

Scappoose Rural Fire District
Board of Directors Regular Meeting
Thursday, September 8, 2022

Microsoft Teams meeting

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Meeting ID: 293 119 164 865

Passcode: 7AMin9

Or call in (audio only)

+1323-433-2389 United States, Los Angeles

Phone Conference ID: 396 283 662#

I. Call to Order & Flag Salute

II. Public Comment

"This is the time for public comment on agenda and non-agenda items. The Board will not take any immediate action but will document all comments and/or concerns. Please note, personnel concerns will not be discussed in a public meeting. If you have any concerns with personnel, please schedule a meeting with the Fire Chief or Board President."

Audience Participation

III. Consent Agenda

- A. Approve Minutes from 8-11-22 regular meeting
- B. Approve 8-31-22 Expense Account activity
- C. 8-31-22 Budget vs. Actual (Not available till Next Board Meeting in October)

IV. Statistical Data

- A. Ambulance Activity Report
- B. Response Activity Report
- C. UAS Flight Summary

V. Staff Reports

- A. Chief's Report
- B. Operations Report
- C. EMS Operations Report
- D. Fire Marshal & Training Report

E. Finance Report

VI. Old Business

- A. Structure Engine Replacement
- B. Fire Station Upgrades-painting estimates

VII. Committee Reports

- A. Management Team
- B. Long Range Planning Committee
- C. Awards & Incentives

VIII. Miscellaneous

IX. New Business

- A. Entering into a contract with MERINA+CO financial services

X. Good of the Order

- A. Thank you from Nancy Hudson

XI. Adjourn

Pursuant to ORS 192.640(1), the Board of Directors for the Scappoose Fire District reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.

PREVIOUS MEETING MINUTES

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING

Scappoose Rural Fire District

August Regular Board Meeting
Thursday, August 11, 2022, 7:00 – 10:00 (PST)

Microsoft TEAMS meeting

Join on your computer or mobile app

Meeting ID: 266 278 441 57

Passcode: LXo33K

Or call in (audio only)

+1323-433-2389 United States, Los Angeles

Phone Conference ID: 396 283 662#

In attendance: President Reeves, Vice-President Gift, Director Sorenson, Director Kriek,
Director Graham

Others in attendance: Chief Pricher, Chief Marks, Chief Bautista, Lt. DuBois, NIFF Curio, FF
Booth, FF Ahlers, FF Wenner, FF Liebig, FD Bloomquist

Call to Order & Flag Salute – 7:00 pm

Public Comment: No public comments.

“This is the time for public comment on agenda and non-agenda items. The Board will not take any immediate action but will document all comments and/or concerns. Any further action deemed appropriate will be taken promptly. We appreciate you keeping comments to 3 minutes per individual or 5 minutes if you are representing a group of patrons. Please note, personnel concerns will not be discussed in a public meeting. If you have any concerns with personnel, please schedule a meeting with the Fire Chief or Board President.”

Consent Agenda: Director Graham moved to approve the consent agenda. Director Sorenson seconded the motion.

FD Bloomquist submitted updates to July’s meeting minutes.

Vice President Gift asked about \$4500 expenses on the 2017 F350. Curio stated that it lost power on a call as well as an alternator.

Director Sorenson asked for clarification on page 8 of the board packet regarding two payments to SDIS Health Plan made on July 14, 2022, and July 31, 2022. FD Bloomquist explained one payment was from the prior month and one from the current month.

Director Gift asked about an expense described as 'annex area and special contracts.' Chief Pricher explained the cost agreement with C-Com and Multnomah County.

Director Gift asked about Hermiston reimbursement payments. FD Bloomquist explained that those training related expenses had been reimbursed.

The board appreciates the additional detail in the check detail report.

Motion carried unanimously.

- Approve minutes from the 7-14-22 Regular meeting
- Approve 7-29-22 Expense Account activity
- 7-29-22 Budget vs. Actual

Statistical Data:

- Ambulance Activity Report – Chief Pricher summarized the emailed information reflecting about 91 transports and \$75,000.
- FD Bloomquist was asked to describe a recent move to paper checks from Zelis POS. *SRFD has moved to receiving paper checks from Zelis EMS transport payments, rather than virtual credit card payments, saving the district 3.5% per transaction. This POS system was set up years ago and allows SRFD to receive credit card payments through insurance agencies. We now will realize 100% of the EMS payments made through Zelis. Our contract with Systems Design West remains the same. They continue to make ACH and direct deposits into our checking account for EMS transports.*
- Response Activity Report - The busiest day of the week is random. Director Gift asked if there is a way to know if there were any triple hits on a given day. Chief Pricher explained how double & triple hits are reflected on the response activity reports.
- UAS Flight Summary - No questions

Staff Reports:

- **Chief's Report** – Director Sorenson mentioned the increase in grant applications & funding. Director Sorenson asked about the probability of the high school program receiving funding. Chief Pricher explained the probability and timeline involved with this discretionary funding opportunity.
- **Operations Report** – Director Graham inquired about fireboat expenses. Chief Marks explained the necessary upgrades.
- **Fire Marshal and Training Report** – Director Sorenson asked about driveway inspections on Dixie Mountain Rd. We have private fire contracts on this road.
- Company inspector courses are in progress, scheduled to be completed in late August. Chief Bautista thanked the staff for work with the academy. Chief Bautista has been with SRFD for just over one year.

- **EMS Operations Report** – Chief Marks explained the sprinkler system repairs recently completed at the station. Although the recommendation is to replace/repair the entire system, this project will be on hold until decisions are made regarding building renovations.
- **Finance Report** – Vice President thanked FD Bloomquist for his first few months.

Old Business:

Director Graham motioned to have Fire Chief Pricher close the VISA accounts at InRoads Credit Union. Vice President Gift seconded. There was no discussion.

Motion carried unanimously.

Committee Reports: After discussion with all board members, President Reeves offered the following committee appointments:

Management Team: Director Sorenson, Vice President Gift

Long Range Planning: Director Graham, Vice President Gift

Awards and Incentives: Director Kriek, President Reeves

Director Graham motioned to approve the committee appointments as stated. Director Sorenson seconded.

Motion carried unanimously.

Miscellaneous: Chief Pricher explained the process of selecting a contractor for the development of the Strategic Plan. This information will appear in an upcoming staff report.

New Business: President Reeves read the following prior to moving to executive session:

Pursuant to ORS 192.640(1), the Board of Directors for the Scappoose Fire District reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.

Executive Session began at 7:38 pm.

Regular Session resumed at 8:07 pm.

Director Sorenson motioned to approve the labor agreement with Local 1660 as presented. Director Graham seconded.

Motion carried unanimously.

Structure Engine Replacement: Chief Pricher will submit a staff report at the September board meeting for a new structure engine costing between \$550,000 - \$650,000. Orders for new engines are years out. Chief Pricher said that by next fiscal year there will be enough money in the budget to pay cash for the apparatus. This will allow SRFD to lock in a price and hedge future inflation. This apparatus will be a replacement for one of the twin engines.

Fire station space: A meeting with the architect will take place later in August with rough drawings. Work continues moving toward building improvements.

Good of the Order

President Reeves will be absent for the October meeting.
A sympathy card for Ron Maruska is in the board room.

Adjourn: Director Sorenson moved to adjourn. Vice-President Gift seconded.
The meeting was adjourned at 8:14 pm.

**Italics indicate corrected information.*

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire Protection District

Transaction Detail by Account

August 2022

| | Date | Name | Memo/Description | Amount |
|--------------------------------------------------|------------|--------------------------------------|--------------------------------------|----------------------|
| 1..GENERAL FUND EXPENDITURES | | | | |
| 1... | | | | |
| 1.1 GENERAL FUND PERSONNEL SVCS | | | | |
| 550 Insurance | | | | |
| | 08/30/2022 | American Heritage Life Insurance Co. | Var Insurances Anderson & Marks | 136.90 |
| | 08/30/2022 | HRA VEBA Trust | ER PEHP & HRA Contrib - August 2022 | 8,166.64 |
| | 08/30/2022 | Standard Insurance | AD&D, STD, LTD and Life Ins premiums | 2,021.38 |
| | 08/31/2022 | Paychex Payroll | Flex spend cash-out | 9,762.09 |
| | 08/31/2022 | Paychex - tax | OR Emplr Workers Benefit Fund | 58.84 |
| Total for 550 Insurance | | | | \$ 20,145.85 |
| 560 Personnel Salaries | | | | |
| | 08/03/2022 | Voya - Oregon Savings Growth Plan | Plan 350001 | 10,870.80 |
| | 08/04/2022 | | Net Pay | 442.56 |
| | 08/30/2022 | HRA VEBA Trust | EE PEHP Contrib - August 2022 | 2,365.00 |
| | 08/30/2022 | Tualatin Valley Fire Fighters Union | Union Dues - August 2022 | 2,060.29 |
| | 08/30/2022 | Voya - Oregon Savings Growth Plan | August 2022 OSGP contributions | 13,634.01 |
| | 08/31/2022 | Paychex Payroll | FLSA - OT | 8,642.20 |
| | 08/31/2022 | Paychex Invoice | Contract pmt | 805.00 |
| | 08/31/2022 | Paychex - tax | Emplyee Taxes Withheld | 55,929.70 |
| | 08/31/2022 | Paychex Payroll | Balance of net pay | 82,165.38 |
| | 08/31/2022 | Paychex Payroll | Overtime | 24,203.35 |
| | 08/31/2022 | Paychex Payroll | Shift diff | 41.80 |
| | 08/31/2022 | Paychex Payroll | Phone pay | 50.00 |
| | 08/31/2022 | Paychex Payroll | Longevity | 985.45 |
| | 08/31/2022 | Paychex Payroll | FF incentives | 2,231.62 |
| | 08/31/2022 | Paychex Payroll | Deferred compensation ER match | 6,443.46 |
| Total for 560 Personnel Salaries | | | | \$ 210,870.62 |
| 570 SocSec/Medicare(FICA) | | | | |
| | 08/04/2022 | | EE Tax | 76.76 |
| | 08/04/2022 | | ER Tax | 39.73 |
| | 08/31/2022 | Paychex - tax | Emplr Payroll Taxes | 17,011.16 |
| Total for 570 SocSec/Medicare(FICA) | | | | \$ 17,127.65 |
| Total for 1.1 GENERAL FUND PERSONNEL SVCS | | | | \$ 248,144.12 |
| 1.2 GENERAL FUND MATERIAL & SVC | | | | |
| 670 Contract Services | | | | |
| | 08/30/2022 | Local Government Law Group | Labor contract mediation | 2,504.87 |
| Total for 670 Contract Services | | | | \$ 2,504.87 |
| 720 Public Fire Services | | | | |
| | 08/30/2022 | Ace Hardware - Scappoose | fire investigation supplies | 225.69 |
| Total for 720 Public Fire Services | | | | \$ 225.69 |
| 750 Maintenance on Equipment | | | | |

