

Scappoose Rural Fire District
Board of Directors Regular Meeting
Thursday, November 9, 2023

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Meeting ID: 273 755 937 628

Passcode: khapZx

- I. Call to Order & Flag Salute
- II. Roll Call
- III. 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.”
- IV. Consent Agenda
 - A. Approve Minutes from 10-17-2023 regular meeting
 - B. Approve Oct. 2023 Profit & Loss Detail
 - C. Approve Oct. 2023 Budget vs. Actual
- V. Statistical Data
 - A. Ambulance Activity Report
 - B. Response Activity Report
 - C. UAS Flight Summary
- VI. Staff Reports
 - A. Chief’s Report
 - B. Operations Report
 - C. EMS Operations Report
 - D. Fire Marshal & Training Report
 - E. Finance Report

- VII. Old Business
 - A. Lexipol Policy Updates (None at this meeting)

- VIII. Committee Reports
 - A. Management Team

 - B. Long Range Planning Committee
 - C. Awards & Incentives

- IX. Miscellaneous

- X. New Business
 - A. Supplemental Budget Resolution 2023-02

- XI. Communications

- XII. Good of the Order

- XIII. 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

Tuesday, October 17, 2023

Microsoft Teams Meeting

I. **Call to Order & Flag Salute** – President Reeves called the meeting to order at 7:02 PM and led the flag salute.

II. **Roll Call** – President Reeves, Vice President Graham, Director Gift, Director Krieck, Director Sorenson, Chief Pricher, Division Chief Marks, Lt. DuBois, Lt. Anderson, FF Dietz, FF Bernier, ERT Curio, FA Heath

Tim Hennigan attended electronically.

III. **Public Comment** – None

IV. **Consent Agenda** –

A. Approve Minutes from September 14, 2023, regular meeting.
Director Gift requested two corrections to the minutes: change “work” to “worth” pg. 1 and “This” to “The” page 3.

B. Approve Sept. 2023 Profit & Loss Detail – No Discussion.

C. Approve Sept. 2023 Budget vs. Actual – Directors asked about payments to staff for the paint overspray. These payments were explained. Directors commented on the price of new turnouts and gloves. (See Memorandum in New Business.)

Director Krieck moved to approve the consent agenda. Director Gift seconded.

The motion passed unanimously.

V. **Statistical Data**

A. **Ambulance Activity Report** –

Directors commented on the high number of transports. Chief Pricher confirmed September was one of the busiest months for the agency.

B. Response Activity Report –

Discussion regarding the workload and activities of the Community Paramedic and how best to capture data related to the Community Paramedic program followed. Data from the program will no longer be included in the NFIRS system. Rather, a new data collection program specific to the Community Paramedic will be developed and used in the future.

VI. UAS Flight Summary –

Director Graham asked about differences in report style and specific flights in the report. Chief Pricher explained the differences in reports and testing of aircraft rarely used.

VII. Staff Reports

A. Chief's Report –

Director KriECK asked about a meeting with NASA listed in the Chief's report. Chief Pricher explained upcoming work that helps to report the way mishaps and near misses are reported nationally. NASA's reporting program will be used in this work.

Director Sorenson asked if solar panels would be installed on the main station to reduce utility costs.

Director Graham asked if the Civil Service Commission is now operating. Chief Pricher explained that the next meeting will be November 6 when they hope to have lists for the lieutenant and firefighter/paramedic positions.

Chief Pricher explained recent discussions he has had with the county tax assessor, developments with the urban renewal district, and the effect compression will have on our property tax collections in FY23-24 to the Board. Director Gift sought permission from the rest of the Board to meet with President Reeves, Chief Pricher, and personal contacts (former city council member from PDX, lobbyist, and an aide to Senator Merkley), to engage in discussions about options aimed at alleviating some of the negative property tax effects urban renewal districts have on special districts through proposed legislation. No decisions will be made during these discussions. These discussions will be informational in nature.

Director KriECK moved to direct Director Gift to consult with third parties to investigate options involving urban renewal districts and enterprise zones. Director Sorenson seconded the motion.

The motion passed unanimously.

B. Operations Report –

Movement to the .GOV email is still in the works. Moving to .GOV will provide increased security.

C. EMS Operations Report –

Chief Marks spoke about the metrics that will be used to collect information on the Community Paramedic program.

Director Sorenson asked about the ASA project. OHA gave the ASA committee a list of required and recommended changes. They have worked through these changes. The input will be presented before the county commission on Wednesday, October 18, 2023.

D. Fire Marshal & Training Report –

Director Gift asked if the high school program was underway. Chief Pricher said the second class will be held the week of Oct. 16-19.

President Reeves asked how the Open House went and if there are plans to make it an annual event. Chief Pricher said if the Board would like it to be an annual event it can be scheduled annually.

E. Finance Report –

Director Sorenson asked if the iPad purchases were from a grant. No, these purchases were from the General Fund and necessary replacement iPads.

VIII. Old Business

A. Lexipol Policy Updates –

No updates.

IX. Committee Reports

A. Management Team –

Topics discussed in the Management Team meeting have been discussed in earlier portions of this meeting and appear in these meeting minutes.

B. Long Range Planning Committee –

No meeting.

C. Awards & Incentives Committee –

No meeting. Chief Pricher mentioned the need to schedule a meeting soon so the annual Awards Banquet can be held in February.

X. Miscellaneous –

Chief Pricher shared a request from CRFR Board President Kelly Niles. Mr. Niles asked Chief Pricher to ask our Board if there was interest in having two of our board members and Chief meet with two of their board members and Acting in Capacity to discuss possible ways SRFD may be able to assist CRFR in their time of need. This was one option presented by SDAO to CRFR. At this time, it is unknown what CRFR may need or request. No decisions will be made; this is conversational only. Directors Graham and Kriek expressed skepticism but agreed that gathering more information from CRFR is necessary. Director Gift volunteered to attend this discussion. Director Sorenson agreed to attend. Director Sorenson moved to have two board members from each agency, along with chief officers meet to discuss CRFR's plans. Director Graham seconded.

The motion carried unanimously.

XI.

New Business –

Bunker Gear Purchase Request – Director Gift asked if this one-time purchase will be for 7 sets of bunker gear. Thereafter the purchase will be for 6 sets.

Director Kriek moved to authorize staff to purchase 7 new sets of bunker gear. Director Gift seconded.

The motion passed unanimously.

Supplemental Budget Considerations – Chief Pricher explained to the Board that the Memorandum on presenting a Supplemental Budget at the November meeting was meant to provide the Board with ample opportunity to consider the two appropriations suggested in the memo. If the Board agrees, the supplemental budget resolution will be presented at the November regular meeting. Discussion surrounding the appropriation of \$130,000 for apparatus replacement and possible difficulties finding a viable replacement followed. No motion necessary.

Chapman Roof Replacement Bids – Chief Pricher and Chief Marks spoke about the need to replace the roof at Chapman station and how bids for the job were sought. Three companies came to prepare estimates but only two presented bids by the board meeting date. Chief Marks explained the details of the bids and answered questions from the Board. The Board chose to go with Mark's Custom Exteriors, the lower of the two bids.

Director Graham moved to accept the bid from Mark's Custom Exteriors for \$20,836. Director Kriek seconded.

The motion passed unanimously.

XII. Communications –

Chief Pricher shared the letter from IAFC President Donna M. Black to Justin Jager with the National Wildfire Coordinating Group, officially notifying him of Chief Pricher’s appointment as a voting member of the National Wildfire Coordination Group Committee.

XIII. Good of the Order –

Chief Pricher shared the newest addition to the District’s UAS aircraft fleet.

Chief Marks shared that this year’s Fill the Boot campaign brought in over \$10,000 for Muscular Dystrophy.

Chief Pricher reached out to Jeff Griffin regarding SDAO training for board members, with no response. A follow-up attempt will be made again this week.

Crew members shared concerns about the upcoming meeting with CRFR representatives.

XIV. Adjourn – Meeting adjourned at 8:43 p.m.

Mark A Gift – Board Secretary-Treasurer

Date

Submitted by Maria Heath

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire Protection District

Profit and Loss Detail

October 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Income/Expenses				
Income				
1. GENERAL FUND REVENUES				
				\$139,267.66
				\$71,942.77
				\$5.00
				\$720.00
				\$39,556.00
				\$8,106.00
				\$6,516.87
				\$919.48
				\$12,048.09
Total for 1. GENERAL FUND REVENUES				\$279,081.87
3. PROPERTY FUND REVENUES				\$1,796.92
4. PERSONNEL SVCS FUND REVEN				\$855.64
Total for Income				\$281,734.43
Expenses				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance				
10/05/2023	Deposit		Cobra Health Insurance	-788.35
10/05/2023	Expense	Benefit Help Solutions(FSA)	Flex savings reimbursement	300.00
10/17/2023	Bill	Standard Insurance	ER - OPFML	1,268.18
10/17/2023	Bill	S.D.I.S.	October Health Insurance	26,481.64
10/17/2023	Expense	Benefit Help Solutions(FSA)	Monthly fee	125.00
10/17/2023	Bill	Standard Insurance	Life, LTD, AD&D	1,438.10
10/30/2023	Expense	Paychex - tax	OR ER Work Benefit	60.51
10/30/2023	Expense	Paychex Payroll	Flex spd- cash out	10,067.10
10/30/2023	Bill	HRA VEBA Trust	ER Contributions Oct.	10,139.06
10/30/2023	Bill	Colonial Life	Accident/Cancer policy for volunteers	777.40
10/30/2023	Bill	Standard Insurance	ER - OPFML	1,192.61

Scappoose Rural Fire Protection District

Profit and Loss Detail

October 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 550 Insurance				\$51,061.25
560 Personnel Salaries				
10/13/2023	Expense	P.E.R.S.	EE PERS IAP Contrib	15,237.78
10/17/2023	Bill	S.D.I.S.	Sect. 125 Insurance	2,254.76
10/17/2023	Bill	Transamerica Life Ins. Co.	Life Ins - Ahlers	93.81
10/17/2023	Bill	American Heritage Life Insurance Co.	Life Ins - Anderson/Marks	136.90
10/17/2023	Bill	Standard Insurance	EE - OPFML	1,564.65
10/17/2023	Bill	Standard Insurance	STD	68.41
10/20/2023	Expense	Paychex Payroll	Paychex tax OPFML -	7,859.06
10/30/2023	Bill	Standard Insurance	EE - OPFML	1,490.74
10/30/2023	Bill	HRA VEBA Trust	EE Contributions Oct.	2,808.00
10/30/2023	Bill	Tualatin Valley Fire Fighters Union	Oct. Union dues	2,593.72
10/30/2023	Bill	Inroads Credit Union	Oct. food fund	895.00
10/30/2023	Bill	Principal Financial Group	Employee Insurance- Heuer	109.99
10/30/2023	Expense	Paychex Check	Contract payment	805.00
10/30/2023	Expense	Paychex Payroll	Balance of Net Pay	92,469.82
10/30/2023	Expense	Paychex Payroll	OT	17,530.37
10/30/2023	Expense	Paychex Payroll	Phone pay	50.00
10/30/2023	Expense	Paychex Payroll	Longevity	1,192.56
10/30/2023	Expense	Paychex Payroll	Incentives	2,013.99
10/30/2023	Expense	Paychex Payroll	Deferred Compensation	8,880.91
10/30/2023	Expense	Paychex - tax	EE Payroll Tax WH	58,847.08
10/30/2023	Bill	Principal Financial Group	Employee Insurance- DuBois	42.41
10/30/2023	Expense	Paychex Payroll	FLSA - OT	9,819.60
10/31/2023	Expense	Voya - Oregon Savings Growth Plan	Oct. OSGP Contributions	22,049.02
Total for 560 Personnel Salaries				\$248,813.58
570 SocSec/Medicare(FICA)				
10/30/2023	Expense	Paychex - tax	ER Payroll Taxes	18,619.82
Total for 570 SocSec/Medicare(FICA)				\$18,619.82
580 Volunteer Services				
10/17/2023	Bill	Greisen, Michael S.	Oct. cell phone use	34.00
10/17/2023	Bill	Greenup, Cade	Oct . cell phone use	34.00
10/30/2023	Bill	Corporate Security Services, Inc.	Background check Crays	244.50
Total for 580 Volunteer Services				\$312.50
590 Personnel Benefits				
10/13/2023	Expense	P.E.R.S.	ER Pension PERS Contrib.	71,007.75
10/17/2023	Bill	Oregon Occupational Medicine	Physical B Cox	722.60
10/17/2023	Bill	Oregon Occupational Medicine	Physical B Brogli	607.60
10/17/2023	Bill	Oregon Occupational Medicine	Physical R Crays	673.60
Total for 590 Personnel Benefits				\$73,011.55
Total for 1.1 GENERAL FUND PERSONNEL SVCS				\$391,818.70
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services				
10/17/2023	Bill	Merina+Co	Accounting Assistance	75.00

Scappoose Rural Fire Protection District

Profit and Loss Detail

October 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 670 Contract Services				\$75.00
720 Public Fire Services				
10/04/2023	Expense	International Code Council	Recurring Subscription Order #101380045	204.00
10/12/2023	Expense	BiMart	Open House materials	23.96
Total for 720 Public Fire Services				\$227.96
740 Uniforms				
10/02/2023	Expense	Flymeflag.com	20" Guidon w/ 3" sleeve	170.00
10/25/2023	Expense	Danner Shoe Mfg. Co., Inc.	Boots-Dietz	350.00
Total for 740 Uniforms				\$520.00
750 Maintenance on Equipment				
10/17/2023	Bill	Sunset Auto Parts	Cable ties	29.96
10/17/2023	Bill	Sunset Auto Parts	Light relay for 1995 Chevy K3500	38.94
10/17/2023	Bill	Pro Automotive & Diesel	1995 Chevy tire fees	24.00
10/17/2023	Bill	Pro Automotive & Diesel	1995 Chevy alternator, brakes, tire balance & repair (labor)	2,120.00
10/17/2023	Bill	Pro Automotive & Diesel	1995 Chevy alternator, brakes, tire balance & repair (parts)	2,249.78
10/17/2023	Bill	Sunset Auto Parts	Trailer brake fuse x 2	7.58
10/17/2023	Bill	Sunset Auto Parts	Diesel exhaust x 8 @ \$12.99 ea	103.92
10/17/2023	Bill	Wilcox & Flegel	100 Gal unleaded @ \$4.136	452.29
10/17/2023	Bill	Wilcox & Flegel	300 Gal Bio Diesel @ \$3.750	1,127.23
10/17/2023	Bill	Pro Automotive & Diesel	1992 Ford SD Oil change, block heater, AC compressor (parts)	1,192.50
10/17/2023	Bill	Pro Automotive & Diesel	1992 Ford SD Oil change, block heater, AC compressor (labor)	404.00
10/17/2023	Bill	Wilcox & Flegel	200 Gal unleaded @ \$3.492	775.79
10/17/2023	Bill	Wilcox & Flegel	400 Gal Bio Diesel @ \$3.566	1,429.22
10/17/2023	Bill	G&G Auto Care Supply, Inc.	Vehicle Wash supplies	240.18
10/30/2023	Bill	Sunset Auto Parts	Oil dry ; blstr pk miniatures	71.33
10/30/2023	Bill	Sunset Auto Parts	2 Odyssey Extreme Batteries & Warranties	1,397.82
Total for 750 Maintenance on Equipment				\$11,664.54
760 Administration				
10/09/2023	Expense	Totally Promotional	3 six foot tablecloths w. logo	363.15
10/14/2023	Expense	Facebook	Boost for R & R post	75.00
10/16/2023	Expense	US Bank	Analysis Service Charge	20.95
10/17/2023	Bill	Pacific Office Automation, Inc.	B/W copies Oct.	57.98
10/17/2023	Bill	Paulson Printing	Poster Board Schematics	240.00
10/17/2023	Bill	Gandara, Lonny	Postage for SCBA Calibration	163.04
10/17/2023	Bill	Daily Dispatch	Member Outreach job announcement	405.00
10/17/2023	Bill	Local Government Law Group	Legal fees- email	54.00
10/17/2023	Bill	Local Government Law Group	Legal fees - review PLO	405.00
10/18/2023	Expense	Facebook	Boost for R & R post	75.00
10/22/2023	Expense	Facebook	Boost for R & R post	50.00
10/25/2023	Credit Card Credit	Totally Promotional	3 Tablecloths - refund	-363.15
10/30/2023	Bill	DocuMart Printing & Copying	Business cards - Battalion Chief	79.76
10/30/2023	Bill	Helm, John	EMS refund	262.96
10/30/2023	Bill	Chronicle	1 yr subscription (12/23-11/24)	70.00
10/30/2023	Bill	Metzen, Dana	EMS refund	25.00
10/31/2023	Expense	Paychex Invoice	payroll processing invoice	222.25
10/31/2023	Check			0.10

