

# Scappoose Rural Fire District

## SCAPPOOSE FIRE DISTRICT BUDGET COMMITTEE MEETING & 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, May 12, 2022

The regular meeting of the Scappoose Rural Fire Protection District Board of Directors is  
Thursday, May 12, 2022, Scappoose Fire Station, Scappoose, Oregon.  
The Board meeting will begin after completion of the 7:00 p.m. budget meeting.

### **Notice of Budget Committee Meeting** **Scappoose Fire District Regular Board Meeting**

Thu, May 12, 2022 7:00 PM - 11:00 PM (PDT)

**Please join our meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/272899965>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 272-899-965

### **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.**

**Please note, personnel concerns will not be discussed in a public meeting. If you have any concerns with personnel, please schedule a meeting with the Fire Chief or Board President.”**

### **Audience Participation**

### **Consent Agenda:**

- Approve minutes from the April 14, 2022 Regular meeting (Page 4)
- Approve 4.30.22 Expense Account activity (Page 8)
- 4.30.22 Budget vs. Actual (Page 12)

**Agenda items are hyperlinked.  
Click on the link and it will take  
you to the desired page.**

**At the end of the each report,  
click on the "red" page number  
and it will take you to the  
agenda.**

**Statistical Data:**

- Ambulance Activity Report ([Page 16](#))
- Response Activity Report ([Page 18](#))
- UAS Flight Summary ([Page 29](#))

**Staff Reports:**

- Chief's Report ([Page 34](#))
- Operations Report ([Page 36](#))
- EMS Operations ([Page 37](#))
- Fire Marshal Report / Training Report ([Page 39](#))
- Financial Report – Present Audit/Financial ([Page 41](#))

**Old Business:**

1. SDAO Best Practice Discount ([Page 43](#))
2. Policy Manual Updates (*This will be ongoing over the next several months*)
  - a. Drug Policy ([Page 45](#))

**Committee Reports:**

- Management Team
- Long Range Planning Committee
- Awards & Incentives – Funding for SVFA LOSAP ([Page 48](#))

**Miscellaneous:**

**New Business:**

1. Budget Committee review and discussion (if needed)
2. Authorization to sign agreement with ODF for REMS (Same as last year's agreement) ([Page 51](#))

**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.

# **PREVIOUS MEETING MINUTES**

# Scappoose Rural Fire District

## BOARD OF DIRECTORS REGULAR MEETING April Regular Board Meeting

Thursday, April 14, 2022, 7:00 PM – 10:00 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/876868885>

You can also dial in using your phone.

United States: +1 (872) 240-32`3

Access Code: 876-868-885

**In attendance:** President Sorenson, Director Kriek, Director Graham, Director Gift, Director Reeves (electronically) Chief Pricher, Chief Bautista, Lt. Heuer, FF Zimbrick, FF Dietz, NIFF Curio, FD Bloomquist, M Heath

### Call to Order & Flag Salute – 7: 01 pm call to order

#### 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:** Director Graham moved to approve the consent agenda. Director Kriek seconded the motion. Director Gift asked for clarification on the March Board Meeting minutes. Minutes were correct. Directors inquired about individual expenses in the transaction detail account.

Directors discussed the budget vs. actual report with a focus on property taxes. There was an error in Multnomah Co. budget projections. We have received 100% of the permanent rate levy and 98.3% of the local option levy taxes as budgeted.

Directors discussed account #750 budget vs. actual. Chief Pricher mentioned that this account also includes fuel and there will be a moratorium placed on this account to stay in budget until the end of the fiscal year.

**Motion carried unanimously.**

- Approve minutes from the March 10, 2022, Regular meeting
- Approve 3.31.22 Expense Account activity
- 3.31.22 Budget vs. Actual

#### **Statistical Data:**

- Ambulance Activity Report – Revenues are up. Call volume has increased approx. 6.5% from this point last year.
- Response Activity Report – We are averaging 6 calls/day. Director Gift asked if we know the basis of “Good Intent” calls. The district has been working with the community paramedic and local agencies to decrease and better identify these types of calls.

#### **Staff Reports:**

- Chief’s Report - Chief Pricher spoke to the Senate Discretionary Funding as well as this month’s challenges with financial operations.
- Operations Report – Staffing challenges, Chief Bautista’s recent deployment, and new engine is now in service. ASA report continues to be in the works. Columbia County Commission will receive this report. Building roof repairs were discussed, as well as a current architect survey. Every member of the organization is requested to respond. Chief Pricher thanked the staff for helping staff the station.
- Chief Bautista’s Report – Fire Marshal duties have increased, inspections & pre-plans with training on Intterra software are beginning to be used. Chief Bautista will also be investigating the use of consulting fees for Fire Marshal duties and the time involved.
- Chief Marks’ Report – The ASA report was discussed in Operations.
- FD Bloomquist’s Report – Mike is learning the process and quickly making the transition to the fire agency.

#### **Old Business:**

- **Policy Manual Updates** (*This will be ongoing over the next several months*)
- **Budget discussion – Discussion on major budget items:** The major expense priorities will be presented next year.

#### **Committee Reports:**

- Management Team – Met prior to tonight’s meeting.
- Long Range Planning Committee – No meeting
- Awards & Incentives – Funding for LOSAP. Update for this on next board meeting agenda.

#### **Miscellaneous:**

**New Business:**

- Cot Loading Equipment – Chief Pricher would like to purchase this prior to end of the fiscal year. The funds are available in capital outlay. NIFF Curio said there is an ORS coming that requires safety measures similar to what this cot will provide. The board asked about how long it will take to receive the cot. NIFF Curio is ready to purchase. Director Graham motions to purchase the Stryker Power Loader not to exceed \$25,532.55. Director Gift seconded. Motion passed unanimously.

**Good of the Order:** Director Graham mentioned the newspaper articles featuring staff.

Director Gift mentioned that a prior board member James Baughn passed recently. We need to send something to the family. M Heath will take care of this.

1. **Executive Session:** ORS 192.660(2)(D) to discuss Labor negotiations. 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.