| | | | |
|------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------|
| 08/30/2022 | Braun NW Inc | Inverter Pure Sine/Samlex 1200 W w/charger | 1,315.00 |
| 08/30/2022 | Sunset Auto Parts | battery core deposits | 293.16 |
| 08/30/2022 | Braun NW Inc | panel-remote cntrl for Evo Series inverter | 185.78 |
| 08/30/2022 | Braun NW Inc | shipping and handling | 56.00 |
| 08/30/2022 | Wilcox & Flegel | 100 gal unleaded | 440.68 |
| 08/30/2022 | Wilcox & Flegel | 125 gal biodiesel | 567.78 |
| Total for 750 Maintenance on Equipment | | | \$ 2,858.40 |
| 760 Administration | | | |
| 08/04/2022 | | Paychex invoice | 189.00 |
| 08/10/2022 | Fred Meyer | refreshments for swearing in ceremony | -69.19 |
| 08/30/2022 | IAFC Membership | Bautista membership dues 2022/23 | 285.00 |
| 08/30/2022 | Sam Shuck | refund pmt for FI-210 class | 495.00 |
| 08/30/2022 | Employment Relations Board | ERB contract mediation 7/21/22 | 500.00 |
| 08/30/2022 | Pacific Office Automation, Inc. | Ongoing Maintenance | 52.71 |
| 08/30/2022 | June Bott | Refund FI-210 class pmt | 495.00 |
| 08/31/2022 | Paychex Invoice | Paychex Invoice | 206.30 |
| Total for 760 Administration | | | \$ 2,153.82 |
| 765 Information Technology | | | |
| 08/30/2022 | My Sidewalk | Craig1300 PRO - annual subscription | 900.00 |
| 08/30/2022 | Comcast Business | Acct# 8778102020633936 - Aug bill | 248.85 |
| 08/30/2022 | Kleinberg Tech | July Report | 210.00 |
| 08/30/2022 | TriTech Emergency Medical Systems, Inc. | Annual subscription fee | 250.00 |
| 08/30/2022 | City of Portland - Bureau of Tech Services | 800 MHZ Access | 157.89 |
| 08/30/2022 | Centerlogic, Inc. | Onsite and support | 125.00 |
| 08/30/2022 | Centerlogic, Inc. | 75479 | 1,714.50 |
| 08/30/2022 | Centerlogic, Inc. | Onsite and support | 187.50 |
| 08/30/2022 | AT&T Mobility | FirstNet - July 2022 Bill | 456.21 |
| 08/30/2022 | Centerlogic, Inc. | April 2022 onsite and support svcs | 1,702.50 |
| 08/30/2022 | Verizon Wireless | 25MB Data Plan | 15.44 |
| Total for 765 Information Technology | | | \$ 5,967.89 |
| 775 Emerg. Operating Supplies | | | |
| 08/18/2022 | Fred Meyer | water & ice for station | -58.45 |
| 08/30/2022 | Columbia Feed & Supply | misc items | 92.90 |
| 08/30/2022 | SeaWestern Fire Apparatus | Phenix First Due Helmet | 419.92 |
| 08/30/2022 | Columbia Feed & Supply | 4 spark plugs | 19.80 |
| Total for 775 Emerg. Operating Supplies | | | \$ 474.17 |
| 780 Building & Grounds Maint. | | | |
| 08/30/2022 | Ace Hardware - Scappoose | connectors, grounding plug & fasteners | 35.52 |
| 08/30/2022 | Ace Hardware - Scappoose | nylon rope for flagpole | 22.99 |
| 08/30/2022 | Alonzo Yard Maintenance LLC | Holbrook May maint | 200.00 |
| 08/30/2022 | Ace Hardware - Scappoose | 4 battery lithium 3V 2025 | 19.96 |
| 08/30/2022 | Ace Hardware - Scappoose | blowoff duster 152A 8 oz | 7.99 |
| 08/30/2022 | Patriot Fire Protection, Inc. | labor to replace & repair as needed | 3,757.50 |

| | | | |
|----------------------------------------------------|----------------------------------|--------------------------------------------|--------------------|
| 08/30/2022 | Patriot Fire Protection, Inc. | materials to replace part of 4" main | 1,025.52 |
| 08/30/2022 | Sunset Auto Parts | Fire Bay exhaust fan | 18.42 |
| 08/30/2022 | Ace Hardware - Scappoose | 2 insect mosquito dunk 6 pk | 25.98 |
| 08/30/2022 | Alonzo Yard Maintenance LLC | Holbrook June maint | 200.00 |
| 08/30/2022 | Alonzo Yard Maintenance LLC | Chapman May maint | 200.00 |
| 08/30/2022 | Beaver Bark | 1 yds debris removal | 15.00 |
| 08/30/2022 | Alonzo Yard Maintenance LLC | Chapman June maint | 200.00 |
| 08/30/2022 | DAVE EAKIN TRUCKING | 1 load 3/4"-0 crushed rock - Holbrook | 350.00 |
| 08/30/2022 | Alonzo Yard Maintenance LLC | Holbrook July maint | 200.00 |
| 08/30/2022 | Alonzo Yard Maintenance LLC | Chapman July maint | 200.00 |
| 08/30/2022 | Sunset Auto Parts | Blue Def and bug cleaner | 111.92 |
| Total for 780 Building & Grounds Maint. | | | \$ 6,590.80 |
| 790 Training | | | |
| 08/04/2022 | Booth, Brandon | Out of pocket expense reimbursement | 240.56 |
| 08/30/2022 | Wenner, Brian | Reimb-Effective Fire Attack Oct 9 | 200.00 |
| Total for 790 Training | | | \$ 440.56 |
| 810 Utilities | | | |
| 08/30/2022 | Verizon Wireless - Phones | Phones, iPads, etc | 565.63 |
| 08/30/2022 | City of Scappoose | Water and sewer | 447.37 |
| 08/30/2022 | Spectrum VoIP | VOIP internet backup | 30.56 |
| 08/30/2022 | Northwest Natural Gas | ACCT #447881-4 | 74.09 |
| 08/30/2022 | CenturyLink | Facility phones | 206.47 |
| 08/30/2022 | Graybar Financial Services | Voip phones | 299.25 |
| 08/30/2022 | P.G.E. | Cleetwood | 48.41 |
| 08/30/2022 | Comcast | Xfinity - Acct 0162514 | 28.20 |
| 08/30/2022 | Waste Management of Oregon, Inc. | monthly Garbage/Recycling | 127.45 |
| 08/30/2022 | CRPUD | August 2022 statement | 768.93 |
| Total for 810 Utilities | | | \$ 2,596.36 |
| 870 EMS Operations | | | |
| 08/30/2022 | Life-Assist, Inc. | Minimum order fee | 12.50 |
| 08/30/2022 | Life-Assist, Inc. | 5 INTROCAN Safety IV Catheters | 13.85 |
| 08/30/2022 | Life-Assist, Inc. | 2 BIOHOOP Emesis bags | 40.56 |
| 08/30/2022 | Life-Assist, Inc. | 4 i-gel Supraglottic Airways | 67.20 |
| 08/30/2022 | Life-Assist, Inc. | 3 Naloxone 2 mg, 2 ml LUER-JET Syringe | 107.67 |
| 08/30/2022 | Life-Assist, Inc. | 6 Oxymetazoline nasal spray | 39.60 |
| 08/30/2022 | Life-Assist, Inc. | 7 face mask, 3 layer, disposable | 94.50 |
| 08/30/2022 | Life-Assist, Inc. | 100 Protectiv Plus IV Catheters | 180.00 |
| 08/30/2022 | Life-Assist, Inc. | 16 AMSafe3 IV Set w/ extension set | 89.76 |
| 08/30/2022 | Life-Assist, Inc. | 3 Masimo M-LNCS disposable sensors, infant | 61.50 |
| 08/30/2022 | Life-Assist, Inc. | 10 CapnoLine plus oral nasal cannula w/ O2 | 127.00 |
| 08/30/2022 | Life-Assist, Inc. | 14 Sodium Chloride IV Solution | 72.38 |
| 08/30/2022 | Life-Assist, Inc. | misc EMS supplies | 118.48 |
| 08/30/2022 | Life-Assist, Inc. | 4 magnesium sulfate, 5gm/10ml vial | 22.24 |
| 08/30/2022 | Life-Assist, Inc. | 6 lidocaine, 2%, 5 ml Syringe | 41.82 |
| 08/30/2022 | TriZetto Provider Solutions LLC | Claim Status Inquiry and other charges | 121.40 |

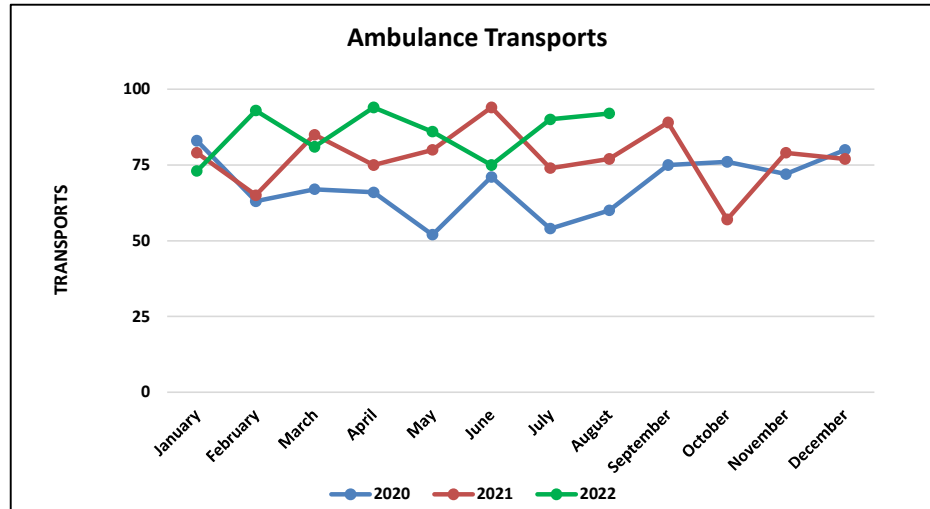
| | | | |
|------------------------------------------------------|-------------------|----------------------------------------|----------------------|
| 08/30/2022 | Airgas - USA, LLC | medical oxygen | 78.76 |
| 08/30/2022 | Airgas - USA, LLC | medical oxygen | 385.27 |
| 08/30/2022 | Life-Assist, Inc. | 3 pkgs epinephrine syringes | 368.10 |
| 08/30/2022 | Teleflex | shipping | 15.50 |
| 08/30/2022 | Teleflex | EZ-IO 45mm (box of 5) | 550.00 |
| 08/30/2022 | Teleflex | EZ-IO 25mm (box of 5) | 550.00 |
| 08/30/2022 | Life-Assist, Inc. | 3 saline flush 10 ml | 58.50 |
| 08/30/2022 | Life-Assist, Inc. | EMS medical supplies | 1,201.57 |
| 08/30/2022 | Airgas - USA, LLC | medical oxygen | 267.55 |
| 08/30/2022 | Airgas - USA, LLC | medical oxygen | 323.50 |
| 08/30/2022 | Sasek, Dean MD | Physician Advisor - July & August 2022 | 1,383.34 |
| 08/30/2022 | Life-Assist, Inc. | 6 magnesium sulfate, 5gm/10ml vial | 33.36 |
| Total for 870 EMS Operations | | | \$ 6,425.91 |
| Total for 1.2 GENERAL FUND MATERIAL & SVC | | | \$ 30,238.47 |
| Total for 1... | | | \$ 278,382.59 |
| Total for 1..GENERAL FUND EXPENDITURES | | | \$ 278,382.59 |

Thursday, Sep 08, 2022 02:15:46 PM GMT-7 - Cash Basis

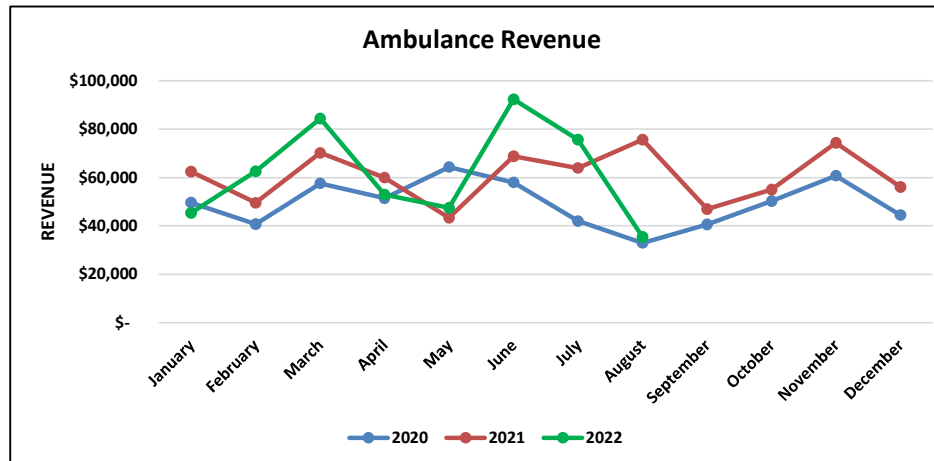
BUDGET VS ACTUAL

AMBULANCE BILLING & TRANSPORT REPORT

| Month | 2020 | 2021 | 2022 |
|-----------|------|------|------|
| January | 83 | 79 | 73 |
| February | 63 | 65 | 93 |
| March | 67 | 85 | 81 |
| April | 66 | 75 | 94 |
| May | 52 | 80 | 86 |
| June | 71 | 94 | 75 |
| July | 54 | 74 | 90 |
| August | 60 | 77 | 92 |
| September | 75 | 89 | |
| October | 76 | 57 | |
| November | 72 | 79 | |
| December | 80 | 77 | |



| Month | 2020 | 2021 | 2022 |
|-----------|-----------|-----------|-----------|
| January | \$ 49,639 | \$ 62,433 | \$ 45,385 |
| February | \$ 40,764 | \$ 49,564 | \$ 62,509 |
| March | \$ 57,548 | \$ 70,213 | \$ 84,303 |
| April | \$ 51,391 | \$ 59,929 | \$ 52,956 |
| May | \$ 64,340 | \$ 43,379 | \$ 47,415 |
| June | \$ 58,014 | \$ 68,789 | \$ 92,324 |
| July | \$ 42,023 | \$ 63,882 | \$ 75,581 |
| August | \$ 33,007 | \$ 75,612 | \$ 35,455 |
| September | \$ 40,574 | \$ 47,015 | |
| October | \$ 50,250 | \$ 55,047 | |
| November | \$ 60,727 | \$ 74,287 | |
| December | \$ 44,503 | \$ 56,095 | |