Scappoose Rural Fire Protection District

Profit and Loss Detail

October 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 760 Administration				\$2,206.04
765 Information Technology				
10/01/2023	Expense	Apple Inc.	monthly storage	2.99
10/03/2023	Expense	JAMF Software, LLC	monthly subscription	196.00
10/12/2023	Expense	Firms App Ltd	monthly recurring	6.35
10/17/2023	Bill	Centerlogic, Inc.	Monthly billing for Oct.	1,696.50
10/17/2023	Bill	Kleinberg Tech	August & September Report	420.00
10/17/2023	Bill	Comcast Business	Main station IT	253.85
10/17/2023	Bill	Active911, Inc.	Alerting Subscription - additional 15 licenses	229.20
10/17/2023	Bill	Verizon Wireless	Machine to machine	7.87
10/17/2023	Bill	Spectrum VoIP	VOIP monthly charge	29.78
10/17/2023	Bill	City of Portland	800 MHZ access Oct	166.71
10/18/2023	Expense	Apple Inc.	monthly storage	8.54
10/18/2023	Expense	CenturyLink	Main Station backup	60.00
10/18/2023	Expense	CenturyLink	Holbrook modem	75.00
10/23/2023	Expense	Intuit Quickbooks	QB Online monthly fee	90.00
10/30/2023	Bill	AT&T Mobility	Oct.. charges - phones, iPads	703.56
10/30/2023	Bill	CenturyLink	Chapman Internet	84.22
10/30/2023	Bill	Centerlogic, Inc.	4 hrs @ \$115/hr	460.00
10/30/2023	Bill	Centerlogic, Inc.	1.5 hrs @ \$115/hr	143.75
10/30/2023	Bill	OCV, LLC	Annual OCV app w/ City of Scap.	1,500.00
Total for 765 Information Technology				\$6,134.32
770 Cleaning Materials & Supplies				
10/04/2023	Expense	Amazon	Toaster	47.79
10/10/2023	Expense	Amazon	Dry Erase Whiteboard Cleaner	24.29
10/15/2023	Expense	Amazon	Misc. cleaning supplies	157.50
10/15/2023	Expense	Amazon	Laundry detergent	20.02
10/16/2023	Expense	Amazon	Kitchen knife set	79.99
10/17/2023	Bill	Wayne Martin Flooring Inc.	2 bottles of cleaner	100.00
10/18/2023	Expense	Amazon	Tissue	70.00
10/18/2023	Expense	Amazon	Paper rolls	76.79
10/30/2023	Bill	Ace Hardware - Scappoose	Simple Green	38.97
Total for 770 Cleaning Materials & Supplies				\$615.35
775 Emerg. Operating Supplies				
10/11/2023	Expense	Amazon	2 iPad cases	63.90
10/17/2023	Bill	Sunset Auto Parts	Oil Absorbent	47.96
10/17/2023	Bill	SeaWestern Fire Apparatus	14 D rings	119.00
Total for 775 Emerg. Operating Supplies				\$230.86
780 Building & Grounds Maint.				
10/17/2023	Bill	Ace Hardware - Scappoose	Batteries pk garage door	10.45
10/17/2023	Bill	Alonzo Yard Maintenance LLC	Chapman Station September	200.00
10/17/2023	Bill	Alonzo Yard Maintenance LLC	Holbrook Station September	200.00
10/17/2023	Bill	SME Solutions LLC	Labor & Travel for pump motor service 9/30/23	577.45
10/18/2023	Bill	Mark's Custom Exteriors	Chapman roof replacement first 1/3 down payment	6,200.00
10/30/2023	Bill	Ace Hardware - Scappoose	Epoxy Minute Weld	9.59
Total for 780 Building & Grounds Maint.				\$7,197.49
790 Training				
10/04/2023	Expense	Jones & Bartlett Learning, LLC	Fund. FF skills x 4	368.85
10/17/2023	Bill	Bernier, Kyle	OIT Spring Tuition reimbursement	272.56
10/25/2023	Expense	Jones & Bartlett Learning, LLC	FF skills, apparatus driver, hazmat texts	2,218.06
10/30/2023	Bill	Ramsey, Jackson	Fingerprint fee - reimbursement	15.00

Scappoose Rural Fire Protection District

Profit and Loss Detail

October 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 790 Training				\$2,874.47
810 Utilities				
10/17/2023	Bill	Graybar Financial Services	Voip phones - October	299.25
10/17/2023	Bill	P.G.E.	Cleetwood	141.62
10/17/2023	Bill	Waste Management of Oregon, Inc.	Sept. garbage/recycling	140.18
10/17/2023	Bill	N.W. Natural Gas	Monthly charges Acct 447881-4	43.10
10/17/2023	Bill	Comcast	Xfinity - Acct 0162514	29.81
10/26/2023	Expense	W.O.E.C.	Acct 13045001 - Oct. billing	230.45
10/30/2023	Bill	Comcast	Xfinity - Acct 0162514	29.81
10/30/2023	Bill	CenturyLink	Chapman Phone	61.63
10/30/2023	Bill	City of Scappoose	Base meter charge	40.29
10/30/2023	Bill	City of Scappoose	Water, sewer, and storm water charges	622.11
10/30/2023	Bill	CenturyLink	Main Station Fax	61.14
10/30/2023	Bill	CRPUD	Oct. main station electricity	691.87
10/30/2023	Bill	CRPUD	Oct. boathouse electricity	48.37
Total for 810 Utilities				\$2,439.63
870 EMS Operations				
10/17/2023	Bill	Systems Design West (SDW)	115 EMS Billing for Sept. @ 23.50	2,804.14
10/17/2023	Bill	Jenna Wiley, MD	Physician advisor - Sept./Oct.	1,332.00
10/17/2023	Bill	Life-Assist, Inc.	EMS Supplies	20.46
10/17/2023	Bill	Airgas - USA, LLC	Standard Invoice	79.43
10/17/2023	Bill	Life-Assist, Inc.	EMS Supplies	1,076.22
10/17/2023	Bill	Life-Assist, Inc.	EMS Medications	455.80
10/17/2023	Bill	Airgas - USA, LLC	Cylinder Rental Invoice	219.15
10/17/2023	Bill	EMS Technology Solutions, LLC	Inventory Asset Management Licenses	185.00
10/17/2023	Bill	Airgas - USA, LLC	Standard Invoice	251.55
10/17/2023	Bill	EMS Technology Solutions, LLC	Fleet Management License	120.00
10/17/2023	Bill	AED Authority	2 AED Trainer Units	1,585.60
10/30/2023	Bill	Airgas - USA, LLC	Standard Invoice	355.84
10/30/2023	Bill	Bound Tree Corp.	McGrath Battery 3.6V	132.10
10/30/2023	Bill	EMS Technology Solutions, LLC	Shipping & Handling	15.00
10/30/2023	Bill	EMS Technology Solutions, LLC	Narcotics Barcode Label Kit	65.00
10/30/2023	Bill	Life-Assist, Inc.	EMS Medications	489.77
10/30/2023	Bill	Life-Assist, Inc.	EMS Supplies	499.96
10/30/2023	Bill	Life-Assist, Inc.	EMS Supplies	22.72
10/30/2023	Bill	Stryker Sales Corp.	NIBP tubing, bayonet, UDI	178.50
Total for 870 EMS Operations				\$9,888.24
Total for 1.2 GENERAL FUND MATERIAL & SVC				\$44,073.90
1.4 GENERAL FUND DEBT				
930 Debt Service Interest				
10/30/2023	Bill	BCI Capital	4 of 4 engine payment	2,168.44
Total for 930 Debt Service Interest				\$2,168.44
930 Debt Service Principal				
10/30/2023	Bill	BCI Capital	4 of 4 engine payment	59,409.62
Total for 930 Debt Service Principal				\$59,409.62
Total for 1.4 GENERAL FUND DEBT				\$61,578.06
Total for 1...				\$497,470.66
Total for 1..GENERAL FUND EXPENDITURES				\$497,470.66

Scappoose Rural Fire Protection District

Profit and Loss Detail

October 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES				
10/05/2023	Expense	Jones & Bartlett Learning, LLC	Intro to Fire texts x 20	1,591.40
10/12/2023	Expense	National Car Rental	Van rental for 10/12/23 training	202.11
10/12/2023	Expense	PDX Airport Parking	Parking for 10/12/23 flight	42.00
10/12/2023	Expense	Delta Air	Baggage fee return flight	30.00
10/12/2023	Expense	Santa Monica Brew Works	Meals for 10/12/23 training	63.98
10/12/2023	Expense	Denny's Restaurant	Meals for 10/12/23 training	211.64
10/12/2023	Expense	United Pacific Fuel	Fuel - rental van 10/12/23 training	17.68
10/12/2023	Expense	West Restaurant	Meals for 10/12/23 training	551.69
10/12/2023	Expense	Best Western Inn	Lodging for 10/12/23 training	752.68
10/18/2023	Expense	Fred Meyer	Supplies for SHS class	107.90
10/30/2023	Bill	Ace Hardware - Scappoose	rope, bucket, tennis balls	70.31
Total for 2.3 MATERIALS & SERVICES				\$3,641.39
2.4 CAPITAL OUTLAY				
10/04/2023	Bill	FlightWave Aerospace	Fixed wing UAS (SHS Grant)	35,100.00
10/30/2023	Bill	Air Insight Consulting	GPS Equipment - Fixed Wing UAS	5,258.90
Total for 2.4 CAPITAL OUTLAY				\$40,358.90
Total for 2. GRANT FUND EXPENSE				\$44,000.29
Unapplied Cash Bill Payment Expense				\$0.00
Total for Expenses				\$541,470.95
Net Income				\$ -259,736.52

BUDGET VS ACTUAL

Scappoose Rural Fire Protection District

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	2,855,478.01	2,637,811.00	217,667.01	108.25 %
Conflagration	139,267.66	30,000.00	109,267.66	464.23 %
EMS Receipts	329,114.99	720,000.00	-390,885.01	45.71 %
Fire Marshal	1,926.96	1,000.00	926.96	192.70 %
FireMed	2,520.00	20,000.00	-17,480.00	12.60 %
G.E.M.T. (Medicaid)	19,461.83	125,000.00	-105,538.17	15.57 %
Gas Royalties		1,000.00	-1,000.00	
Grant Awards	73,284.61	169,000.00	-95,715.39	43.36 %
Interest Earned on Investments	31,008.17	50,000.00	-18,991.83	62.02 %
Miscellaneous Revenue	12,312.88	20,000.00	-7,687.12	61.56 %
Property Taxes				
Taxes - Current				
Local Option Levy		2,843,637.00	-2,843,637.00	
Permanent Rate Levy		1,592,580.00	-1,592,580.00	
Total Taxes - Current		4,436,217.00	-4,436,217.00	
Taxes - Prior Years	72,462.60	105,000.00	-32,537.40	69.01 %
Total Property Taxes	72,462.60	4,541,217.00	-4,468,754.40	1.60 %
Total 1. GENERAL FUND REVENUES	3,536,837.71	8,315,028.00	-4,778,190.29	42.54 %
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	51,253.41	51,016.00	237.41	100.47 %
Grant Award	2,264.25	352,850.00	-350,585.75	0.64 %
Total 2. GRANT FUND REVENUE	53,517.66	403,866.00	-350,348.34	13.25 %
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	395,222.38	460,367.00	-65,144.62	85.85 %
Grant Income	33,535.00	398,000.00	-364,465.00	8.43 %
Interest Earned on Investments	6,361.95	4,000.00	2,361.95	159.05 %
Transfers In		454,969.00	-454,969.00	
Total 3. PROPERTY FUND REVENUES	435,119.33	1,317,336.00	-882,216.67	33.03 %
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	206,959.49	204,412.00	2,547.49	101.25 %
Interest Earned on Investments	3,144.23	3,000.00	144.23	104.81 %
Total 4. PERSONNEL SVCS FUND REVEN	210,103.72	207,412.00	2,691.72	101.30 %
Total Income	\$4,235,578.42	\$10,243,642.00	\$ -6,008,063.58	41.35 %
GROSS PROFIT	\$4,235,578.42	\$10,243,642.00	\$ -6,008,063.58	41.35 %
Expenses				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	215,613.83	814,258.00	-598,644.17	26.48 %
560 Personnel Salaries	1,020,480.52	3,206,660.00	-2,186,179.48	31.82 %

