

# **Scappoose Rural Fire District**

## **BOARD OF DIRECTORS REGULAR MEETING**

Board Members and Required Staff met in-person at  
Scappoose Fire District Main Station  
Also held electronically via GoToMeeting and telephone call-in  
number Thursday, April 8, 2021

### **Call to Order & Flag Salute**

### **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. 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:**

- Approve minutes from the March 11, 2021 Regular meeting
- Approve 3.31.20 Expense Account activity
- 3.31.20 Budget vs. Actual

### **Statistical Data:**

- Ambulance Activity Report
- Response Activity Report

### **Staff Reports:**

- Chief's Report
- Fire Marshal Report
- Operations Report
- Training Report
- Financial Report

### **Old Business:**

1. Lexipol Update and suspension of certain policies

### **Committee Reports:**

- Management Team

- Long Range Planning Committee
- Awards & Incentives

**Miscellaneous:**

**New Business:**

1. Possible Surplus items
2. FY 21/22 Budget Update

**Good of the Order**

**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.

April Regular Board Meeting  
Thu, Apr 8, 2021 7:00 PM - 10:00 PM (PDT)

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# **PREVIOUS MEETING MINUTES**

# **Scappoose Rural Fire District**

## **BOARD OF DIRECTORS REGULAR MEETING**

Board Members and Required Staff met in-person at  
Scappoose Fire District Main Station  
Also held electronically via GoToMeeting and telephone call-in number  
Thursday, February 11, 2021

The meeting was called to order at 7:03 pm followed by the Flag Salute

### **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. 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:**

- Approve minutes from the January 14, 2021 Regular meeting
- Approve 1.31.21 Expense Account activity
- 1.31.21 Budget vs. Actual  
Moved by Director Graham seconded by Director Kriek – Discussion – Director Sorenson asked about grant payment. Chief Pricher detailed the grant program in question. Follow up question in reference to pg. 10, about boat fuel. – Motion carried unanimously.

### **Staff Reports:**

- Operations Report - Ambulance billing - D. Sorenson question on reports pg. 26, refusal for calls, is this normal and or average? Chief Pricher – that is about average. Discussion ensued. Director Graham asked about the public lift assist program. Chief Pricher – we still have the lift assist program on the books and are looking at how to create the right program for our community. Director Kriek – have we received money for calls outside of our district? Chief Pricher will research and respond back. M. Gift asked about the Jan. 2021 incident count by numbers of days, Pg. 28. Discussion ensued on what the graphs are, how the data is reported, and how to read them.
- Financial Report – Any questions – FD Tardif and Chief Pricher to work on supplemental budget.

M. Gift – Computer for starboard engine of the boat? Chief Pricher is pursuing the warranty route and will report back. We do not know why it failed. \$2500 to replace “brain” for motor.

- Fire Marshal Report – Director Sorenson asked about pg. 34 what qualifies as a deficient system? They must be inspected annually. 30 out of 190 deficient, about 85 percent in compliance. National average is 70 percent in a community. Goal is to get us to 90 percent. Director Graham how does outside seating related to COVID work? Are they fire resistant? We have done inspections and they have been working with us to stay in compliance.
- Training Report – kudos to team for roof prop. Chief Marks -Working through the academy, small group so we can continue. E-cert year, working all of those now.
- Chiefs report/operations – This was the month of vaccinations. We are happy to lead and serve our community in providing vaccinations. The heavy brush apparatus has a leaky head gasket, next month we will bring back options. The lobby renovation is completed, a big thank you to the admin staff for making it happen. Director Sorenson - Lobby looks good.

#### **Old Business:**

1. Approve Funding for LOSAP for SVFA – Pulled to next month

#### **Committee Reports:**

- Management Team - 1660 draft MOUS that we will discuss. Chief launched evaluations program.
- Long Range Planning Committee
- Awards & Incentives – Funding for SVFA LOSAP

#### **Miscellaneous:**

- Director Gift raised questions about the volunteer program and funding for it. Director Kriek raised concerns about IRS regulations and how to manage that. Chief Pricher – when we look at volunteer comp, we will follow all IRS regulations. Discussion continued.
- Lexipool program launched. Some policies will not be enforced until we get them corrected.

#### **New Business:**

1. Audit Presentation – Director Graham moved to accept audit; Director Reeves seconded – motion carried unanimously
2. Motion to add Chief Pricher and Director Reeves as signers to the bank accounts – Director Kriek moved and Director Graham seconded – motion carried unanimously
2. Budget discussion – major budget items – Holbrook roof, radios, HVAC, FIT testing machine.
3. Discussion of Options for May, levy or bond and rate. Director Graham moved and Director Kriek seconded to approve resolution 2021-1 – motioned carried unanimously
5. SDAO Nielson research group used for telling our story. M Gift and Tardif to follow up.

4. 8:25 pm Executive Session: ORS 192.660(2)(D) to discuss labor negotiations – exited at 8:40 pm no action taken.

**Good of the Order**

Chief Pricher – thank the staff for all of their work, it is greatly appreciated. Graham – thank the staff for helping with the vaccinations.

**Adjourn 8:44pm**

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.

# EXPENSE ACCOUNT ACTIVITY



# Scappoose Rural Fire District

## Itemized Account Activity

March 2021

Date	Name	Source Name	Memo	Paid Amount
<b>1..GENERAL FUND EXPENDITURES</b>				
1...				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
<b>550 Insurance</b>				
03/08/2021	Special Districts ...		Insurance refund	-3,623.50
03/09/2021	health insurance	Special Districts In...	FEB health benefits	23,799.25
03/09/2021	life insurance	Standard Insurance	Life & LTD Insurance	1,587.40
03/09/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	287.60
03/16/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	75.00
03/26/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	86.60
03/30/2021	health insurance	HRA VEBA Trust	District contributions	7,533.31
03/31/2021	health insurance	Paychex Payroll	Flex spend health ins cashout	11,660.97
03/31/2021	workers comp	Paychex - tax	ER Work Benefit	49.05
Total 550 Insurance				41,455.68
<b>560 Personnel Salaries</b>				
03/09/2021	salaries	Inroads Credit Uni...	Staff food fund--January and Fe...	1,420.00
03/09/2021	salaries	American Heritage...	Case # 84457 PR Deduc: R An...	136.90
03/09/2021	salaries	Standard Insurance	STD staff PR deductions	114.00
03/15/2021	salaries	P.E.R.S.	Employee 6% IAP plus unit con...	11,326.60
03/30/2021	salaries	HRA VEBA Trust	Employee PEHP contributions	2,548.00
03/30/2021	salaries	Principal Financial...	Life Ins policy 4809832 R. Ande...	52.24
03/31/2021	salaries	Voya-State of Ore...	Oregon Savings & Growth Plan ...	12,256.80
03/31/2021	salaries	Tualatin Valley Fir...	Union Dues - PR deduction Apri...	1,743.09
03/31/2021	other wages	Paychex Payroll	Deferred comp	4,056.00
03/31/2021	OT Salaries	Paychex Payroll	FLSA Overtime	1,810.39
03/31/2021	other wages	Paychex Payroll	FF incentives	1,839.63
03/31/2021	other wages	Paychex Payroll	Longevity	920.35
03/31/2021	data communica...	Paychex Payroll	Phone Pay	150.00
03/31/2021	other wages	Paychex Payroll	Shift differential	180.93
03/31/2021	OT Salaries	Paychex Payroll	Overtime	32,923.95
03/31/2021	salaries	Paychex Payroll	Balance of net pay	62,705.35
03/31/2021	salaries	Department of Jus...	MAR PR deduction	805.00
03/31/2021	salaries	Paychex - tax	Employee taxes withheld	46,980.57
Total 560 Personnel Salaries				181,969.80
<b>570 SocSec/Medicare(FICA)</b>				
03/31/2021	social security	Paychex - tax	Emplyr FICA	14,652.12
Total 570 SocSec/Medicare(FICA)				14,652.12
<b>580 Volunteer Services</b>				
03/09/2021	volunteer services	Greenup, Cade	reimb cell phone Feb- March	64.00

## Scappoose Rural Fire District

## Itemized Account Activity

March 2021

Date	Name	Source Name	Memo	Paid Amount
Total 580 Volunteer Services				64.00
<b>590 Personnel Benefits</b>				
03/15/2021	PERS	P.E.R.S.	Employer PERS	47,207.80
Total 590 Personnel Benefits				47,207.80
Total 1.1 GENERAL FUND PERSONNEL SVCS				285,349.40
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				
<b>670 Contract Services</b>				
03/09/2021	Kleinberg Tech	Kleinberg Tech	February report	140.00
03/30/2021	Columbia County	Columbia County	EMC Acct#100-44-01-3265	9,844.88
Total 670 Contract Services				9,984.88
<b>720 Public Fire Services</b>				
03/30/2021	Fire Marshal	Ace Hardware - S...	U-Post	29.95
Total 720 Public Fire Services				29.95
<b>740 Uniforms</b>				
03/30/2021	Bond Tree Medi...	Bond Tree Medica...	Facemasks	338.03
Total 740 Uniforms				338.03
<b>750 Maintenance on Equipment</b>				
03/09/2021	maintenance	Ace Hardware - S...	Shackle	9.98
03/09/2021	maintenance	Ace Hardware - S...	Shackle and Spring	26.72
03/09/2021	maintenance	Curtis	Fit test adaptor INV#465484	466.12
03/09/2021	MYR & Commer...	MYR & Commerci...	parts to service 2004 Metal Craf...	4,583.35
03/09/2021	MYR & Commer...	MYR & Commerci...	parts to service 2004 Metal Craf...	1,877.07
03/09/2021	Wilcox & Flegel	Wilcox & Flegel	Bio Diesel 201.5 gals 0579918-IN	367.00
03/09/2021	Wilcox & Flegel	Wilcox & Flegel	250 gals unleaded 0583467-IN	857.28
03/09/2021	Wilcox & Flegel	Wilcox & Flegel	401.5 Bio Diesel 0583467-IN	858.50
03/09/2021	maintenance	Alaska Frontier Fa...	Parts for FB43	3,012.19
03/09/2021	maintenance	Pro Automotive & ...	2015 GMC Sierra 250 HD	4,236.23
03/30/2021	maintenance	Ace Hardware - S...	Fasteners	7.12
03/30/2021	maintenance	Ace Hardware - S...	Tape, hose, vinyl tubing	26.90
03/30/2021	Hughes Fire Equ...	Hughes Fire Equip...	Door lift - Pumper	1,520.94
03/30/2021	Hughes Fire Equ...	Hughes Fire Equip...	Springs - Pumper	94.72
03/30/2021	maintenance	Pro Automotive & ...	2015 GMC Sierra 250 HD	1,824.40
03/30/2021	maintenance	Pro Automotive & ...	2017 F-350	85.00
03/30/2021	maintenance	Pro Automotive & ...	2008 GMC C4500	125.00
Total 750 Maintenance on Equipment				19,978.52

