief Pricher said he will go into depth on this with the board when he is back. S. Booth has been meeting with contractors, so he'll have more information to share when bids have been received.

Mr. Sorenson expressed concern about the plan for May election. Chief Pricher said once he and the Board agree on a plan going forward, it will immediately be put into action.

Mr. Sorenson asked when the Finance Director and Operations Chief positions were expected to be filled. Chief Pricher said he hopes to fill the Finance Director position by mid-November and the Division Chief of Operations will be filled by mid-December.

**Good of the Order:** Nothing

**Adjourn:** Meeting adjourned at 8:02 p.m.

# **EXPENSE ACCOUNT ACTIVITY**

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
 October 2020

Date	Source Name	Memo	Paid Amount
<b>1..GENERAL FUND EXPENDITURES</b>			
1...			
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>			
<b>550 Insurance</b>			
10/08/2020	Standard Insurance	Life & LTD Insurance	1,313.61
10/08/2020	Special Districts In...	health insurance	22,400.55
10/16/2020	Benefit Help Soluti...	Flex Savings fee	75.00
10/20/2020	Benefit Help Soluti...	Flex Savings reimb	36.70
10/22/2020	Benefit Help Soluti...	Flex Savings reimb	742.07
10/28/2020	Paychex - tax	ER Work Benefit	76.75
10/28/2020	HRA VEBA Trust	District contributions	7,883.31
10/29/2020	Paychex Payroll	Flex spend health ins cashout	14,054.60
Total 550 Insurance			46,582.59
<b>560 Personnel Salaries</b>			
10/08/2020	Inroads Credit Union	Staff food fund--Sep PR deducti...	700.00
10/08/2020	Tualatin Valley Fire...	Oct 2020 Union Dues	1,898.02
10/08/2020	Principal Financial ...	Life Ins policy 4807351 - DuBois	42.41
10/08/2020	Standard Insurance	STD staff PR deductions	556.89
10/08/2020	Special Districts In...	Sec 125 deductions	1,488.55
10/09/2020	P.E.R.S.	Employee 6% IAP plus unit contr...	12,368.10
10/27/2020	Oregon Dept. of Ju...	PR deduction	805.00
10/28/2020	American Heritage ...	Case # 84457 PR Deduc: R And...	217.44
10/28/2020	Principal Financial ...	Life Ins policy 4807350 - Heuer	109.99
10/28/2020	Paychex - tax	Emplyee taxes withheld	77,842.72
10/28/2020	Transamerica Life I...	Employee Life #42462357--Ahlers	93.81
10/28/2020	HRA VEBA Trust	Employee PEHP contributions	2,115.00
10/28/2020	Voya-State of Oreg...	Oregon Savings & Growth Plan ...	12,683.28
10/29/2020	Paychex Payroll	Deferred comp	3,924.00
10/29/2020	Paychex Payroll	FLSA Overtime	4,182.56
10/29/2020	Paychex Payroll	FF incentives	1,885.56
10/29/2020	Paychex Payroll	Longevity	1,077.38
10/29/2020	Paychex Payroll	Phone Pay	150.00
10/29/2020	Paychex Payroll	Shift differential	4,527.85
10/29/2020	Paychex Payroll	Overtime	87,828.12
10/29/2020	Paychex Payroll	Balance of net pay	39,802.36
10/29/2020	Salisbury, Janine	reimb EE PERS overpmt	399.42
Total 560 Personnel Salaries			254,698.46
<b>570 SocSec/Medicare(FICA)</b>			
10/28/2020	Paychex - tax	Emplyr FICA	20,985.38
Total 570 SocSec/Medicare(FICA)			20,985.38



## Scappoose Rural Fire District

## Itemized Account Activity

October 2020

Date	Source Name	Memo	Paid Amount
<b>580 Volunteer Services</b>			
10/08/2020	Curio, Kathryn	reimb vol FF sign supplies-reissu...	17.58
10/08/2020	Greenup, Cade	reimb cell phone	34.00
Total 580 Volunteer Services			51.58
<b>590 Personnel Benefits</b>			
10/09/2020	P.E.R.S.	Employer PERS	53,052.66
10/28/2020	Corporate Security ...	Background check- G.Carpenter	223.50
10/28/2020	Oregon Occupatio...	labs-Grant Carpenter	169.00
Total 590 Personnel Benefits			53,445.16
Total 1.1 GENERAL FUND PERSONNEL SVCS			375,763.17
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>			
<b>670 Contract Services</b>			
10/28/2020	Vernonia RFPD	2 REMS staff to CA	41,076.00
10/28/2020	Vernonia RFPD	UTV rental	6,020.00
10/28/2020	Vernonia RFPD	incidentals	463.88
10/28/2020	Vernonia RFPD	fuel	665.59
Total 670 Contract Services			48,225.47
<b>680 Communications Maintenance</b>			
10/28/2020	Complete Wireless...	KNG-M150R accessories	582.50
Total 680 Communications Maintenance			582.50
<b>730 Property &amp; Liability Insur.</b>			
10/08/2020	Special Districts In...	add brush rig donated by Portlan...	398.00
Total 730 Property & Liability Insur.			398.00
<b>750 Maintenance on Equipment</b>			
10/08/2020	CRFR	AP 3203 - replace hydro booster	468.47
10/08/2020	CRFR	AP 3208 - pm service	127.83
10/08/2020	Wilcox & Flegel	unleaded fuel CFN card	164.94
10/14/2020	Amazon	M.2 Screw Kit SSD Mounting	5.39
10/15/2020	Amazon	fuel stabilizer	8.88
10/19/2020	Gas Station	ethanol free gas	69.50
10/28/2020	Fast Lube and Oil	AP 3407-oil change w/ fuel filter	45.95
10/28/2020	Wilcox & Flegel	unleaded fuel CFN card	397.21
10/28/2020	FinishLine Graphics	door logos for new brush rig	117.00
10/28/2020	Curtis	SCBA supplies	182.00
10/28/2020	Maginn, Mike	Reimb REMS fuel exp	75.00