MONTHLY RESPONSE & ACTIVITY REPORTS

MONTHLY REPORT

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



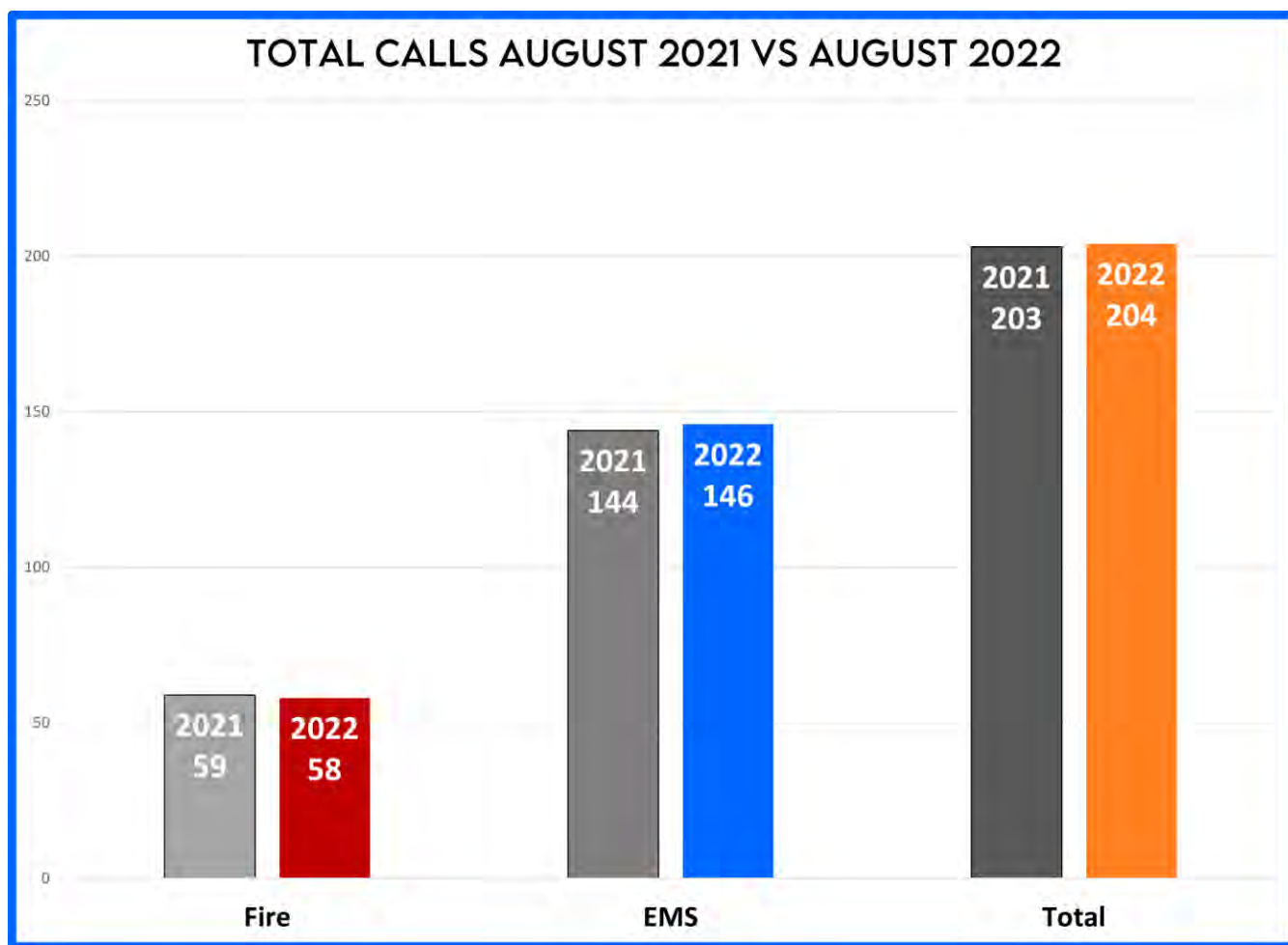
AUGUST 2022

For the month of August, the ratio of EMS incidents to Fire incidents was **72%** to **28%** respectively. Total EMS related calls for the month were **146**, including a total of **160** patients treated, with **92** of those transported to area hospitals. COVID-19 was suspected or confirmed in **8** patients.

Approximately **41%** of the total call volume (**83** incidents) represents overlapping calls (at least one other call in progress). Approximately **32%** (**23** incidents) of the of the **72** incidents that occurred during the hours of 8 PM to 8 AM represents overlapping calls. There were no incidents where unit(s) were deployed for more than two days. Either of these situations could require units to respond to areas outside their base districts, which would result in increased response times as well as depleted available resources to respond to emergencies.

Total Fire & EMS calls for service during the month was **204**, with a total of **393** apparatus responses spending **271** hours and **57** minutes of time. Total Fire & EMS incidents for the same month in 2021 was **203**. There were **0.49%** more calls this month compared to the same month last year.

For the month of August, SRFD averaged **1.87** Fire calls per day and **4.71** EMS calls per day for an overall daily average of **6.58** calls per day.

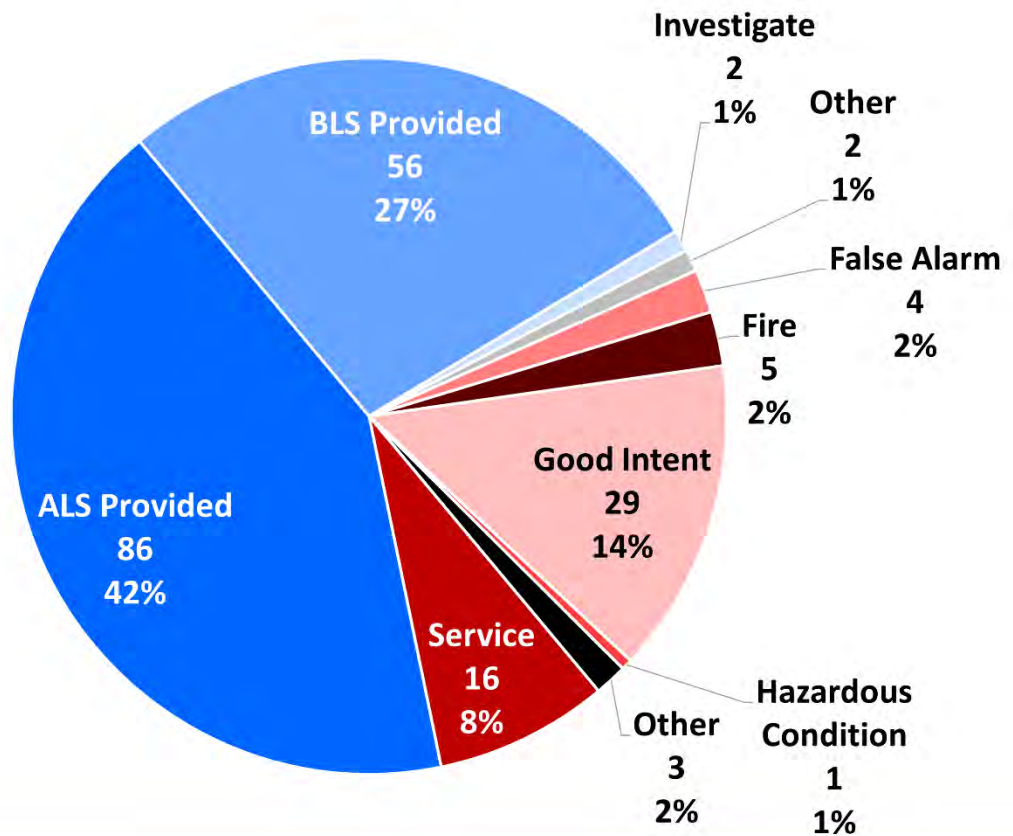


FIRE AND EMS CALL BREAKDOWN FOR AUGUST 2022

| | |
|-------------------------|-----------|
| Fires | 5 |
| Hazardous Condition | 1 |
| Service Call | 16 |
| Good Intent | 29 |
| Other Assistance | 3 |
| False Alarm | 4 |
| FIRE CALLS TOTAL | 58 |

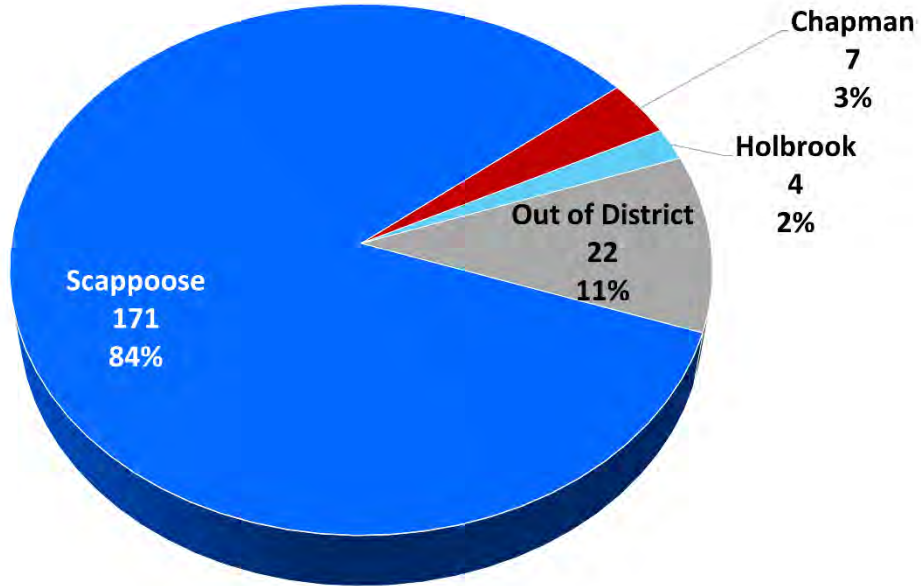
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|------------------------|------------|
| ALS Provided | 86 |
| BLS Provided | 56 |
| Investigate | 2 |
| Cancelled | 0 |
| Other Assistance | 2 |
| EMS CALLS TOTAL | 146 |