04/05/21

Cash Basis

# Scappoose Rural Fire District

## Itemized Account Activity

March 2021

Date	Name	Source Name	Memo	Paid Amount
<b>760 Administration</b>				
03/01/2021	Admin Oper	Elavon Visa Proce...	Feb Visa processing fees	54.00
03/02/2021	Amazon	Amazon	Washable Markers	3.79
03/06/2021	Amazon	Amazon	Bunn	9.99
03/09/2021	Admin Oper	U.S. Postal Service	Stamps 6 rolls x \$55	330.00
03/09/2021	Cruise Master Pr...	Cruise Master Pris...	Retirement helmets	646.50
03/09/2021	Cruise Master Pr...	Cruise Master Pris...	Retirement helmets	642.60
03/09/2021	office supplies	Pacific Office Auto...	Monthly fee	43.56
03/10/2021	Nelson's Neighb...	Nelson's Neighbor...	Fire defense board - juice	15.96
03/10/2021	PayPal	PayPal	JC Verone legal aid	50.00
03/12/2021	US Bank	US Bank	Mar Service Charge	18.95
03/30/2021	Admin Oper	CRFR	Civil Services fees	919.69
03/30/2021	attorney fees	Local Government...	General	539.00
03/31/2021	audit & PR svcs	Paychex Invoice	2021 PR svcs - Mar	173.50
Total 760 Administration				3,447.54
<b>765 Information Technology</b>				
03/02/2021	Apple Inc.	Apple Inc.	Icould storage 200 GB	2.99
03/09/2021	IT Service Provi...	Centerlogic, Inc.	Network Consultant 02/23/2021	341.25
03/09/2021	IT hardware	Centerlogic, Inc.	Laptop for Tardif	1,326.00
03/09/2021	IT Service Provi...	Centerlogic, Inc.	monthly services	607.00
03/09/2021	EMS Technolog...	EMS Technology ...	inventory and asset manageme...	270.00
03/09/2021	IT software	TriTech Emergenc...	01/15/2021-02/14/2021 Tri-Tec...	250.00
03/09/2021	IT software	TriTech Emergenc...	02/15/2021-03/14/2021 Tri-Tec...	250.00
03/09/2021	IT software	TriTech Emergenc...	03/15/2021 - 04/14/2021 Tri-Te...	250.00
03/09/2021	IT Service Provi...	Comcast	Acct#8778 10 202 0162514	30.72
03/09/2021	IT Service Provi...	Comcast	Acct # 8778 10 202 0633936	243.35
03/09/2021	data communica...	Verizon Wireless	ACCT #.342023411-00001	584.65
03/10/2021	data communica...	Verizon Wireless	ACCT 672550930-00001	10.20
03/29/2021	IT Service Provi...	JAMF Software, L...	monthly subscription replaces A...	88.00
03/29/2021	IT Service Provi...	CenturyLink	Hollbrock internet services	60.00
03/30/2021	Apple Inc.	Apple Inc.	mophie USB cable	109.80
03/30/2021	IT Service Provi...	AT&T Mobility	FirstNet Acct# 287287321203	451.68
03/30/2021	IT Service Provi...	Centerlogic, Inc.	Network Consultant 03/16/2021	258.75
03/30/2021	IT Service Provi...	CenturyLink	Chapman internet charge	74.95
03/30/2021	IT software	TriTech Emergenc...	04/15/2021 - 05/14/2021 Tri-Te...	250.00
03/30/2021	data communica...	City of Portland	800 MHz access	147.81
03/30/2021	IT Service Provi...	Comcast	Acct # 8778 10 202 0162514 - ...	30.72
03/30/2021	IT software	ImageTrend	annual recurring fees	750.00
Total 765 Information Technology				6,387.87
<b>770 Operating Materials/Suppli</b>				
03/06/2021	Amazon	Amazon	Kitchen	17.86
03/29/2021	Amazon	Amazon	Amazon	29.75

04/05/21

Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

March 2021

Date	Name	Source Name	Memo	Paid Amount
03/30/2021	operation	Ace Hardware - S...	Ice maker and parts	28.90
Total 770 Operating Materials/Suppli				76.51
<b>775 Emerg. Operating Supplies</b>				
03/09/2021	Curtis	Curtis	Helmet Dubois	274.17
03/29/2021	Amazon	Amazon	Fire Helmet	82.54
Total 775 Emerg. Operating Supplies				356.71
<b>780 Building &amp; Grounds Maint.</b>				
03/01/2021	Amazon	Amazon	Coffee Brewer w/2 warmers	549.98
03/09/2021	maintenance	Ace Hardware - S...	Showerhead, door stop	50.18
03/09/2021	maintenance	Ace Hardware - S...	Filters - station furnance	75.96
03/09/2021	grounds maint	Alonzo Yard Maint...	Holbrook fire station winter maint	100.00
03/09/2021	grounds maint	Alonzo Yard Maint...	Chapman fire station winter Maint	100.00
03/09/2021	grounds maint	Paramount Pest C...	Chapman Station pest control	110.00
03/30/2021	2-Deep Diving L...	2-Deep Diving LLC	Installation of encapsulated foam	405.00
03/30/2021	maintenance	Ace Hardware - S...	Guide Tip	0.65
03/30/2021	maintenance	Ace Hardware - S...	Triple action 4m	29.99
03/30/2021	maintenance	Ace Hardware - S...	clamp hose - air compressor	49.12
03/30/2021	grounds maint	Alonzo Yard Maint...	Holbrook fire station winter maint	200.00
03/30/2021	grounds maint	Alonzo Yard Maint...	Chapman fire station winter Maint	200.00
03/30/2021	grounds maint	Paramount Pest C...	Chapman Station pest control	110.00
Total 780 Building & Grounds Maint.				1,980.88
<b>790 Training</b>				
03/09/2021	ABC For Life Tr...	ABC For Life Train...	9 AHA BLS Skills(\$35/student)	315.00
03/09/2021	training office	Cascade Healthca...	PALS/BLS/HCP training and re...	5,209.00
03/09/2021	training office	Dahlgren's Do It B...	Supplies for roof prop - training	1,050.49
03/09/2021	training office	Portland Communi...	Dubois - Tuition	438.10
03/30/2021	training office	Jones & Bartlett L...	Fun of Firefighter skills	127.38
03/30/2021	training office	College of EmERGE...	Tuition for J. Hughes Schooling	13,896.00
03/30/2021	training office	Marks, Joshua	Reimbursment PCC classes - S...	438.10
Total 790 Training				21,474.07
<b>810 Utilities</b>				
03/09/2021	water/sewer	City of Scappoose	water/sewer acct#000422000	35.03
03/09/2021	water/sewer	City of Scappoose	Water/Sewer acct#000421000	330.18
03/09/2021	telephone	Graybar Financial ...	VOIP phone rental	299.25
03/09/2021	garbage	Waste Manageme...	monthly Garbage/Recycling	127.45
03/09/2021	electricity	P.G.E.	electricity for Holbrook station	66.12
03/30/2021	telephone	CenturyLink	Main station fax & Chapman ph...	117.06
03/30/2021	water/sewer	City of Scappoose	water/sewer acct#000422000	34.65

04/05/21

Cash Basis

# Scappoose Rural Fire District Itemized Account Activity

March 2021

Date	Name	Source Name	Memo	Paid Amount
03/30/2021	water/sewer	City of Scappoose	Water/Sewer acct#000421000	339.40
03/30/2021	electricity	CRPUD	boathouse electricity	134.30
03/30/2021	electricity	CRPUD	main station electricity	856.78
03/30/2021	Natural Gas	N.W. Natural Gas	Acct 447881-4	424.67
03/31/2021	electricity	W.O.E.C.	Chapman electricity	286.23
Total 810 Utilities				3,051.12
<b>870 EMS Operations</b>				
03/09/2021	EMS Contracts	Sasek, Dean MD	Physician Advisor	1,383.34
03/09/2021	EMS Supplies	Airgas - USA, LLC	medical oxygen - INV 9978125...	179.69
03/09/2021	EMS Supplies	Environmental Co...	1 biohazard containers	50.00
03/09/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO12161 INV...	770.48
03/09/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12139 IN...	220.00
03/09/2021	EMS Technology	TriZetto Provider ...	EMS billing fee	106.10
03/09/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO ? INV#10...	20.65
03/09/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12164 IN...	106.50
03/09/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12162 IN...	103.25
03/09/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12162 IN...	38.30
03/09/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO ? INV# 10...	567.60
03/09/2021	EMS Supplies	Bound Tree Corp.	Fentanyl	123.93
03/09/2021	EMS Supplies	Stryker Flex Finan...	1 Of 4 annual payments for Life ...	2,074.66
03/09/2021	EMS Supplies	Airgas - USA, LLC	medical oxygen - INV 9110760...	170.47
03/10/2021	EMS Supplies	Airgas - USA, LLC	medical oxygen - INV 9110760...	422.20
03/30/2021	EMS Supplies	Airgas - USA, LLC	medical oxygen - INV 9110760...	365.12
03/30/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO12166 IN# ...	19.60
03/30/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12166 IN...	321.10
03/30/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12167 IN...	102.18
03/30/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12145 IN...	198.20
03/30/2021	EMS Contracts	Systems Design	EMS billing for February	1,485.55
Total 870 EMS Operations				8,828.92
Total 1.2 GENERAL FUND MATERIAL & SVC				75,935.00
Total 1...				361,284.40
Total 1..GENERAL FUND EXPENDITURES				361,284.40
<b>TOTAL</b>				<b>361,284.40</b>

# BUDGET VS ACTUAL



04/05/21  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 2020 through March 2021

	Jul '20 - Ma...	Budget	\$ Over Bud...	% of Budget
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	1,950,733.78	1,876,467.00	74,266.78	104.0%
Conflagration	445,605.05	30,000.00	415,605.05	1,485.4%
EMS Receipts	455,585.92	640,000.00	-184,414.08	71.2%
Fire Marshal	44,513.20	10,000.00	34,513.20	445.1%
FireMed	27,180.75	42,000.00	-14,819.25	64.7%
G.E.M.T. (Medicaid)	39,333.01	30,000.00	9,333.01	131.1%
Gas Royalties	19,575.86	5,000.00	14,575.86	391.5%
Grant Awards	4,264.20	1,000.00	3,264.20	426.4%
Interest Earned on Investments	11,093.13	1,000.00	10,093.13	1,109.3%
Intergovernmental	8,974.16	0.00	8,974.16	100.0%
Miscellaneous Revenue	16,974.40	20,000.00	-3,025.60	84.9%
Property Taxes				
Taxes - Current				
Local Option Levy	1,572,959.41	1,578,911.00	-5,951.59	99.6%
Permanent Rate Levy	1,421,893.47	1,419,110.00	2,783.47	100.2%
Total Taxes - Current	2,994,852.88	2,998,021.00	-3,168.12	99.9%
Taxes - Prior Years	102,353.16	105,000.00	-2,646.84	97.5%
Total Property Taxes	3,097,206.04	3,103,021.00	-5,814.96	99.8%
<b>Total 1. GENERAL FUND REVENUES</b>	<b>6,121,039.50</b>	<b>5,758,488.00</b>	<b>362,551.50</b>	<b>106.3%</b>
<b>2. GRANT FUND REVENUE</b>				
Begin Available Cash on Hand	2,553.90	0.00	2,553.90	100.0%
Grant Award	84,223.19	100,000.00	-15,776.81	84.2%
<b>Total 2. GRANT FUND REVENUE</b>	<b>86,777.09</b>	<b>100,000.00</b>	<b>-13,222.91</b>	<b>86.8%</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	298,224.82	298,278.00	-53.18	100.0%
Interest Earned on Investments	1,310.90	0.00	1,310.90	100.0%
Transfers In	0.00	97,122.00	-97,122.00	0.0%
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>299,535.72</b>	<b>395,400.00</b>	<b>-95,864.28</b>	<b>75.8%</b>
<b>4. PERSONNEL SVCS FUND REVEN</b>				
Begin Available Cash On Hand	47,584.53	47,817.00	-232.47	99.5%
Interest Earned on Investments	247.65	0.00	247.65	100.0%
Transfers In	0.00	50,000.00	-50,000.00	0.0%
<b>Total 4. PERSONNEL SVCS FUND REVEN</b>	<b>47,832.18</b>	<b>97,817.00</b>	<b>-49,984.82</b>	<b>48.9%</b>
<b>Total Income</b>	<b>6,555,184.49</b>	<b>6,351,705.00</b>	<b>203,479.49</b>	<b>103.2%</b>
<b>Gross Profit</b>	<b>6,555,184.49</b>	<b>6,351,705.00</b>	<b>203,479.49</b>	<b>103.2%</b>
<b>Expense</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
1...				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	463,442.06	658,155.00	-194,712.94	70.4%
560 Personnel Salaries	1,731,005.25	2,277,956.00	-546,950.75	76.0%
570 SocSec/Medicare(FICA)	138,062.02	178,978.00	-40,915.98	77.1%
580 Volunteer Services	941.03	20,000.00	-19,058.97	4.7%
590 Personnel Benefits	454,442.82	710,834.00	-256,391.18	63.9%
<b>Total 1.1 GENERAL FUND PERSONNEL...</b>	<b>2,787,893.18</b>	<b>3,845,923.00</b>	<b>-1,058,029.82</b>	<b>72.5%</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				