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11/02/20

Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

October 2020

Date	Source Name	Memo	Paid Amount
10/28/2020	Levin, Garth	reimb REMS bulb	8.13
Total 750 Maintenance on Equipment			1,670.30
<b>760 Administration</b>			
10/01/2020	Elavon Visa Proce...	Sept Visa processing fees	24.95
10/05/2020	Govt Jobs	30 day posting finance director	199.00
10/05/2020	The Job Network	post job on OregonLive.com	300.00
10/08/2020	O.F.S.O.A.	2020-21 dues; Shelly Booth & M...	80.00
10/08/2020	Thomson, Jennifer	EMS reimb	250.00
10/08/2020	Government Ethics...	2020-21 dues for AIE13158	548.87
10/08/2020	U.S. Postal Service	5 rolls forever stamps(100/roll)	275.00
10/15/2020		Service Charge	15.95
10/27/2020	Paychex Invoice	2020 PR svcs	186.10
10/28/2020	Pacific Office Auto...	monthly copy kit	43.56
10/28/2020	Pricher, Jeffrey	reimb R&R hotel for REMS team...	716.76
10/28/2020	Speer Hoyt LLC	.5 hrs personnel legal work	122.50
10/28/2020	Special Districts As...	2021 Membership dues	3,947.67
10/28/2020	International Assoc...	Marks dues 7/1/20-6/30/21	285.00
Total 760 Administration			6,995.36
<b>765 Information Technology</b>			
10/01/2020	Avenza Map Pro	annual subscription	86.60
10/05/2020	Apple iTunes	iCloud storage	2.99
10/05/2020	JAMF Software, LLC	monthly subscription replaces Ai...	28.00
10/08/2020	Centerlogic, Inc.	9/22 1 hr add users to list & Offi...	125.00
10/08/2020	Centerlogic, Inc.	9/29 2.5hr cell phone backup m...	312.50
10/08/2020	Centerlogic, Inc.	monthly IT maint/support	607.00
10/08/2020	Verizon Wireless	Acct# 342023411-00001	626.02
10/08/2020	CrewSense	10/01--12/31/20: 66 Users Pro	770.22
10/15/2020	Amazon	500GB PCIe NVMe SSD	74.98
10/17/2020	Active911, Inc.	annual renewal--65 members	812.50
10/19/2020	CenturyLink	Holbrook internet	70.00
10/19/2020	CenturyLink	Main station backup internet	60.00
10/28/2020	City of Portland	800 MHz access	147.81
10/28/2020	Comcast	Acct#8778 10 202 0633936	243.35
10/28/2020	TriTech Emergenc...	9/15-10/14/20 Tri-Tech billing pr...	250.00
10/28/2020	Verizon Wireless	Acct# 672550930-00001	10.02
10/28/2020	Centerlogic, Inc.	2 hrs 10/6 virus removal & wind...	230.00
10/28/2020	Centerlogic, Inc.	1.5 hrs 10/13 asst w/ domain ad...	172.50
10/28/2020	CenturyLink	Chapman internet charge	69.95
10/28/2020	AT&T Mobility	FirstNet Acct# 287287321203	446.63
Total 765 Information Technology			5,146.07