AUGUST 2022 - CALLS BY TYPE
204 Incidents



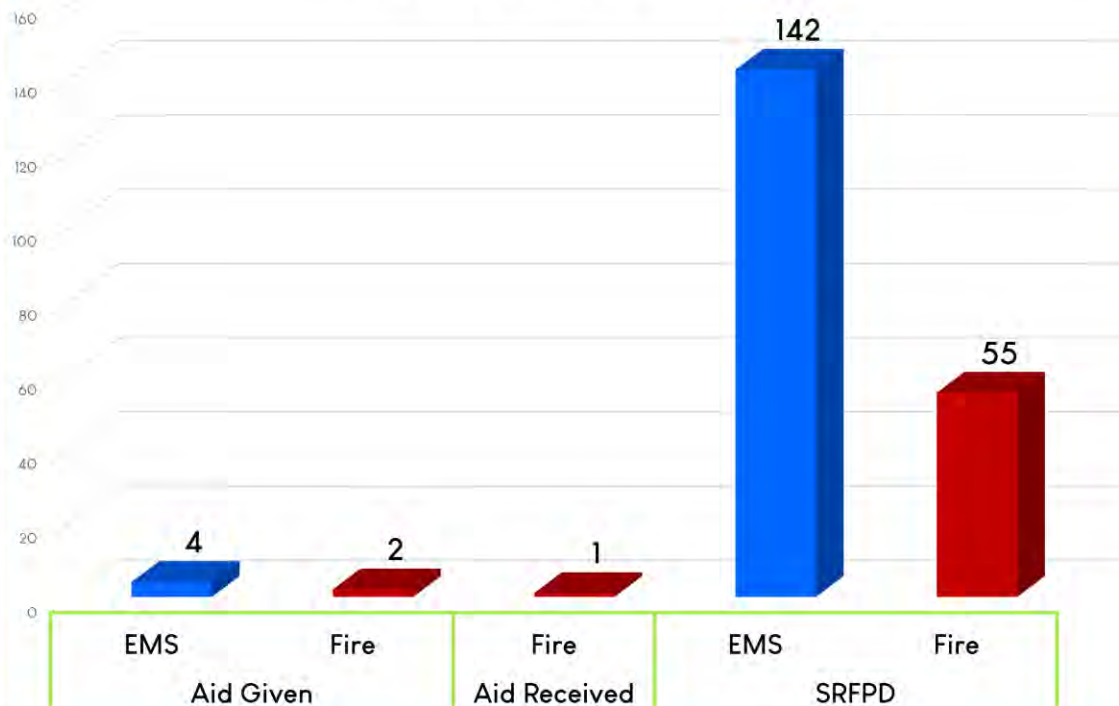
AUGUST 2022 - INCIDENTS BY STATION

204 Incidents with 393 Apparatus Responses

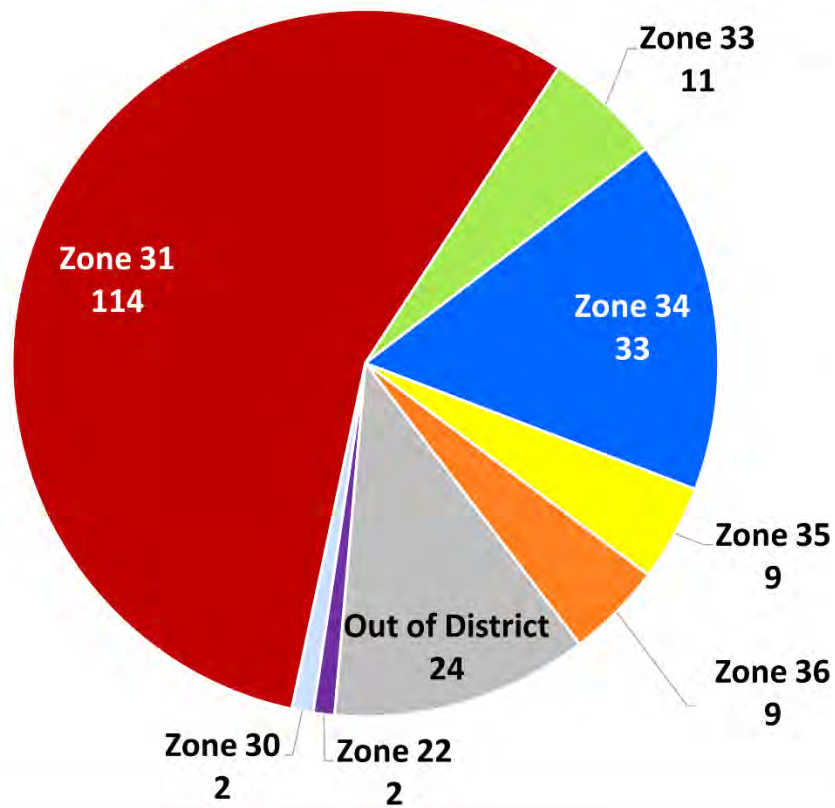


INCIDENTS BY RESPONDING JURISDICTION

August 2022 - 204 Incidents

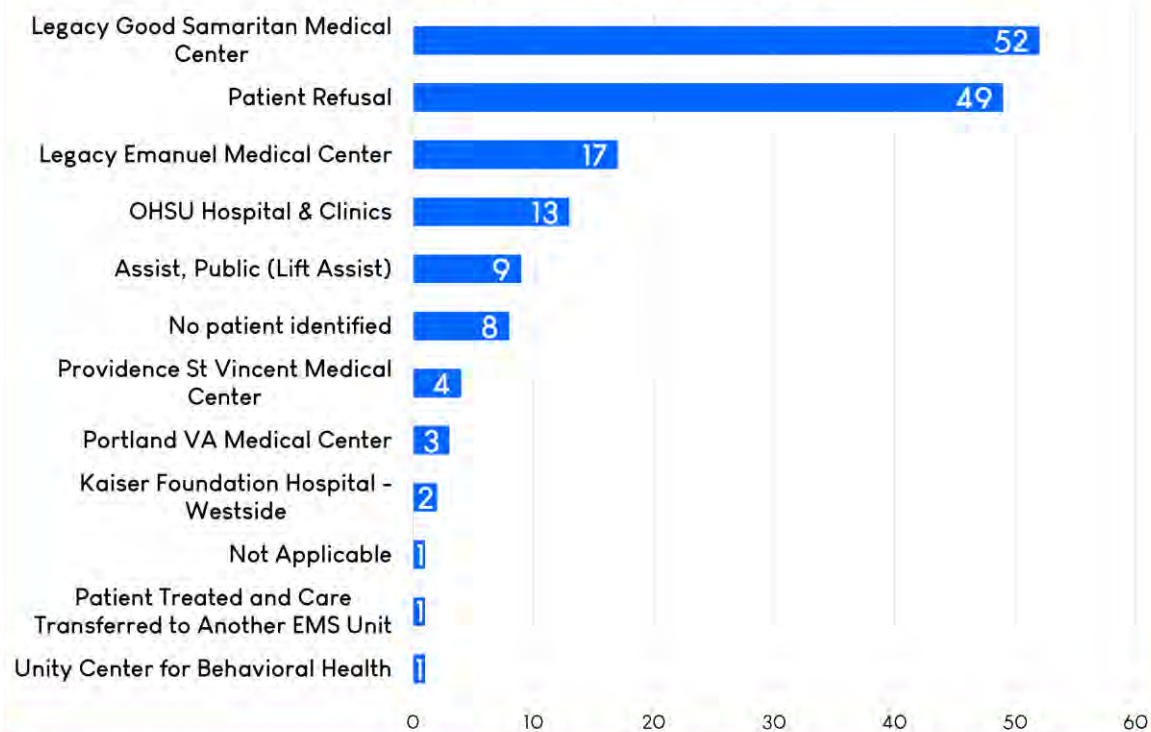


AUGUST 2022 - INCIDENTS BY ZONE