04/05/21  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 2020 through March 2021

	Jul '20 - Ma...	Budget	\$ Over Bud...	% of Budget
670 Contract Services	95,668.85	45,000.00	50,668.85	212.6%
680 Communications Maintenance	6,452.12	15,000.00	-8,547.88	43.0%
720 Public Fire Services	1,374.20	14,800.00	-13,425.80	9.3%
730 Property & Liability Insur.	54,028.00	58,050.00	-4,022.00	93.1%
740 Uniforms	5,638.73	15,000.00	-9,361.27	37.6%
750 Maintenance on Equipment	98,398.30	110,000.00	-11,601.70	89.5%
760 Administration	36,870.01	56,500.00	-19,629.99	65.3%
765 Information Technology	114,007.21	95,000.00	19,007.21	120.0%
770 Operating Materials/Suppli	3,860.72	5,000.00	-1,139.28	77.2%
775 Emerg. Operating Supplies	10,749.11	50,000.00	-39,250.89	21.5%
780 Building & Grounds Maint.	46,566.33	93,264.00	-46,697.67	49.9%
790 Training	41,389.33	55,000.00	-13,610.67	75.3%
810 Utilities	21,022.00	35,570.00	-14,548.00	59.1%
870 EMS Operations	103,155.22	155,000.00	-51,844.78	66.6%
880 FireMed	65.00	23,000.00	-22,935.00	0.3%
<b>Total 1.2 GENERAL FUND MATERIAL &amp;...</b>	<b>639,245.13</b>	<b>826,184.00</b>	<b>-186,938.87</b>	<b>77.4%</b>
<b>1.3 GENERAL FUND CAPITL OUTLAY</b>				
910 CO Equipment	0.00	25,000.00	-25,000.00	0.0%
<b>Total 1.3 GENERAL FUND CAPITL OUT...</b>	<b>0.00</b>	<b>25,000.00</b>	<b>-25,000.00</b>	<b>0.0%</b>
<b>1.4 GENERAL FUND DEBT</b>				
930 Debt	61,578.06	64,259.00	-2,680.94	95.8%
<b>Total 1.4 GENERAL FUND DEBT</b>	<b>61,578.06</b>	<b>64,259.00</b>	<b>-2,680.94</b>	<b>95.8%</b>
<b>Total 1...</b>	<b>3,488,716.37</b>	<b>4,761,366.00</b>	<b>-1,272,649.63</b>	<b>73.3%</b>
<b>1.5 GENERAL FUND TRANSFER OUT</b>				
Transfers to Personnel Services	0.00	50,000.00	-50,000.00	0.0%
Transfers to Property Fund	0.00	97,122.00	-97,122.00	0.0%
<b>Total 1.5 GENERAL FUND TRANSFER OUT</b>	<b>0.00</b>	<b>147,122.00</b>	<b>-147,122.00</b>	<b>0.0%</b>
<b>1.6 GENERAL FUND CONTINGENCY</b>	<b>0.00</b>	<b>200,000.00</b>	<b>-200,000.00</b>	<b>0.0%</b>
<b>1.7 GENERAL RESERVED FOR FUTURE</b>	<b>0.00</b>	<b>650,000.00</b>	<b>-650,000.00</b>	<b>0.0%</b>
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>3,488,716.37</b>	<b>5,758,488.00</b>	<b>-2,269,771.63</b>	<b>60.6%</b>
<b>2. GRANT FUND EXPENSE</b>				
2.3 MATERIALS & SERVICES	23,004.42	100,000.00	-76,995.58	23.0%
<b>Total 2. GRANT FUND EXPENSE</b>	<b>23,004.42</b>	<b>100,000.00</b>	<b>-76,995.58</b>	<b>23.0%</b>
<b>3. PROPERTY FUND CAPITAL OUTLAY</b>				
Fire Apparatus & Equipment	122,080.00	389,400.00	-267,320.00	31.4%
Miscellaneous Real Property	0.00	5,000.00	-5,000.00	0.0%
Reserved for Future Expenses	0.00	1,000.00	-1,000.00	0.0%
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>122,080.00</b>	<b>395,400.00</b>	<b>-273,320.00</b>	<b>30.9%</b>
<b>4. PERSONNEL SVC FUND EXPENSE</b>				
Liability & Service	9,723.45	96,817.00	-87,093.55	10.0%
Reserved for Future Expenses	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4. PERSONNEL SVC FUND EXPENSE</b>	<b>9,723.45</b>	<b>97,817.00</b>	<b>-88,093.55</b>	<b>9.9%</b>
<b>Total Expense</b>	<b>3,643,524.24</b>	<b>6,351,705.00</b>	<b>-2,708,180.76</b>	<b>57.4%</b>
<b>Net Income</b>	<b>2,911,660.25</b>	<b>0.00</b>	<b>2,911,660.25</b>	<b>100.0%</b>



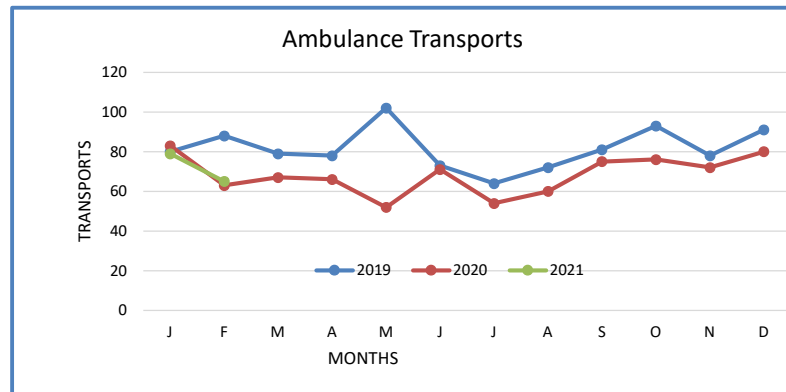
Filters applied on this Report:

Account: Expense and other expense accounts

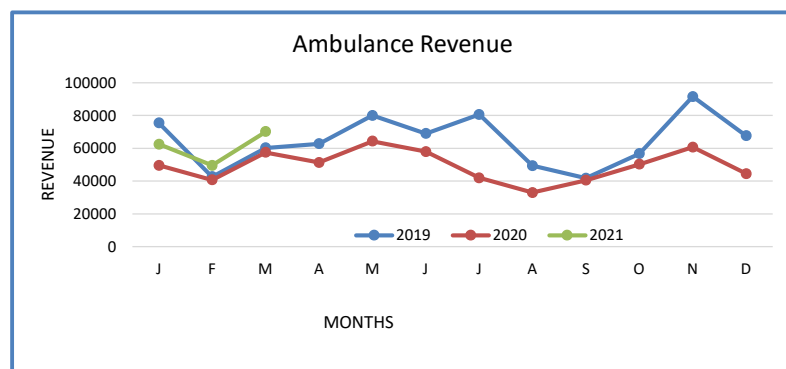
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# **AMBULANCE BILLING & TRANSPORT REPORT**

	2019	2020	2021
J	80	83	79
F	88	63	65
M	79	67	
A	78	66	
M	102	52	
J	73	71	
J	64	54	
A	72	60	
S	81	75	
O	93	76	
N	78	72	
D	91	80	



	2019	2020	2021
J	75406	49,639	62,433
F	42641	40,764	49,564
M	60274	57,548	70,213
A	62786	51,391	
M	80009	64,340	
J	69047	58,014	
J	80583	42,023	
A	49376	33,007	
S	41784	40,574	
O	56713	50,250	
N	91565	60,727	
D	67635	44,503	



# **MONTHLY RESPONSE & ACTIVITY PREPORTS**



# MARCH 2021

## OPERATIONS

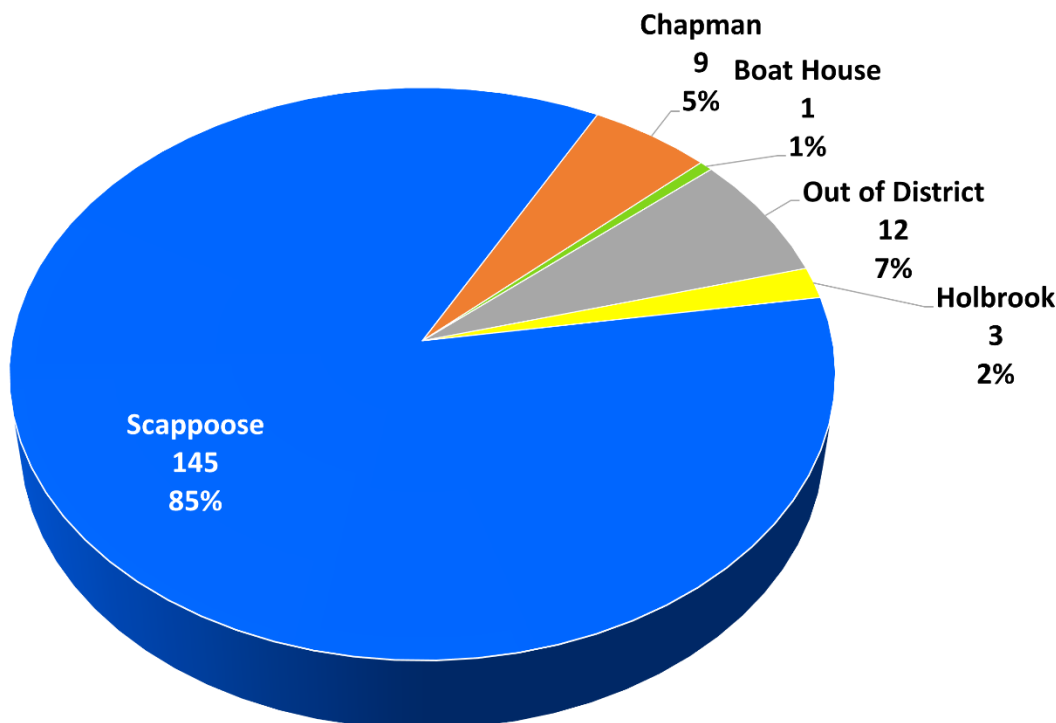
For the month of March, the ratio of EMS incidents to Fire incidents was **74%** to **26%** respectively. There were **126** EMS related calls for the month, where **130** patients were treated. COVID-19 was suspected or confirmed in **1** patient.

Approximately **43%** of the total call volume (**73** incidents) represents overlapping calls (at least one other call in progress). This 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 **170**, with a total of **325** apparatus responses spending **226** hours and **15** minutes of time.

For the month of March, SRFD averaged **1.42** fire calls per day and **4.06** EMS calls per day for an overall daily average of **5.48** calls per day.