Scappoose Rural Fire Protection District

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
570 SocSec/Medicare(FICA)	79,012.23	254,986.00	-175,973.77	30.99 %
580 Volunteer Services	1,625.72	20,000.00	-18,374.28	8.13 %
590 Personnel Benefits	281,702.54	1,047,055.00	-765,352.46	26.90 %
Total 1.1 GENERAL FUND PERSONNEL SVCS	1,598,434.84	5,342,959.00	-3,744,524.16	29.92 %
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	77,349.69	55,000.00	22,349.69	140.64 %
680 Communications Maintenance	1,724.83	6,100.00	-4,375.17	28.28 %
720 Public Fire Services	5,014.67	15,000.00	-9,985.33	33.43 %
730 Property & Liability Insur.		80,000.00	-80,000.00	
740 Uniforms	2,033.58	20,000.00	-17,966.42	10.17 %
750 Maintenance on Equipment	42,681.51	140,000.00	-97,318.49	30.49 %
760 Administration	18,339.18	60,000.00	-41,660.82	30.57 %
765 Information Technology	34,985.79	115,000.00	-80,014.21	30.42 %
770 Cleaning Materials & Supplies	1,245.51	5,500.00	-4,254.49	22.65 %
775 Emerg. Operating Supplies	10,092.11	100,000.00	-89,907.89	10.09 %
780 Building & Grounds Maint.	13,483.67	82,000.00	-68,516.33	16.44 %
790 Training	23,430.53	112,345.00	-88,914.47	20.86 %
810 Utilities	10,124.67	45,000.00	-34,875.33	22.50 %
870 EMS Operations	40,002.25	117,500.00	-77,497.75	34.04 %
Total 1.2 GENERAL FUND MATERIAL & SVC	280,507.99	953,445.00	-672,937.01	29.42 %
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment		100,000.00	-100,000.00	
Total 1.3 GENERAL FUND CAPITL OUTLAY		100,000.00	-100,000.00	
1.4 GENERAL FUND DEBT				
930 Debt Service Interest	2,168.44	2,170.00	-1.56	99.93 %
930 Debt Service Principal	59,409.62	61,485.00	-2,075.38	96.62 %
Total 1.4 GENERAL FUND DEBT	61,578.06	63,655.00	-2,076.94	96.74 %
Total 1...	1,940,520.89	6,460,059.00	-4,519,538.11	30.04 %
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Property Fund		454,969.00	-454,969.00	
Total 1.5 GENERAL FUND TRANSFER OUT		454,969.00	-454,969.00	
1.6 GENERAL FUND CONTINGENCY				
1.7 GENERAL RESERVED FOR FUTURE		1,000,000.00	-1,000,000.00	
Total 1..GENERAL FUND EXPENDITURES	1,940,520.89	8,315,028.00	-6,374,507.11	23.34 %
2. GRANT FUND EXPENSE				
2.1 PERSONNEL SVCS		125,000.00	-125,000.00	
2.3 MATERIALS & SERVICES	9,257.49	231,516.00	-222,258.51	4.00 %
2.4 CAPITAL OUTLAY	40,358.90	47,350.00	-6,991.10	85.24 %
Total 2. GRANT FUND EXPENSE	49,616.39	403,866.00	-354,249.61	12.29 %
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipment	-6,116.00	1,309,240.00	-1,315,356.00	-0.47 %
Miscellaneous Real Property		7,096.00	-7,096.00	

Scappoose Rural Fire Protection District

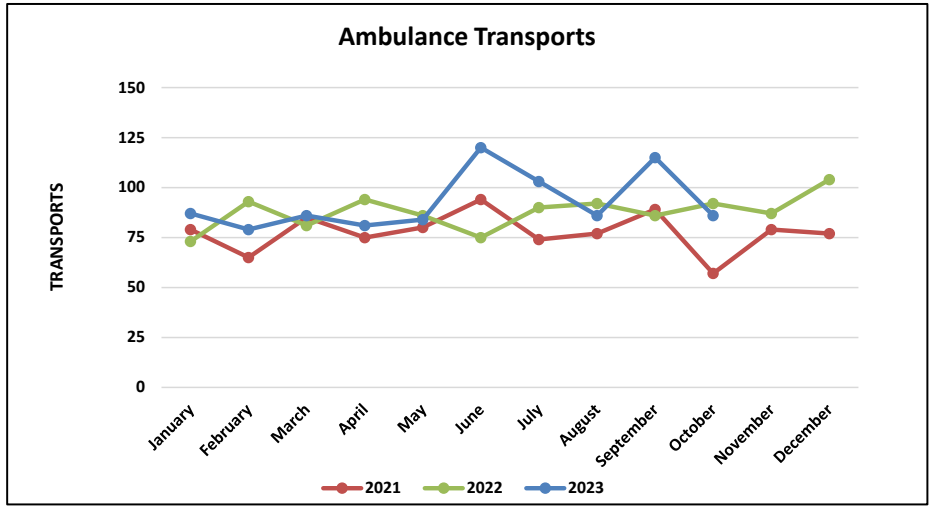
Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

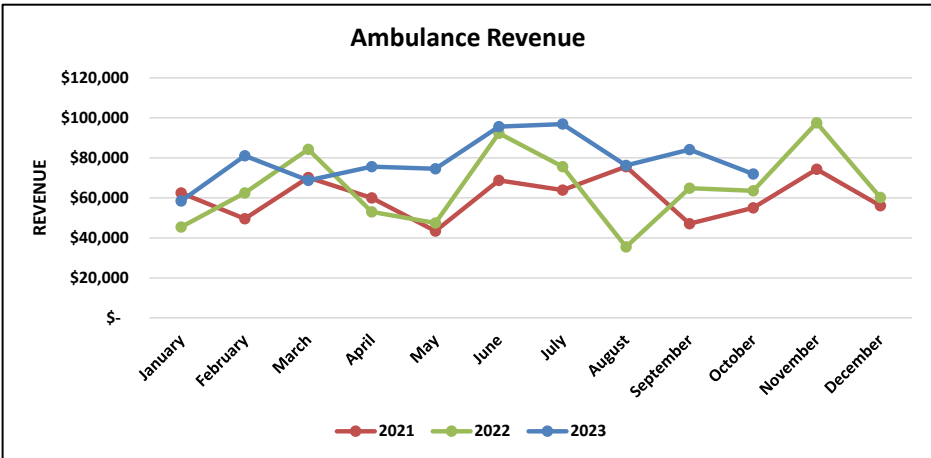
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Reserved for Future Expenses		1,000.00	-1,000.00	
Total 3. PROPERTY FUND CAPITAL OUTLAY	-6,116.00	1,317,336.00	-1,323,452.00	-0.46 %
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service		202,412.00	-202,412.00	
Reserved for Future Expenses		5,000.00	-5,000.00	
Total 4. PERSONNEL SVC FUND EXPENSE		207,412.00	-207,412.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$1,984,021.28	\$10,243,642.00	\$ -8,259,620.72	19.37 %
NET OPERATING INCOME	\$2,251,557.14	\$0.00	\$2,251,557.14	0.00%
NET INCOME	\$2,251,557.14	\$0.00	\$2,251,557.14	0.00%

**AMBULANCE BILLING
&
TRANSPORT REPORT**

Month	2021	2022	2023
January	79	73	87
February	65	93	79
March	85	81	86
April	75	94	81
May	80	86	84
June	94	75	120
July	74	90	103
August	77	92	86
September	89	86	115
October	57	92	86
November	79	87	
December	77	104	



Month	2021	2022	2023
January	\$ 62,433	\$ 45,385	\$ 58,387
February	\$ 49,564	\$ 62,509	\$ 81,019
March	\$ 70,213	\$ 84,303	\$ 68,763
April	\$ 59,929	\$ 52,956	\$ 75,599
May	\$ 43,379	\$ 47,415	\$ 74,577
June	\$ 68,789	\$ 92,324	\$ 95,639
July	\$ 63,882	\$ 75,581	\$ 96,872
August	\$ 75,612	\$ 35,455	\$ 76,175
September	\$ 47,015	\$ 64,803	\$ 84,125
October	\$ 55,047	\$ 63,485	\$ 71,943
November	\$ 74,287	\$ 97,509	
December	\$ 56,095	\$ 60,188	



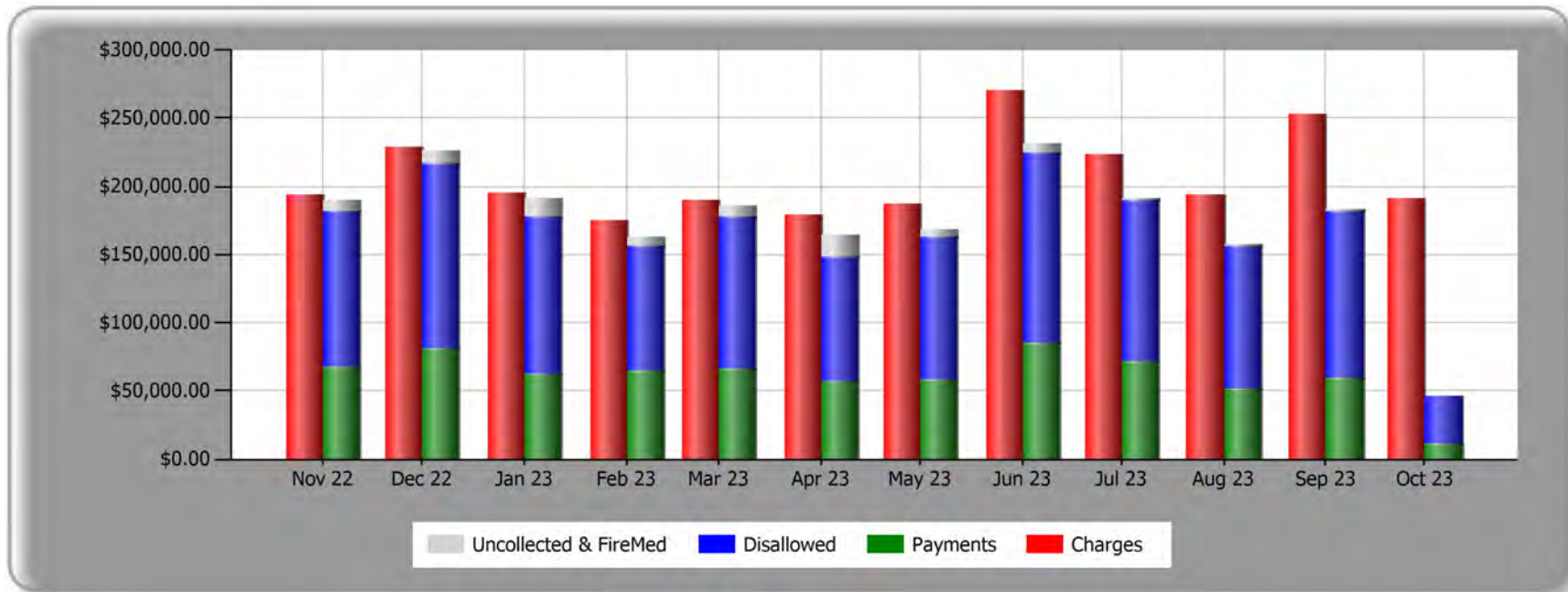
**Scappoose RFPD
ANNUAL COLLECTION STATISTICS**

Date Of Service	11/1/2022
Date Of Service	10/31/2023
Invoices	0
Company	Scappoose RFPD

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Nov 22	87	194,291.80	-68,002.45	35 %	-975.00	1 %	-114,287.12	59 %	-6,470.84	3 %	4,556.39	2 %
Dec 22	104	229,597.20	-80,820.22	35 %	-3,345.00	1 %	-136,297.98	59 %	-4,970.93	2 %	4,163.07	2 %
Jan 23	87	195,039.80	-62,727.74	32 %	-5,999.79	3 %	-115,256.18	59 %	-7,297.37	4 %	3,758.72	2 %
Feb 23	79	175,172.00	-65,571.68	37 %	-3,495.20	2 %	-90,495.04	52 %	-3,052.00	2 %	12,558.08	7 %
Mar 23	86	189,890.80	-65,970.72	35 %	-4,310.11	2 %	-111,743.83	59 %	-3,753.64	2 %	4,112.50	2 %
Apr 23	80	178,702.60	-56,553.14	32 %	-3,651.44	2 %	-92,273.56	52 %	-12,217.60	7 %	14,006.86	8 %
May 23	84	186,828.00	-58,896.98	32 %	-1,501.00	1 %	-103,931.31	56 %	-4,750.80	3 %	17,747.91	9 %
Jun 23	121	270,282.60	-85,279.35	32 %	-5,957.60	2 %	-139,757.14	52 %	0.00	0 %	39,288.51	15 %
Jul 23	101	223,169.80	-72,430.92	32 %	-1,075.00	0 %	-118,240.56	53 %	-0.09	0 %	31,423.23	14 %
Aug 23	87	194,554.40	-52,033.50	27 %	-575.00	0 %	-104,871.24	54 %	0.00	0 %	37,074.66	19 %
Sep 23	115	252,600.20	-59,939.21	24 %	-771.80	0 %	-123,025.74	49 %	0.00	0 %	68,863.45	27 %
Oct 23	86	190,960.40	-11,726.14	6 %	0.00	0 %	-34,224.51	18 %	0.00	0 %	145,009.75	76 %