204 Incidents

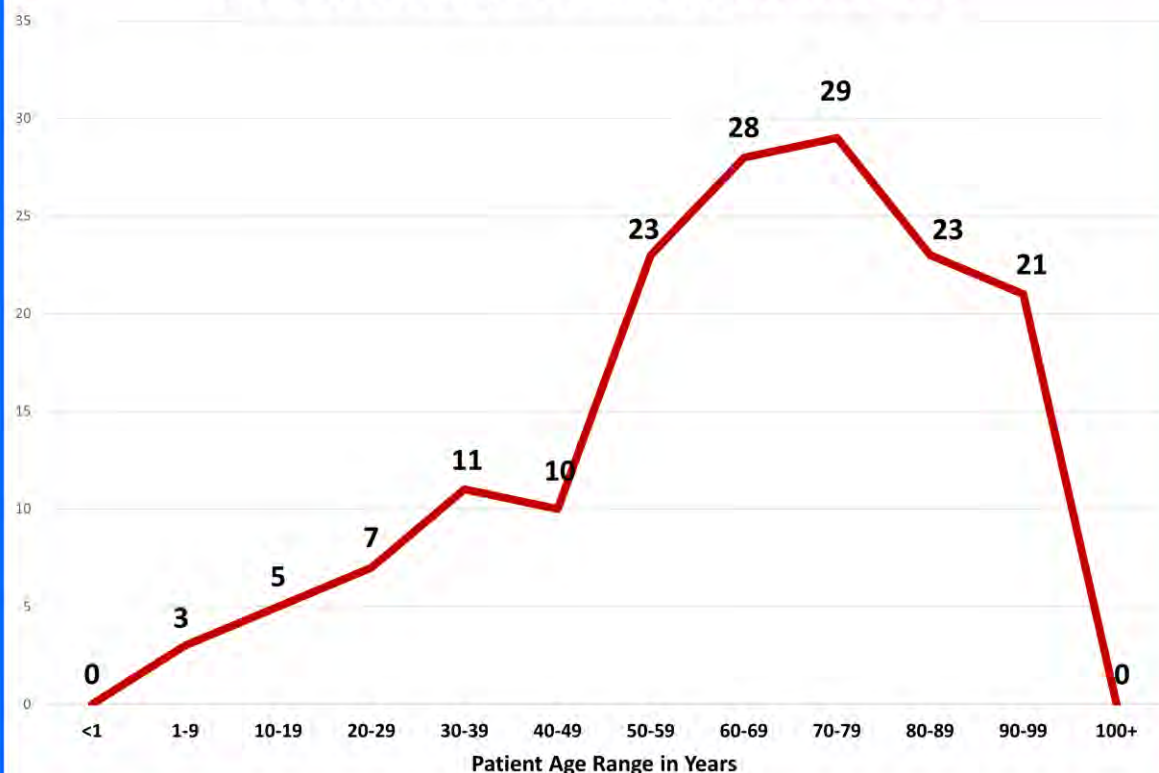


AUGUST 2022 - PATIENT DISPOSTION

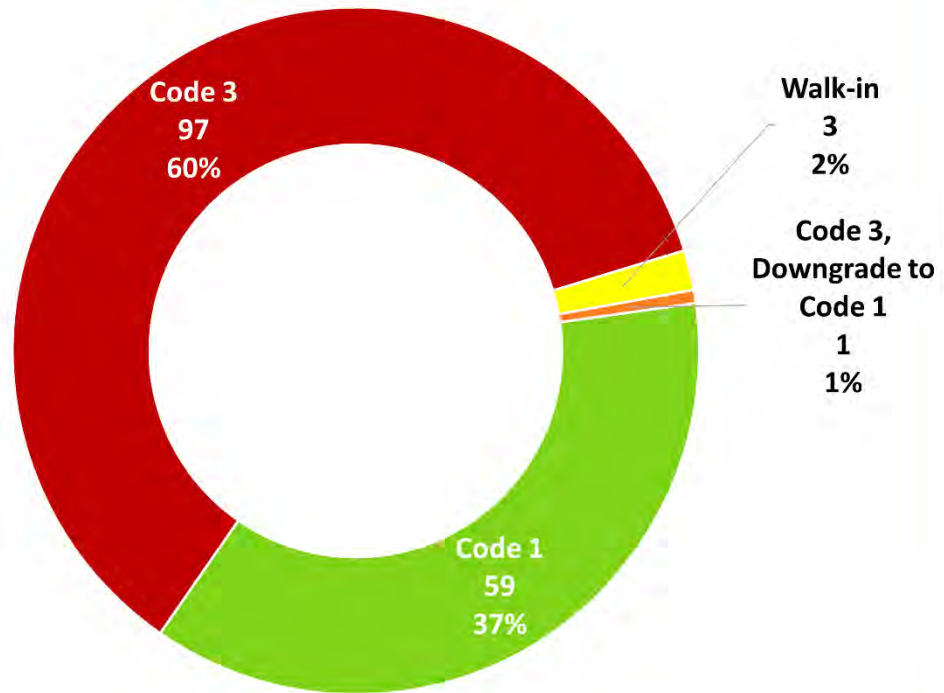
160 Patients Treated; 92 Transported



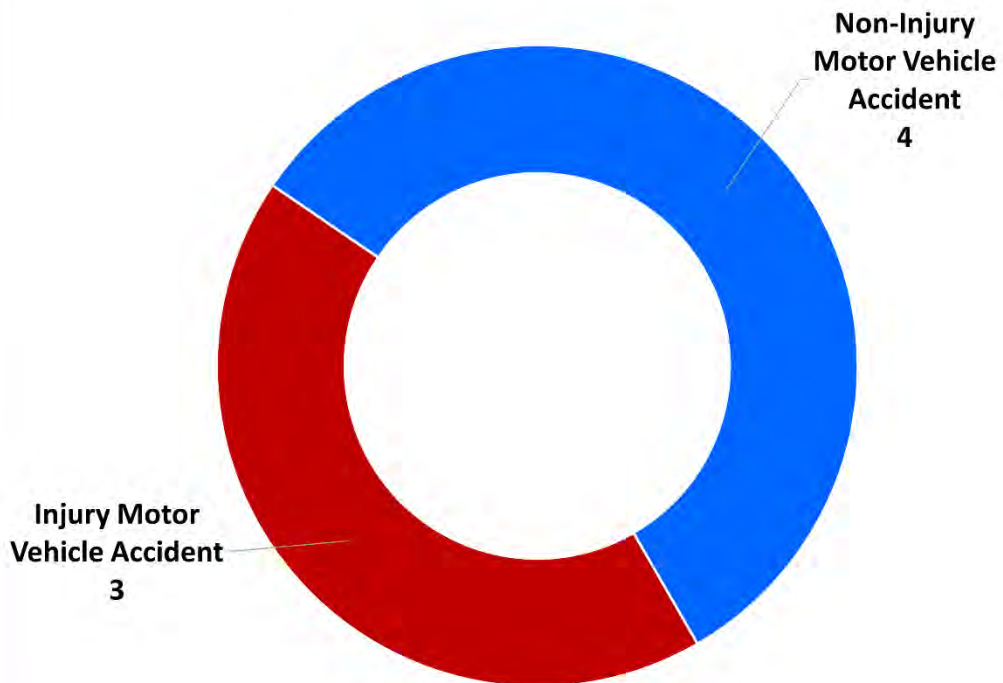
AUGUST 2022 AGE OF 160 PATIENTS TREATED

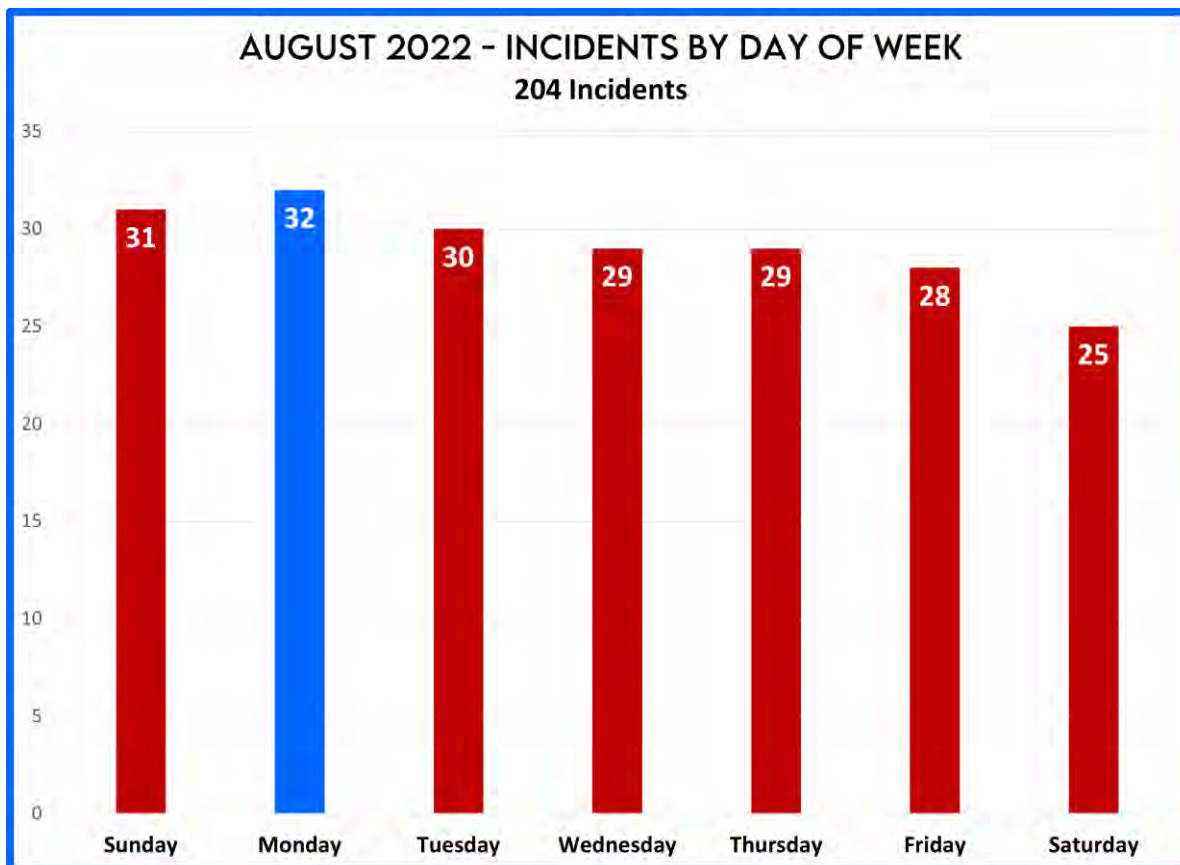
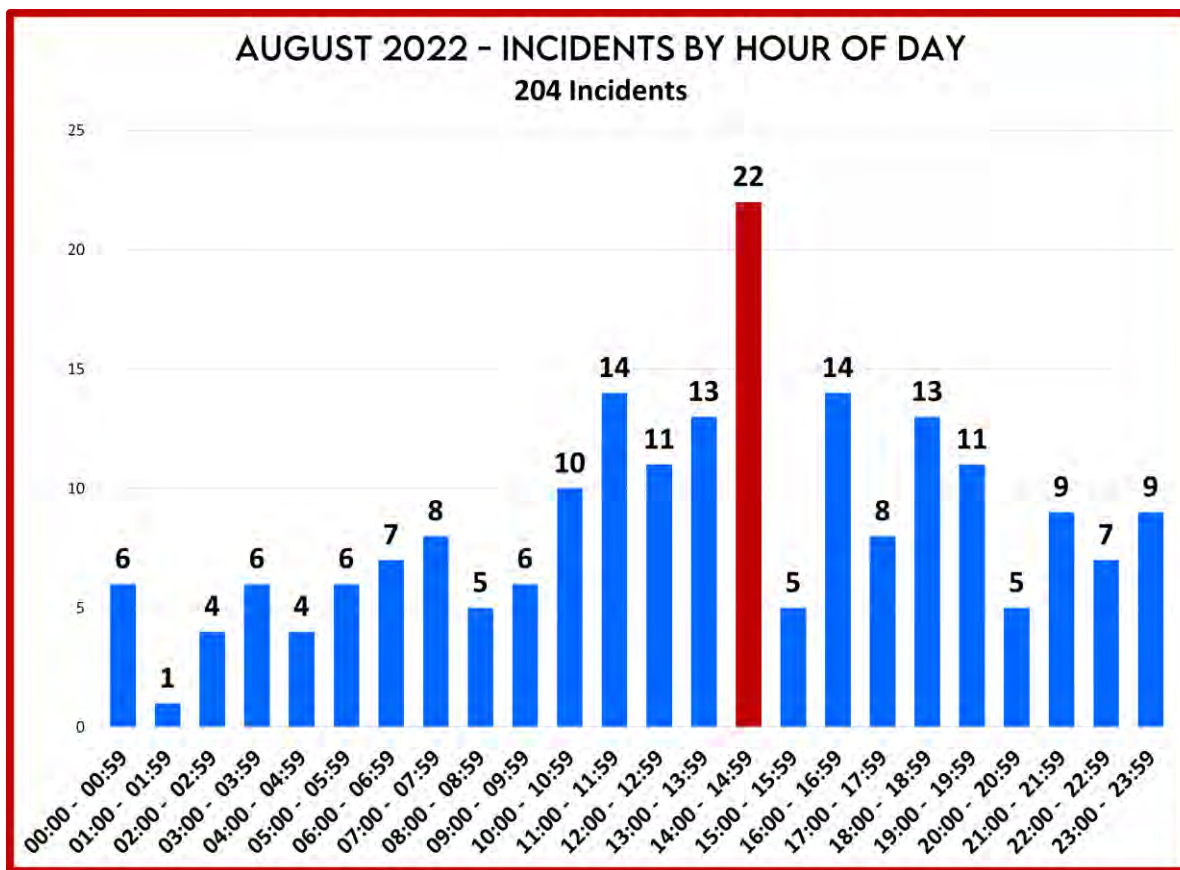