**Adjourn.** Director Graham motioned to adjourn; Director Gift seconded. Meeting adjourned at 8:30 pm.

# EXPENSE ACCOUNT ACTIVITY

**Scappoose Rural Fire Protection District**  
**Transaction Detail by Account**  
April 2022

Account	Name	Memo/Description	Amount
<b>550 Insurance</b>			
	American Heritage Life Insurance Co.	April Insurance Anderson & Marks	136.90
	Standard Insurance	Life & LTD Insurance	1,555.15
	Paychex Payroll	Flex Spend Cash-Out	9,762.09
	Paychex - tax	ER Workers Benefit Ins	56.26
<b>Total for 550 Insurance</b>			<b>\$ 11,510.40</b>
<b>560 Personnel Salaries</b>			
	PERS	JanFebMar2022 EE PERS Contrib	33,385.05
	Standard Insurance	STD staff PR deductions	562.83
	Paychex Payroll	Shift differential	151.97
	Paychex Payroll	Phone pay	100.00
	Paychex Payroll	Longevity pay	947.54
	Paychex Payroll	FLSA - OT	2,320.08
	Paychex Payroll	ER deferred comp match	4,075.49
	Paychex - tax	EE Tax WH	46,370.90
	Paychex Payroll	PR garnishment	805.00
	Paychex Payroll	Overtime pay	17,777.30
	Paychex Payroll	balance of net pay	85,942.78
	Paychex Payroll	FF incentive pay	1,894.79
	Inroads Credit Union	Staff food fund-- April PR deductions	905.00
	Transamerica Life Ins. Co.	Employee Life #42462357 Ahlers	93.81
	Tualatin Valley Fire Fighters Union	Union Dues	1,988.54
	VOYA -Oregon Svgs Growth Plan	Plan 350001	12,146.84
	HRA VEBA Trust	April 2022 - VEBA payment	10,346.97
<b>Total for 560 Personnel Salaries</b>			<b>\$ 219,814.89</b>
<b>570 SocSec/Medicare(FICA)</b>			
	Paychex - tax	ER FICA	14,993.80
<b>Total for 570 SocSec/Medicare(FICA)</b>			<b>\$ 14,993.80</b>
<b>580 Volunteer Services</b>			
	Greenup, Cade	April 2022 cell phone	38.00
<b>Total for 580 Volunteer Services</b>			<b>\$ 38.00</b>
<b>590 Personnel Benefits</b>			
	PERS	JanFebMar2022 ER PERS Contrib	147,959.37
	Oregon Occupational Medicine	90071 Dietz fit for duty exam	115.00
	Benefit Help Solutions(FSA)	FSA monthly admin chg	75.00
	P.E.R.S.	ER PERS retirement savings	210.63
	Oregon Occupational Medicine	Fit for duty exam	115.00
<b>Total for 590 Personnel Benefits</b>			<b>\$ 148,475.00</b>
<b>Total for 1.1 GENERAL FUND PERSONNEL</b>			
<b>SVCS</b>			<b>\$ 394,832.09</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>			
<b>670 Contract Services</b>			
	Kleinberg Tech	March Report & 2021 Annual Report	1,010.00
	Local Government Law Group	Inv.# 62767 Personnel consulting	318.50
	Alex Tardif	March hours	715.00
<b>Total for 670 Contract Services</b>			<b>\$ 2,043.50</b>
<b>720 Public Fire Services</b>			
	Digital Graphiti Printing LLC	Reflective Signs/Decals for Rocky Point Bike Area	362.50
	Traffic Safety Supply Co., Inc	Flags, cones, stands	1,421.75
<b>Total for 720 Public Fire Services</b>			<b>\$ 1,784.25</b>
<b>740 Uniforms</b>			
	Zimbrick, Austin	Reimburse A. Zimbrick for FF Boots	297.00
<b>Total for 740 Uniforms</b>			<b>\$ 297.00</b>
<b>750 Maintenance on Equipment</b>			
	Pro Automotive & Diesel	2017 Ford F-350 Ambulance	1,767.76
	Wilcox & Flegel	EM Unleaded - 125gal @ 3.90	536.51
	Wilcox & Flegel	B5 Diesel - 200gal @ 3.976	795.81
	Sunset Auto Parts	Misc parts	110.73
<b>Total for 750 Maintenance on Equipment</b>			<b>\$ 3,210.81</b>
<b>760 Administration</b>			
	Elavon Visa Processing	3/2022 Visa Processing charges	289.46
	Secretary of State, Division of Audits	FY20-21 Audit Report Filing Fee	250.00
		bank analysis svc charge	15.95



	Paychex Invoice	monthly payroll processing chg	195.70
	Pacific Office Automation, Inc.	monthly B&W billing	47.92
<b>Total for 760 Administration</b>			<b>\$ 799.03</b>
<b>765 Information Technology</b>			
	First Arriving LLC	Dashboard software	1,197.00
	City of Portland	800 MHZ	151.92
	TriTech Emergency Medical Systems, Inc.	Double payment for missed Feb 22'	250.00
	TriTech Emergency Medical Systems, Inc.		250.00
	AT&T Mobility	FirstNet - April 2022 Bill	454.85
	Centerlogic, Inc.	Nathan on site - April 2022	230.00
<b>Total for 765 Information Technology</b>			<b>\$ 2,533.77</b>
<b>775 Emerg. Operating Supplies</b>			
	Columbia Feed & Supply	Saw chain and sharpening	41.00
	Crux Rescue LLC	RRO/RRT Combo	7,200.00
<b>Total for 775 Emerg. Operating Supplies</b>			<b>\$ 7,241.00</b>
<b>780 Building &amp; Grounds Maint.</b>			
	Alonzo Yard Maintenance LLC	19260 NW Cleetwood (March regular maintenance)	200.00
	Ace Hardware - Scappoose	Paul - nozzle twist	19.98
	Ace Hardware - Scappoose	Dishwasher repair	31.23
	Rose City Moving & Storage	Conference Room tables	6,416.12
<b>Total for 780 Building &amp; Grounds Maint.</b>			<b>\$ 6,667.33</b>
<b>810 Utilities</b>			
	Northwest Natural Gas	ACCT #447881-4	270.90
	Comcast	Acct 87781020201633936	248.85
	Waste Management of Oregon, Inc.	monthly Garbage/Recycling	127.45
	Verizon Wireless - Phones	Inv.# 9903062287	1,111.17
	Verizon Wireless	Inv.# 9903133053	15.44
	CRPUD	April statement	992.97
	City of Scappoose	000422-000	35.52
	City of Scappoose	000421-000	345.66
	CenturyLink	Phones	203.93
	W.O.E.C.	Chapman electricity - April 2022	319.08
	Spectrum VoIP	VOIP internet backup	27.06
	W.O.E.C.	Acct 13045001	314.36
<b>Total for 810 Utilities</b>			<b>\$ 4,012.39</b>
<b>870 EMS Operations</b>			
	Airgas - USA, LLC	Inv 9124418876	202.91
	Life-Assist, Inc.	Inv. # 1196772	221.76
	Airgas - USA, LLC	Add to prior invoice	72.93
	Life-Assist, Inc.	Inv. # 1195469	1,247.96
	Life-Assist, Inc.	Inv. # 1195655	102.71
	Life-Assist, Inc.		695.70
	Life-Assist, Inc.		156.28
	Life-Assist, Inc.		589.84
	Life-Assist, Inc.		50.43
	Life-Assist, Inc.	Multiple invoices	27.27
	Life-Assist, Inc.		17.56
	Life-Assist, Inc.		245.40
	Systems Design	EMS billing	1,908.29
	Teleflex		101.29
	Teleflex		557.11
	Teleflex	EZ-IO 25mm and 45mm	557.10
	Bound Tree Corp.	Esmolol	77.69
	Airgas - USA, LLC	O2	170.96
	Airgas - USA, LLC	O2	530.89
	Airgas - USA, LLC	O2	265.45
	Airgas - USA, LLC	O2 - overpayment credit	-50.61
	Sasek, Dean MD	4 Missed prior month payments	2,766.68
	Sasek, Dean MD	Physician Advisor - April 2022	691.67
<b>Total for 870 EMS Operations</b>			<b>\$ 11,207.27</b>
<b>Total for 1.2 GENERAL FUND MATERIAL &amp; SVC</b>			<b>\$ 39,796.35</b>
<b>Total for 1...</b>			<b>\$ 434,628.44</b>
<b>Total for 1..GENERAL FUND EXPENDITURES</b>			<b>\$ 434,628.44</b>
<b>3. PROPERTY FUND CAPITAL OUTLAY</b>			
<b>Fire Apparatus &amp; Equipment</b>			
	49er Communications	Radio Equipment	58,919.60

Total for Fire Apparatus & Equipment	\$ 58,919.60
Total for 3. PROPERTY FUND CAPITAL OUTLAY	\$ 58,919.60