**MARCH 2021 - INCIDENTS BY STATION**  
170 Incidents with 325 Apparatus Responses

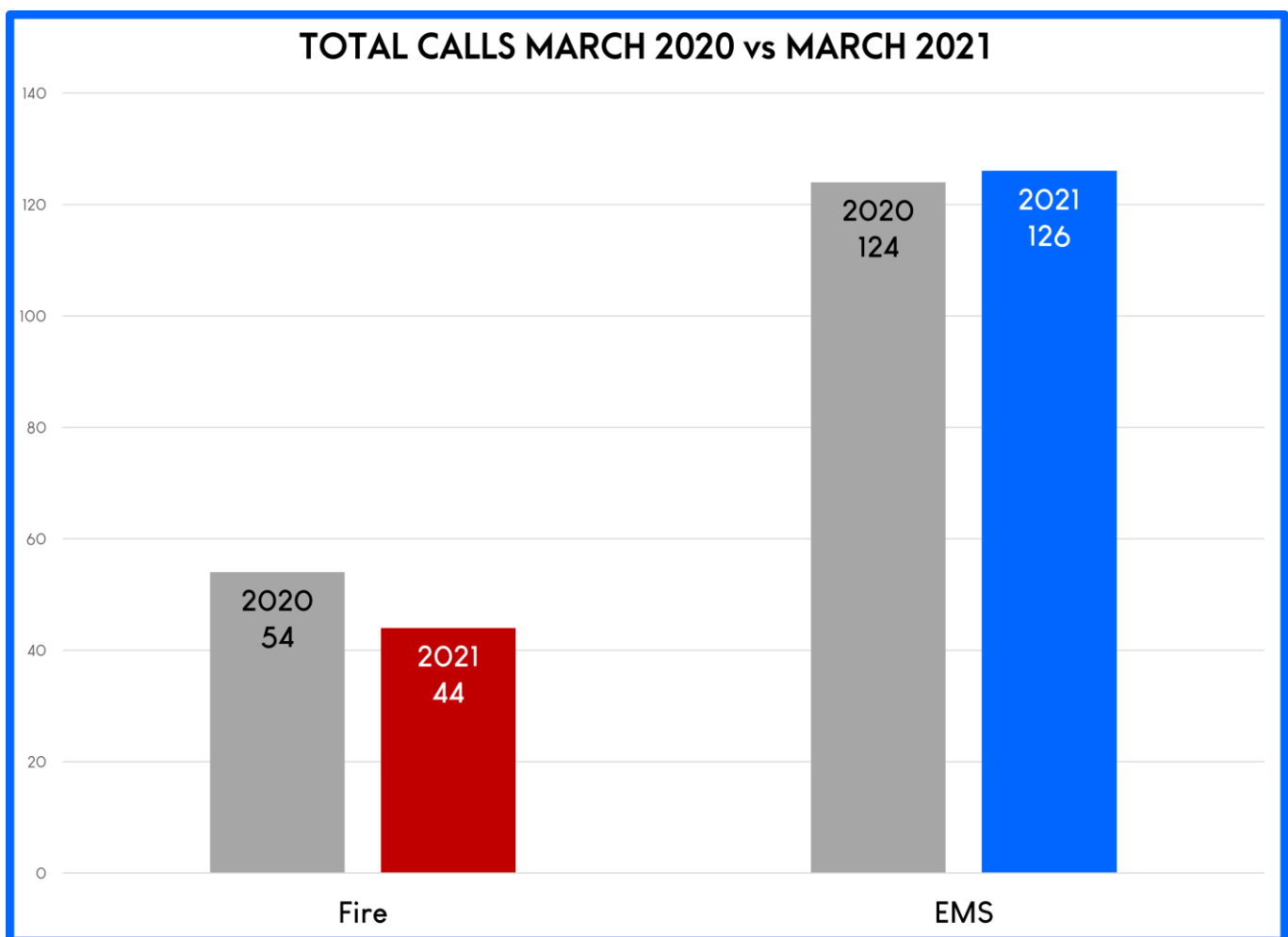


# OPERATIONS

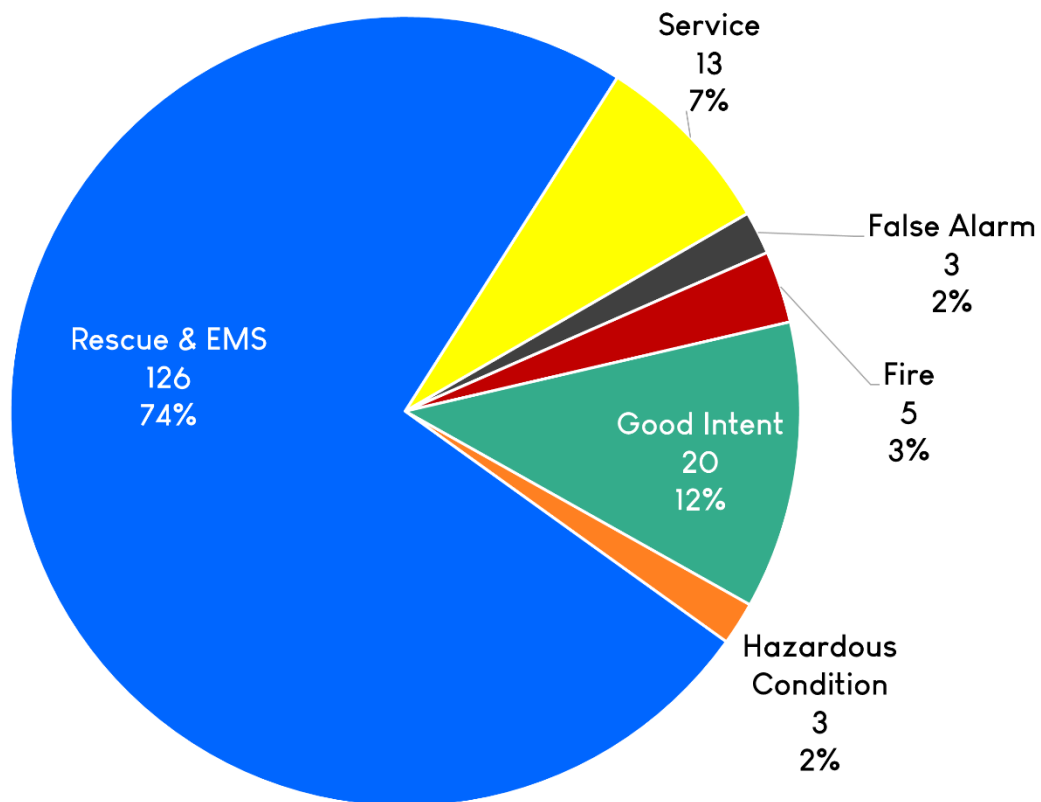
## FIRE AND EMS CALL BREAKDOWN FOR MARCH 2020

Fires	5
Hazardous Condition	3
Service Call	13
Good Intent	20
Other Assistance	0
False Alarm	3
<b>FIRE CALLS TOTAL</b>	<b>44</b>

ALS Provided	94
BLS Provided	31
Standby	0
Other Assistance	1
<b>EMS CALLS TOTAL</b>	<b>126</b>



MARCH 2021 - CALLS BY TYPE

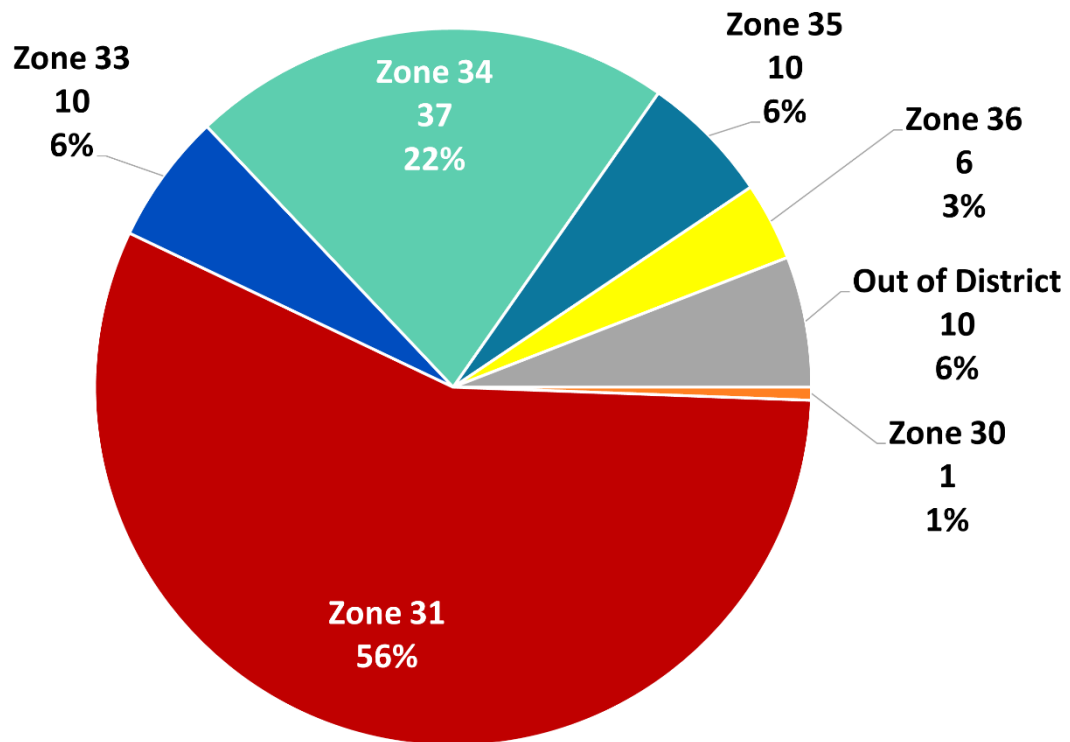


	Average Calls Per Day	Total Number of Calls	Percentage
Fire	1.42	44	26%
EMS	4.06	126	74%
TOTAL	5.48	170	100%



## MARCH 2021 - INCIDENTS BY ZONE

170 Incidents



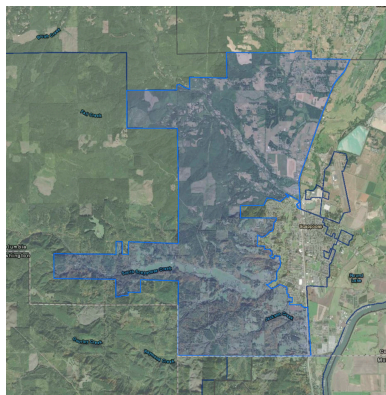
Zone 30 - Anything on the Multnomah Channel or Columbia River