AUGUST 2022 - EMS RESPONSE MODE
160 Patients

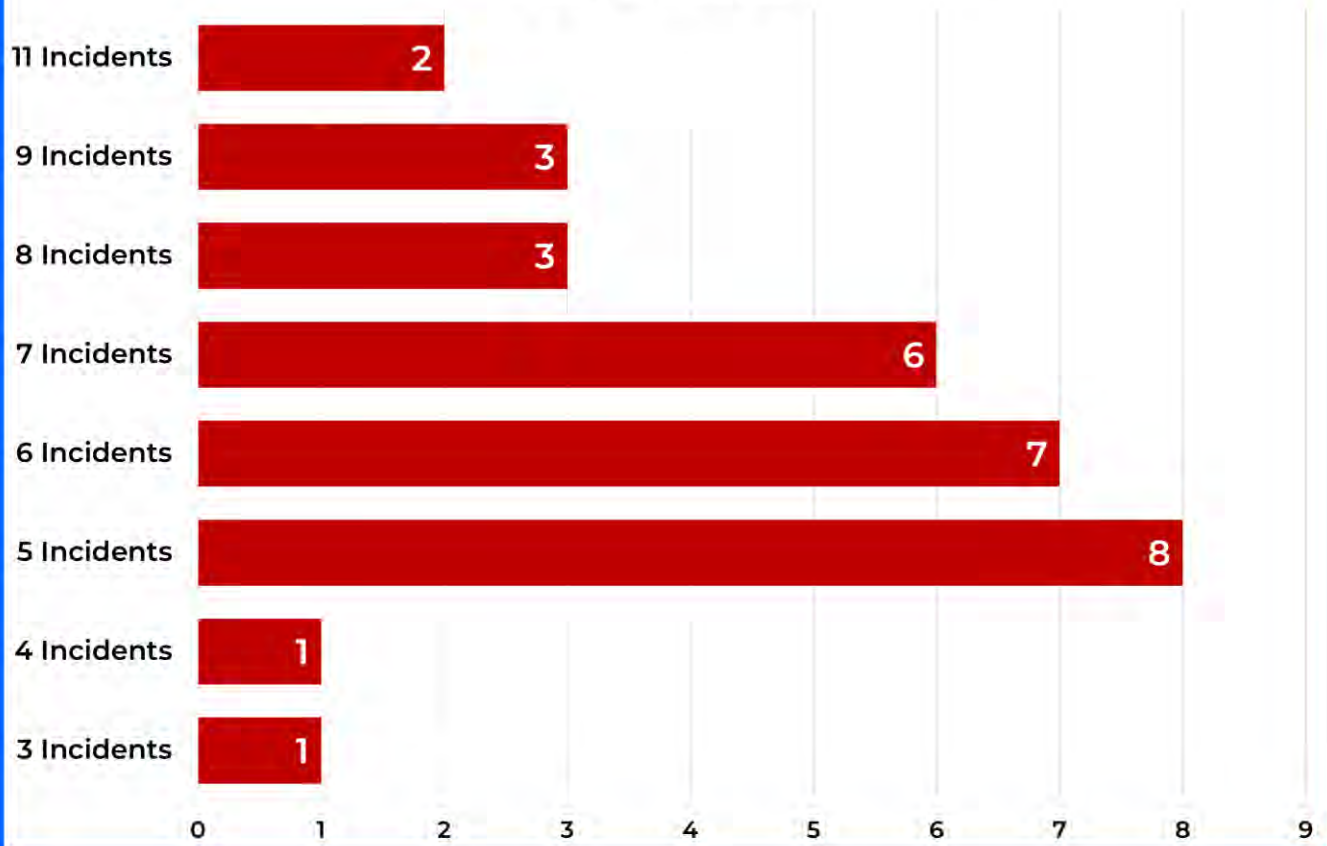


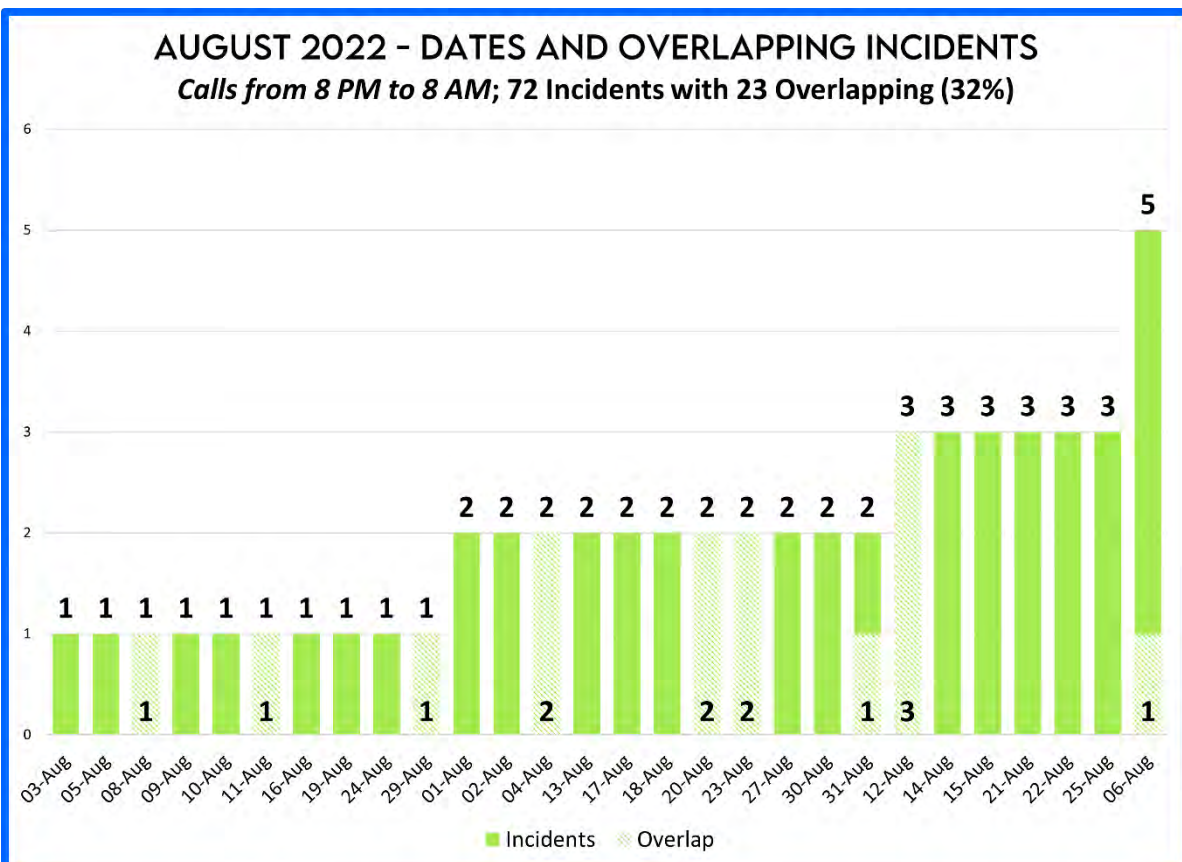
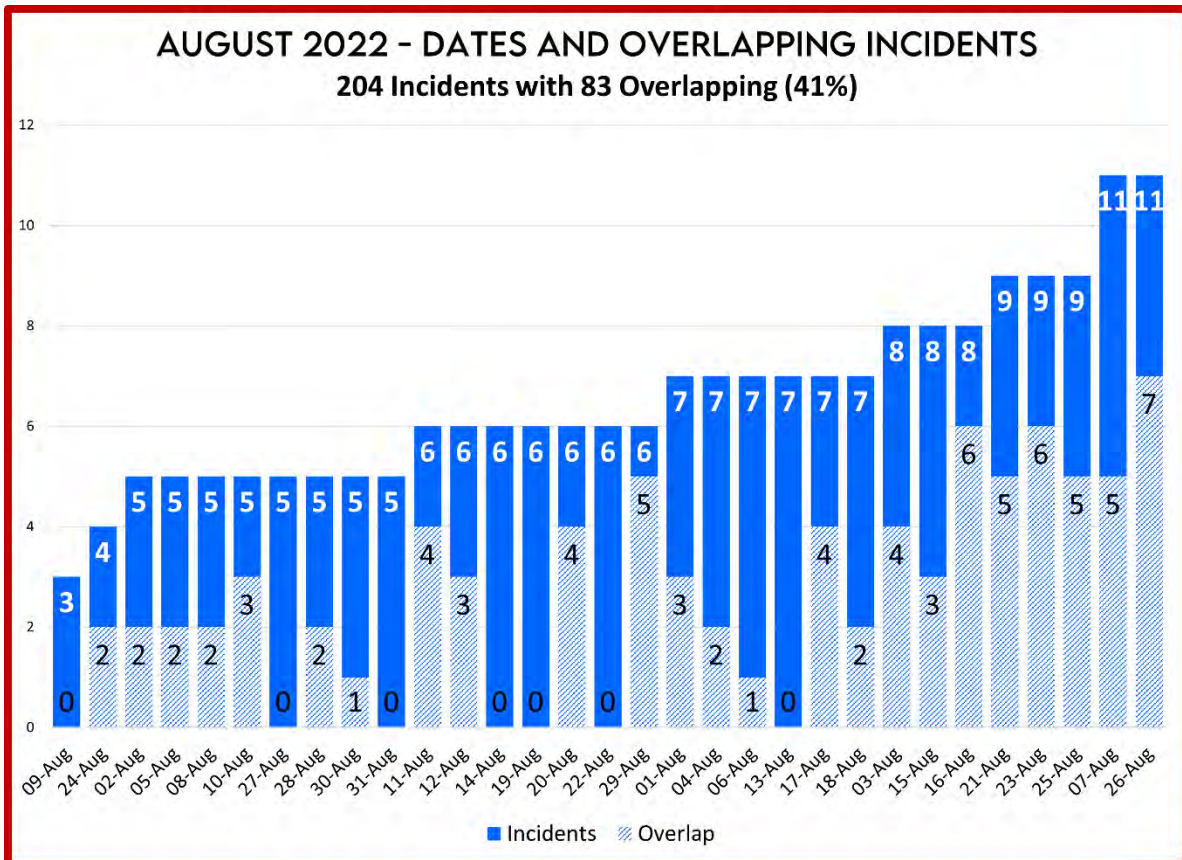
AUGUST 2022 - 7 MOTOR VEHICLE ACCIDENTS





AUGUST 2022 - INCIDENT COUNT BY DAYS
204 Incidents





STAFF REPORTS

Fire Chief Report August

Meetings Attended

Attended many
meetings.

Hours Worked August: 197 Hours

On Call in April: 246 Hours

TOTAL HOURS: 443

Training National Fire Academy Case Preparation and Testimony course

Projects

Mutual Aid Agreement with Cowlitz County – *Completed*

EMS Boundaries Multnomah County – *In Progress*

Draft Strategic Plan – *Tabled*

Fire Station Project ~ *In Progress*

RDPO UAS Grant ~ *Complete*

OSFM HMEP Grant ~ *Submitted*

SPIRE Grant ~ *Submitted*

OSFM Staffing Grant ~ *Awarded \$35,000 – process to use is in progress*

Senate Discretionary spending request~ *Submitted*

2022 AFG Grants ~ *Submitted*

Fire Code Guide Update - *Tabled*

August has been a tough month. Most of my time has been dedicated to staffing and finance. Most of these efforts involved many phone calls, coordinating with other entities and working on strategies to keep the district operational and paying the bills.

On Thursday the 18th of August, the week before payroll was to start, the Finance Director sent a text stating that effective immediately, he was resigning. This caused a significant strain for all the administrative staff including me. Fortunately, after reaching out to one of our neighbors, the City of Scappoose, they provided a recommendation for contractor we could reach out to for potential assistance. As we learned before, filling finance positions is incredibly difficult and there are many vacant positions all over the state and the Northwest. We immediately reached out to our retired finance director from 2019 to see if she could come in and assist with payroll. Thankfully, she was able to assist. As part of this board meeting, you will have an opportunity to review a staff report and request for authorization to enter into an agreement with someone to help us through our current situation.

Right before this happened, the district was experiencing a couple of staffing challenges with another resignation.

We attended the funeral of one of our former firefighters in Bend, which was a bittersweet experience as most are. Our staff was there in force to send off a great friend, coworker and exceptional person.

We are continuing to forge forward with all our goals and projects.

We are pleased to be onboarding one of our current employees into a new role. This role is Member Outreach / Battalion Aide. This position will be the recruitment and retention position. The new title better reflects what this position will be accomplishing.

Due to the increased workload, this report is abbreviated and will be more complete next month.

OPERATIONS REPORT

Some of the new radios have been installed with success

Working on station painting project

Will be starting to work on capital purchases soon for:

- Flashlights
- Fit Tester
- Hose

We have a plan for fire engine purchasing but will be waiting till next meeting due to our current vacancy in finance.

Holbrook station: Currently, there are no outstanding deficiencies and is operating within limits. However, we are planning on increasing the preventative maintenance for this facility in the next year as it has not had much support in quite some time.

Chapman station: Nothing to report at this time. However, we are planning on increasing the preventative maintenance for this facility in the next year as it has not had much support in quite some time.

The boat House station: Nothing to report at this time. However, we are planning on increasing the preventative maintenance for this facility in the next year as it has not had much support in quite some time.

Division Chief Marks
September 2022

August Projects:

Duty Shifts Safety Program Wellness Program
CQI Program ASA Review HIPAA Review

Drills / Activities / Meetings in August included

Admin and Officers Meetings Fire Defense Board
Protocol Development Union Negotiations
Board Meeting Live Fire Training
River Safety Taskforce

Work on the RAWS continues. I was unable to attend the latest RAWS meeting due to other commitments.

With the new items required by OHA being placed on the ambulances, NIFF Curio provided training material which was placed on Target Solutions for EMS personnel to train on. This will bring everyone up to speed on the new equipment.

Chief Bautista and I have been working with the two staff members that attended the Defensive Tactics for EMS providers Train the Trainer course. Several classes have been scheduled. The first offering had to be rescheduled for later in November. We continue to work hard on this to ensure all EMS staff receive the needed training.

Dr. Sasek was on site to provide EMS Case Reviews and training for our personnel in August. He is happy with the work our staff does.

I have slowly been working on improving the quality assurance / quality improvement (QA/QI) module in Image Trend. A QA / QI program is required by

OHA. We have this program in place already and all calls are reviewed for certain data points.

Work on the Fireboat continues. Lt. Anderson and I are reviewing options for the electronics package in the boat. We are investigating items that need replaced and what is compatible with current equipment. This project is included in the FY 22/23 budget.