1,117 2,481,089.60 -739,952.05 -31,656.94 -1,284,404.21 -42,513.27 382,563.13

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



**MONTHLY RESPONSE
&
ACTIVITY REPORTS**

MONTHLY REPORT

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



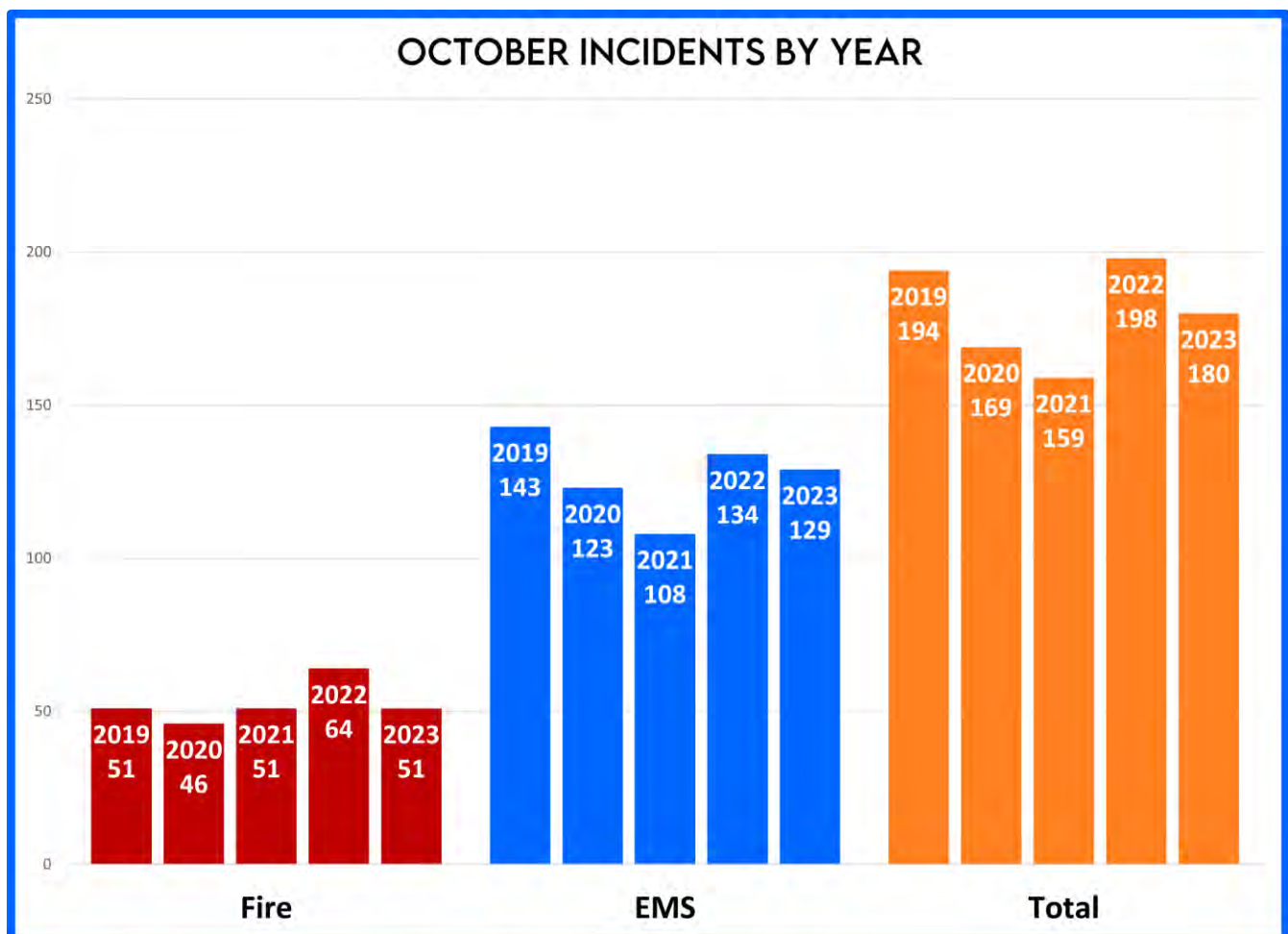
OCTOBER 2023

OPERATIONS

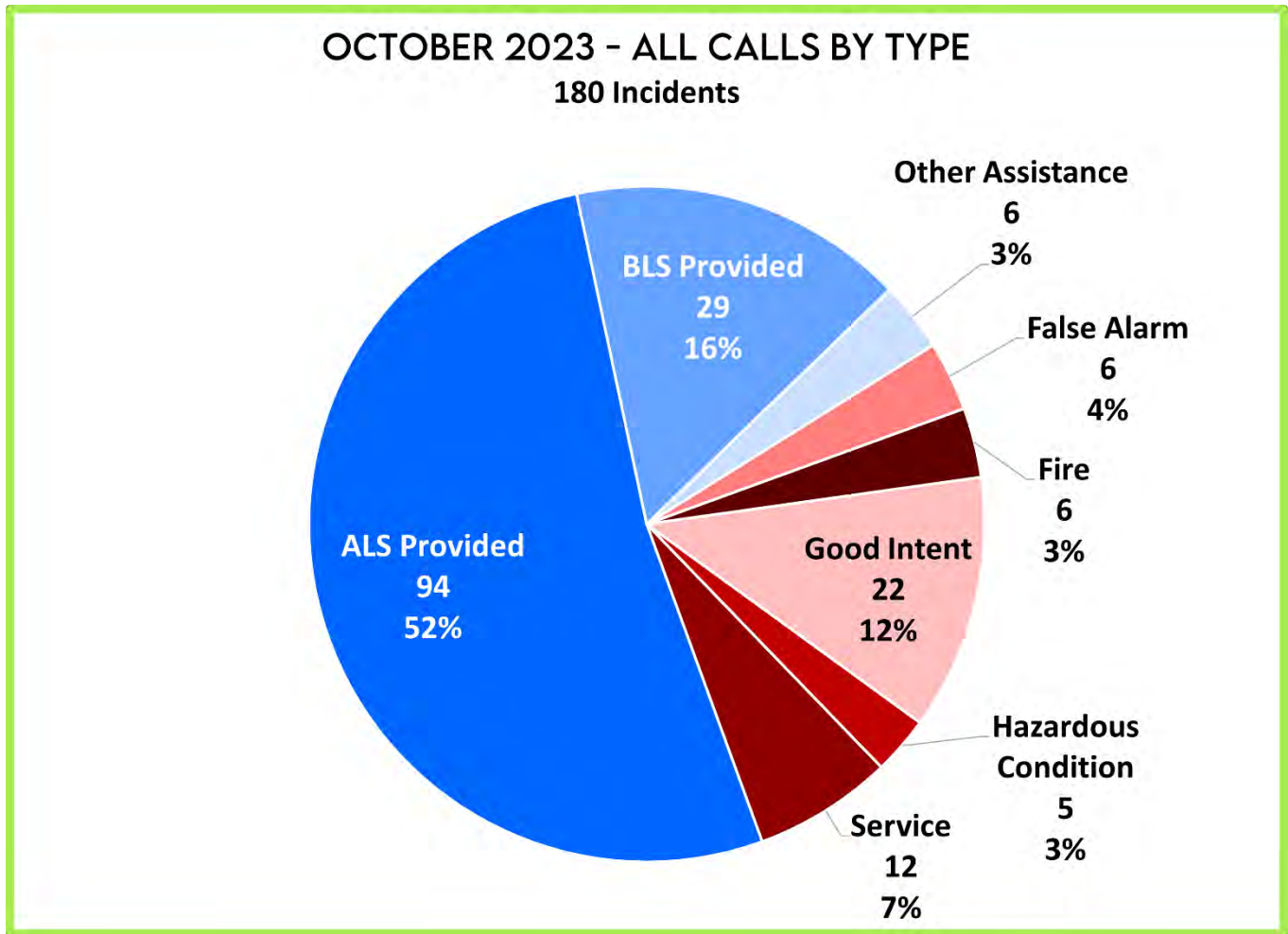
For the month of October, Scappoose Rural Fire Protection District responded to a total of **180** calls for service. There was a total of **376** apparatus responses spending **250** hours and **26** minutes of time. EMS incidents accounted for **72%** of the call volume, while Fire incidents were **28%**. There were **129** EMS related calls for the month, including a total of **130** patients treated, with **86** of those transported to area hospitals. COVID-19 was suspected or confirmed in **3** patients.

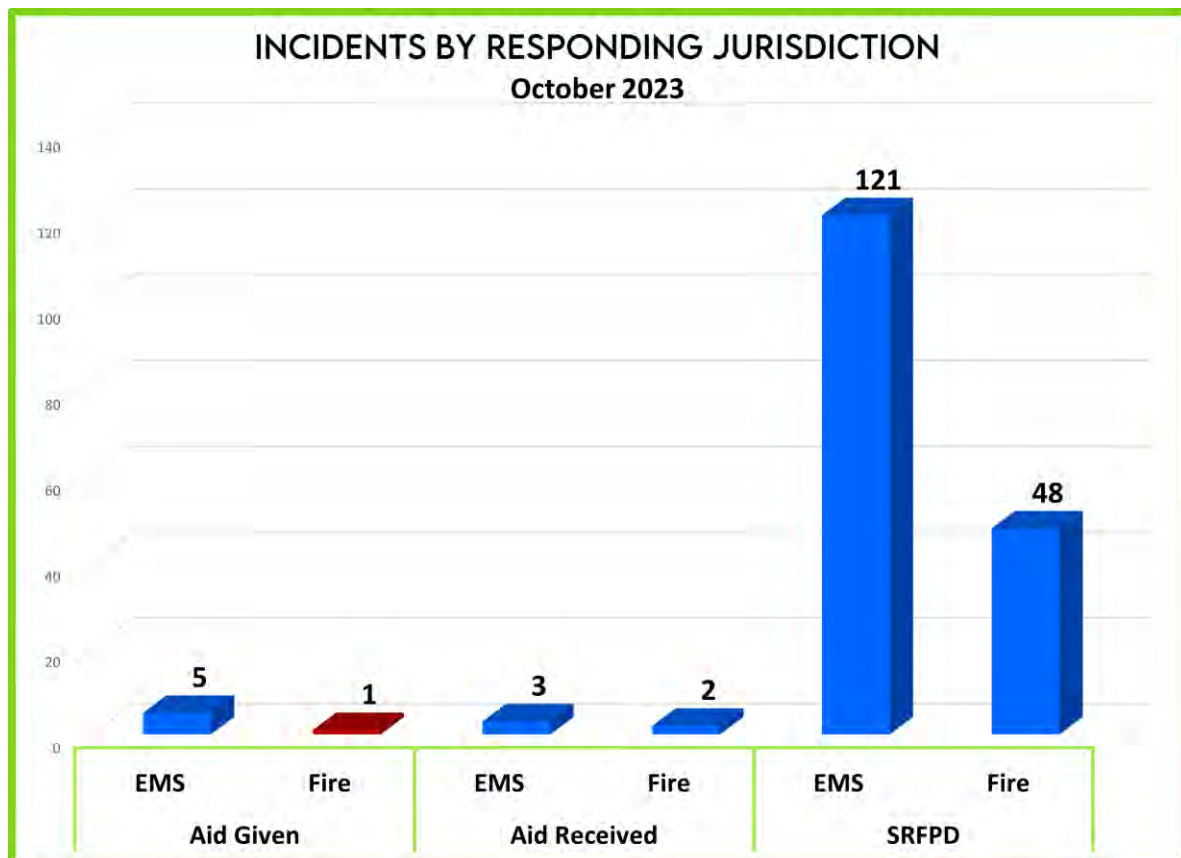
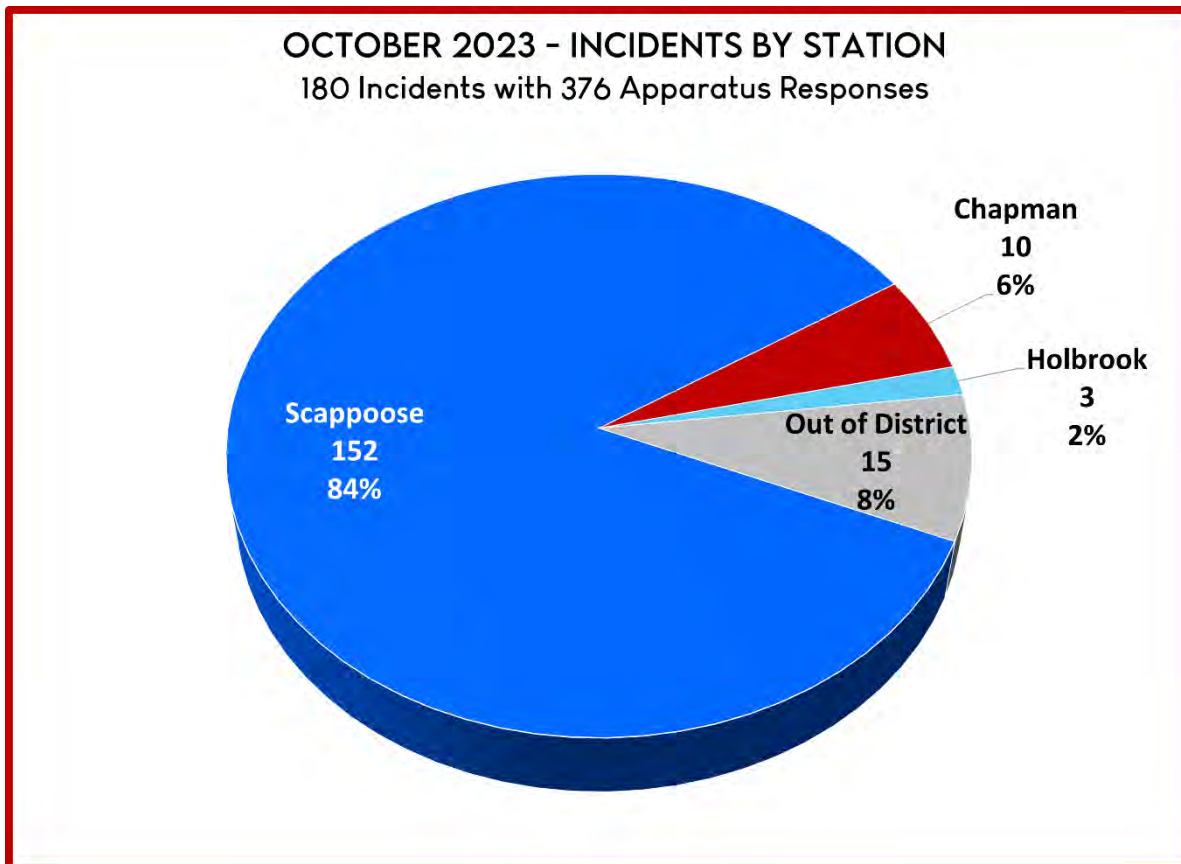
Approximately **41%** of the calls for service (**74** incidents) represent overlapping calls (at least one other call in progress). Approximately **29%** (**15** incidents) of the of the **52** incidents that occurred during the hours of 8 PM to 8 AM represent overlapping calls. There were **no** incidents 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.

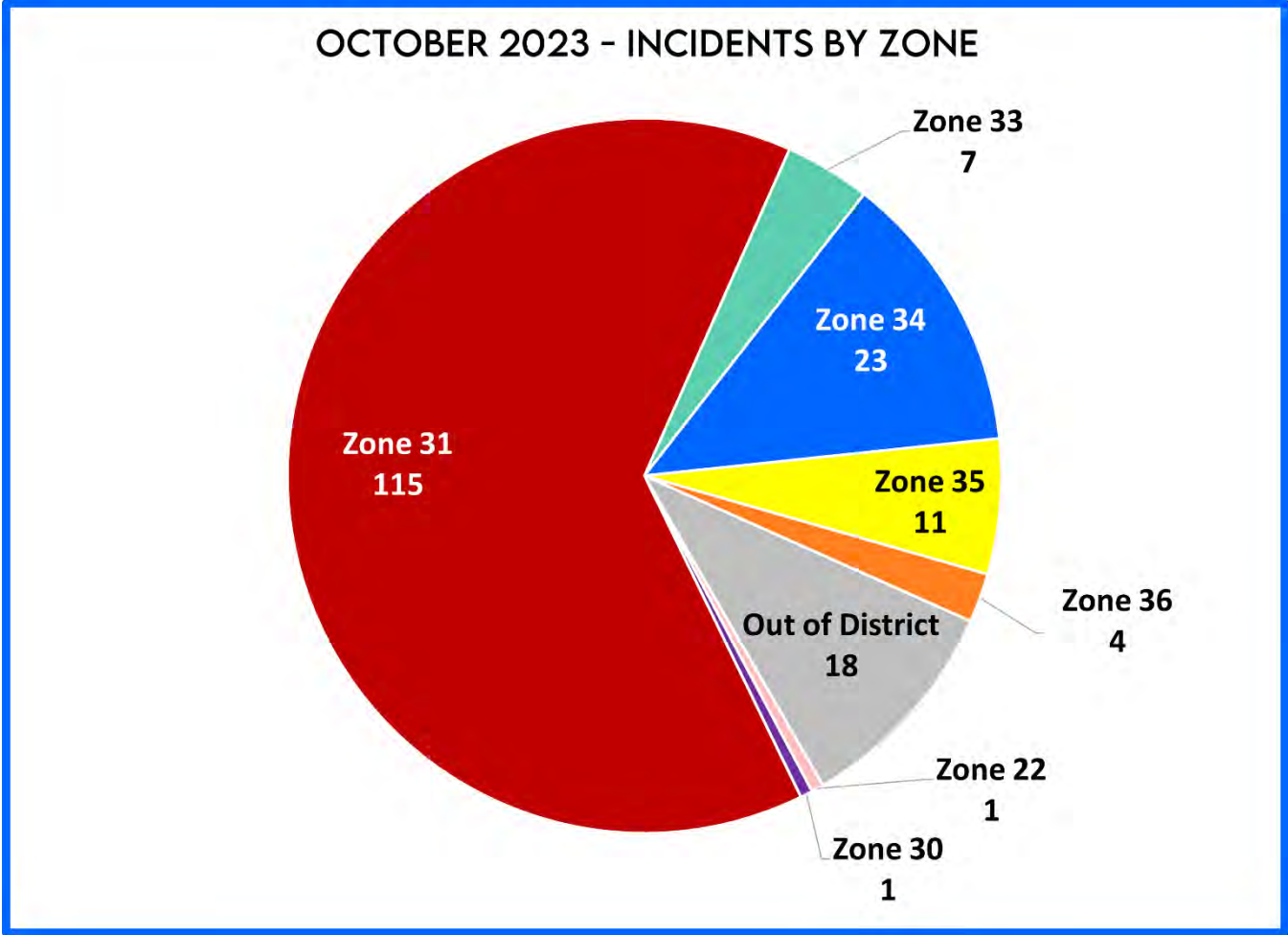
For the month of October, SRFD averaged **1.65** Fire calls per day and **4.16** EMS calls per day for an overall daily average of **5.81** calls per day. Total Fire & EMS incidents for the same month in 2022 was **198**. There were **9.09%** less calls this month compared to the same month last year.