# BUDGET VS ACTUAL

# Scappoose Rural Fire Protection District

Budget vs. Actuals: FY\_2021\_2022 - FY22 P&L

July 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1. GENERAL FUND REVENUES	2,145.40		2,145.40	
Begin Available Cash on Hand	1,883,049.16	1,625,103.00	257,946.16	115.87 %
Conflagration	46,211.95	30,000.00	16,211.95	154.04 %
EMS Receipts	612,039.20	532,963.00	79,076.20	114.84 %
Fire Marshal	1,150.19	10,000.00	-8,849.81	11.50 %
FireMed	18,021.75	36,000.00	-17,978.25	50.06 %
G.E.M.T. (Medicaid)	103,384.87	30,000.00	73,384.87	344.62 %
Gas Royalties	38,715.82	15,000.00	23,715.82	258.11 %
Grant Awards	38,348.64	1,000.00	37,348.64	3,834.86 %
Interest Earned on Investments	4,471.90	5,000.00	-528.10	89.44 %
Intergovernmental		0.00	0.00	
Miscellaneous Revenue	23,663.61	20,000.00	3,663.61	118.32 %
Property Taxes				
Taxes - Current				
Local Option Levy	2,720,389.29	2,779,127.00	-58,737.71	97.89 %
Permanent Rate Levy	1,540,245.66	1,556,451.00	-16,205.34	98.96 %
<b>Total Taxes - Current</b>	<b>4,260,634.95</b>	<b>4,335,578.00</b>	<b>-74,943.05</b>	<b>98.27 %</b>
Taxes - Prior Years	93,689.83	92,069.00	1,620.83	101.76 %
<b>Total Property Taxes</b>	<b>4,354,324.78</b>	<b>4,427,647.00</b>	<b>-73,322.22</b>	<b>98.34 %</b>
<b>Total 1. GENERAL FUND REVENUES</b>	<b>7,125,527.27</b>	<b>6,732,713.00</b>	<b>392,814.27</b>	<b>105.83 %</b>
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	34,360.43	0.00	34,360.43	
Grant Award		100,000.00	-100,000.00	
<b>Total 2. GRANT FUND REVENUE</b>	<b>34,360.43</b>	<b>100,000.00</b>	<b>-65,639.57</b>	<b>34.36 %</b>
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	161,205.57	154,668.00	6,537.57	104.23 %
Interest Earned on Investments	304.90	0.00	304.90	
Transfers In		63,539.00	-63,539.00	
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>161,510.47</b>	<b>218,207.00</b>	<b>-56,696.53</b>	<b>74.02 %</b>
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	88,208.84	58,128.00	30,080.84	151.75 %
Interest Earned on Investments	160.44	0.00	160.44	
Transfers In		50,000.00	-50,000.00	
<b>Total 4. PERSONNEL SVCS FUND REVEN</b>	<b>88,369.28</b>	<b>108,128.00</b>	<b>-19,758.72</b>	<b>81.73 %</b>
<b>Total Income</b>	<b>\$7,409,767.45</b>	<b>\$7,159,048.00</b>	<b>\$250,719.45</b>	<b>103.50 %</b>
<b>GROSS PROFIT</b>	<b>\$7,409,767.45</b>	<b>\$7,159,048.00</b>	<b>\$250,719.45</b>	<b>103.50 %</b>
Expenses				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				

# Scappoose Rural Fire Protection District

Budget vs. Actuals: FY\_2021\_2022 - FY22 P&L

July 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
550 Insurance	530,151.04	643,584.00	-113,432.96	82.37 %
560 Personnel Salaries	1,888,063.07	2,460,425.00	-572,361.93	76.74 %
570 SocSec/Medicare(FICA)	146,903.42	197,775.00	-50,871.58	74.28 %
580 Volunteer Services	2,503.50	20,000.00	-17,496.50	12.52 %
590 Personnel Benefits	506,685.37	751,740.00	-245,054.63	67.40 %
<b>Total 1.1 GENERAL FUND PERSONNEL SVCS</b>	<b>3,074,306.40</b>	<b>4,073,524.00</b>	<b>-999,217.60</b>	<b>75.47 %</b>
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	15,057.14	52,000.00	-36,942.86	28.96 %
680 Communications Maintenance	7,779.73	15,000.00	-7,220.27	51.86 %
720 Public Fire Services	4,134.41	15,000.00	-10,865.59	27.56 %
730 Property & Liability Insur.	82.00	63,000.00	-62,918.00	0.13 %
740 Uniforms	11,690.35	15,000.00	-3,309.65	77.94 %
750 Maintenance on Equipment	97,520.23	130,000.00	-32,479.77	75.02 %
760 Administration	40,255.52	50,500.00	-10,244.48	79.71 %
765 Information Technology	75,332.65	115,000.00	-39,667.35	65.51 %
770 Cleaning Materials & Supplies	2,442.69	5,000.00	-2,557.31	48.85 %
775 Emerg. Operating Supplies	39,679.57	65,000.00	-25,320.43	61.05 %
780 Building & Grounds Maint.	23,868.54	94,000.00	-70,131.46	25.39 %
790 Training	30,484.39	70,000.00	-39,515.61	43.55 %
810 Utilities	30,635.94	36,150.00	-5,514.06	84.75 %
870 EMS Operations	91,568.37	155,000.00	-63,431.63	59.08 %
880 FireMed		0.00	0.00	
<b>Total 1.2 GENERAL FUND MATERIAL &amp; SVC</b>	<b>470,531.53</b>	<b>880,650.00</b>	<b>-410,118.47</b>	<b>53.43 %</b>
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	101,573.13	200,000.00	-98,426.87	50.79 %
<b>Total 1.3 GENERAL FUND CAPITL OUTLAY</b>	<b>101,573.13</b>	<b>200,000.00</b>	<b>-98,426.87</b>	<b>50.79 %</b>
1.4 GENERAL FUND DEBT				
930 Debt	63,652.72	65,000.00	-1,347.28	97.93 %
<b>Total 1.4 GENERAL FUND DEBT</b>	<b>63,652.72</b>	<b>65,000.00</b>	<b>-1,347.28</b>	<b>97.93 %</b>
<b>Total 1...</b>	<b>3,710,063.78</b>	<b>5,219,174.00</b>	<b>-1,509,110.22</b>	<b>71.09 %</b>
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services		50,000.00	-50,000.00	
Transfers to Property Fund		63,539.00	-63,539.00	
<b>Total 1.5 GENERAL FUND TRANSFER OUT</b>		<b>113,539.00</b>	<b>-113,539.00</b>	
1.6 GENERAL FUND CONTINGENCY		400,000.00	-400,000.00	
1.7 GENERAL RESERVED FOR FUTURE		1,000,000.00	-1,000,000.00	
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>3,710,063.78</b>	<b>6,732,713.00</b>	<b>-3,022,649.22</b>	<b>55.11 %</b>
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	33,796.07	100,000.00	-66,203.93	33.80 %
<b>Total 2. GRANT FUND EXPENSE</b>	<b>33,796.07</b>	<b>100,000.00</b>	<b>-66,203.93</b>	<b>33.80 %</b>
3. PROPERTY FUND CAPITAL OUTLAY				