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11/02/20

Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

October 2020

Date	Source Name	Memo	Paid Amount
<b>770 Operating Materials/Suppli</b>			
10/17/2020	Amazon	Bounce fabric softener & trash b...	37.35
10/28/2020	Walter E. Nelson Co.	Brutabs 1 cs	280.96
Total 770 Operating Materials/Suppli			318.31
<b>780 Building &amp; Grounds Maint.</b>			
10/08/2020	Ace Hardware - Sc...	simple green & sprayer	17.57
10/08/2020	Ace Hardware - Sc...	painting supplies	33.33
10/08/2020	Complete Carpet S...	upstairs, downstairs & rugs	1,167.60
10/08/2020	Paramount Pest C...	Chapman Station pest control	110.00
10/20/2020	Amazon	Salsbury wood locker 6'h X 21"d	396.37
10/28/2020	Metro Overhead D...	3 850 LM receivers & 811LM	269.00
10/28/2020	Alonzo Yard Maint...	Holbrook station yard maint	200.00
10/28/2020	Alonzo Yard Maint...	Chapman station yard maint	200.00
Total 780 Building & Grounds Maint.			2,393.87
<b>790 Training</b>			
10/05/2020	Portland Communit...	Marks - fee refund	-28.00
10/06/2020	Dahlgren's Do It B...	6 1x2x8s	17.70
10/17/2020	Amazon	6 ft HDMI mini to HDMI cable	8.98
10/22/2020	Cascade Training ...	Curio - ACLS class	365.00
Total 790 Training			363.68
<b>810 Utilities</b>			
10/08/2020	P.G.E.	electricity for Holbrook station	35.42
10/08/2020	Waste Manageme...	monthly Garbage/Recycling	127.45
10/28/2020	N.W. Natural Gas	Acct 447881-4	32.63
10/28/2020	CenturyLink	Main station fax & Chapman pho...	117.21
10/28/2020	City of Scappoose	water/sewer acct#000421000	348.44
10/28/2020	CRPUD	boathouse electricity	33.43
10/28/2020	CRPUD	main station electricity	611.44
Total 810 Utilities			1,306.02
<b>870 EMS Operations</b>			
10/08/2020	Sasek, Dean MD	physician adviser services	691.67
10/08/2020	Airgas - USA, LLC	medical oxygen	161.10
10/08/2020	Airgas - USA, LLC	cylinder rental	247.70
10/08/2020	Bound Tree Corp.	10 ventolin HFA inhalers	412.90
10/08/2020	Environmental Co...	2 biohazard containers	75.00
10/08/2020	Life-Assist, Inc.	medical supplies	833.48
10/08/2020	Life-Assist, Inc.	medical supplies	220.00
10/08/2020	Systems Design	60 Aug transports + postage	1,364.00

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Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

October 2020

Date	Source Name	Memo	Paid Amount
10/08/2020	Systems Design	1 July transport	22.00
10/28/2020	Life-Assist, Inc.	14 bxs nitrile exam gloves	175.00
10/28/2020	Life-Assist, Inc.	medical supplies	875.62
10/28/2020	TriZetto Provider S...	EMS billing fee	106.10
10/28/2020	Airgas - USA, LLC	cylinder rental	147.66
10/28/2020	Life-Assist, Inc.	medical supplies	54.60
10/28/2020	Systems Design	75 Sep transports + postage	1,697.30
10/28/2020	Life-Assist, Inc.	nitrile exam gloves	62.50
10/28/2020	Life-Assist, Inc.	medical supplies	98.16
10/28/2020	Systems Design	PCG OR GEMT cost report cons...	7,359.15
Total 870 EMS Operations			14,603.94
Total 1.2 GENERAL FUND MATERIAL & SVC			82,003.52
Total 1...			457,766.69
Total 1..GENERAL FUND EXPENDITURES			457,766.69
<b>2. GRANT FUND EXPENSE</b>			
<b>2.3 MATERIALS &amp; SERVICES</b>			
10/05/2020	Amazon	360 degree camera, mic & spea...	999.00
10/08/2020	Bound Tree Corp.	20 bxs N95 masks (35/bx)	1,999.80
Total 2.3 MATERIALS & SERVICES			2,998.80
Total 2. GRANT FUND EXPENSE			2,998.80
<b>4. PERSONNEL SVC FUND EXPENSE</b>			
<b>Liability &amp; Service</b>			
10/28/2020	State of Oregon - ...	unemploymt for 2 part time emplo...	626.51
10/29/2020	Paychex Payroll	Vacation Payout	6,657.00
Total Liability & Service			7,283.51
Total 4. PERSONNEL SVC FUND EXPENSE			7,283.51
<b>TOTAL</b>			<b>468,049.00</b>

# **BUDGET VS ACTUAL**

11/02/20  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July through October 2020