Zone 31 - Anything in the Scappoose City Limits

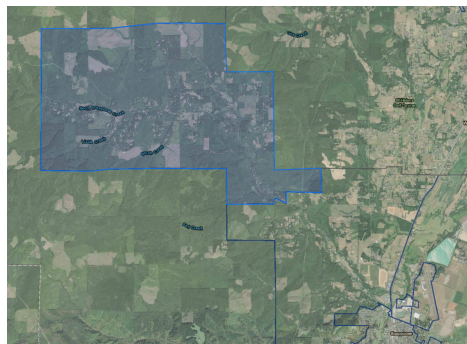
Zone 33



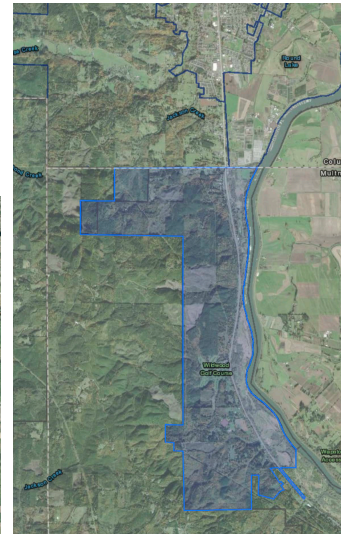
Zone 34

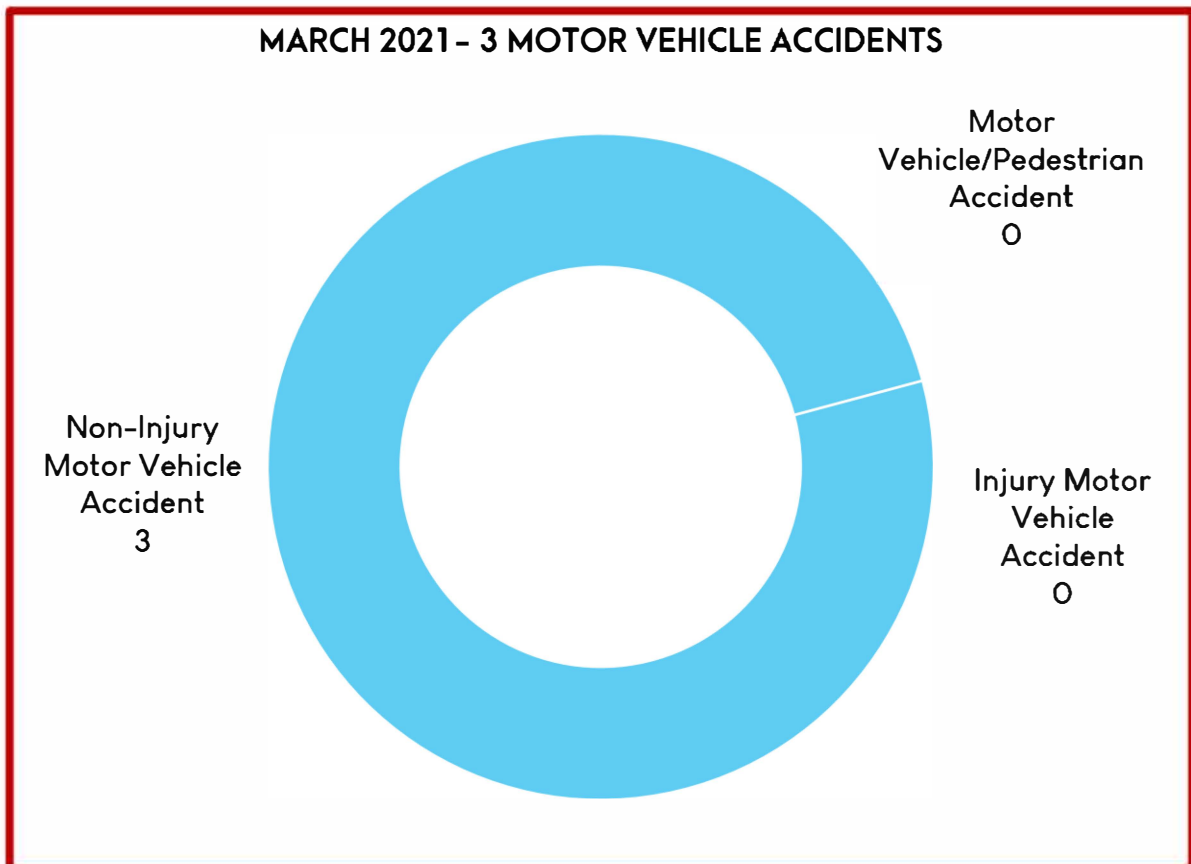
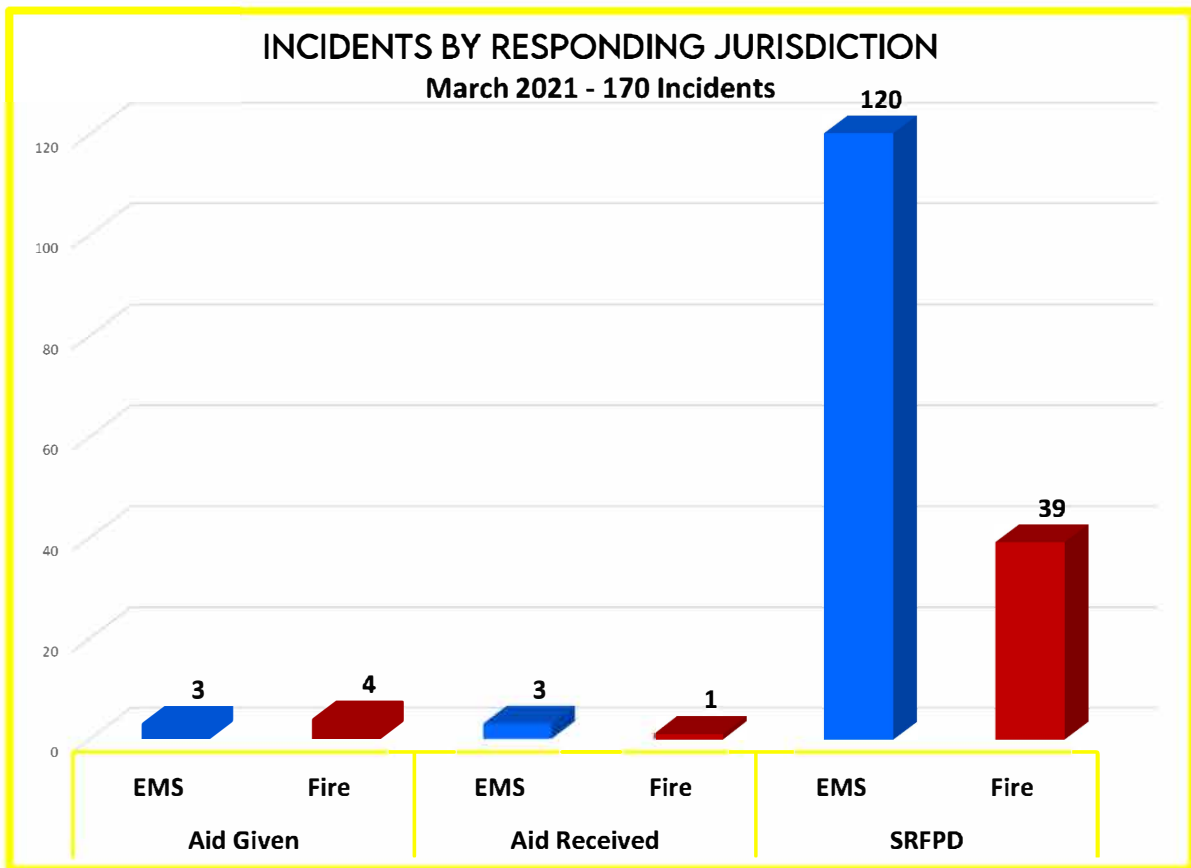


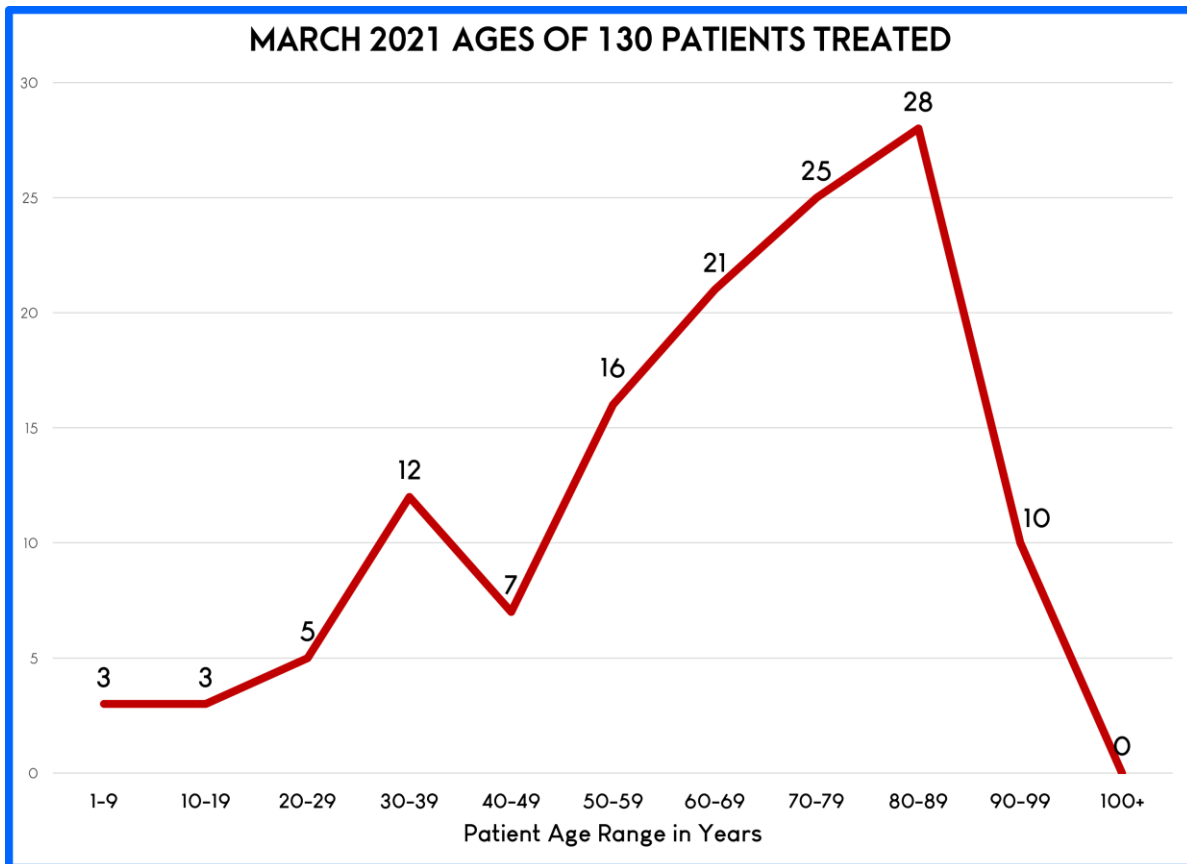
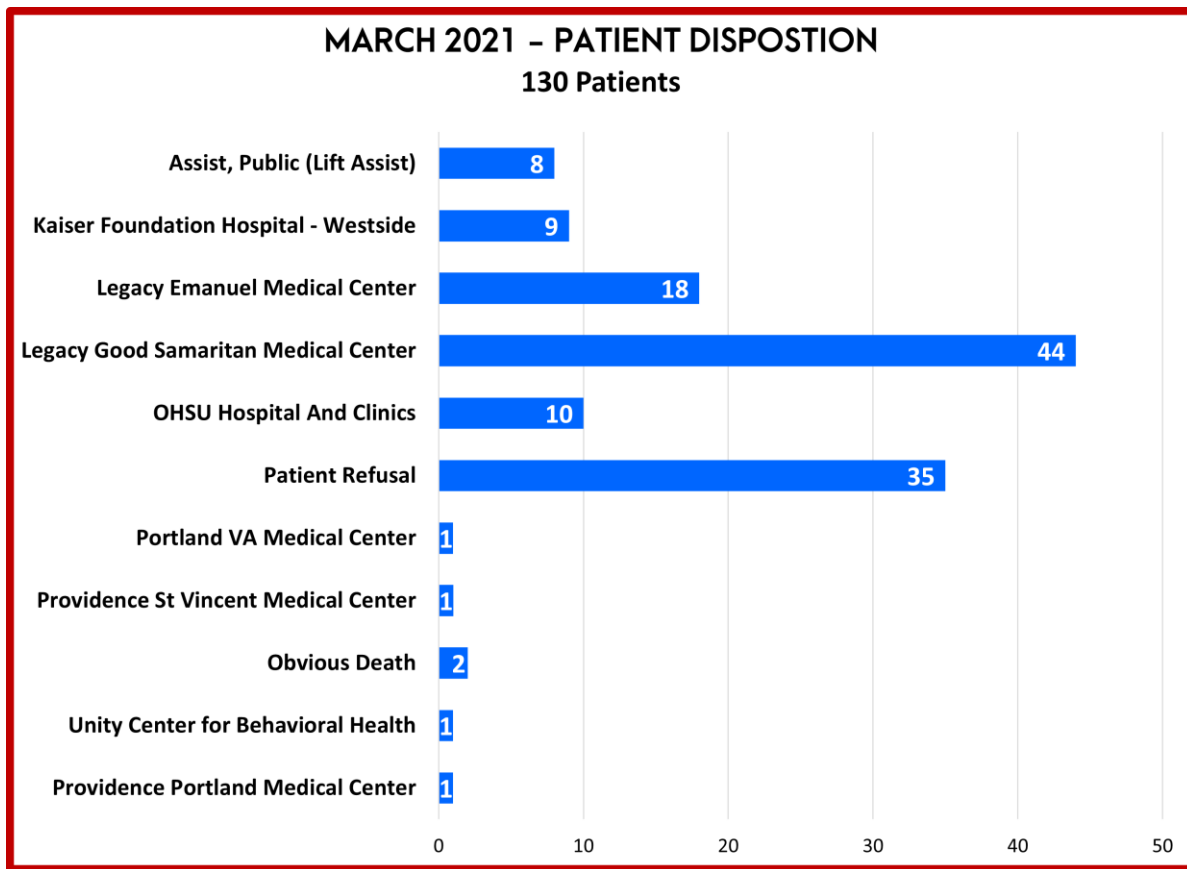
Zone 35