# Scappoose Rural Fire Protection District

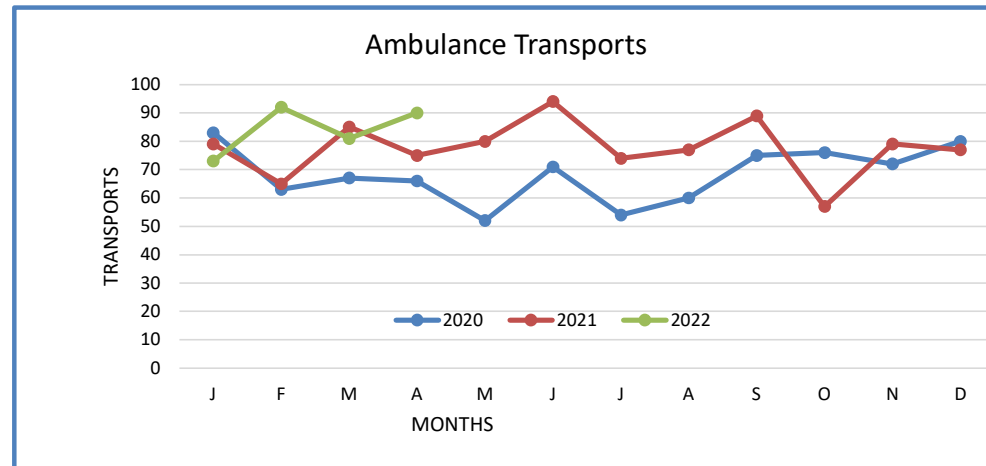
Budget vs. Actuals: FY\_2021\_2022 - FY22 P&L

July 2021 - April 2022

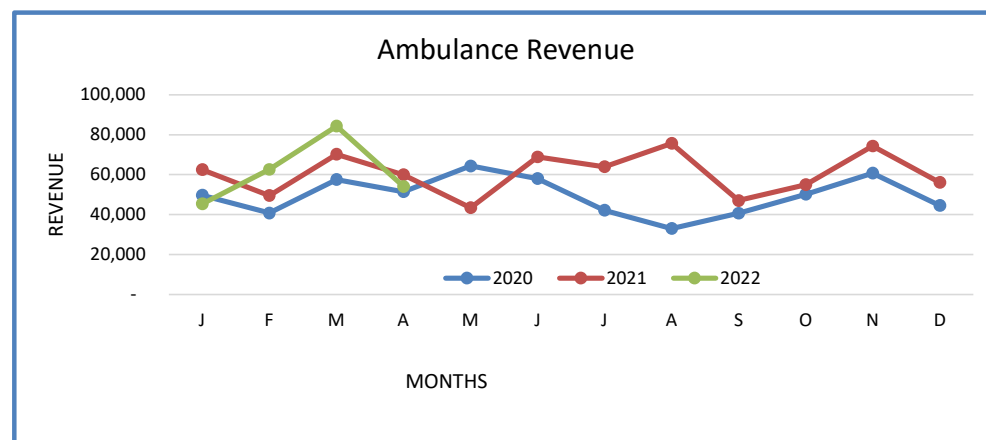
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
EMS Apparatus & Equipment	61,645.72	87,000.00	-25,354.28	70.86 %
Fire Apparatus & Equipment	58,919.60	126,207.00	-67,287.40	46.68 %
Miscellaneous Real Property		5,000.00	-5,000.00	
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>120,565.32</b>	<b>218,207.00</b>	<b>-97,641.68</b>	<b>55.25 %</b>
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	31,956.53	100,000.00	-68,043.47	31.96 %
Reserved for Future Expenses		8,128.00	-8,128.00	
<b>Total 4. PERSONNEL SVC FUND EXPENSE</b>	<b>31,956.53</b>	<b>108,128.00</b>	<b>-76,171.47</b>	<b>29.55 %</b>
Unapplied Cash Bill Payment Expense	12,993.88		12,993.88	
<b>Total Expenses</b>	<b>\$3,909,375.58</b>	<b>\$7,159,048.00</b>	<b>\$ -3,249,672.42</b>	<b>54.61 %</b>
NET OPERATING INCOME	<b>\$3,500,391.87</b>	<b>\$0.00</b>	<b>\$3,500,391.87</b>	<b>0.00%</b>
NET INCOME	<b>\$3,500,391.87</b>	<b>\$0.00</b>	<b>\$3,500,391.87</b>	<b>0.00%</b>

# **AMBULANCE BILLING & TRANSPORT REPORT**

	2020	2021	2022
J	83	79	73
F	63	65	92
M	67	85	81
A	66	75	90
M	52	80	
J	71	94	
J	54	74	
A	60	77	
S	75	89	
O	76	57	
N	72	79	
D	80	77	



	2020	2021	2022
J	49,639	62,433	45,385
F	40,764	49,564	62,509
M	57,548	70,213	84,303
A	51,391	59,929	54,000
M	64,340	43,379	
J	58,014	68,789	
J	42,023	63,882	
A	33,007	75,612	
S	40,574	47,015	
O	50,250	55,047	
N	60,727	74,287	
D	44,503	56,095	