	Jul - Oct 20	Budget	\$ Over Bud...	% of Budget
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	1,950,734	1,876,467	74,267	104%
Conflagration	0	30,000	-30,000	0%
EMS Receipts	165,854	640,000	-474,146	26%
Fire Marshal	44,393	10,000	34,393	444%
FireMed	9,242	42,000	-32,758	22%
G.E.M.T. (Medicaid)	39,333	30,000	9,333	131%
Gas Royalties	19,576	5,000	14,576	392%
Grant Awards	4,264	1,000	3,264	426%
Interest Earned on Investments	3,928	1,000	2,928	393%
Intergovernmental	8,974	0	8,974	100%
Miscellaneous Revenue	1,912	20,000	-18,088	10%
Property Taxes				
Taxes - Current				
Local Option Levy	0	1,578,911	-1,578,911	0%
Permanent Rate Levy	0	1,419,110	-1,419,110	0%
Total Taxes - Current	0	2,998,021	-2,998,021	0%
Taxes - Prior Years	73,191	105,000	-31,809	70%
Total Property Taxes	73,191	3,103,021	-3,029,830	2%
<b>Total 1. GENERAL FUND REVENUES</b>	<b>2,321,402</b>	<b>5,758,488</b>	<b>-3,437,086</b>	<b>40%</b>
<b>2. GRANT FUND REVENUE</b>				
Begin Available Cash on Hand	2,554	0	2,554	100%
Grant Award	7,789	100,000	-92,211	8%
<b>Total 2. GRANT FUND REVENUE</b>	<b>10,343</b>	<b>100,000</b>	<b>-89,657</b>	<b>10%</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	298,225	298,278	-53	100%
Interest Earned on Investments	701	0	701	100%
Transfers In	0	97,122	-97,122	0%
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>298,926</b>	<b>395,400</b>	<b>-96,474</b>	<b>76%</b>
<b>4. PERSONNEL SVCS FUND REVENUE</b>				
Begin Available Cash On Hand	47,585	47,817	-232	100%
Interest Earned on Investments	122	0	122	100%
Transfers In	0	50,000	-50,000	0%
<b>Total 4. PERSONNEL SVCS FUND REVENUE</b>	<b>47,706</b>	<b>97,817</b>	<b>-50,111</b>	<b>49%</b>
<b>Total Income</b>	<b>2,678,377</b>	<b>6,351,705</b>	<b>-3,673,328</b>	<b>42%</b>
<b>Gross Profit</b>	<b>2,678,377</b>	<b>6,351,705</b>	<b>-3,673,328</b>	<b>42%</b>
<b>Expense</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
<b>1...</b>				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	236,845	658,155	-421,310	36%
560 Personnel Salaries	823,543	2,277,956	-1,454,413	36%
570 SocSec/Medicare(FICA)	66,511	178,978	-112,467	37%
580 Volunteer Services	395	20,000	-19,605	2%
590 Personnel Benefits	196,068	710,834	-514,766	28%
<b>Total 1.1 GENERAL FUND PERSONNEL SVCS</b>	<b>1,323,362</b>	<b>3,845,923</b>	<b>-2,522,561</b>	<b>34%</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				

11/02/20  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July through October 2020

	Jul - Oct 20	Budget	\$ Over Bud...	% of Budget
670 Contract Services	53,391	45,000	8,391	119%
680 Communications Maintenance	4,014	15,000	-10,986	27%
720 Public Fire Services	819	14,800	-13,981	6%
730 Property & Liability Insur.	398	58,050	-57,652	1%
740 Uniforms	572	15,000	-14,428	4%
750 Maintenance on Equipment	35,036	110,000	-74,964	32%
760 Administration	17,541	56,500	-38,959	31%
765 Information Technology	23,589	95,000	-71,411	25%
770 Operating Materials/Suppli	1,824	5,000	-3,176	36%
775 Emerg. Operating Supplies	5,810	50,000	-44,190	12%
780 Building & Grounds Maint.	22,017	93,264	-71,247	24%
790 Training	1,483	55,000	-53,517	3%
810 Utilities	8,164	35,570	-27,406	23%
870 EMS Operations	39,885	155,000	-115,115	26%
880 FireMed	65	23,000	-22,935	0%
<b>Total 1.2 GENERAL FUND MATERIAL &amp;...</b>	<b>214,608</b>	<b>826,184</b>	<b>-611,576</b>	<b>26%</b>
<b>1.3 GENERAL FUND CAPITL OUTLAY</b>				
910 CO Equipment	0	25,000	-25,000	0%
<b>Total 1.3 GENERAL FUND CAPITL OUT...</b>	<b>0</b>	<b>25,000</b>	<b>-25,000</b>	<b>0%</b>
<b>1.4 GENERAL FUND DEBT</b>				
930 Debt	0	64,259	-64,259	0%
<b>Total 1.4 GENERAL FUND DEBT</b>	<b>0</b>	<b>64,259</b>	<b>-64,259</b>	<b>0%</b>
<b>Total 1...</b>	<b>1,537,969</b>	<b>4,761,366</b>	<b>-3,223,397</b>	<b>32%</b>
<b>1.5 GENERAL FUND TRANSFER OUT</b>				
Transfers to Personnel Services	0	50,000	-50,000	0%
Transfers to Property Fund	0	97,122	-97,122	0%
<b>Total 1.5 GENERAL FUND TRANSFER OUT</b>	<b>0</b>	<b>147,122</b>	<b>-147,122</b>	<b>0%</b>
<b>1.6 GENERAL FUND CONTINGENCY</b>	<b>0</b>	<b>200,000</b>	<b>-200,000</b>	<b>0%</b>
<b>1.7 GENERAL RESERVED FOR FUTURE</b>	<b>0</b>	<b>650,000</b>	<b>-650,000</b>	<b>0%</b>
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>1,537,969</b>	<b>5,758,488</b>	<b>-4,220,519</b>	<b>27%</b>
<b>2. GRANT FUND EXPENSE</b>				
2.3 MATERIALS & SERVICES	6,206	100,000	-93,794	6%
<b>Total 2. GRANT FUND EXPENSE</b>	<b>6,206</b>	<b>100,000</b>	<b>-93,794</b>	<b>6%</b>
<b>3. PROPERTY FUND CAPITAL OUTLAY</b>				
Fire Apparatus & Equipment	122,080	389,400	-267,320	31%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	1,000	-1,000	0%
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>122,080</b>	<b>395,400</b>	<b>-273,320</b>	<b>31%</b>
<b>4. PERSONNEL SVC FUND EXPENSE</b>				
Liability & Service	9,723	96,817	-87,094	10%
Reserved for Future Expenses	0	1,000	-1,000	0%
<b>Total 4. PERSONNEL SVC FUND EXPENSE</b>	<b>9,723</b>	<b>97,817</b>	<b>-88,094</b>	<b>10%</b>
<b>Total Expense</b>	<b>1,675,979</b>	<b>6,351,705</b>	<b>-4,675,726</b>	<b>26%</b>
<b>Net Income</b>	<b>1,002,398</b>	<b>0</b>	<b>1,002,398</b>	<b>100%</b>