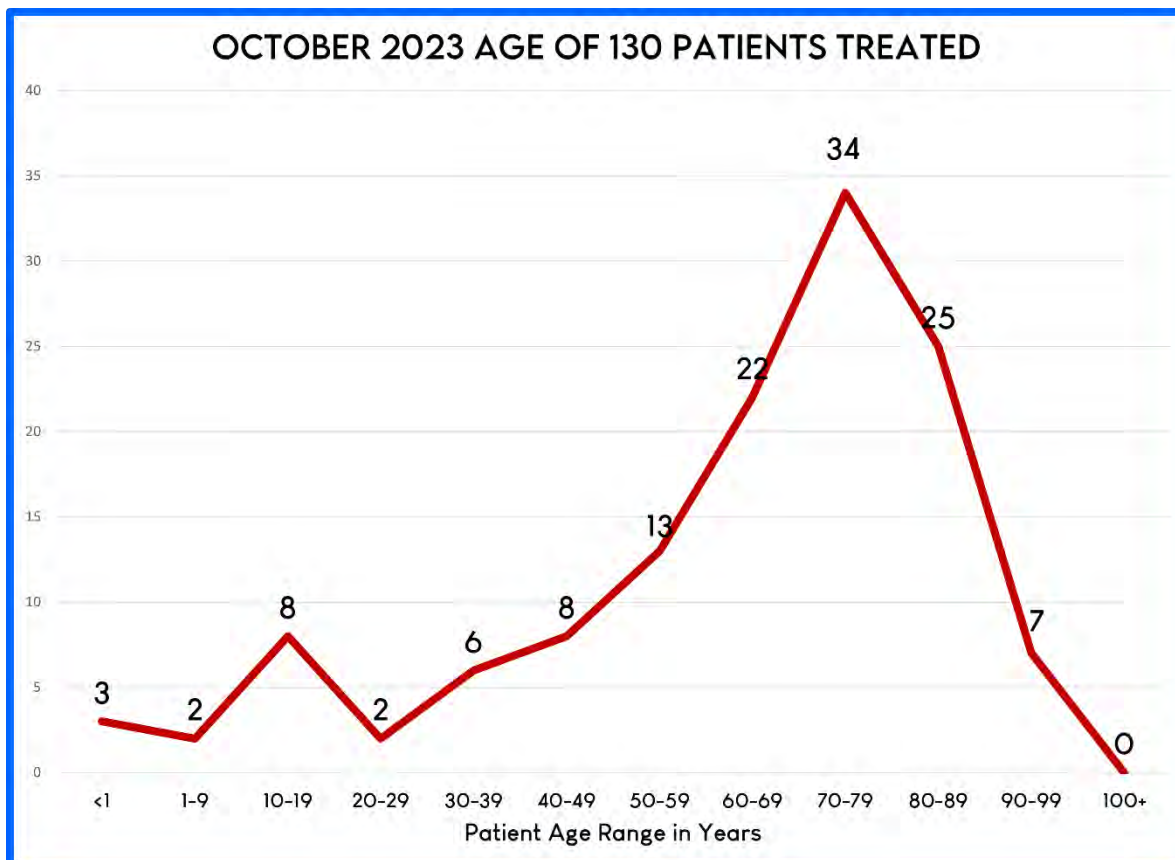
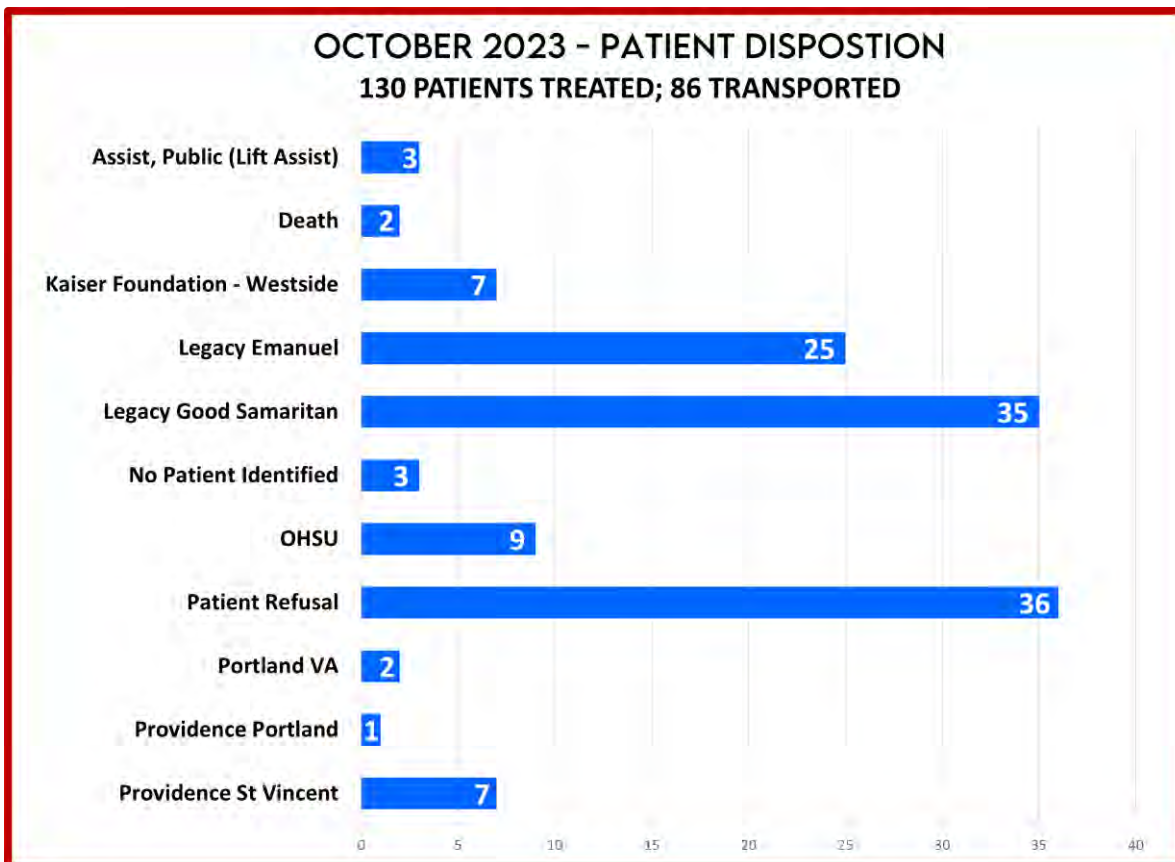