# **MONTHLY RESPONSE & ACTIVITY REPORTS**

# MONTHLY REPORT

## SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



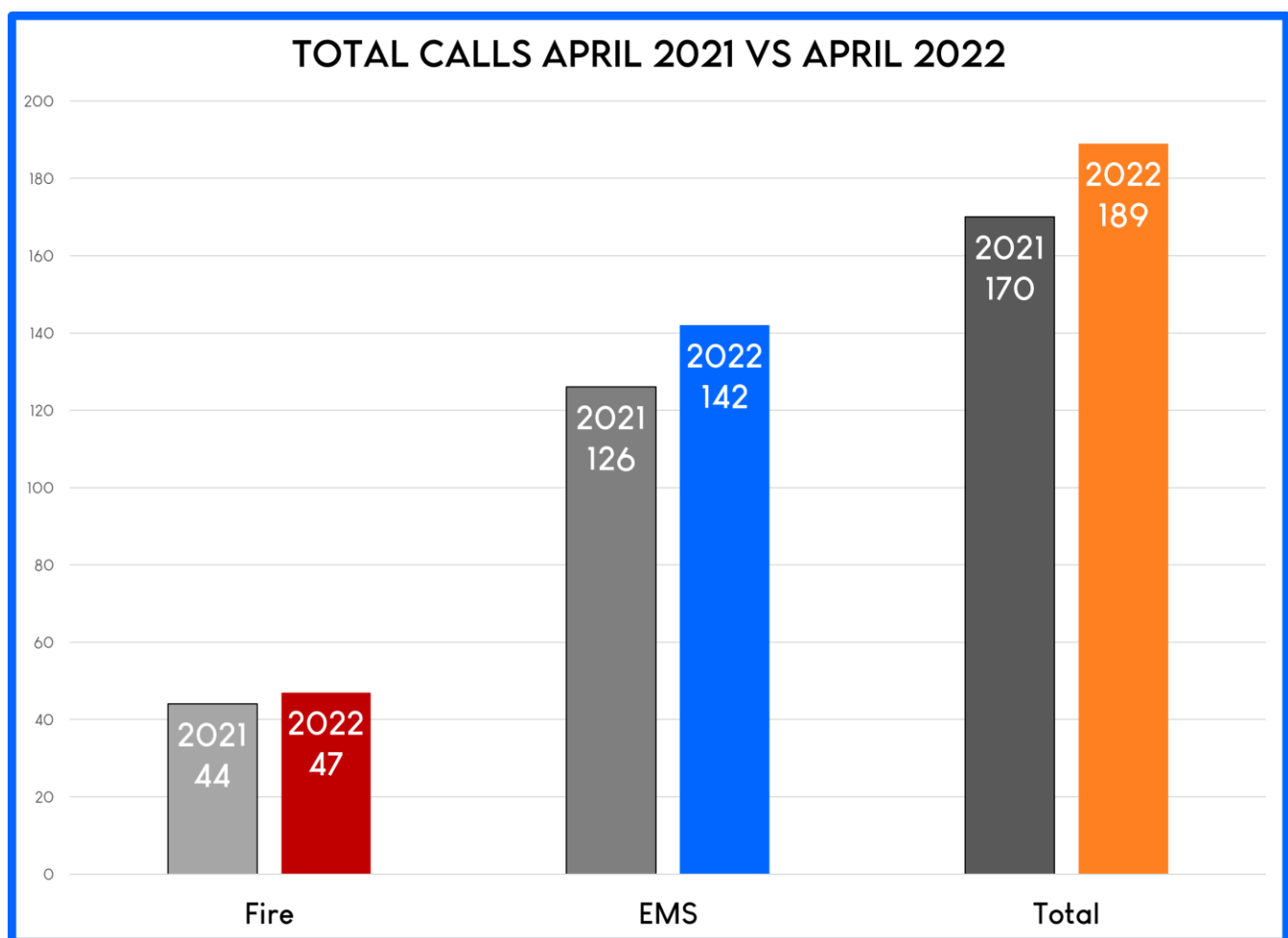
APRIL 2022

For the month of April, the ratio of EMS incidents to Fire incidents was 75% to 25% respectively. Total EMS related calls for the month were 142, including a total of 145 patients treated, with 94 of those transported to area hospitals. COVID-19 was suspected or confirmed in 5 patients.

Approximately 39% of the total call volume (74 incidents) represents overlapping calls (at least one other call in progress). Approximately 31% (17 incidents) of the of the 55 incidents that occurred during the hours of 8 PM to 8 AM represents overlapping calls. There were no incidents where unit(s) were deployed for more than two days. Either of these situations could require units to respond to areas outside their base districts, which would result in increased response times as well as depleted available resources to respond to emergencies.

Total Fire & EMS calls for service during the month was 189, with a total of 396 apparatus responses spending 215 hours and 45 minutes of time. Total Fire & EMS incidents for the same month in 2021 was 170.

For the month of April, SRFD averaged 1.68 Fire calls per day and 5.07 EMS calls per day for an overall daily average of 6.75 calls per day.



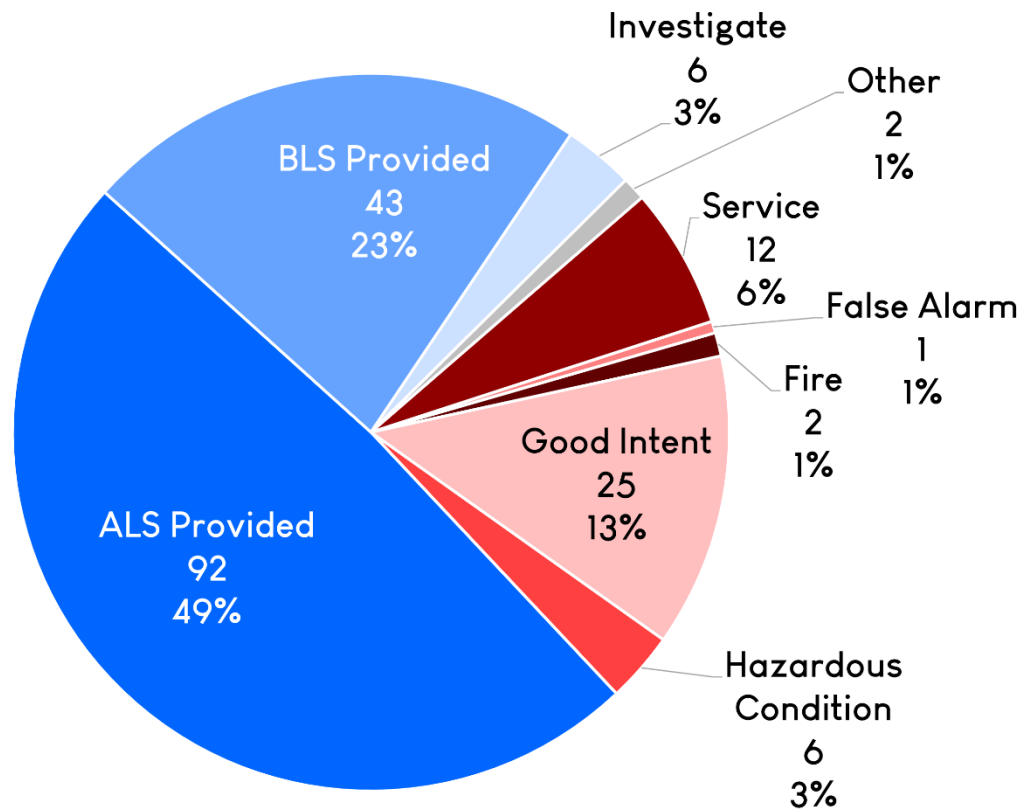
## FIRE AND EMS CALL BREAKDOWN FOR APRIL 2022

Fires	2
Hazardous Condition	6
Service Call	12
Good Intent	25
Other Assistance	1
False Alarm	1
<b>FIRE CALLS TOTAL</b>	<b>47</b>

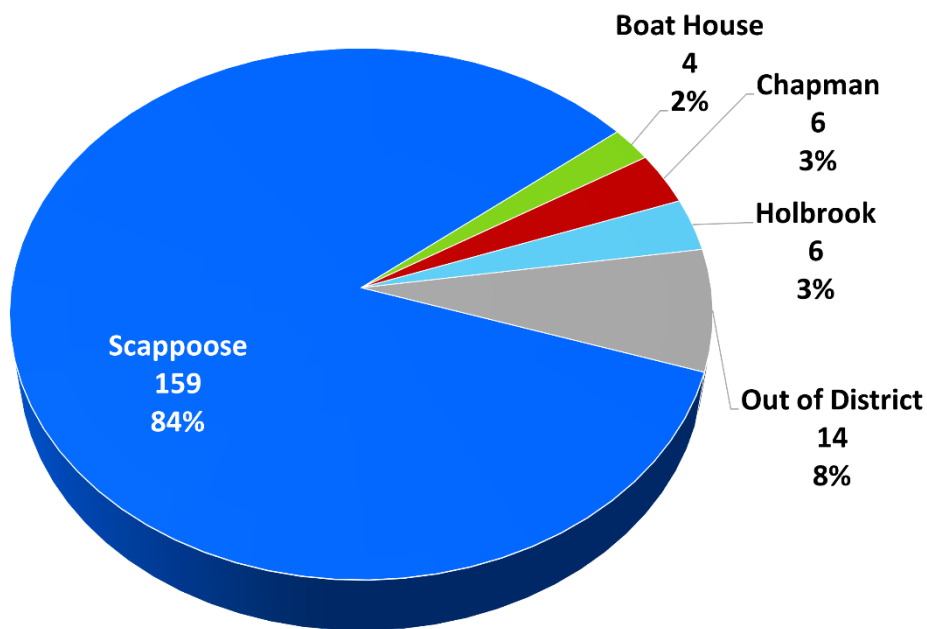
ALS Provided	92
BLS Provided	43
Investigate	6
Cancelled	0
Other Assistance	1
<b>EMS CALLS TOTAL</b>	<b>142</b>