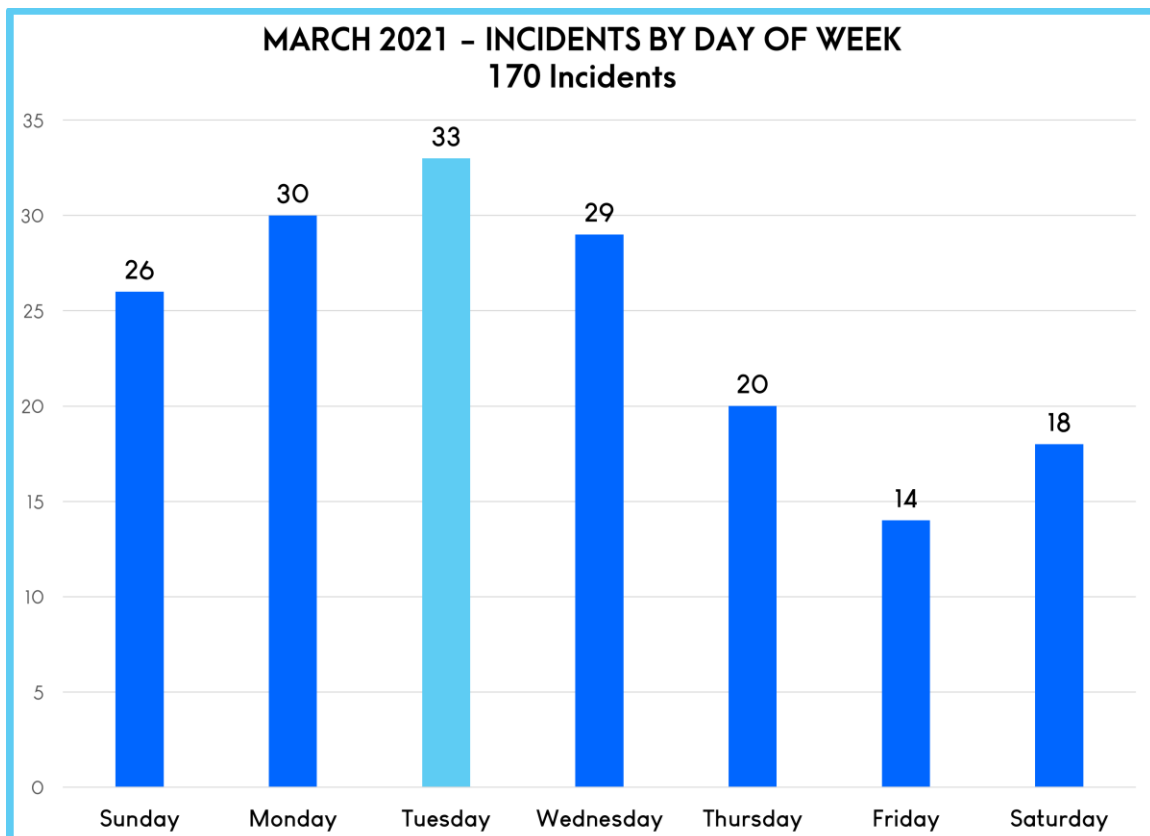
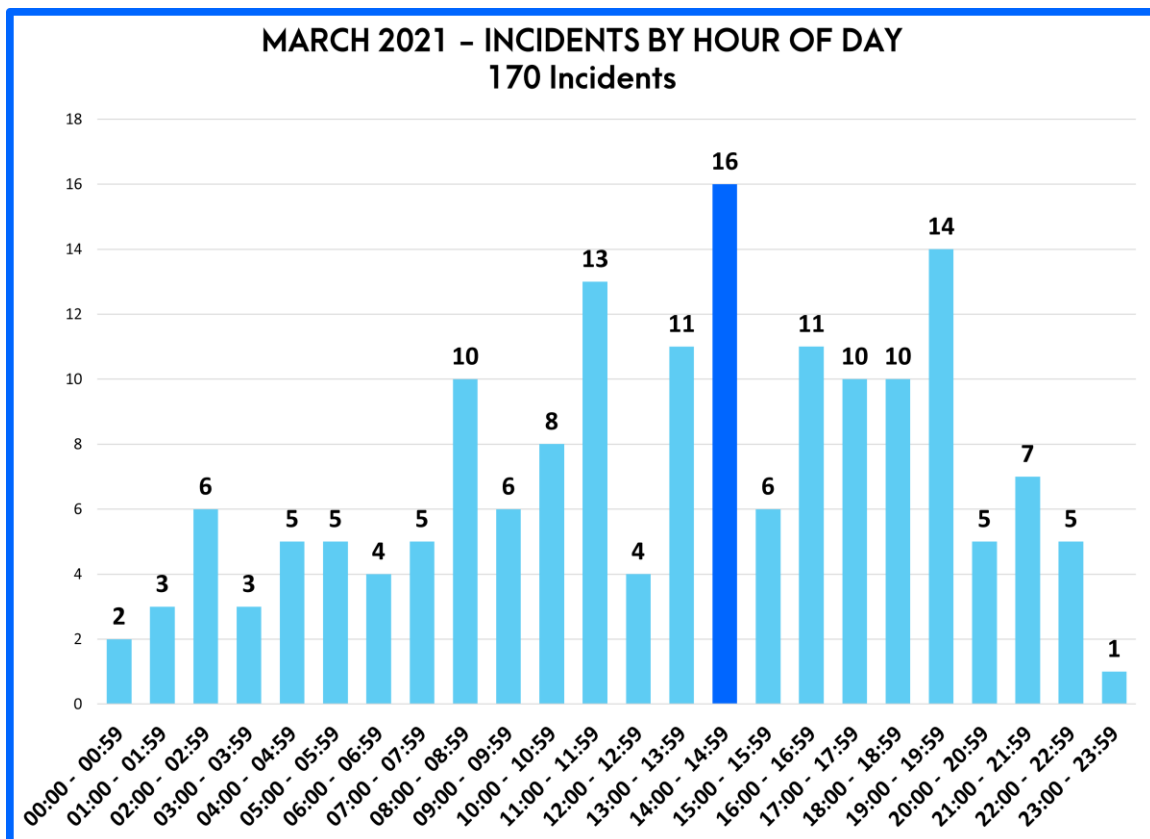


Zone 36

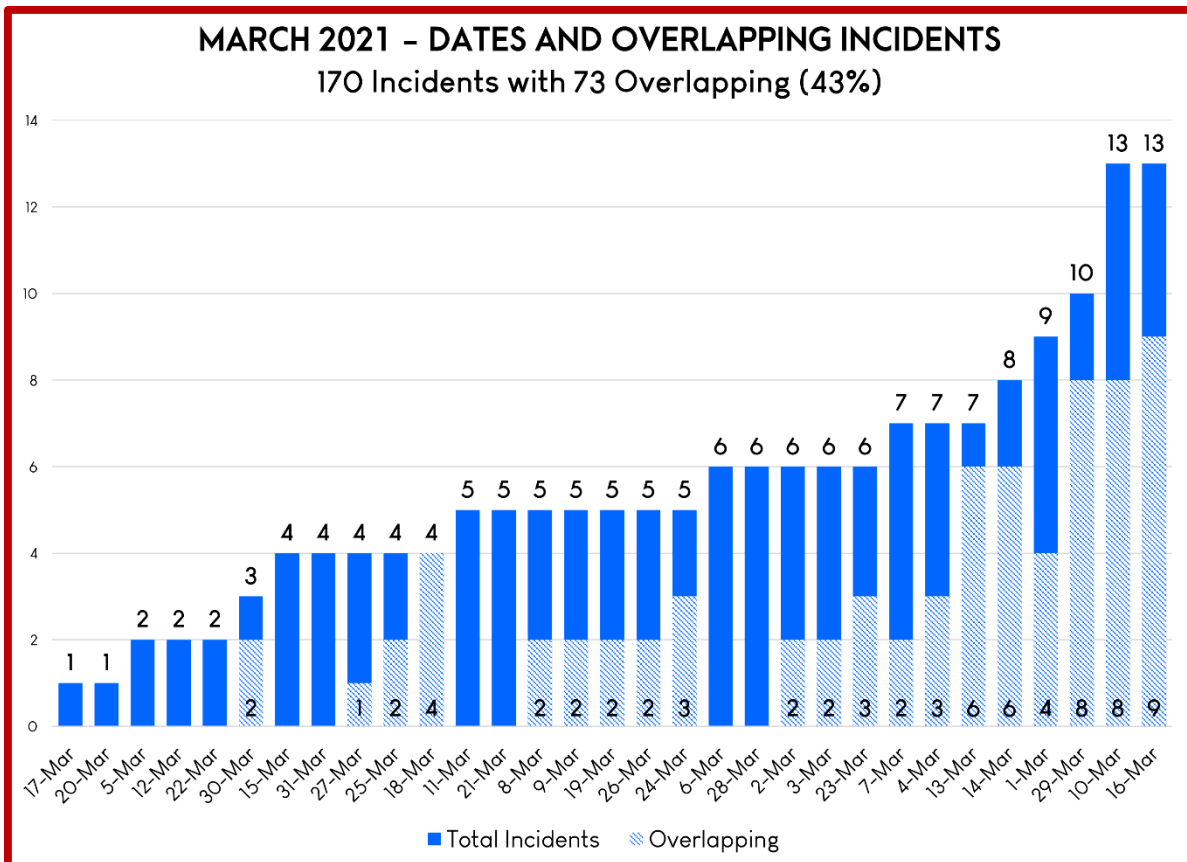
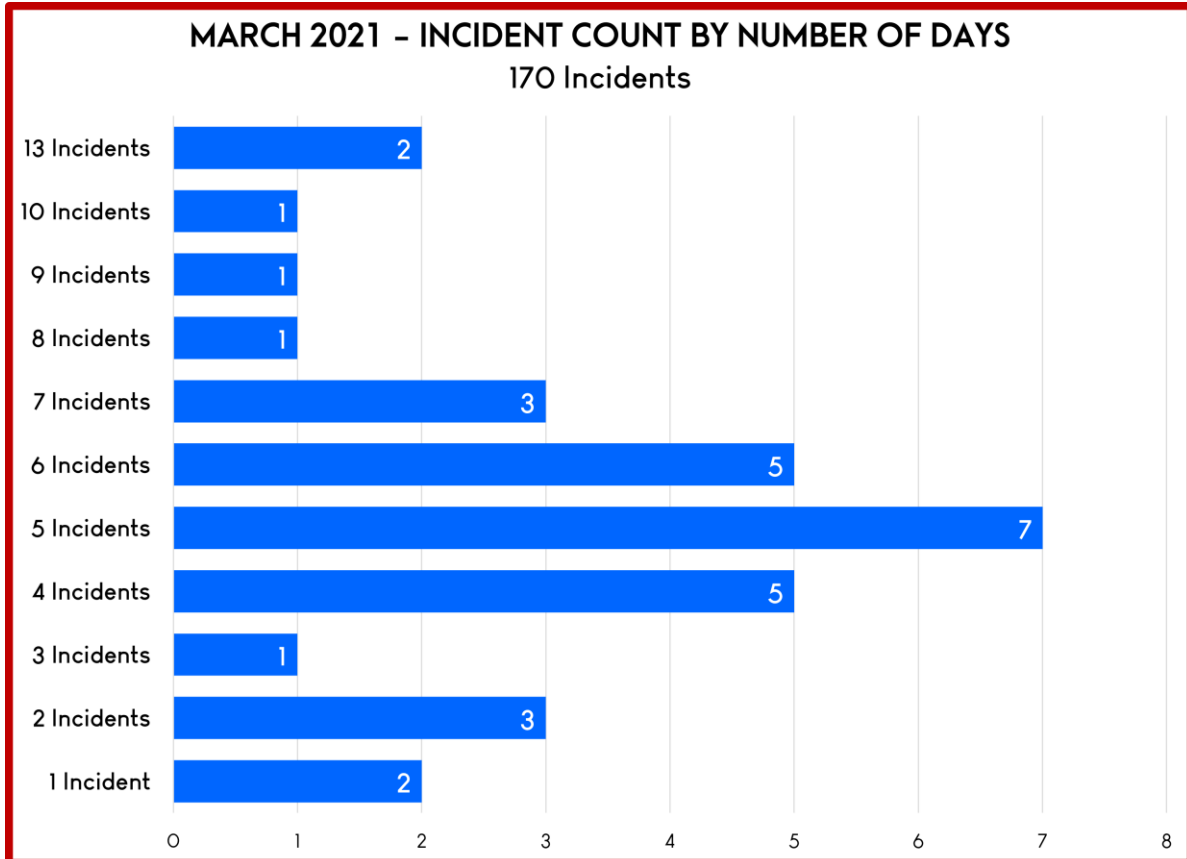