# **STAFF REPORTS**



## Fire Chief Report November 2020

### Meetings Attended

Date	Topic	Date	Topic
10/8/20	Board Meeting	10/22/20	River Safety Meeting
10/15/20	Image Trend MTG	10/22/20	Pre Application MTG
10/15/20	Share & Care MTG	10/27/20	OFCA Health Insurance MTG
10/15/20	Meeting with community member	10/27/20	Near Space Corp MTG about UAS
10/19/20	Officer MTG	10/27/20	Admin Meeting
10/21/20	County Fire Defense Board	10/29/20	Meeting with Board President

**Hours Worked October:**

278. Hours (70 hrs/wk)

**On Call in October:**

278 Hours (12 Days)

**TOTAL HOURS: 556**

The month started off with us being given an opportunity to assist the USFS in California on the August Complex. There was a national shortage of REMS or Rapid Extraction Module Support and we were given the opportunity to enter into an agreement to provide one. A good portion of afterhours time was spent in the support of this module that ended up being out for 40 days. There will be more information about this in the coming months. The contract was worth \$304,000 for the 40 days. That number covered all of our expenses to include overtime. Almost immediately I was dispatched with the Type 2 Incident Management team to the Archie Creek / Thielsen Fire near Roseburg. I was there from the 4<sup>th</sup> to the 12<sup>th</sup> or 10 days. The assignment was very challenging as we were tasked with managing two separate fires and one that had some very interesting politics.

We have heard back from all of the AFG grants that were submitted through FEMA/USFA and we were not successful with any of them.

Currently we are working on a partnership with the City of Scappoose and the City Police (Scappoose) on developing an APP for IOS and Android. I will have more to report on this in the near future.

We are submitting another reimbursement request to the state through the CARES act to upgrade all of the iPads for the board, 2 new Laptops, a lobby remodel (which is in progress) to make it more COVID friendly and COVID secure. The iPads were supposed to be here before the board meeting but have been delayed and should be ready for the December Board meeting.

Local 1660 has received the signed grievances and MOU and have read, signed them and returned them. Thankfully that chapter is finished, and we will need to schedule a meeting mid-December to talk about the budget and receipts from the county.

On the last day of October, Janine retired as our Finance Director. This last month has been a significant challenge for all staff as a result of that loss. As of this report, we have interviewed 2 candidates and will probably be making a decision very soon to fill that vacancy.

Lastly, of significant concern are several aging infrastructures and rolling stock hotspots. This item will probably stay on my monthly report until we can schedule a planning meeting. We will need to budget and or plan for replacement of the following in the immediate future:

- **STATION:** Replacement of 2014 computer server (\$12,000), replacement of a few or all 1987 AC units on the roof (Cost unknown at this time), work station computers (Various ages and processor speeds, \$10-16,000-high estimate), Tap out system for the station (\$15-30,000), front lobby remodel (security and COVID preparedness (\$20-30,000), remodel and expansion of kitchen and sleeping quarters in the main station (Unknown cost at this time), Vehicle exhaust system for the main station (Unknown cost at this time) and finishing the boat house (Tape, mud and paint unknown cost at this time). There are other items, but these are the most critical.
- **ROLLING STOCK:** Rescue (\$250,000), Type 1 Ambulance (\$200,000), Type 1 fire engine (\$550,000), Squads / Suburban's (\$60,000ea.)

### **Training**

Class on Bombings put on by OSP

Tall Timber Buildings

Preventing Occupational Exposures to Carcinogens at the Fire Scene

### **Projects**

Fire Code Guide Update

Fire Department APP

Special Operations

Image Trend (Analytics)

Image Trend (Inspections)

REMS

sUAS Regional COA

Intterra

iPads

CARES Grant

# **FIRE MARSHAL REPORT**

Thankfully October was not as busy as previous years and previous months. Plan reviews occupied the majority of time. We reviewed a new apartment complex that is located by the peace candle.

Other activities included a couple of preapplication meetings. We continue to transition with CRFR and previous responsibilities. We should have most of this wrapped up in the next month.

CRFR completed a hiring process and is said to have made an offer to fill the open position.

Scappoose Fire submitted for the Silver Sparky award for the Columbia County Building Officials. The State Fire Marshal pick our application from several other very deserving applicants and an award ceremony was held at the Scappoose Station with Senator Johnston, County and OSFM officials.

Coming up in the next few months will see us working with the Port of Columbia County and the city to Inservice a specialized fire suppression system in the new airport hangar.