### APRIL 2022 - CALLS BY TYPE

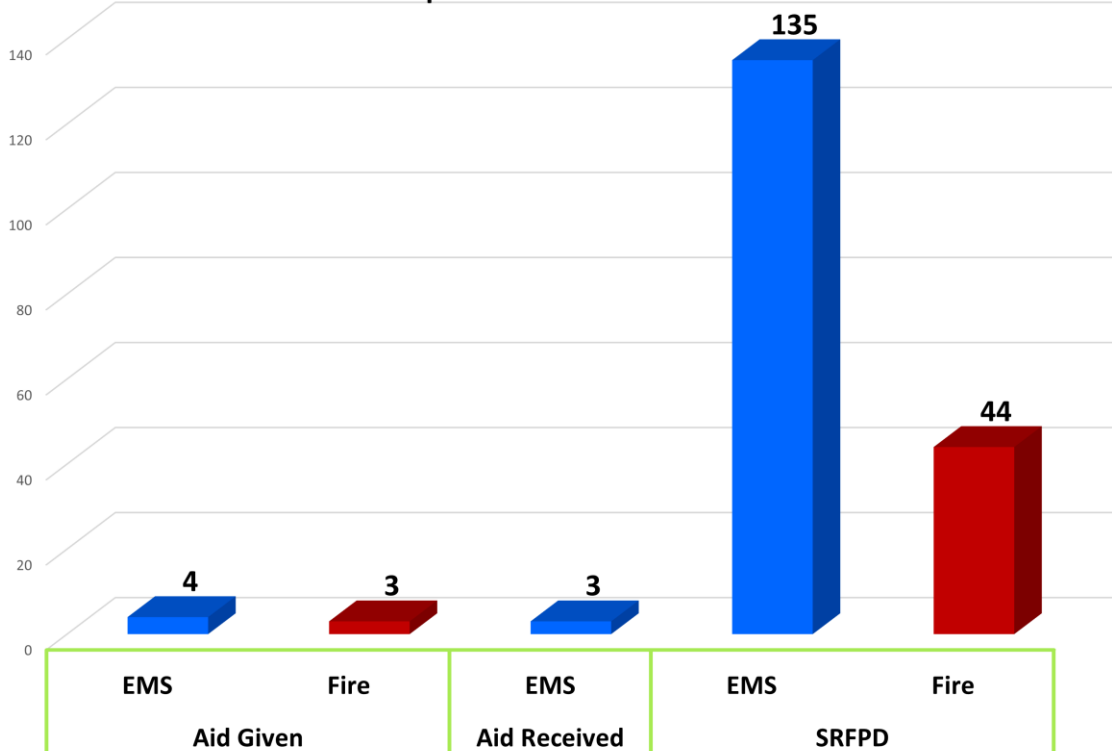
189 Incidents



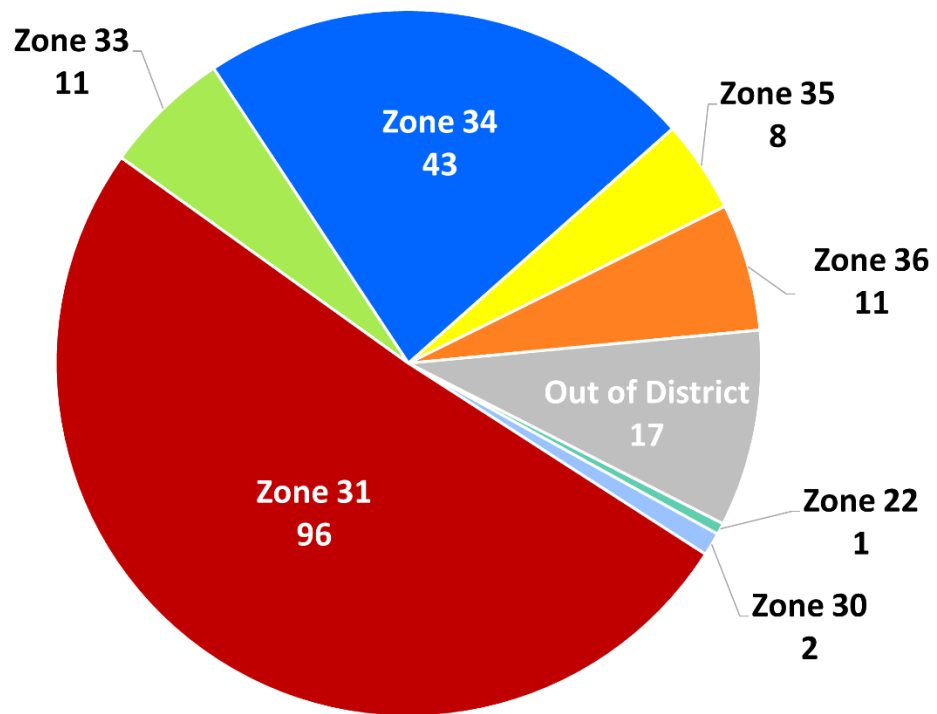
# **APRIL 2022 - INCIDENTS BY STATION** 189 Incidents with 396 Apparatus Responses