I spent 4 days as a Task Force Leader trainee at the Miller Road fire near Juniper Flats. Task Force 8 was one of five task forces sent to this conflagration. The group worked well together, and we received good feedback from our Division Supervisor. I also received good feedback from Division Chief Holsey who worked with me as the Task Force Leader. He was impressed with my abilities and how I performed.

| | |
|------------------------------------|----------------------------------------------|
| My Time Worked in August 2022 | 187.5 hours |
| Conflag Hours | 81 Hours |
| Call Time in August 2022 (time) | 168 Hours (call shifts minus office time) |
| Total Hours for August 2022 | 436.5 Hours |



Chief Bautista Report

September 2022

August Projects:

Create templates for Referral and Acknowledgement replies from City and County request. (Completed)

Create template for Fire Service Reviews for driveway inspections. (Completed)

SRFD Fire Marshal Fee Schedule Proposal (In progress)

SRFD Admin Support Internship program for Fire Prevention, EMS and Training (In progress)

Update CCFiremarshal.com website (Pending)

OSFM Engine Program Grant Application (In progress)

Submitting for curriculum approval for Hybrid NFPA Fire Investigator course with DPSST (In progress)

Fire Marshal Duties:

Conducted one (1) driveway inspections, one (1) referral and acknowledgment conducted, one (1) complaint, and four (4) special event permit reviews were conducted.

One (1) fire investigation was conducted this month. Special thanks to our personnel for supporting the fire investigation efforts, Scappoose PD, Columbia County Sheriff's Office, Oregon State Police, Oregon Fire Marshal's Office, Portland Fire & Rescue, Columbia River Fire & Rescue for providing personnel to this investigation. The cause of this investigation is still under investigation. This is a difficult investigation due to the high temperatures and the amount of debris in the apartment, we appreciate everyone's help with getting this portion of the investigation completed.

Training Duties:

OSFM Company Inspector courses were held for two of the three sessions. The final session is being rescheduled due to arson fires in Columbia County on the scheduled date that required OSFM support. Four employees need to complete this training. The make-up course is set for September 26, 2022.

Been meeting with personnel to discuss plan for completing task books for NFPA firefighter 1 for volunteers and NFPA Firefighter 2 for career firefighters. The expectation is to complete these requirements by the end of 2022.

SRFD hosted FI-210, Wildland Fire Investigation course. It was attended by 16 students from the region. SRFD had four members attend (2 career and 2 volunteer).

August Meetings & Activities:

| Date | Meeting/Activity |
|----------|--------------------------------|
| 8/8/2022 | Fire Defense Meeting (Virtual) |
| 8/9/2022 | LCRTOA |

| | |
|-----------|--------------------------------------------------------------------|
| 8/9/2022 | Referral and Acknowledgement - Bates-Roth Aggregate Site |
| 8/10/2022 | Swearing In Ceremony |
| 8/11/2022 | August Board Meeting |
| 8/15/2022 | Obstructed Fire Hydrant Complaint @ 51000 Block of Old Portland RD |
| 8/15/2022 | Special Events Permit – High School Reunion |
| 8/15/2022 | Special Events Permit – Scappoose High School 3K & 5K |
| 8/15/2022 | Special Events Permit – Run with Neil |
| 8/15/2022 | Special Events Permit – Spirit of Christmas Parade |
| 8/18/2022 | Case Reviews with Dr. Sasek |
| 8/26/2022 | Fire Investigation – Maple Street |
| 8/26/2022 | Driveway Inspection Final – Mountain View Drive |
| 8/30/2022 | Fire Investigation - Maple Street (Continued) |

Chief Officer Development:

Still planning on meeting with Chief Pricher to discuss my annual evaluation and review development goals for my second year at Scappoose Fire District.

Upcoming Training:

The Engine Company: Effective Fire Attach (Olympia, WA) - 10/9/22

Command and Control Decision-Making at Multiple Alarm Incidents R0297 (NFA) - 10/23/22 to 10/28/22

Fire Investigation: Forensic Interviewing and Evidence R0780 (NFA) - 1/29/23 - 2/3/23

PER-292 Leadership & Management of Surface Transportation Incidents (Pueblo, CO) – 3/6/2023 to 3/10/2023

Total hours for August 2022: 254.50 hours (Duty officer 177 hours worked at the station)

OLD BUSINESS



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Jeff Pricher

SUBJECT: Exterior Station Paint Proposals

DATE: September 1, 2022

Requested Action: Consider and choose between available exterior painting estimates.

Critical date for action: September 8, 2022

Purpose: Estimates for painting the exterior of the station were solicited in August 2021, with one contract painter submitting an estimate. No further action was taken due to budget and supply issues.

Impact: Regular maintenance and upkeep of the station is necessary both on the exterior as well as the interior. The exterior was last painted over 15 years ago. There are several areas where paint is chipping off the brick and metal surfaces, power washing is necessary to remove dirt and mold, letters have fallen off the hose tower, and paint is fading.

Availability of funding: FY 22-23 budget includes \$30,000 for painting.

Coordination: Project coordination will take place between paint contractors prior to season-end, finance administrator, Fire Chief, and shifts to allow access to all necessary exterior locations.

Contact person(s): Jeff Pricher

Attachments: 2 painting estimates

Recommendations / Options:

1. Authorize expenditure
2. Deny expenditure
3. Delay expenditure

Conclusion:

Our motto is SERVICE, DEDICATION, PRIDE Taking PRIDE in our equipment and structures impacts employee pride as well as the community's pride in their fire district.

The letters for Scappoose Fire District will come down from the hose tower, holes will be filled in and painted over. Our new logo will be installed and lit on the hose tower at a later date. Attached is a rendering of the proposed color scheme.





ESTIMATE

Home (503)366-0117
Cell (503) 805-7724
CCB# 178650

August 30, 2022

TO **FOR** Exterior Painting

Maria Heath
Scappoose Rural Fire District
(503)543-5026 x243
52751 Columbia River Hwy
Scappoose, OR

Exterior Preparation:

The building and the Conex boxes will be prepped following the instructions of the Spec Sheet provided by the SRFD which includes pressure washing and painting.

*Any bare metal or rusty surfaces will be sanded and primed with **SW Pro Industrial Pro-Cryl Universal Primer** (see enclosed). The conex boxes, man doors and roll up doors will be lightly sanded to remove oxidation, rinsed, deglossed, and painted.*

Application:

***The Roof:** The roof will be sprayed with two finish coats of **SW Pro-Industrial Multi Surface Acrylic**, in a semi-gloss finish as the topcoat. We will mask 4-6ft down from the soffits while the roof is being sprayed, to protect from overspray.*

***The Siding:** Portions of the roof will be masked or covered to protect from any over spray while the siding is being sprayed.*

*The **unsealed brick** will be pressure washed and sealed with **Blok-Guard Graffiti Control**.*

*The **currently painted brick** will be sprayed and back rolled with **SW Loxon XP**, in a flat finish.*

***Conex Boxes:** The boxes will be sprayed with **SW Pro Industrial MSA**. Two coats of finish will be applied.*

***Soffits:** The soffits will be primed with **SW Extreme Block Oil Primer** and painted with **SW Superpaint Exterior**, in a satin finish. Two coats of finish will be applied.*

***The Doors:** The roll-up doors and man doors will be masked around them, lightly sanded, and painted with **SW Pro-Industrial**, in a semi-gloss finish.*

Clean up:

All materials that are used for masking will be removed and we will discard. Empty paint cans will be cleaned out and thrown in our recycle bin.

Guarantee:

Please know that we like to leave a job knowing that we were proficient, and professional. We treat your home like our own. We don't like to rush through projects just to get it done. We take our time and do a job that we can be proud of. After all, our referrals come from our customers.

Paint will only adhere to a surface which is clean, dry and dull, sanded and sealed. As with any paint job more than 90% of the work involved should be with preparation of the surface. Life expectancy of this paint application should last 10 years. However, there are a few variables, weather, preexisting conditions and regular scheduled maintenance, which will affect the longevity of any paint application.

Exterior Estimate: \$45,000.00

This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started.

A deposit of 25% of the job estimate will be required prior to commencing of any work. This proposal may be withdrawn from us if not accepted within 10 days. Upon verbal acceptance we will schedule a start date, discuss paint brands and colors and sign an acceptance agreement.

THANK YOU

**Carolyn A. Jenkins
34324 Berg Rd
Warren, OR 97053**



8/17/2022



| | | | |
|-----------------|---------------------------------|-----------------|-----------------------------------|
| Name | <u>Maria Heath</u> | Company | <u>Paint Boss CCB#222723</u> |
| Address | <u>52751 Columbia River Hwy</u> | Name | <u>Jeremy Johnson</u> |
| City, State ZIP | <u>Scappoose OR 97056</u> | | <u>33872 Shamrock Lane</u> |
| Phone | <u></u> | City, State ZIP | <u>Scappoose, OR 97056</u> |
| Email | <u>mheath@srfd.us</u> | Phone | <u>503-805-8569</u> |
| | | Email | <u>jeremy.paintboss@gmail.com</u> |
| Project name | <u>firehouse</u> | Completion date | <u>TBD</u> |

Scope of Work

579.00 Pressure wash entire building and sidewalks with all natural JC cleaner. Caulk all gaps and cracks with super stretch caulk. 12,360.00 Spray and back roll all unpainted brick around the building with 2 coats of LockGard sealant. 7,645.00 Spray two coats of multi surface acrylic on all metal fascia. 7,785.00 Spray all soffits with 2 coats of duration paint. 8,956.00 Spray and back roll 2 coats of Lockson on all painted cylinder brick.

Company Proposal

Start date to be determined. This project will take approximately two weeks to complete and comes with a 5 year warranty that includes free touch ups. The cost would be 37,325.00

Submitted by Paint Boss LLC Jeremy Johnson

Date

Owner Acceptance

Maria Heath

Date

Re: Bid from Paint Boss LLC

Amanda Johnson

Fri 9/2/2022 11:44 AM

To: Maria Heath - SRFD <mheath@srfd.us>

Good morning. Jeremy hadn't included the conex boxes and says that would be an additional 1,200.00. As far as the chipping paint goes they would wet sand the area, primer, and then paint it. Please let me know if you have any other questions.

Amanda Johnson

Licensed Real Estate Broker

Oregon First

503.381.2178

www.amandajohnson.oregonfirst.com

On Thu, Sep 1, 2022, 11:18 AM Maria Heath - SRFD <mheath@srfd.us> wrote:

Hello Amanda,

I am curious if the bid you submitted included the request to add the two conex boxes located behind the station. I didn't see that on the estimate and I'd like to be sure we are comparing apples to apples.

Also Fire Chief Jeff Pricher asked how chipped paint, for instance on the metal fascia, would be repaired. Will it be sanded, primed, painted and sealed, or some other process.

Thanks. I believe Jeff is hoping to have the fire board consider these estimates next week, but we try to get the information packets out to board members no later than Monday.

Sorry for these last minute questions.

Maria Heath

Office Manager

503.543.5664

From: Amanda Johnson <realtoramandajohnson@gmail.com>

Sent: Wednesday, August 17, 2022 10:36 AM

To: Maria Heath - SRFD <mheath@srfd.us>

Subject: Re: Bid from Paint Boss LLC

Thanks :)

Amanda Johnson

Licensed Real Estate Broker

Oregon First

503.381.2178

www.amandajohnson.oregonfirst.com

On Wed, Aug 17, 2022, 8:52 AM Maria Heath - SRFD <mheath@srfd.us> wrote:

Received! Thank you very much! I'm not sure how long Chief will give contractors to get their estimates over to us, but I'll keep in touch.

Maria

From: Amanda Johnson <realtoramandajohnson@gmail.com>

Sent: Wednesday, August 17, 2022 8:49 AM

To: Maria Heath - SRFD <mheath@srfd.us>

Subject: Bid from Paint Boss LLC

Good morning Maria, attached is my husband's bid to paint the Scappoose Fire Department along with his insurance information. If his bid is accepted I can send over the lien info for you to sign electronically. Thank you for the opportunity.