## **Plan Reviews**

2

## **Driveway Inspections**

5

## **System Tests**

2

## **General Inspections**

5

## **Fire Investigations**

2

## **UAS (Drone) Missions**

1

## **Operations Report**

October seemed to be a month of accomplishments and challenges. We were able to overcome most of our repairs on various vehicles, however, we were able to be bestowed with new ones from gremlins and old age. At one point we were down to our two oldest engines as the freightliner twins were out for repair.

The new brush unit is in-service and will be used as a squad for the next 6 months to see if this would be a good fit for the apparatus. A rolling in ceremony was held.

Staffing was a challenge towards the latter part of the month due to the REMS deployment and vacations. As a team, we have learned a lot, made a few mistakes which caused some unfortunate mandates, but moving forward we have a better understanding of our processes to prevent some of these mandates from happening in the future.

We will be filling a Lieutenant spot soon as a result of Lt. Nielson imminent retirement. We have 2 qualified candidates that have participated in a small exercise that will help to determine who will be chosen.

Regarding the Division Chief Vacancy, we received 4 applicants who we will be reaching out to for the next step in our hiring process. As we get closer to the assessment center, we will need some assistance from the board as evaluators.

Our IT consultant has been asked to provide us with a replacement report and schedule for all work stations and servers so we can start future planning for upgrades. We were told this month that our server is now starting to fail and our replacement of this may need to be moved up a bit. We are going to try and limp this along till December and evaluate our cash flow and priority list.

### **September 2020 (167 Calls)**

### **September 2019 (193 Calls)**

**Training Report  
Chief Marks  
November 2020**

**Projects:**

- Duty Shifts
- 2021 Volunteer Academy Planning and Prep (Working with Sauvie Island)
- DPSST Re-certification work (Complete)
- NFPA Physical Research
- OSHA Covid-19 Rules
- Flu Shot Clinics

**Drills / Activities / Meetings in October included**

- Board Meeting
- LCRTOA
- Mathews Schedule Meeting
- Admin and Officers Meetings
- Large Handline Evolution Drill
- Hose Deployment
- OSP Explosives Unit Training
- Case Reviews
- Ropes and Knots
- Salvage

October was not as busy as the recent months. I have had some large projects in the works. A majority of my time was spent working on the 2021 Volunteer Recruit Academy training schedule. Two districts will be participating in the 2021 academy. These districts are Scappoose Fire and Sauvie Island Fire District. At the time of this report we have five applicants interested in the academy. Chief Lake has committed to assisting in the instruction of the hands on portion. The class locations will be divided between their location and the Scappoose Station.

Due to the breaking of the IGA, we will be looking at alternatives for the instruction of the EMR portion of the academy. Until I can find a willing instructor in-house, this will cost more money.

Total Volunteer Hours in October 2020	210.37 between 14 individuals.
My Time Worked in October 2020	182.25 hours
Call Time in October 2020	433 Hours <b>Total Hours 629.25</b>

# **OLD BUSINESS**

# Columbia River Fire and Rescue/Scappoose Fire District

## Policy Manual

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### MISSION

~~We are dedicated to the preservation and protection of life and property of our community through education, fire prevention, emergency services and disaster preparedness.~~

~~Scappoose Rural Fire District and Columbia River Fire & Rescue is committed to providing the highest level of public safety services for our community within the resources provided. We protect lives and property through fire suppression, emergency medical response, disaster management, fire prevention and public education.~~

The District and our members will strive to continually adapt to an ever changing environment of fire and life safety preparedness and response for our community. We will accomplish this by embracing quality of life initiatives, safety for our staff and community, cost effectiveness and balanced workplace efficiencies, while adapting services to meet the needs of our citizens.

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## PHILOSOPHY AND GOALS

### Philosophy and Goals

Safety of our members is the number 1 priority.

Provide world class Fire and Emergency Medical Services.

Continually exceed community expectations in customer service.

Committed to the professional development of our members.

Continue to seek innovative methods to improve our services and reduce expenditures.

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### **FIREFIGHTER CODE OF ETHICS**

As a firefighter and member of the Columbia River Fire and Rescue/Scappoose Fire District, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods, and share my knowledge and skills with my contemporaries and successors.

I will not allow personal feelings, nor danger to self, deter me from my responsibilities as a firefighter.

I will at all times, respect the property and rights of all men and women, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will never use my official position to obtain advantages or favors for myself, my friends, or family.

I will constantly strive to achieve the objectives and ideals, dedicating myself to my chosen profession—saving of life, fire prevention, and fire suppression.

As a member of the Columbia River Fire and Rescue/Scappoose Fire District, I accept this self-imposed and self-enforced obligation as my responsibility.

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# Columbia River Fire and Rescue/Scappoose Fire District

## Policy Manual

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**Chief Contract Draft to be discussed at the board meeting**

**No decisions will be made till the December meeting to allow the board time to review the contract.**



November 10, 2020

Scappoose Rural Fire District  
Attn: Jeff Pricher  
52751 Columbia River Hwy  
Scappoose OR 97056

RE: Concerns with Credit Card Account

Dear Mr. Pricher:

It is InRoads Credit Union's goal to provide each of our members with the best experience possible for their banking needs. After personally speaking with Shelly Booth and understanding your follow up conversation with Heather Parmley, I have a clear understanding of your concerns.