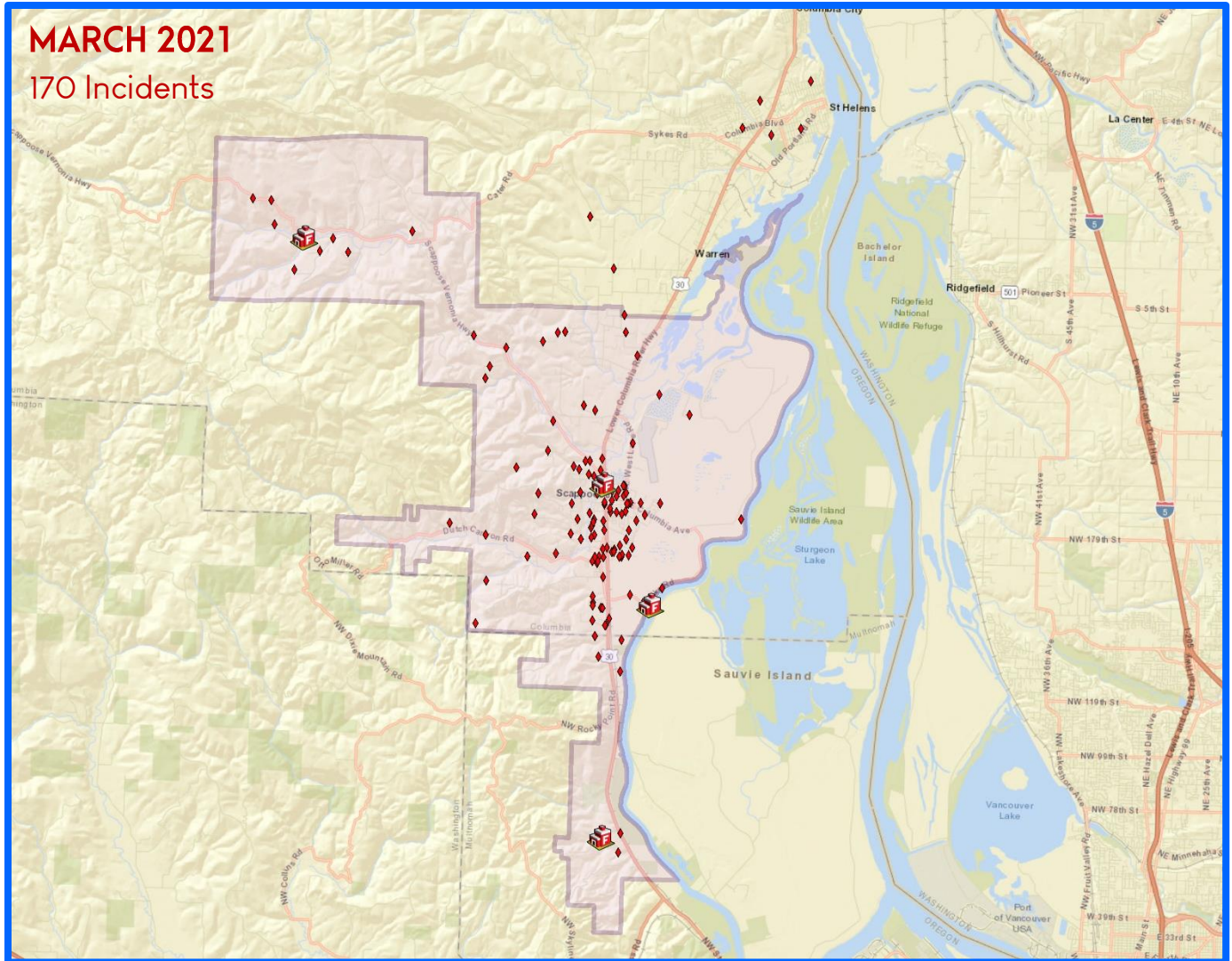


# OPERATIONS

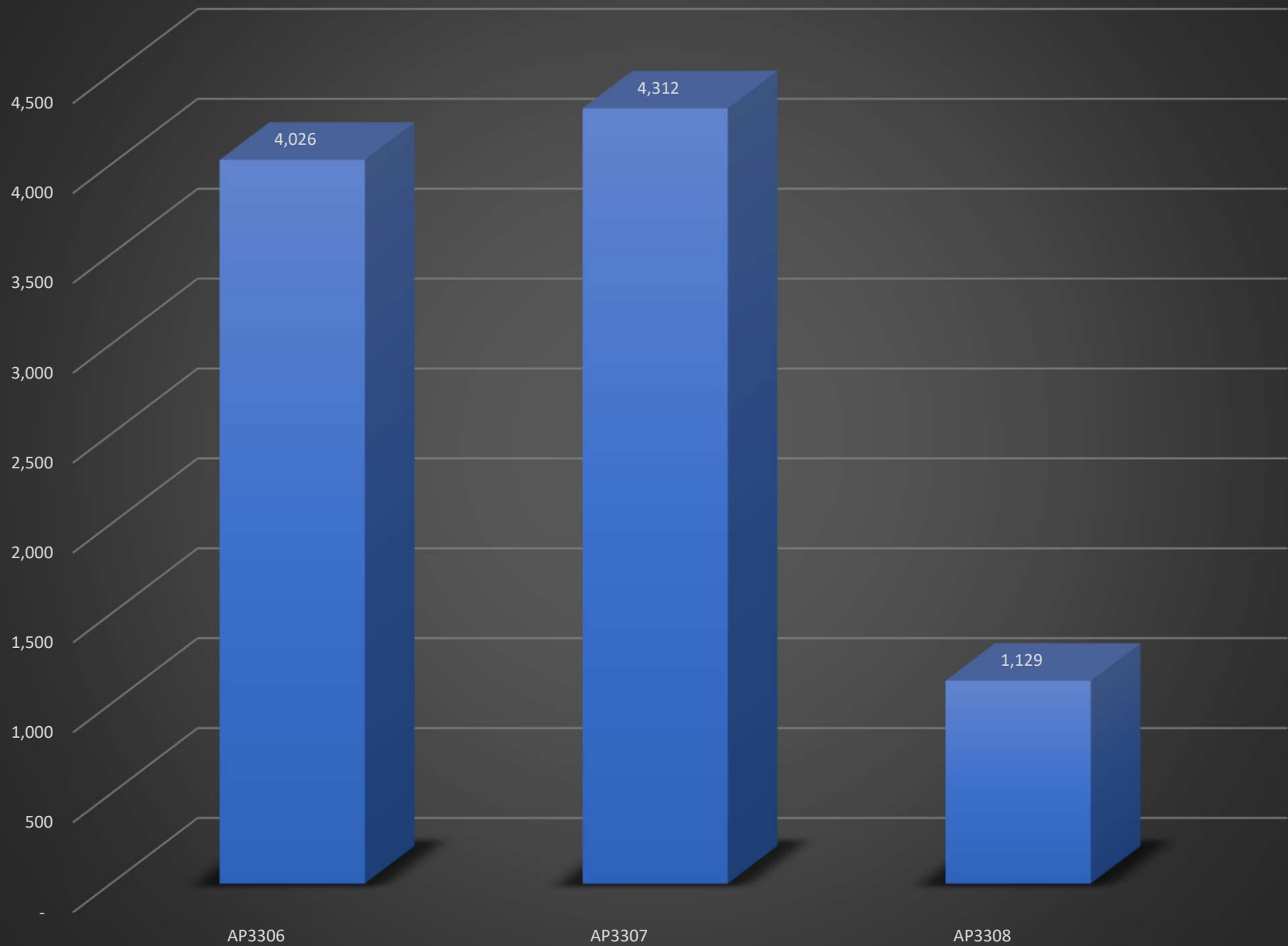




# OPERATIONS



## 2021 First Quarter Medic Miles



# STAFF REPORTS



## Fire Chief Report April 2021

### Meetings Attended

Date	Topic	Date	Topic
3/1/21	Radio Coms Workgroup	3/16/21	Fire Investigation
3/1/21	Met with MCE about roof at Holbrook	3/16/21	Meeting with Clatskanie Fire Chief
3/1/21	Meeting with CCOM	3/16/21	EMS Skills Evaluation
3/2/21	MN Rosenbauer Trip	3/17/21	MTG with county and state about vacc
3/3/21	MN Rosenbauer Trip	3/17/21	MTG with county public health
3/3/21	NFPA Dashboard MTG	3/17/21	Meeting with Health insurance agent
3/4/21	MN Rosenbauer Trip	3/17/21	Budget training with local budgt law
3/4/21	Preapplication Meeting	3/18/21	All day interview with city
3/8/21	Fire Defense Board	3/19/21	OCV training with city about app
3/9/21	FIT Meeting	3/22/21	MTG with county and state about vacc
3/9/21	HSEM Meeting	3/23/21	MTG with My sidewalk (analytics)
3/10/21	Budget meeting with Alex	3/23/21	Admin meeting
3/10/21	MS Teams Trining with USFS	3/24/21	Govt. Jobs Service meeting
3/11/21	Tenzinga MTG	3/24/21	Vaccination planning mtg with county
3/11/21	FPAAC 1Q meeting (MFSA)	3/24/21	Membership meeting
3/11/21	Board Meeting	3/25/21	Arson investigation request by CCSO
3/12/21	NFPA Focus group pricing mtg	3/29/21	Mult. Co CWPP meeting
3/15/21	Administration Meeting	3/29/21	Image Trend Permits Talk
3/15/21	Meeting with CRFR Fire Marshal	3/30/21	All Hands Meeting (Career)am
3/16/21	Image Trend Training	3/30/21	All Hands Meeting (Volunteer)pm