## **INCIDENTS BY RESPONDING JURISDICTION** April 2022 - 189 Incidents

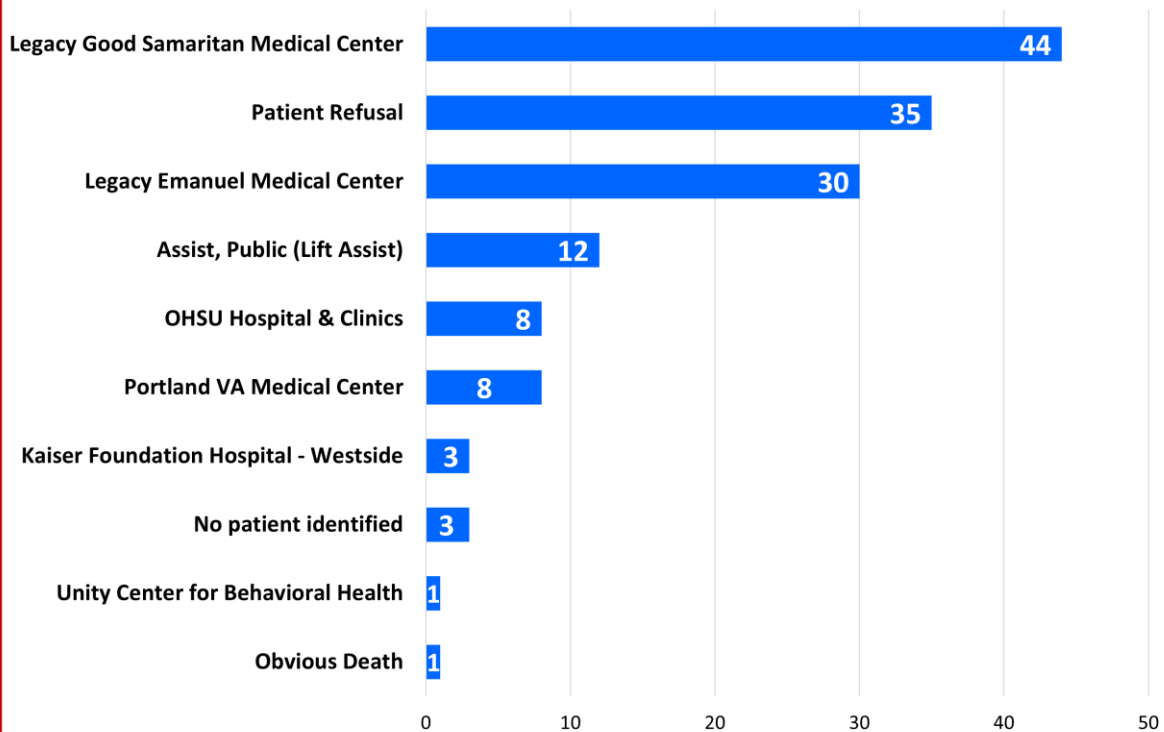


**APRIL 2022 - INCIDENTS BY ZONE**  
189 Incidents

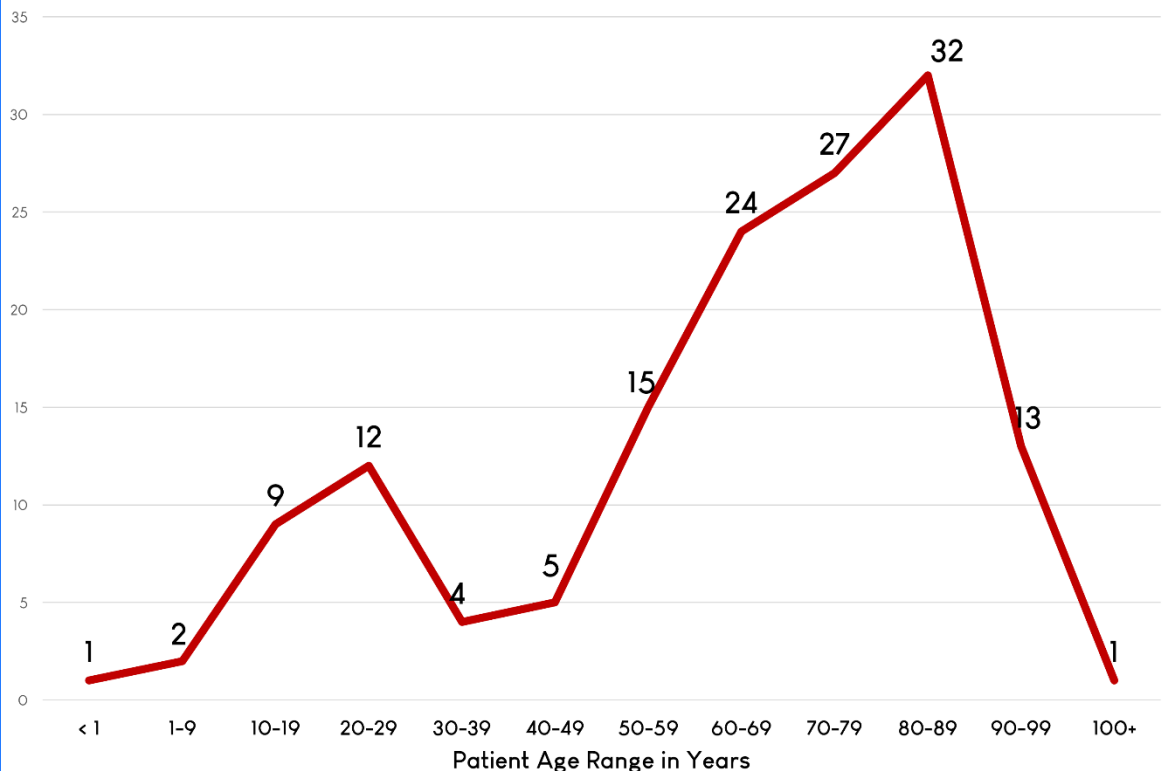


## APRIL 2022 - PATIENT DISPOSTION

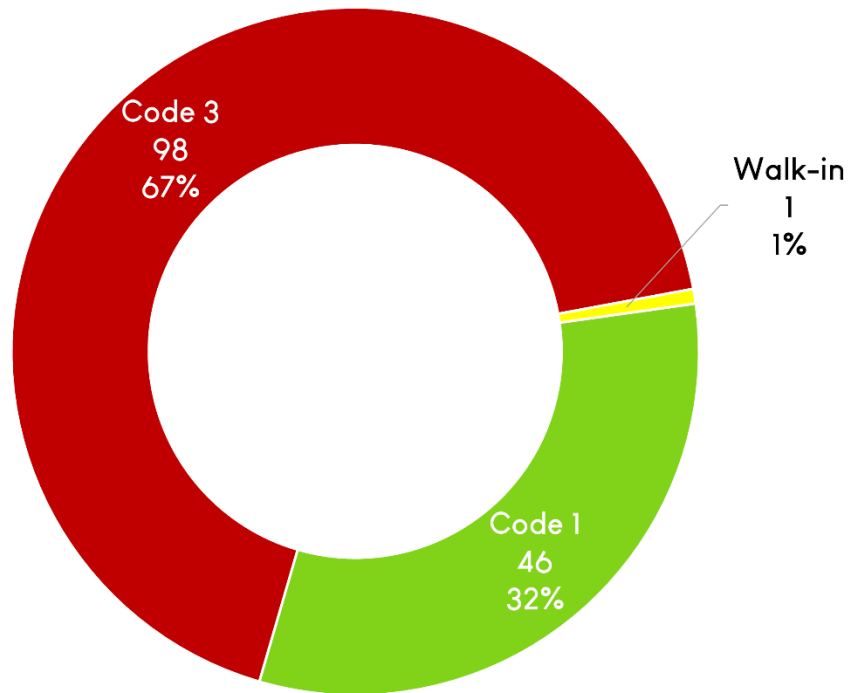
145 Patients Treated; 94 Transported



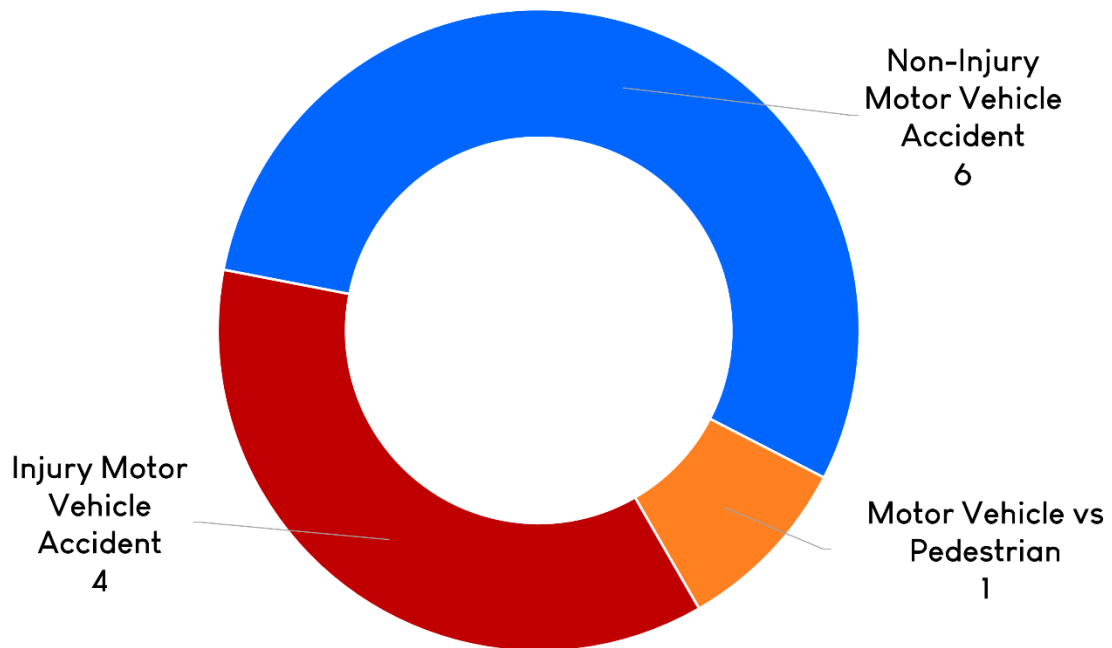
## APRIL 2022 AGE OF 145 PATIENTS TREATED