However, with the continued and increasing prevalence of credit card fraud, it is an unfortunate fact of life that most, if not all, credit card issuers need to have certain risk mitigation and fraud monitoring systems in place to protect the institution from loss.

We have the following solutions available to you that should alleviate the issues you are having with being able to use your credit cards when traveling out of the area.

1. Add the cell number of one responsible individual on all cards issued to Scappoose Rural Fire District personnel. Any transactions that trigger fraud rules will prompt a phone call or text to that person. This person can then confirm the validity of the charges and there should be no interruptions in card usage.
2. Or, add the individual cell number of the cardholder to the card account. They would then receive the phone call or text if a transaction is flagged for fraud and can confirm or deny the validity of the charges. This would also allow the card to continue to work.

We continue to ask that members notify us when traveling out of the area to prevent fraud triggers from happening in the first place; although, because these are automated monitoring systems, they are not always foolproof and there may be times that you are contacted to verify a transaction even if you have let us know you will be out of the area. We expect to soon offer the ability to set these travel notices via an app and not have to contact the credit union directly.

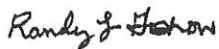


Mr. Jeffrey Pilcher  
Scappoose Rural Fire District  
November 10, 2020  
Page Two

I appreciate the opportunity to respond to your concerns and apologize for any inconvenience this is causing you and your staff. We do believe that our procedures are consistent with what other financial institutions would be able to support, and hope that we can implement one of the above solution for the Fire District to improve your experience with us,

Please contact me directly at [randy.goshow@inroadscu.org](mailto:randy.goshow@inroadscu.org) or 503.366.6342 with any questions. We look forward to hearing from you and thank you for your membership.

Regards,



Randy Goshow  
Chief Risk and Financial Officer

Cc: Brooke Van Vleet, InRoads President/CEO  
David Graham, InRoads Board Chair

# **NEW BUSINESS**



# MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Board Uniforms

DATE: October 28<sup>th</sup> 2020

**Requested Action:** Participate in submitting sizing for shirts and being present for Board photos.

**Critical date for action:** December 1<sup>st</sup> or 2<sup>nd</sup> 2020

## **Purpose:**

Uniformity is an important part of the fire service. It is important for messaging, uniformity and messaging. In an effort to be current, staff is requesting the Board to submit shirt sizes for the following garments; T-shirt, Sweatshirt, Polo Shirt and Button down.

Also important is to show our rate payers who their representatives are. This is needed both in the Fire Station as well as our online presence.

## **Impact:**

The only impact this will have is on the budget. There are sufficient funds to cover the necessary clothing items for the board. Every year we budget for this expense but have not utilized these funds for several years.

As stated above, pictures speak a thousand words. Not having uniform photos and updated photos reduces our ability to promote a professional front. It should not take much time to obtain the photos that will appear on the board in the station and online.

## **Availability of funding:**

Funding is available in the Uniform Line item

## **Coordination:**

Jeff Pricher and Maria Heath

**Contact person(s):**

Jeff Pricher

Maria Heath

**Attachments:**

None

**Recommendations / Options:**

1. None needed

**Conclusion:**

Please help staff accomplish this task in the next week (Shirt sizes), so that we can have our logo embroidered and titles added to the shirts for a December photo.

c file  
r.f.

# AGREEMENT FOR SERVICES

November 4, 2020



Scappoose Fire District, Oregon

Jeff Pricher | Fire Chief

Submitted by:

Lieutenant (Retired) Storey L. Sherouse

National Strategist

970-325-3337

storey@myocv.com

**CONFIDENTIAL**

**Description** - ThePublicInformationApp.com works with progressive organizations to develop custom iPhone and Android apps to help harness the growing number of users that leverage mobile devices, when engaging with an organization.

After initial discussions with the Scappoose Fire District, ThePublicInformationApp.com developed a mock up design of what could be developed for the Scappoose Fire District, Oregon.

**Background** - ThePublicInformationApp.com, a brand of myOCV.com (OCV, LLC) has been developing apps for the past 10 years and has developed over 500 custom apps. OCV has primarily focused on developing custom apps for law enforcement and emergency management organizations.

## **Scappoose Fire District w/ Requested Features**

### **MENU:**

- Chief's Welcome
- Contact Us
- Station Location
- Appearance Request
- Programs and Services
- Become a Member
- Check Lists
- News
- Social Media
- Specialized Forms natively in the app

# City of Scappoose, Oregon Mobile App

Built by  THEPUBLICINFORMATIONAPP.COM  
CUSTOM MOBILE APPS



## Introducing Our **NEW** App

Navigating critical information  
has never been **easier**.

- DUAL MENU
- ALERT TICKER TAPE
- SUBMIT A TIP
- EVENTS
- NEWS
- SOCIAL MEDIA
- MUCH MORE

**Storey Sherouse - [ssherouse@myocv.com](mailto:ssherouse@myocv.com) - 970-325-3337**

The sample was created only as an illustration of how a customized app for your agency might look. The images, features and design are fully customizable and this should only serve as an illustration of the possibilities.