**Hours Worked January: 245 Hours (61 hrs/wk)**

**On Call in March: 288 Hours (12 Days)**

**TOTAL HOURS: 533**

#### Training

Participated in Image Trend Training (Training Module and Report Writer)

Training at Rosenbauer

EMS Skills Challenges for recertification

New App Training

Training on MS Teams with the USFS

International Association of Arson Investigators Health and Safety Training

ALIVE Training Module (New York University) Setting up SRFD for free training

## **Projects**

AFG Grant – Radios (\$248,000 project) *Submitted*

AFG Grant – SAFER (\$1,282,804.02) *Submitted*

RDPO UAS Grant *55% complete*

RFA / VFA Grant – *In progress*

HMGP Grant – *Considering*

NFPA Community Risk Reduction Project *Completed*

Fire Department APPs - *Completed*

Fire Code Guide Update - *Tabled*

Special Operations - *Tabled*

Image Trend (Analytics) – *In progress*

Tenzinga – *In Progress*

Jamf – *Deployed 40 devices (Completed the Cell Phone Challenge)*

March was a month of progress. Several projects were able to be completed and as usual, several more sprung up to fill the gaps. Significant progress has been made by all staff to tighten up our data and reporting. The crews are having fewer and fewer errors in data entry which is allowing us to interpret our data better. This will be crucial moving forward as we work with the community to right size the organization and prepare for the future.

Significant progress was made with the incoming Performance Evaluation system we will be implementing in April. Several hours were dedicated to the back end of the building out the system. Staff had to build out goals, training and the organizational chart complete with photos. The first of April staff (Volunteer Association, L1660, members at large, Admin Staff and a couple Chiefs) will be building the evaluation components based upon the job descriptions. The next day, a leadership class will be put on for the supervisors as well as training on how to use the system. This process will hopefully improve accountability, morale and meet the boards requirement for all staff (Career and Volunteer) to have annual evaluations.

Staff spent considerable time working to formulate the language for the ballot title and submitting it prior to the deadline. In conjunction with this, we have started a significant marketing campaign to highlight the state of the department using the 2020 Annual Report. This will be furthered with an in-person report to the City Council in April. As a partner of the city in public safety delivery, we need to be available to answer questions and be able to highlight the good work we do in the community. Hopefully this will garner a better and stronger relationship with the city in the hopes of preventing another Tax Increment Financing situation.

We will be moving forward in the next 2 weeks to advertise to fill the vacant division chief position. While we cannot fill this till July (due to budget constraints) we believe that leaving it open for 90 days will hopefully allow us to attract strong candidates.

In addition to this, we will be working towards a solution to fill the vacant fire inspector position. This position will experience a retirement at the end of July. While we have a

couple of ideas how best to fill this, we need a bit more time to research the best possible solution to best support the fire district operations.

We graciously provided a day of the Fire Chief's time to assist the City of Scappoose with their city manager hiring process. There were initially nine candidates scheduled for two days of interviews. Two dropped out and all interviews were moved to one day. It was a very long day with several qualified candidates. The fire district was the group representative reporting to Council with a recommendation. Unfortunately, a couple of weeks later, the city council tossed the whole process and is starting over. Not sure why this occurred, but the district voiced its concerns to the mayor about the time spent assisting.

One very important event that occurred at the end of the month was the all-hands meeting. I have been remiss in completing one of this since you chose me as the Chief. Be it the workload or the time needed to get my feet under me, I should have completed this sooner. I hope to do a biannual meeting like this in the future as time and budget permits. The minutes of both of these meetings will be sent to you and posted internally. Overall, I acknowledged areas where I need to improve, shared some expectations, plans and vision for the future and that we have all come a long way despite the adversity that has challenged us. One component that we will be working on is getting back to that family feeling. In order to do this, we will need to first define what family means to the organization. Without that, we will not be able to meet everyone expectations. I look forward to reporting to you more about this in the future.

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

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

## **FIRE MARSHAL REPORT**

March was a month dedicated to continuing to establish and work the bugs out of our new reporting system. This was our first month of being able to implement inspections. Our goal is to transition exclusively to this platform so we can reduce costs in other software we having been using over the last 5 years. Some challenges have included syncing of the tablet devices and photos obtained during the inspections. Additionally, we have moved forward with the permit function of the Image Trend System to better track permits that we either have not been issuing, but also to track the ones we have, jut not formally. These include permits for special events, propane use and others. Our ordinance requires that we charge for such permits, however we have not had a way to track and issue them. We will be able to do this in the next 30- 60 days.

This month, we were also able to integrate the UAS to better effect our abilities to complete fire investigations faster. One specific area is creating a site sketch of the fire area involving a building. Generally, this involves using tape measures and drawing on graph paper. This process is very time consuming. Using the aircraft, we are able to cut this time almost in half as all measurements and sketching can be accomplished via the software. The aircraft will fly an autonomous mission, take over 200 photos and them mesh them together into a 2D map that has accuracy almost to the centimeter. Unfortunately, we had a mishap during our last flight assisting another agency. We think that magnetic interference caused the compass to lose calibration. This made the aircraft go into an auto landing mode. Unfortunately, this landing event occurred in the middle of some 120-foot-tall firs. The sensor (camera) was sheared off and the aircraft fell to the ground. We are sending the aircraft in for repair and do not have a cost estimate yet. The aircraft was purchased in 2015 and had over 300 flights and 200 hours on it. While the aircraft is salvageable, we are not sure about the sensor.

Later in the month we were called to assist the Columbia County Sheriff's Office to investigate an arson fire involving a car. Our lead fire investigator in the department is one of 13 nationally credentialed in Oregon to investigate car fires (at the time of this report). Interestingly, this investigation was successful and will be progressing in the near future with other government agencies.

### **Plan Reviews**

4

### **Driveway Inspections**

3

### **System Tests**

1

### **General Inspections**

4

### **Fire Investigations**

2

### **UAS (Drone) Missions**

3

## Operations Report

March started off with Lt. Anderson and I heading to Minnesota to do the final inspection of the fire engine that has been in production for almost a year. During this inspection we identified over 40 items that needed to be reconciled, one of them being a re-engineering of the piping system for the fire pump. The trip was very successful and we will have to execute several hours of training for each operator before we can place the apparatus in service. This apparatus will replace the 1989 Cabover fire engine that is 32 years old. We have one more trip scheduled to Spokane to visit the local dealer, look over their shop and make sure that all corrections were completed prior to us accepting delivery. While this process is long, these inspections validate the contract and make sure that our engine is exactly what was agreed upon. For equipment that has a 25–35-year life, we need to make sure we do not miss anything.

Holbrook station: We are working our way through a bid process. The bid process is to re-roof the Holbrook station. Our goal is to have this completed before the end of the fiscal year.

Chapman station has no outstanding deficiencies and is operating within limits.

The boat House station is in working order. 2 Deep Diving completed an inspection of the floats, and added a couple of floats where the floatation was deficient. Hopefully, we will not have any more challenges with the boathouse. Although, it still needs to be finished with sanding, and painting. At some point we will need to upgrade the electrical connection. The fire boat is back in service and the PCM module has fixed all of the non-working items that has troubled the boat over the last year (non-equalizing oil pressures, glow plug and starting problems etc.).

Scappoose station is holding steady, with the exception of high wear and tear areas. We are still obtaining quotes for HVAC replacement as a couple of contractors have been no shows. Another challenge that has been observed recently is vehicle exhaust keeps getting into the admin areas of the station. At some point in the future, we need to look at an exhaust system.

With one of our staff away on military leave for the next year, we have hired one of our NIFF to fill the vacancy. Please welcome Amy Quinn as our newest probationary employee. When the person on deployment returns, she will return to her NIFF position, unless we are successful with the Levy or SAFER grant.

Lastly, we are in the process of beta testing a component of our new SCBA systems before we decide to implement it fully. When we received our SCBA's, we also received 3 telemetry units. These units allow the chief officers to see the air consumption of all SCBA's on the fire ground and execute an emergency recall remotely if need be. To do the beta testing, we have to purchase a surface pro (only device that can accommodate the software). If we do not like the system or it does not work, we will surplus and sell the equipment.

**Training Report  
Chief Marks  
April 2021**

**March Projects:**

Duty Shifts

2021 Volunteer Academy

2021 annual training calendar

Drills / Activities / Meetings in March included

Board Meeting

LCRTOA

Admin and Officers Meetings

EMS Recert

Training hours reports for EMT's

EMS Skills Verification

The 2021 volunteer academy is complete. We have one volunteer who will be joining the current membership.

I have been catching up with my own personal EMS recert hours. Duty crews continue to complete these as well. All EMS personnel completed their EMS Skills verification during March. We worked with CRFR to host Dr. Sasek for this event. It went smoothly and all personnel were able to complete skills in a short amount of time.

Another bigger project was setting the academy and annual training schedule for an upcoming probationary firefighter. The member will work two weeks on days to complete initial training. They have attended a firefighter 1 & 2 academy in the past, so this is "knocking the cob-webs off". After two weeks they will be placed on shift.

My Time Worked in February 2021	186 hours
Call Time in February 2021	329.75 Hours
<b>Total Hours</b>	516.75
Total March Training Hours	367.25 Hours
Total Volunteer Hours in February 2021	413.88 between 16 individuals

Alex Tardif

Director of Finance April 8, 2021 Meeting

At March 31, the District completed 75% of the fiscal year.

Personnel salaries and payroll taxes are on track at 72.5%. Materials & Services are at 77.4%. Contract services is at 212%, this is due to conflagration. Equipment Maintenance is at 89.5%. I.T. is at 120%, due to COVID expenses. The Real & Personal Property Fund paid \$122,080 for the Rosenbauer engine chassis. The balance owed upon completion is \$339,000. The loan funds in escrow are \$225,000. The remaining cash payment owed by the District is about \$114,000. We expect to pay these funds after taking delivery in April of 2021. We made our first payment of four in the amount of 61,578 on our debt in December.

EMS receipts to date total \$445,586, which is 69.6% of budget. The monthly average for the last 3 months is \$60,737. The Current monthly average for the year is \$49,509 (total/9). EMS revenue must average \$53,333 per month to reach this year's conservative budget of \$640,000. Based on current trends EMS revenue is projected to come in at \$594,113, which is about 92% of budget or about \$46,000 below budget.

Of note, we have received 99.6% of budgeted taxes or \$1,572,959.41 for local option and \$1,421,893.47 for permanent rate. We received \$102.353 in prior year taxes or about 97.5% of budget. These tax dollars need to cover two fiscal years, the last 6mos of the current fiscal year and the first 6 months of the following fiscal year.

Preliminary budgets are prepared and will be transferred to the budget workbook and budget book for May's board meeting.

# OLD BUSINESS



# NEW BUSINESS