--



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LICENSED REALTOR
OREGON FIRST

Amanda Johnson
503-381-2178

REALTORAMANDAJOHNSON@GMAIL.COM

AMANDAJOHNSON.OREGONFIRST.COM

FACEBOOK.COM/AMANDALOVESREALESTATE



Information Notice To Owner About Construction Liens

(ORS 87.093)

This is not a lien. Your contractor is required by law to provide this notice to inform you about construction lien laws. This notice explains the construction lien law, and gives steps you can take to protect your property from a valid lien. As an owner, you should read this information notice carefully. This information notice is required to be given if you contract for residential construction or remodeling, if you are buying a new home, or at any time the contract price exceeds \$2,000.

- Under Oregon law, your contractor and others who provide labor, materials, equipment, or services to your project may be able to claim payment from your property if they have not been paid. That claim is called a Construction Lien.
- If your contractor does not pay subcontractors, employees, rental equipment dealers, materials suppliers, or does not make other legally required payments, those who are owed money may place a lien against your property for payment. **It is in your best interest to verify that all bills related to your contract are paid, even if you have paid your contractor in full.**
- If you occupy or will occupy your home, persons who supply materials, labor, equipment, or services ordered by your contractor are permitted by law to file a lien against your property only if they have sent you a timely Notice of Right to Lien (which is different from this Information Notice), before or during construction. If you enter into a contract to buy a newly-built, partially-built, or newly-remodeled home, a lien may be claimed even though you have not received a Notice of Right to a Lien. If you do not occupy the building, a Notice of Right to Lien is not required prior to filing a lien.

This notice is not intended to be a complete analysis of the law. You should consult an attorney for more information.

Common Questions and Answers About Construction Liens

Can someone record a construction lien even if I pay my contractor? Yes. Anyone who has not been paid for labor, material, equipment, or services on your project and has provided you with a valid Notice of Right to Lien has the right to record a construction lien.

What is a Notice of Right to Lien? A Notice of a Right to Lien is sent to you by persons who have provided labor, materials, or equipment to your construction project. It protects their construction lien rights against your property.

What should I do when I receive a Notice of Right to Lien? Don't ignore it. Find out what arrangements your contractor has made to pay the sender of the Notice of Right to Lien.

When do construction liens need to be recorded? In Oregon, construction liens generally need to be recorded within 75 days from the date the project was substantially completed, or 75 days from the date that the lien claimant stopped providing labor, material, equipment, or services, whichever happened first. To enforce a lien, the lien holder must file a lawsuit in a proper court within 120 days of the date the lien was filed.

Note to Contractor: This notice must be delivered personally, or mailed by registered mail, certified mail, or by first-class mail with a certificate of mailing. Ask the signing parties to provide you with an original or copy to retain in your files. You should retain proof of delivery of this notice for at least two years.

Steps That Consumers Can Take to Protect Themselves

- **Contact the Construction Contractors Board (CCB) and confirm that your contractor is licensed.** The law requires all construction contractors to be licensed with the CCB. Check a contractor's license online at the CCB consumer website: www.oregon.gov/ccb, or you can call 503-378-4621.
- **Review the Consumer Protection Notice (ORS 701.330(1)),** which your contractor must provide to you at the time of contract on a residential structure.
- **Consider using the services of an escrow agent** to protect your interests. Consult your attorney to find out whether your escrow agent will protect you against liens when making payments.
- **Contact a title company about obtaining a title policy** that will protect you from construction lien claims.
- **Find out what precautions, if any, will be taken** by your contractor, lending institution, and architect to protect your project from construction liens.
- **Ask the contractor to get lien waivers or lien releases** from every subcontractor, materials provider, equipment provider, and anyone else the contractor is responsible for paying. Do this before you give your contractor a progress payment.
- **Have a written contract with your contractor.** A written contract is **required** for projects greater than \$2,000. An original contractor that fails to provide a written contract as required by law, may not place a construction lien against the owner's property.
- **If you receive a Notice of Right to Lien, ask for a statement of the reasonable value of the materials, labor, equipment, or services** provided to your project from everyone who sends you a Notice of Right to Lien. If the information is not provided in a timely manner, the sender of the Notice of Right to Lien may still be able to file a construction lien, but will not be entitled to attorney fees.
- **When you pay your contractor, write checks made jointly payable to the contractor, subcontractors, materials, equipment, or services providers.** The checks name both the contractor and the subcontractor, materials or equipment provider. The checks can only be cashed if **both** the contractor and the subcontractor, materials or equipment provider endorses it. Be aware that many banks will not accept checks made payable to multiple parties unless each party appears at the bank with government-issued identification at the time of deposit. Your contractor may wish to check with its bank and advise whether this is an option.
- **Should you have a dispute with your contractor,** you may be able to file a complaint with the CCB and be reimbursed in whole or in part from the contractor's bond. For more details about help available through the agency, write to the CCB at PO Box 14140, Salem, OR 97309-5052 or call 503-378-4621.
- **Consult an attorney.** If you do not have an attorney, consider contacting the Oregon State Bar Referral Service at 503-684-3763 or 1-800-452-7636.

Signing this Information Notice verifies only that you have received it. Your signature does not give your contractor or those who provide material, labor, equipment, or services, any additional rights to place a lien on your property.

Job Site Address: 26750 NW Sauvie Island Rd Portland OR 97231

CONTRACTOR: CCB#: 222723

PROPERTY OWNER: _____

Jeremy Johnson
Print Name (as it appears on contract)

walter Remmers

Signature

Date

Print Name (as it appears on contract)

DocuSigned by:
[Signature]
19030522066F486...

6/15/2022 | 10:14

Date

STATE OF OREGON
CONSTRUCTION CONTRACTORS BOARD
LICENSE CERTIFICATE

LICENSE NUMBER: 222723

This document certifies that:

PAINT BOSS LLC
33872 SHAMROCK LN
SCAPPOOSE OR 97056

is licensed in accordance with Oregon Law as a Residential General Contractor.

License Details:

EXPIRATION DATE: 09/27/2022
ENTITY TYPE: Limited Liability Company
INDEP. CONT. STATUS: EXEMPT
RESIDENTIAL BOND: \$20,000
COMMERCIAL BOND: NONE
INSURANCE: \$1,000,000 / \$2,000,000
RMI: JEREMY THOMAS JOHNSON
HOME INSPECTOR CERTIFIED: NO

COMITTEE REPORTS

NEW BUSINESS



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Jeff Pricher

SUBJECT: Contract for services

DATE: September 8th, 2022

Requested Action: Allow Chief to enter into an agreement with MERINA+CO to assist with vacant finance position.

Critical date for action: September 8, 2022

Purpose: The proposed agreement will allow bank accounts to be reconciled back to 1/1/22 and provide necessary training to new finance administrator.

Impact: The budget vs. actual report is the guide the Board uses to make sound financial decisions for the district. A thorough clean up of the accounts is necessary, as is planning for the financial future through the 22-23 FY. An agreement with MERINA + CO will also provide oversight as we transition to a new finance administrator.

Availability of funding: FY 22-23 budget will require underspending in a couple of line items in the event the Not To Exceed amount of \$50,000 is reached.

Coordination: This will be coordinated by the Chief and executed with administration staff.

Contact person(s): Jeff Pricher and Maria Heath

Attachments: Agreement from MERINA+CO

Recommendations / Options:

1. Authorize expenditure
2. Deny expenditure
3. Delay expenditure

Conclusion:

With the challenges we are experiencing with our finance position vacancy, it is imperative that we have additional support to pay our bills, complete payroll and find stability in this position.

With the current shortages regionally and nationally with finance administrators, our ability to receive this agreement was on the recommendation of the City of Scappoose who retained their services for several months this calendar year.

September 8, 2022

Chief Jeff Prichard
Scappoose Rural Fire Protection District
52751 Columbia River Hwy
Scappoose, OR 97056

We are pleased to confirm our understanding of the services we are to provide for the Scappoose Rural Fire Protection District (the District). This letter will serve as the formal arrangement letter for the services you have requested our firm to perform and the terms for the engagement. We encourage you to read this letter carefully as it includes important information regarding the services to be performed. If there are any questions on the content of the letter, or the services we will be providing, we welcome the opportunity to meet with you to discuss this information.

Services to Be Performed

At your request and under your direction, we will perform the following services:

- + On-call financial assistance as requested including accounting, budgeting, internal and external financial reporting,
- + Assistance with bank reconciliations,
- + Assistance with completion of the audit for the fiscal year ended June 30, 2022, and
- + Coaching/mentoring District accounting staff in their accounting and finance related duties and assignments. Weekly calls with the District's accounting and finance staff will be held, with additional ad hoc discussions as needed or requested.

District's Responsibilities for This Engagement

As a client of Merina+Co, the District assumes the following responsibilities in connection with our provision of the services identified above:

1. Designation of an individual who possesses suitable skills, knowledge, and/or experience to oversee the services. That individual is identified as Fire Chief Jeff Prichard.
2. Evaluation of the adequacy and results of the services provided.
3. Acceptance and responsibility for the results of services.
4. Acceptance of responsibility for designing, implementing, and maintaining internal controls related to the services performed.

Merina+Co's Responsibilities for This Engagement

We will perform the identified services in accordance with the applicable professional standards. This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to perform any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. We may advise you on certain matters related to the services provided, but you must make all management decisions regarding those matters.

Fees/Withdrawal

Due to the nature of this project, our firm will bill monthly based on work completed. Our estimated fees for the above services are not expected to exceed \$50,000 for the 2022-23 fiscal year as detailed below by project, excluding out-of-pocket expenses incurred:

- + On-call financial assistance - \$1,200/month
- + Assistance with bank reconciliations – Not to Exceed \$6,200
- + Audit assistance for 2021-22 – Not to Exceed \$10,000
- + Coaching/mentoring of accounting/finance staff - \$300/hour

Additional project work requested will be performed only after developing and mutually agreeing on scope of services and related fees with the District.

All services as outlined will be billed at our standard hourly rates as follows:

| | |
|---------------------|---------------------------|
| Partner | \$300/\$150.00 for travel |
| Managing Consultant | \$225/\$112.50 for travel |
| Senior Consultant | \$175/\$87.50 for travel |
| Consultant | \$125/\$62.50 for travel |

All out of pocket expenses incurred will be billed at actual cost and supported with receipts. You agree that if you fail to pay for services rendered or expenses incurred for this engagement, we either may discontinue performing services for you until all outstanding balances are paid and/or may withdraw from the engagement ten (10) days after the mailing of written notice to you at the same address to which invoices are sent. You recognize that any discontinuance of work or withdrawal by us could seriously harm your interests, but nevertheless specifically give your consent to do so and to any court of law, arbitrator, or other form to allow us to withdraw if we choose to withdraw from this engagement for any reason at our sole discretion.

Mediation/Arbitration

If any dispute arises amongst the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its

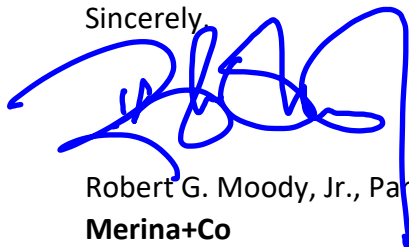
Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Cost of any mediation proceeding shall be shared equally by all parties.

The District and Merina+Co both agree that any dispute over fees charged by Merina+Co to the District will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by Merina+Co, each of us is giving up the right to have the dispute decide in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

Conclusion

This letter sets forth the entire agreement relating to our consulting services. This letter supersedes any prior agreements, discussions, or undertakings. No amendment or modification of this agreement shall be valid unless in writing, signed by both parties to this agreement.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert G. Moody, Jr.", with a stylized, cursive script.

Robert G. Moody, Jr., Partner
Merina+Co

The above letter confirms our understanding of the services to be performed and limitations of those services.

Scappoose Rural Fire Protection District

Printed Name: _____

Title: _____

Signature: _____

COMMUNICATIONS



Scappoose Firemen,

Thank you so much
for your service. You
are awesome!

It is my triplex
on Maple St, that
had the fire last week.

Sincerely,
Nancy Hudson