FIRE AND EMS CALL BREAKDOWN FOR OCTOBER 2023

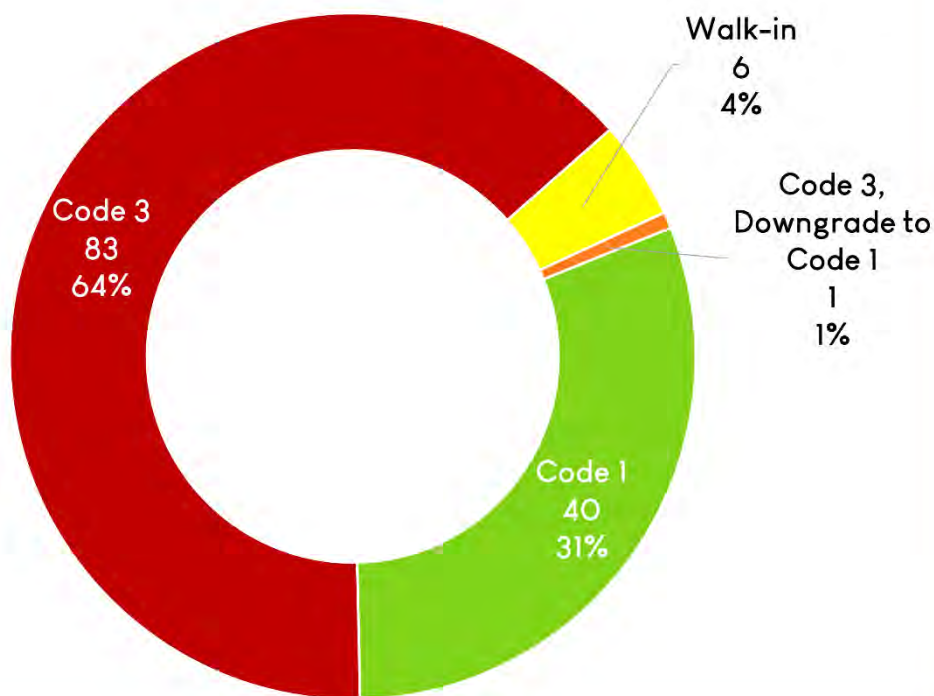




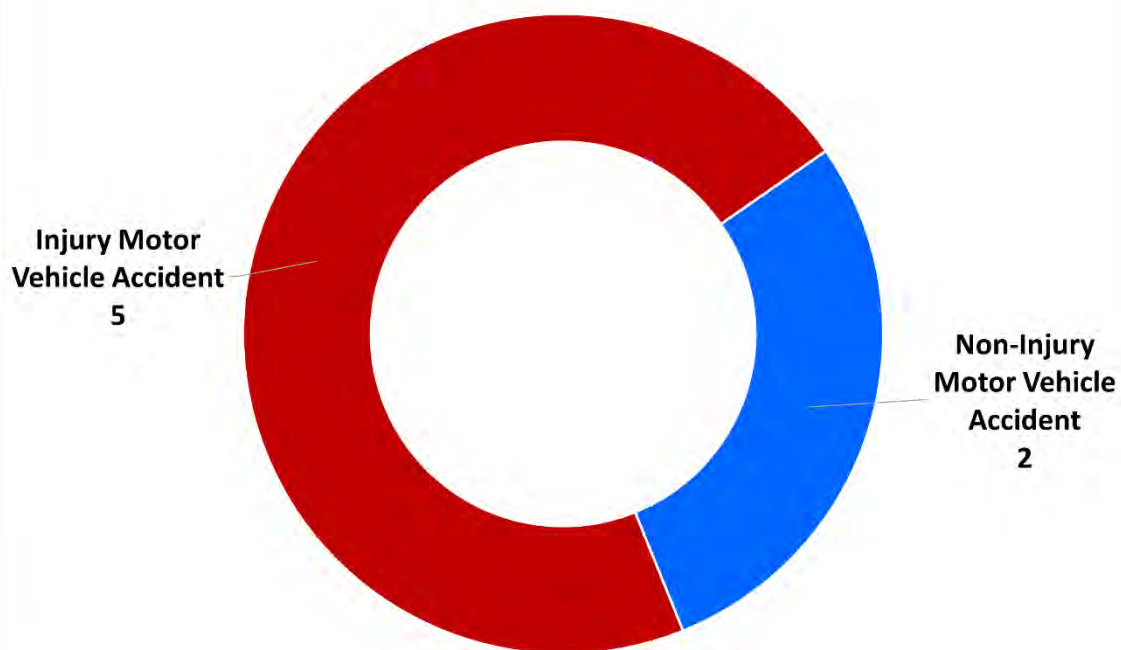




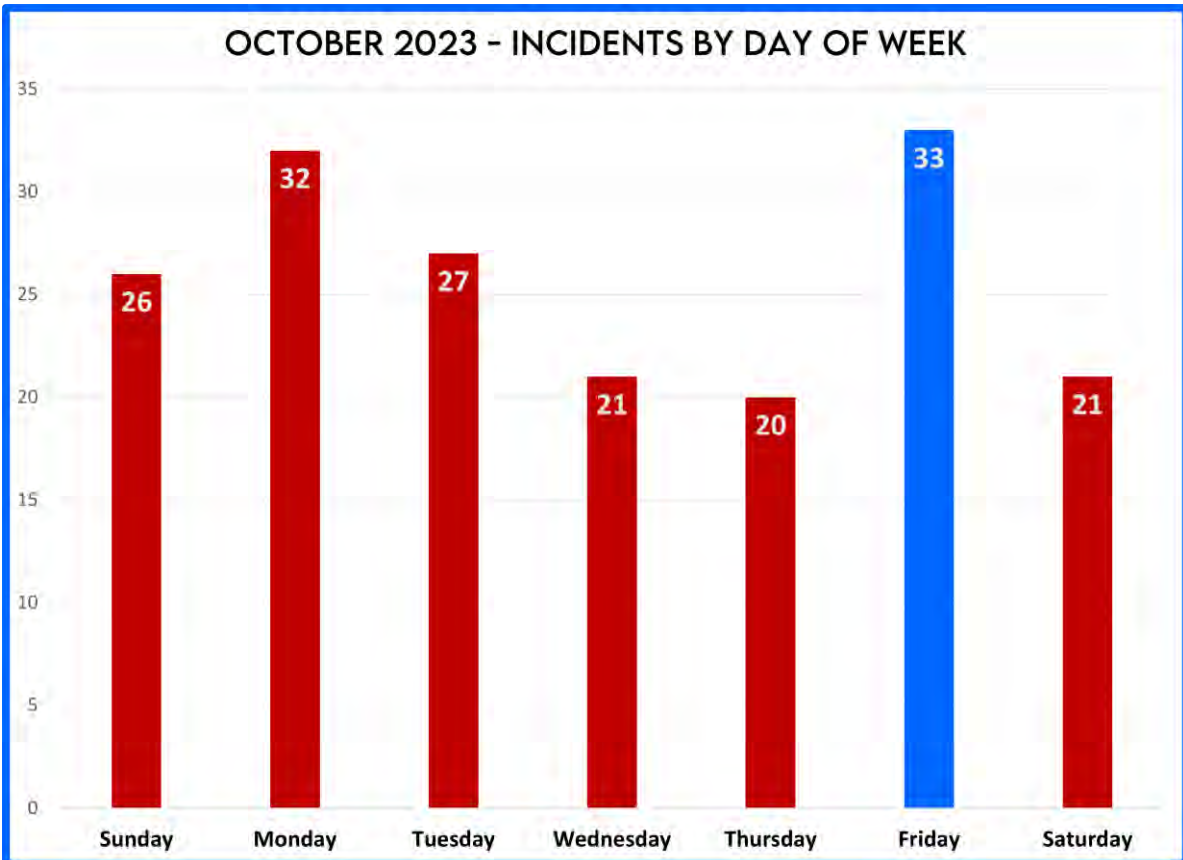
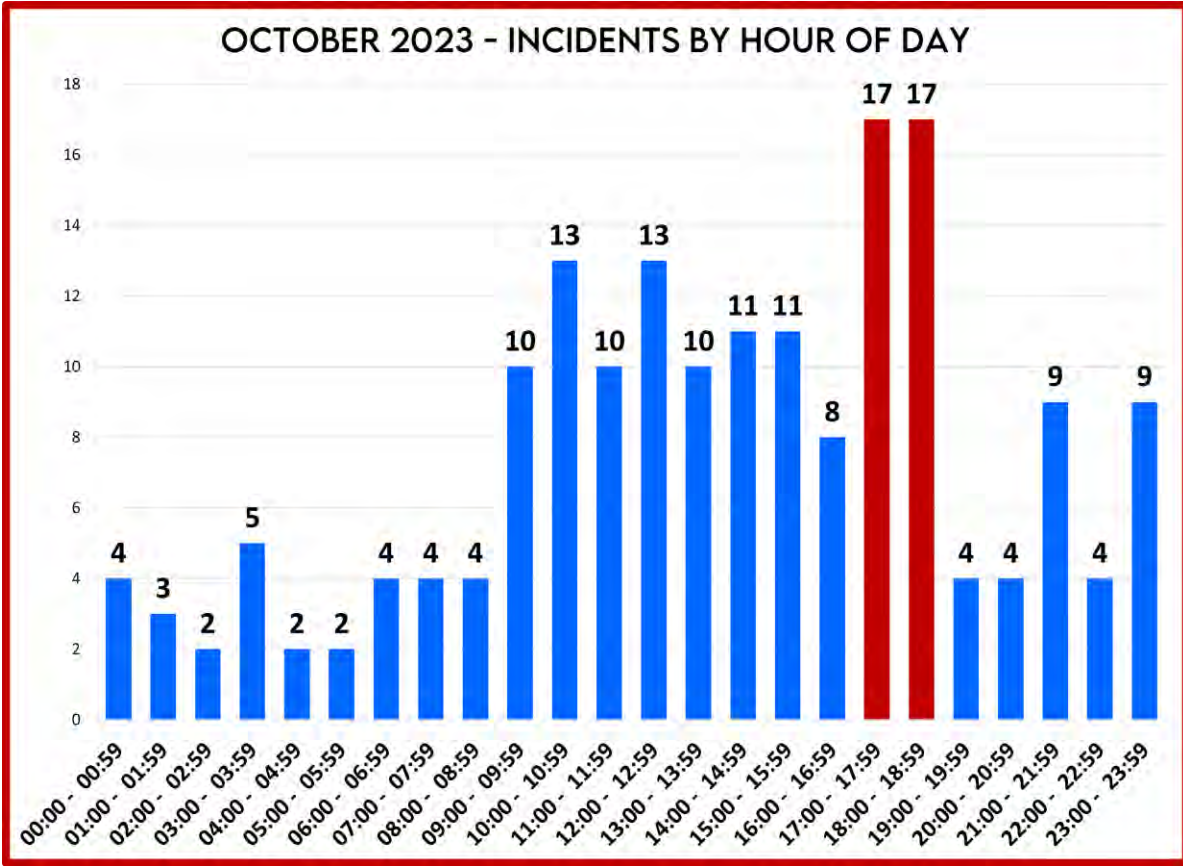
OCTOBER 2023 - EMS RESPONSE MODE



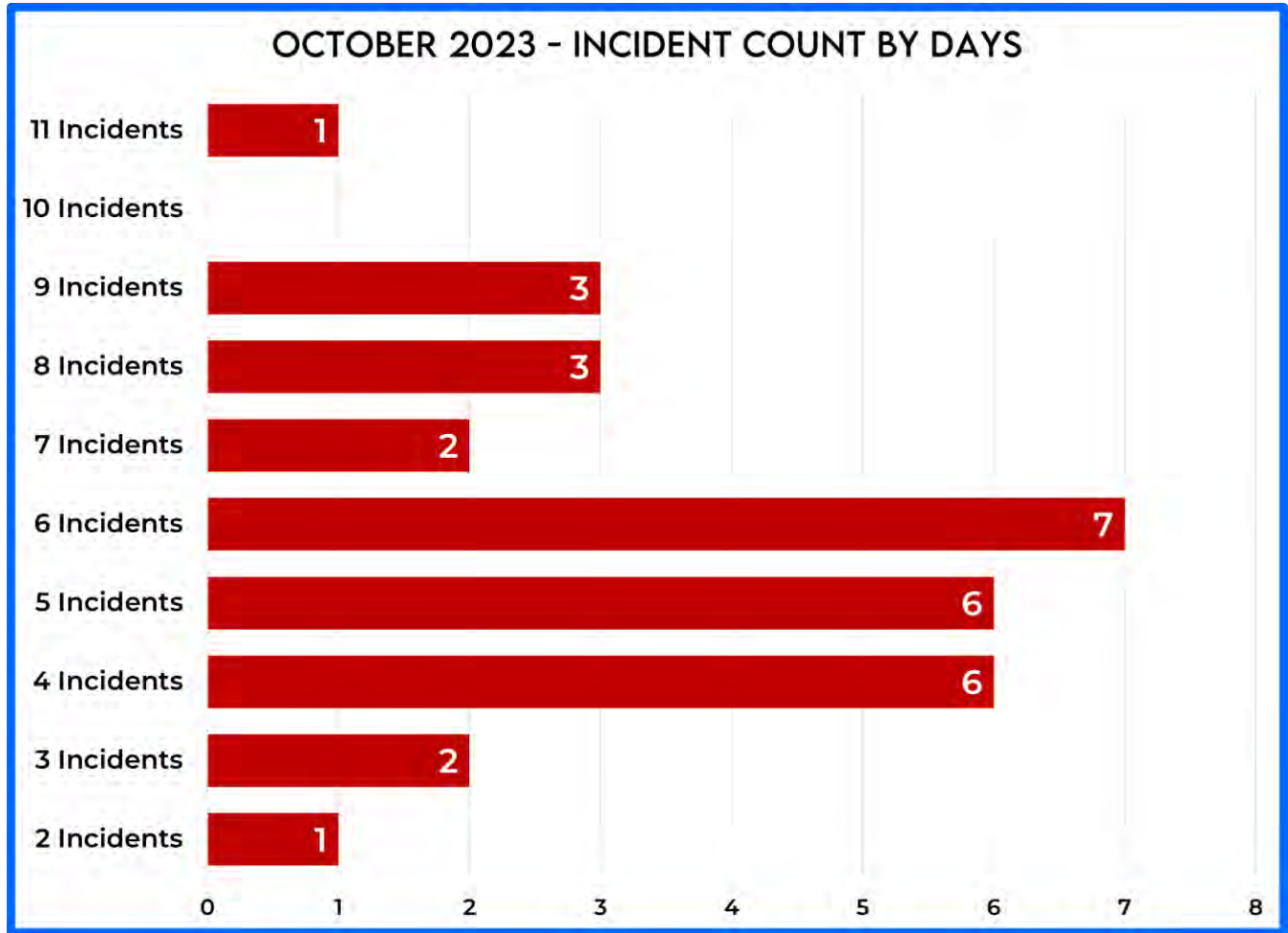
OCTOBER 2023 - 7 MOTOR VEHICLE ACCIDENTS



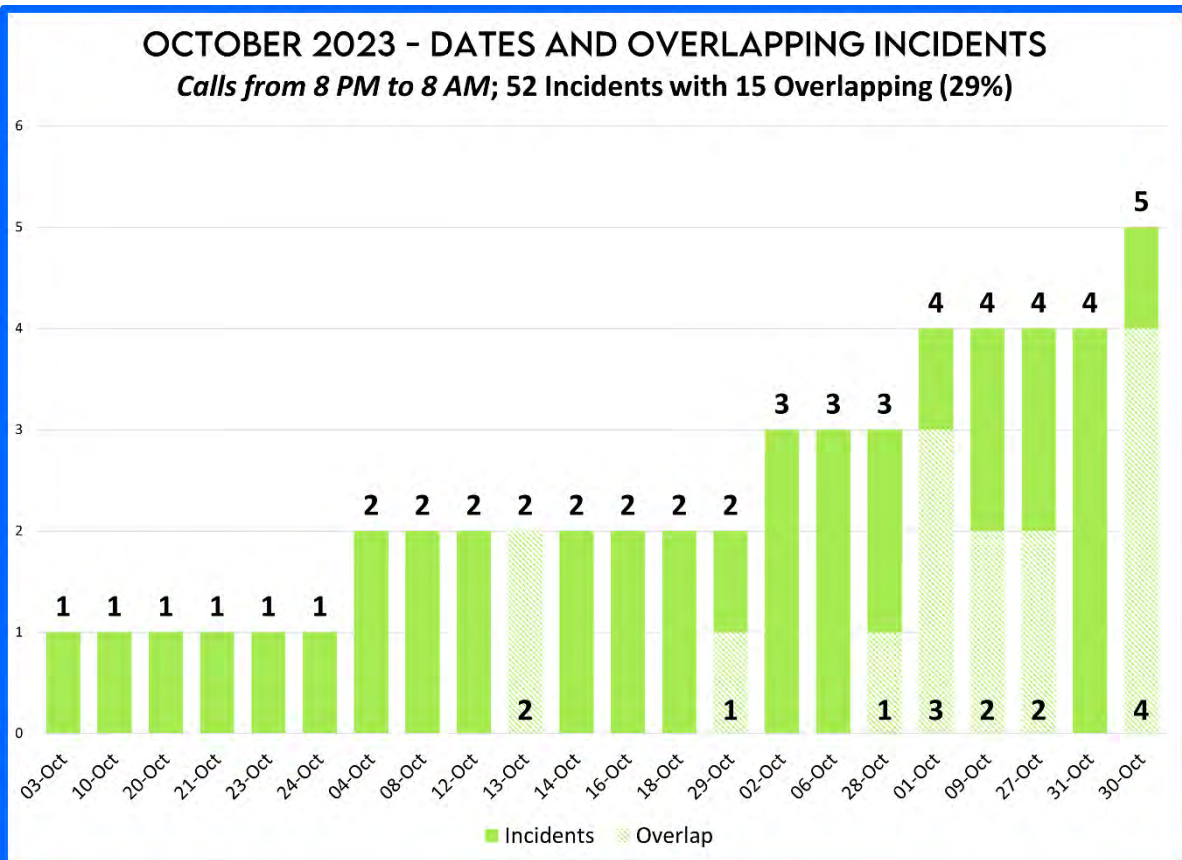
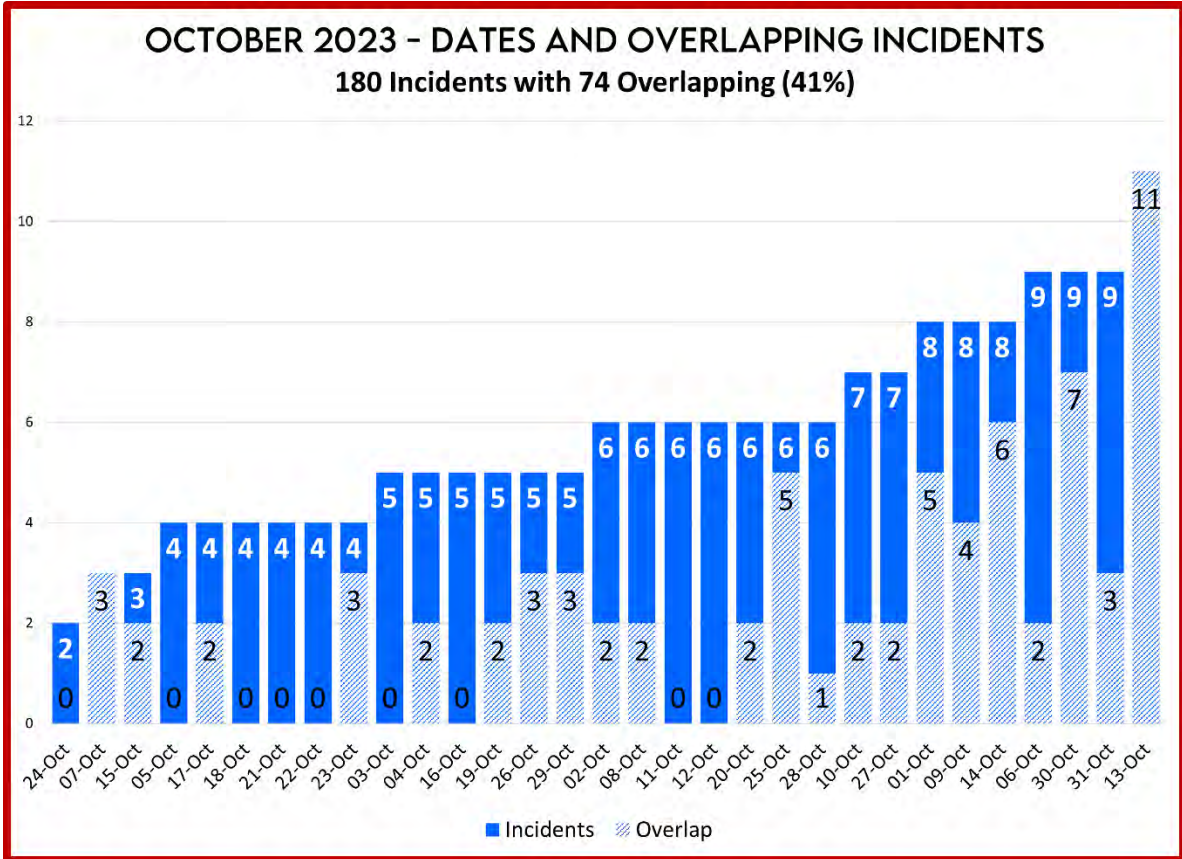
OPERATIONS