Available on the  
App Store

ANDROID APP ON  
Google Play

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## **ThePublicInformationApp.com proposes to develop an iPhone and Android app for the Scappoose Fire District, Oregon.**

Those that download the app will have the most up to date information from the Scappoose Fire District, Oregon.

ThePublicInformationApp.com was created to help public safety agencies better communicate their messages to their organization and community. Our goal is to develop a core group of technology services that allows your organization to create, upload and share content specific to your organization for distribution to others.....around your county, State and around the world.

### **Development of iPhone and Android platforms**

*Includes the following:*

- Menu design to include features requested by agency
- Custom look to menu will be developed with logo and images
- Development of custom native iPhone and Android mobile applications
- Possible sub-menus with additional features including connections to social media
- Push notification/Alerts
- Set up App Control Panel for updating blog and page content, sending push notifications, and view Advanced App Analytics (if agency selects this custom set-up)
- Test Flight / Release Candidate for review by agency prior to uploading to app store
- Apps will be uploaded to iPhone and Android/Google Play stores

### **Base Annual Support Fee**

Includes: Full technical support, including maintenance of the app control panel, app updates, content updates, training & training deck; and quarterly app review. OCV will train your team and local law enforcement on use and sharing of the app. *Annual support begins with initial purchase order.*

### **Integrations**

Includes: Integrations with JMS, RMS, and Sex Offender info will allow content to be displayed optimally on Android and iOS devices. This will also not require duplication of effort on the part of the City of Scappoose, Oregon.

### **Advanced App Analytics**

Advanced analytics enable the Agency to view the number of downloads on each platform, as well as usage stats for each feature. The agency can view the advanced analytics at any time through the app control panel.

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### **Social Media Integration**

OCV allows the City of Scappoose to integrate push notifications, blogs, and pages with your Facebook and Twitter feeds. This capability increases efficiency by reducing duplication of effort for the City of Scappoose, Oregon.

## **Proposal for the Scappoose Fire District**

### ***Year 1 Development Fee***

***& Set Up Fee*** **\$17,990.00**

***Promotion Discount*** ***\$8,995.00 \****

***Year 1 After Discount*** **\$8,995.00**

***Minus City Obligation:*** ***- \$6,495.00***

### ***Total Due:***

***Fire District App Obligation:*** ***\$2,500.00***

***Annual Support Fee*** **\$4,995.00\***

***Minus Fire District Obligation:*** ***- \$3,495.00***

### ***Total Annual Support Fee***

***Year 2 and After:*** ***\$1,500.00***

\*Year 1 Development Fee 50% New Client Discount and Support Fee Waived Year 1.

Annual Support also Reduced from \$5,995 to \$4,995- New Client Promotion. Quote Valid to 11/15/2020

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## Additional Options:

### **Marketing Package**

**~~\$1,995~~ \***

*\* Marketing Package Fee Waived - Cornerstone Select Promotion - Valid to 11/15/2020*

A Marketing package is a significant value to help you promote your app and increase usage and effectiveness of your mobile app:

- Custom 2 ½' x 6' vertical banner (Digital File)
- Dual-sided business cards (Digital File)
- Press release and download links for both platforms
- Flyer design for you to print, post, email, and hand out
- Postcard design for you to print and mail or hand out
- Five images to promote your app on social media, website, and email
- Smart Banner for website reflecting you have an app - iOS / Android stores
- Promotional Video - one-minute video with voiceover and images. You can provide to traditional media to leverage in initial launch of app, upload the video to your YouTube channel, Facebook page, and add to the website to make your app more visible to the public.

## Production Timeline:

- ✓ Receipt of P.O. from the Scappoose Fire District, Oregon
- ✓ Kick Off / Hand off Call
- ✓ Confirmation of desired features & mobile app mock up approval
- ✓ Conversation w/ Vendors to establish desired Feeds / Integrations
- ✓ City of Scappoose Fire Control District to receive Weekly updates from Production Manager / Project Management Team
- ✓ Release Candidate to be delivered to Scappoose Fire District, Oregon for approval before uploading to store
- ✓ Training on CMS / Control Panel & App
- ✓ Marketing Kit / Launch Kit
- ✓ Upload App to the store and launch app to staff and citizens

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ThePublicInformationApp.com / OCV, LLC. proposes to develop an iPhone and Android app for the City of Scappoose, Oregon.

ThePublicInformationApp.com was created to help Public Agencies better communicate with their respective community. Our goal is to develop a core group of technology services that allows your organization to easily share content around your County, State and around the world.

Signature represents desire to move forward with proposed solution.

Scappoose Fire District

Jeff Prichard

Printed Name

[Signature]  
Signature

Fire Chief

Title

11/6/2020

Date

OCV, LLC (ThePublicInformationApp.com)

Kevin Cummings

Printed Name

Kevin Cummings



Signature

Vice President

Title

11/8/2020

Date

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# **CORRESPONDENCE**



To my Scappoose Fire family ~

Thank you for the warm sendoff & Amazon gift card. It's the perfect gift for my unexpected change in life plans. I have appreciated your encouragement and support.

I wish you all success & hope that my phone will ring as questions arise. I look forward to hearing from you.

affectionately ~

Jaime