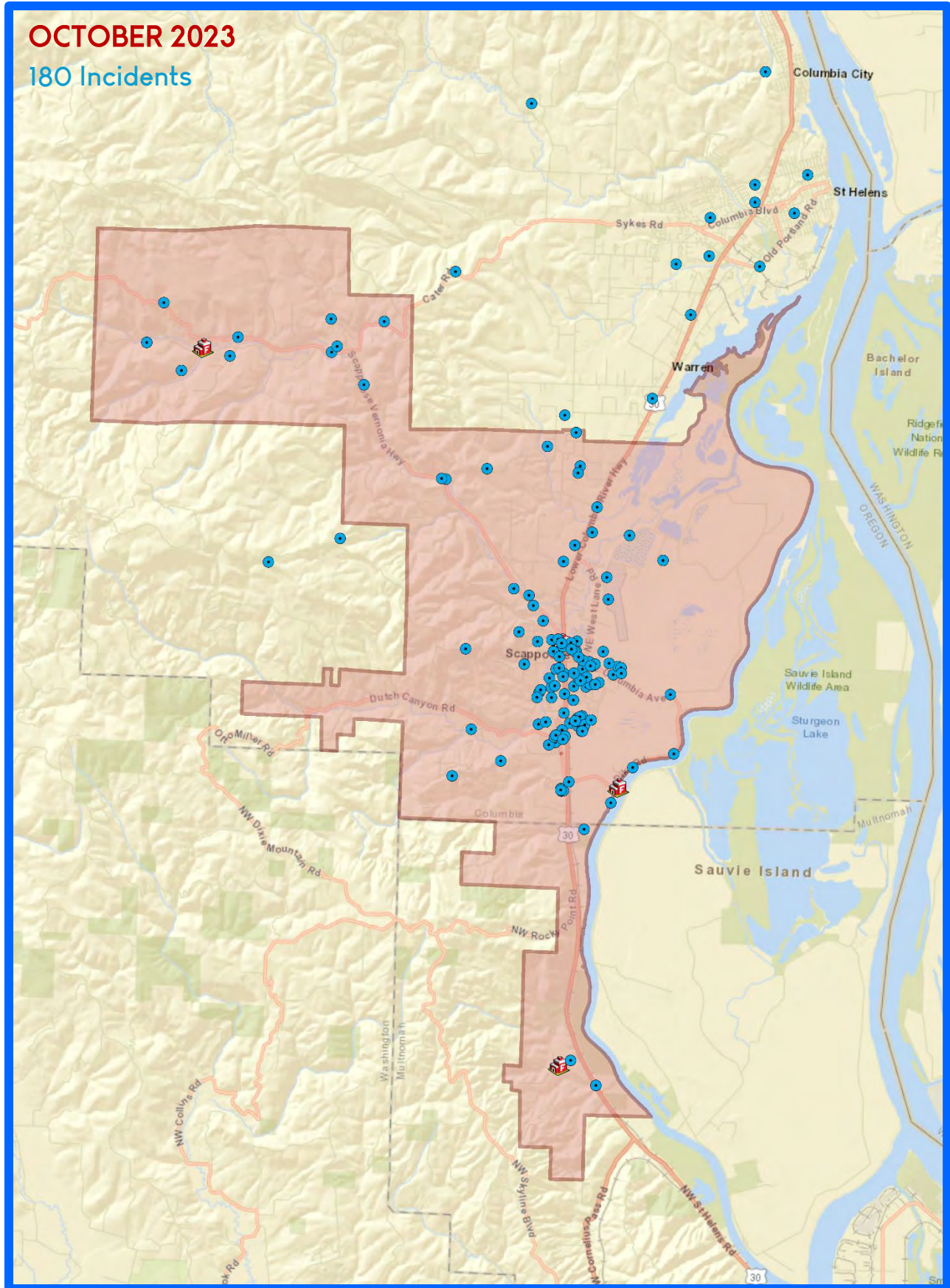


OPERATIONS

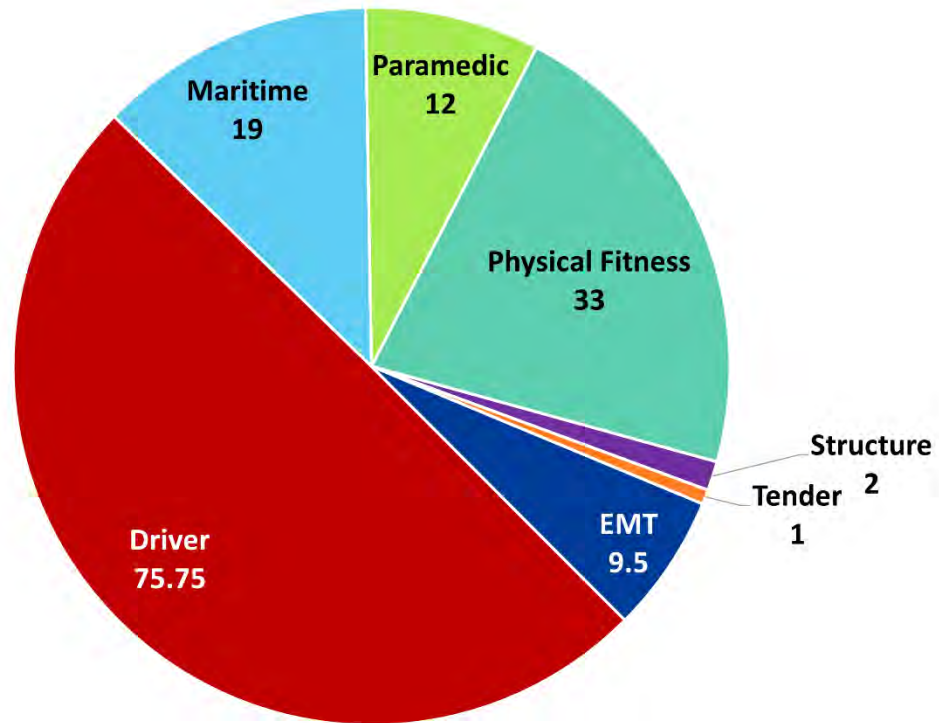


OPERATIONS

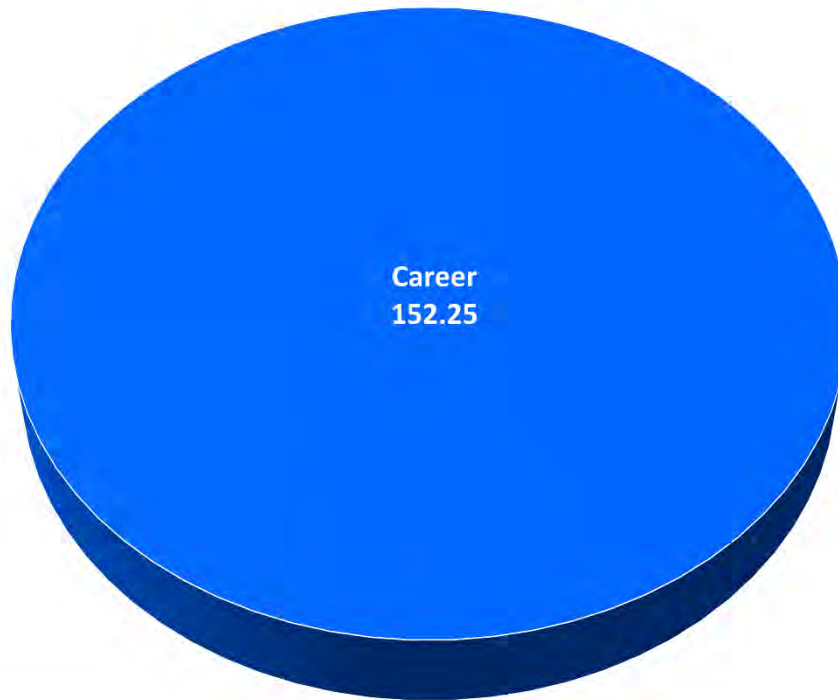




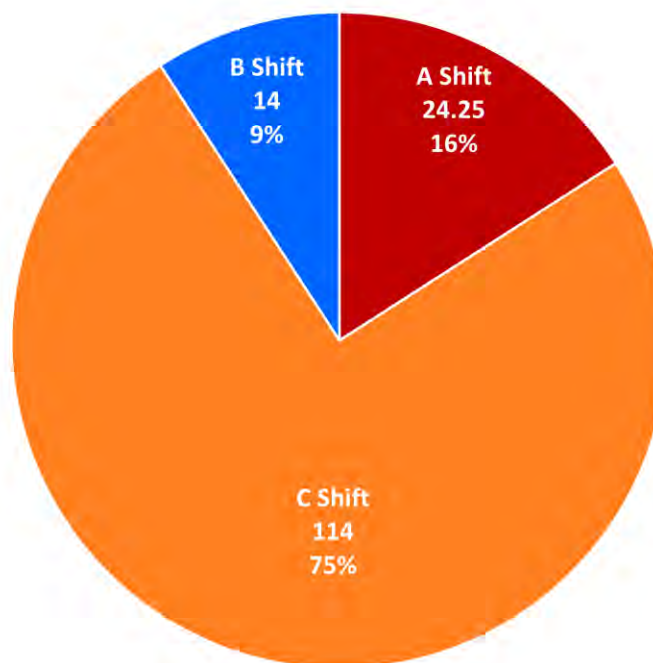
OCTOBER 2023 - TRAINING HOURS BY SUB-CATEGORY
115.25 Total Hours



OCTOBER 2023 - VOLUNTEER & CAREER
TRAINING HOURS



OCTOBER 2023 - TRAINING HOURS BY SHIFT



STAFF REPORTS

Fire Chief Report October

Meetings Attended

10/5/23	RDPO LEWG Meeting	10/19/23	VOTIX Demo
10/5/23	RDPO Fire & EMS WG mtg	10/19/23	Meeting with Betsy Johnston
10/9/23	Fire Defense Board MTG	10/19/23	NASA/PSU Meeting
10/9/23	Site Scan Meeting	10/19/23	Meeting with PFB Investigations
10/10/23	FIT Mtg	10/20/23	NW Advanced Aviation TF
10/10/23	LEPC Meeting	10/23/23	Labor MGT MTG
10/11/23	Rosenbauer MTG	10/24/23	Health Insurance MTG
10/11/23	IAFF/IAFC Meeting	10/25/23	All Hands MTG Morning
10/11/23	1st STEM/Workforce Class at SHS	10/25/23	IAFF/IAFC MTG
10/11/23	Depart for LA	10/25/23	MTG with CRFR and 2 board members
10/17/23	Community Paramedic Meeting	10/25/23	All Hands MTG Evening
10/17/23	Admin Team MTG	10/26/23	Member Outreach MTG
10/17/23	Board MTG	10/27/23	LT Testing MTG
10/18/23	SHS Stem/Workforce class	10/30/23	Pre Application MTG
10/18/23	Meeting with Senator Webber	10/31/23	Fire Service Working Group MTG

Hours Worked October: 194 Hours

On Call in August: 225 Hours (Call shifts minus office time)

TOTAL HOURS: 419

Training

Edge 130 Training in LA
NFPA Apparatus Equipped with an Aerial Device

Projects

EMS Boundaries Multnomah County – *In Progress*
Draft Strategic Plan – *In Progress*
Fire Station Project ~ *In Progress*
OSFM HMEP Grant 2021 ~ *Working on training grant*
SHSGP ~ *Received aircraft and additional equipment, waiting to complete the last part of training*
Senate Discretionary spending request ~ *Still working with PCC, class started*
UASI UAS Detection Cases and tripods ~ *Waiting for contract to spend \$10,000*
SPIRE 2023 ~ *Started Initial Scoping process, mentoring two staff members with this grant*
2022 AFG Grants
Tender Project ~ *In progress*
Engine Project ~ *In Progress*

There are many things to share regarding what happened in October regarding the Scappoose Fire District and how busy our staff and the agency in general has been. While we wish we could share everything that happens, we do our best to highlight the most important items to show the community what we are working so hard on.

In October, several discussions occurred over current funding, future funding and our financial state. We continue to educate our staff and community regarding where we are and where we will be in the short and long term. Some of the specific topics of concern are Enterprise Zones, Urban Renewal Districts (Tax Increment Financing), Medicare and Medicaid reimbursement and the future funding (Maintaining our Levy and possibly going out for a bond). The aforementioned topics intertwined, are confusing and require a lot of education in order for us to succeed for the community in the future. Fire district staff is starting conversations with state and federal representatives to help us in the future.

Specific to this, one important metric to look at is the ambulance annual report that was compiled by our ambulance billing contractor. In this document, it shows that over 50% of the billable calls (cost of doing business) has to be written off. This challenge is what causes us such financial hardship when looking at adequate funding for salaries, equipment replacement and planning for future station upgrades.

Our annual all hands meeting occurred in October and lots of great questions were asked by both our volunteer and career staff about all aspects of our district. At these two meetings we spent considerable time talking about our budget and finances to help educate our team. At this meeting we were able to talk more about our hiring processes and timelines for getting us back to full staffing.

Specific to staffing, we have made a promotion in our administrative ranks. It is with pleasure that we are able to share Josh Marks has been promoted to Assistant Chief. His dedication and hard work over his 20 years of service to this organization has led to this promotion. His assigned duties will include all operations (Fire & EMS, not including special operations and Information Technology) and Safety. We will be having a pinning ceremony in December, date to be determined.

We will be applying for some equipment through the Oregon SPIRE (State Preparedness Incident Response Equipment) grant program. In this process we had two members speak up regarding interest in learning more about grant writing. We will be mentoring ERT-P Curio and Community Paramedic Nina through this process. With some of the equipment being regional, our team has begun networking with external stakeholders to increase our chances for success as well as continue to forge partnerships for regional responses and preparing for the big emergencies. The SPIRE 3 process is in its final year of funding from State House bill 2687.

We have made a job offer for the vacant Member Outreach position to Henry Oberbarnscheidt. Huge thanks and shout out to the selection panel for all their hard work. Henry will be starting full time on the 4th of December.

OPERATIONS REPORT

This will hopefully be my last Operations report as these duties will be transitioning to Chief Marks. However, he and I will be tag-teaming several projects as we transition him into this new role and set him up for success. We will be working to finalize a job description that adequately captures the job responsibilities. Additionally, it is important to note that with some of the larger projects that have significant financial value to the taxpayers, it is very important that nothing falls through the cracks.

We have been plagued by a plethora of vehicle maintenance issues. This is not out-of-the-norm as we still have over half of our 20+ vehicle fleet with an average age of 20 years old. However, with the upcoming arrivals of a Tender, Engine, Squad, Command Vehicle and one other vehicle, we will be well on our way to stabilize this challenge. Thankfully we are right where we need to be budget-wise. The biggest factor to affect this will be the cost of fuel. Fuel accounts for 35% of the maintenance budget.

Information Technology has been challenged by a couple of bottlenecks. One was with our registration for all things internet. We believe that we have rectified the challenge and will be working in December to get closer to finishing the .GOV transition. This process takes time and planning so as to not disrupt operations. We have been having challenges with our video system and are in the process of evaluating what steps to take next. We were able to complete our server and memory upgrades for the UAS program and for Fire Investigation. Having secure data is very important.

Lt. DuBois, FF Kriek and all the shifts have helped in-service more of our new four-inch hose. Staff are very happy with the weight, pack-ability and ease of use of the hose. We will continue with another order of hose as the new engine arrives to systematically replace our old and outdated hose.

The new engine and tender are still on schedule. We have just about finished the sign-off on the final drawings and change order to allow the process to finish. We will be making a prepayment on the chassis very soon to save the district over \$15,000. That will allow us to potentially reinvest that savings into some additional emergency scene lighting on the apparatus.

There was a snafu on dates for the maintenance and upgrades to the fire boat. The boat will be taken out of the water on the 4th of December.

Holbrook station: Nothing to report currently. The station is in order and working efficiently.

Chapman station: Roof replacement will start in December.

The Boat House station: Nothing to report currently. The station is in order and working efficiently.

Division Chief Marks
November 2023

October Projects:

Duty Shifts - Safety Program - Wellness Program
CQI Program – Compliance Data Collection - GEMT
Medicare Ground Ambulance Data Collection System (GADCS)
Civil Service Processes (Entry Level and Lieutenant)
Records Requests

Drills / Activities / Meetings in October included:

Admin Meetings	Fire Defense Board
Meet with EMS Chiefs	MPD Meetings
Columbia Pacific CPCCO	Meeting with Public Health
River Safety Meeting	EMS Committee
All Hands Meeting	RDPO Fire and EMS Work Group
Quarterly ATAB Meeting	CCOM Training 16 th and 27 th
Q3 ASA Meeting	
Board of Commissioners Meetings	

EMS leadership continues to work on the transition with Dr. Wiley. This is taking longer than anticipated but we continue to work through the process. We have not run into any issues as of yet, just a large amount of paperwork with the State.

On October 18th, the Columbia County Board of Commissioners approved the latest draft ASA plan to be sent back to OHA after revisions were made. There are four other ASA plans ahead of the Columbia County plan. All of these are revisions as well which could assist with the timeline not being the anticipated 4-6 weeks for review. The board has planned on extending the ASA franchises through 2024 due to the plan having to go back to OHA, but this item has not been placed on their agenda yet. I will continue to watch for this item and attend the meetings as needed.

The new ambulance has been in service for a few months now. It continues to receive positive feedback. I am working with Lt. Anderson to rotate the ambulances, so we do not run the miles up on our newest unit.

September marked the end of 2023's third quarter. With that I worked with Nina, Chief Hennigan and our Columbia Pacific CCO rep. to make sure the quarterly reports were completed and turned in for reimbursement. Chief Pricher and I also met with the above individuals to have a meeting to ensure we are gathering the proper metrics for the Community Paramedic Program. Rachel Thomas from Columbia Pacific CCO was extremely happy at the end of this meeting. It went to show that Scappoose Fire cares about the data and wants to collect as much as we can to prove the benefit of this program and possibly expand in the future. Chief Hennigan has been working hard to complete the work needed in Image Trend to make this data collection easier on all.

The GADCS project continues. Again, this will be a consistent item in FY 23/24. We are trying to streamline the process as much as we can.

The Fire Boat is still on schedule for maintenance and upgrades. This project should be completed in time for Christmas Ships.

We have completed the Lieutenant Promotional Process. The list was certified at the November 6, 2023 Civil Service Meeting.

I am working closely with Marks Custom Exterior for the Chapman Project. They anticipate starting the project the first week in December. We will have to remove the apparatus from the station during the project like we did in Holbrook.

Both Holbrook and The Boat House Station are currently in order and working efficiently.

As requested at the September Board meeting, here is a list of my larger projects in their current priority.

1. Work with Chief Pricher on taking over the Operations role for the district.

2. GACDS: This project will remain priority number one throughout our collection period. Correct and thorough completion of this project will ensure the organization is not fined 10% of our Medicare billing.
3. Lieutenant Promotional Process: This process will be concluding before November 6, 2023. This process needs to be completed for personnel movement and assignments.
4. Ambulance Service Area Plan: This plan is still in motion. This item will be on the county commissioner's agenda several times in the month of October. I am planning on being at these meetings to ensure the organization is represented and help push this process forward.
5. Physician Advisor: While we have completed the search and have a signed contract, we still have many aspects that need transferred over to the new doctor.
6. Flu Shot Clinic: I am working with Occupational Safety Health and Wellness for our annual flu shot clinic. This will be held some time mid to late October.
7. Continue to support staff: While this is listed at the bottom of my priority list, it is of vital importance to me. This item can be little things throughout the month to assist with a vast number of items to increase workflow and continuity of the organization.

My time Worked in October 2023

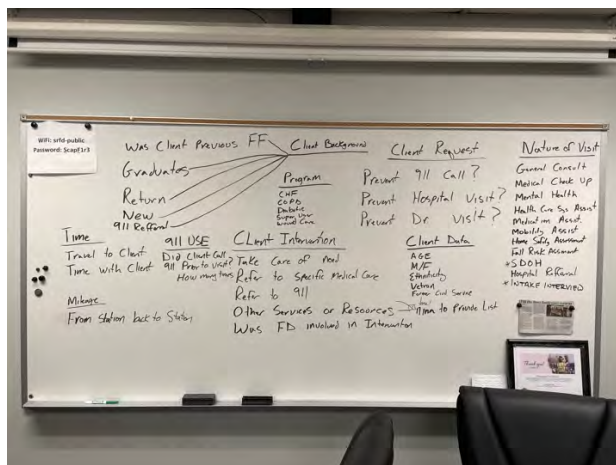
174 Hours

Call time in October 2023
(time)

145 Hours (call shifts minus office

Total Hours for October 2023

319 Hours



CP Meeting Notes

Chief Bautista Report
Prevention & Training Divisions
November 2023

October Projects:

- ◆ Volunteer Program Coordination (On Going) - Running point for the volunteer program while the Member Outreach position is vacant.
- ◆ Volunteer Firefighter Academy Schedule and Online Course Build (Completed)
- ◆ 2024 Training Calendar (In progress) - Quarterly Rope Rescue & Fire Investigation training is scheduled. Working on completing the drill schedule. Final two items needed to schedule are EMS topics and quarterly Marine drills.
- ◆ Building "Introduction to Fire Protection and Emergency Services" Course for SHS (Completed)

Fire Marshal Duties:

Two (2) driveway inspection, one (1) re-inspection, two (2) special event permits, three (3) consultations, two (2) referral and acknowledgements, and one (1) special inspection.

A fire prevention open house occurred Wednesday 10/11/2023 1900 hrs. at the main Scappoose station as part of National Fire Prevention Week. It was attended by approximately 30 members of the community. Thank you for everyone that helped with the event.

This month, I assisted the IAAI Oregon Chapter with instructing the Expert Witness Courtroom Testimony course. The course was held in Portland and Lake Oswego. The course was attended by fire investigators from the region. Becoming a IAAI approved instructor will allow me to lead future courses and provide opportunities for our trainees to get priority for future courses when they are ready. This course usually gets filled within the first week of registration and has a long wait list.

Training Duties:

2023-02 Volunteer Firefighter Academy has started. We have a total of 6 Firefighter Recruits. The curriculum will be online with hands-on skills scheduled on Wednesday evening drills and occasional Saturday sessions. I want to thank the Volunteer Chief Officers for their assistance.

This month we conducted interviews for the Member Outreach positions. A total of five candidates were interview by both career and volunteer members. Thank you to everyone who helped with this process.

The Scappoose High School program is underway and the first month of classes were completed. This program will continue through the end of the school year, and we will be supporting the program with instructors and lectures/activities with students.

Another NFPA Apparatus Equipped w/ Aerial Device course was held here at Scappoose. This was attended by both career and volunteer personnel. This was the second session in 2023.

Upcoming Chief Officer Development:

Nothing to report

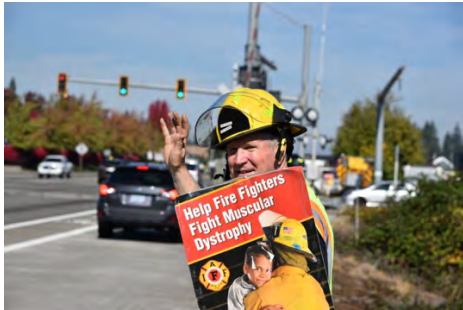
October Meetings & Activities:

10/2/2023	Initial Driveway Inspection	10/17/2023	Admin Meeting
10/3/2023	Fire Access Consult	10/17/2023	Fire Safety Consult
10/3/2023	Admin Meeting	10/18/2023	NFPA 409 Pre-First Draft Meeting
10/4/2023	Recruit Orientation	10/18/2023	Scappoose High School Fire Science Class
10/5/2023	Latinx – Col. Co. Public Health	10/23/2023	Scappoose Airport - Waterline Extension
10/5/2023	Cascade St. Helens Fire Review	10/24/2023	City of Scappoose Fire Ext. Training
10/5/2023	Initial Driveway Inspection	10/24/2023	Referral and Acknowledgement RDF
10/8/2023	Fill The Boot	10/25/2023	All Hands Meeting (Morning Session)
10/9/2023	Complaint Follow-Up	10/25/2023	Expert Witness Court Testimony – Inst
10/10/2023	LCRTOA	10/25/2023	MO Interview – Session 1
10/10/2023	Col. Co. Fire Investigation Mtg. (FIT)	10/25/2023	All Hands Meeting (Evening Session)
10/11/2023	Scappoose High School Fire Science Class	10/26/2023	Expert Witness Court Testimony – Inst.
10/11/2023	Fire Prevention Open House	10/26/2023	MO Interview – Session 2
10/17/2023	Referral and Acknowledgement	10/27/2023	Expert Witness Court Testimony – Inst.
10/17/2023	Re-Inspection - Scappoose Senior Center	10/30/2023	Pre-App. Mtg: SW JP West& 4th St
		10/31/2023	Permits – Whoville & Meet the Grinch

Upcoming Training:

Total hours for October 2023: 230.75 hours (174.75 hours (18 holiday hours used) & 56 Duty Officer On-call hours, minus office hours)

MDA Fill the Boot 2023



Fire Prevention Open House



Expert Witness Courtroom Testimony course



NFPA Apparatus Equipped w/ Aerial Device Course



Fire Extinguisher Training for City of Scappoose Employees



November 2023 – Finance Report

Revenue highlights for October:

Total General Fund Revenue for October: \$279,082

- \$139,268 from USDA for Bedrock Fire/REMS deployment
- \$71,943 in EMS revenue
- \$39,556 in GEMT revenue
- \$12,048 in prior year tax revenue
- \$ 8,106 from Community Action Team for vaccination funds for the Community Paramedic. This was recorded as General Fund Grant Revenue.

Expenditures:

Total General Fund Expenditures for October: \$497,471

- \$61,578 to BCI Capital for the 4th and final installment on the Rosenbauer Engine.
- \$14,138 in credit card charges.
- \$6,200 deposit to Mark's Custom Exteriors for Chapman roof replacement.

Grant Fund Expenditures for October: \$44,000

- \$40,359 from Grant Fund Capital Outlay for fixed-wing aircraft & equipment through the State Homeland Security Grant.
- \$3,641 in Grant Fund Materials & Services. (\$1,769 for SHS-Senate Discretionary Funding Grant and \$1,872 for State Homeland Security Grant).

GEMT revenue is coming in much slower than in FY22-23. GEMT revenues from July-Oct 2022 totaled \$91,162. This fiscal year, we have received \$39,556 and paid \$20,094 in leverage fees. This imbalance is

due, in part, to a large deposit in July 2022 that was FY21-22 GEMT revenue.

General Fund interest earned to date is \$31,008. At this time last year, that amount was \$10,878.

Of the OSFM Staffing Grant (\$35,000) for wildland staffing during the fire season, \$14,129 was used to up-staff on weekends and during Red Flag. This leaves a balance of \$20,870 that will need to be reimbursed back to OSFM.

Oregon Paid Leave: Payments for Sept. and Oct. were made in October. It works best to make this payment in the end-of-month check run, after payroll has been completed. One application has been submitted, with a turn-around time of approximately two-three weeks from application to first payment to employee.

Our payroll vendor mistakenly debited our account for OPFML when submitting quarterly tax reports. \$7,859.06 was debited from US Bank checking on 10/20/23. After communicating the error to Paychex, this amount is expected to be deposited back into our account by 11/7/23. You will see this expense and eventually the deposit in 560 Personnel Salaries.

There has been no update on the FY22-23 audit.

OLD BUSINESS

MISCELLANEOUS

NEW BUSINESS

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

RESOLUTION No. 2023-02

2023-2024 SUPPLEMENTAL BUDGET

WHEREAS, the Scappoose Rural Fire Protection District's (the District's) actual 2023-2024 Beginning Available Cash on Hand is \$217,667.01 more than was budgeted, due to conservative budgeting and lower prior year expenditures than anticipated, and

WHEREAS, the District wishes to appropriate \$20,000 of this unbudgeted amount for the purpose of re-establishing an intern program within the General Fund Materials & Services budget, and

WHEREAS, the District wishes to appropriate \$130,000 of this unbudgeted amount for the purchase of an additional response apparatus. The changes are detailed in the table below, so

THEREFORE BE IT RESOLVED, that an additional \$20,000 will be appropriated to General Fund Materials & Services, and an additional \$130,000 will be appropriated to both General Fund Transfers Out and Property Fund Capital Outlay as described above and shown in the table below.

2023-24 Budget & Revisions	Adopted	Budget	Revised
Fire & EMS Services	Budget	Revisions	Budget Amounts
General Fund Revenue			
Beginning Available Cash On Hand	2,637,811	150,000	2,787,811
General Fund Expenditures			
Materials & Services	953,445	20,000	973,445
Transfers Out to Property Fund	454,969	130,000	584,969
General Fund Total Requirements	8,315,028	150,000	8,465,028
Property Fund Revenue			
Transfers In	454,969	130,000	584,969
Property Fund Expenditures			
Capital Outlay	1,316,336	130,000	1,446,336
Property Fund Total Requirements	1,316,336	130,000	1,446,336

Dated this 9th day of November, 2023.

Susan Reeves, President
Board of Directors

Mark Gift, Secretary/Treasurer
Board of Directors

COMMUNICATIONS

A decorative border of various flowers and leaves in shades of orange, yellow, green, and red, framing the top and right sides of the page. The border includes large orange flowers with black centers, a yellow flower with a grey center, and smaller green and red flowers and leaves.

Thank you

Hello all -

We had a blast visiting and learning about how you serve our community! You were so generous with your time.

Thank you for a wonderful experience for our Homeschool families.

♡ Scappoose Public Library