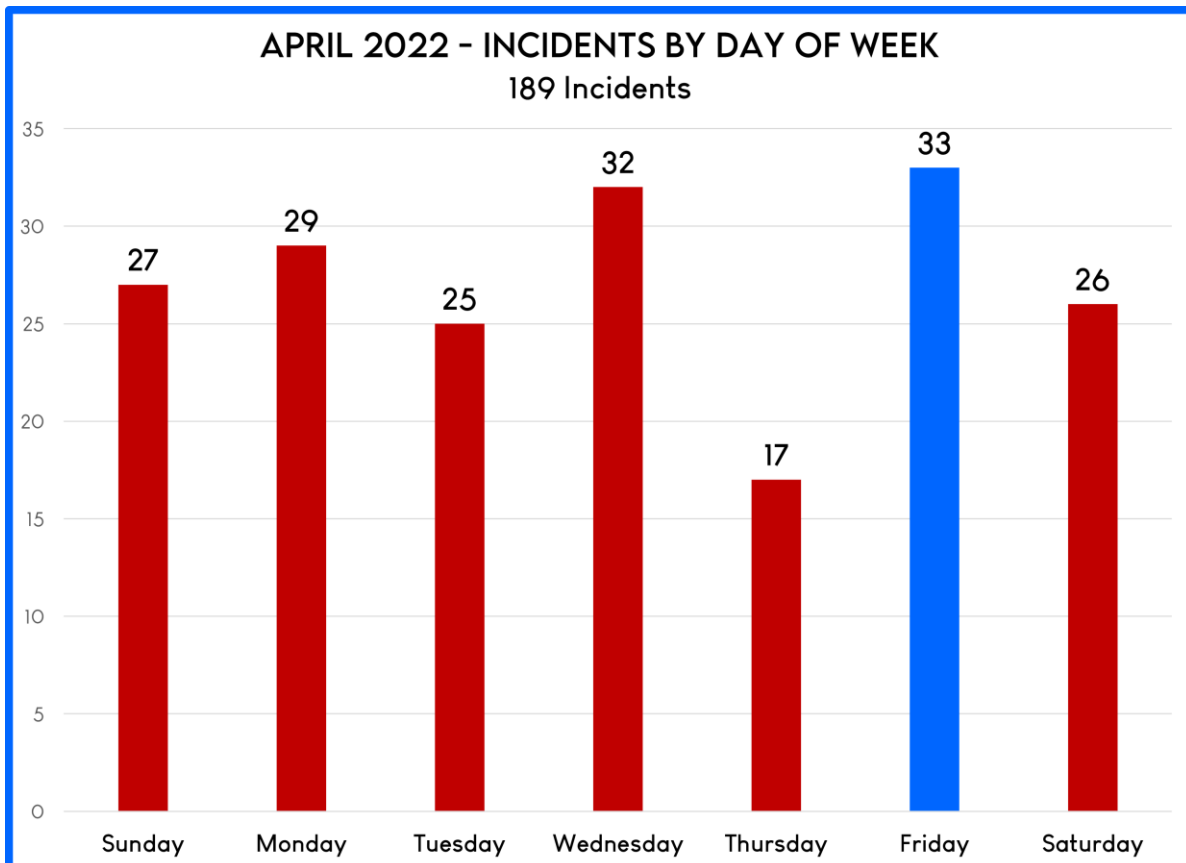
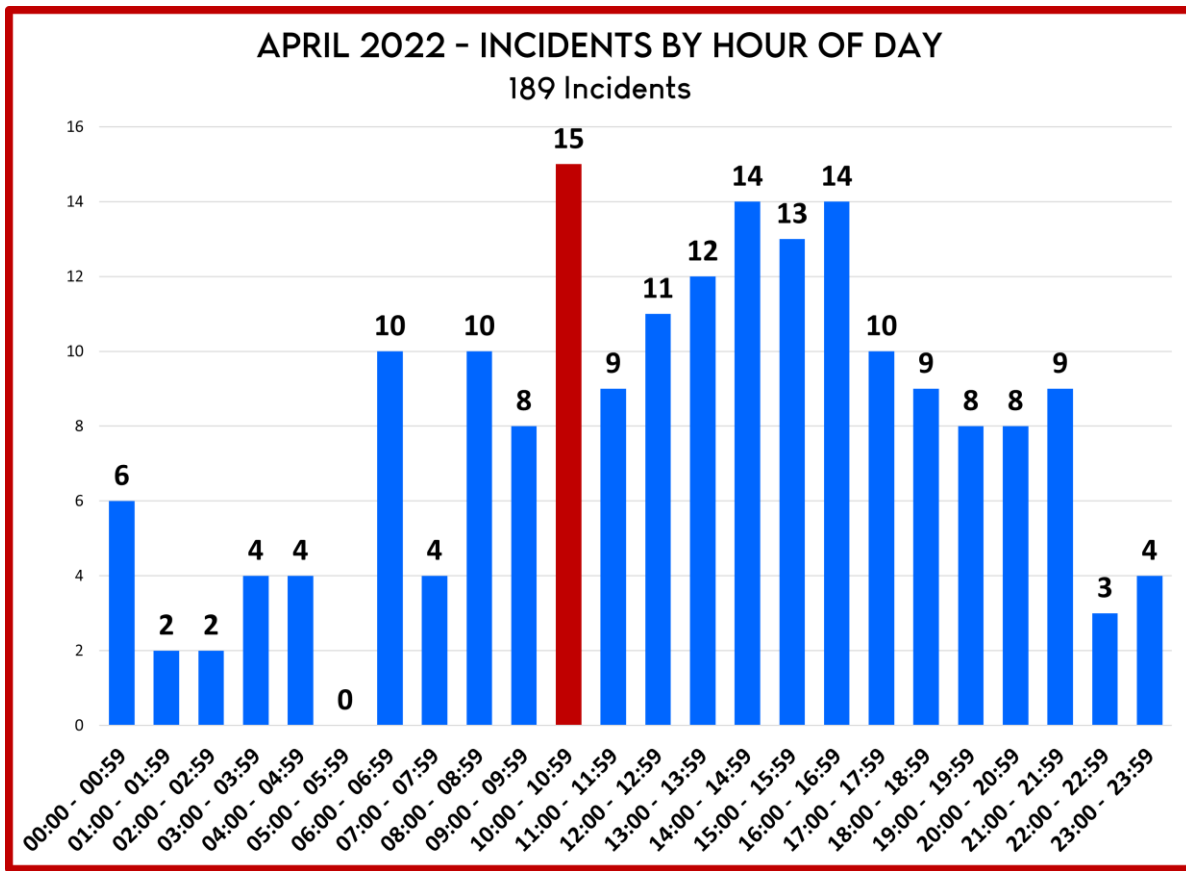
APRIL 2022 - EMS RESPONSE MODE  
145 Patients



APRIL 2022 - 11 MOTOR VEHICLE ACCIDENTS

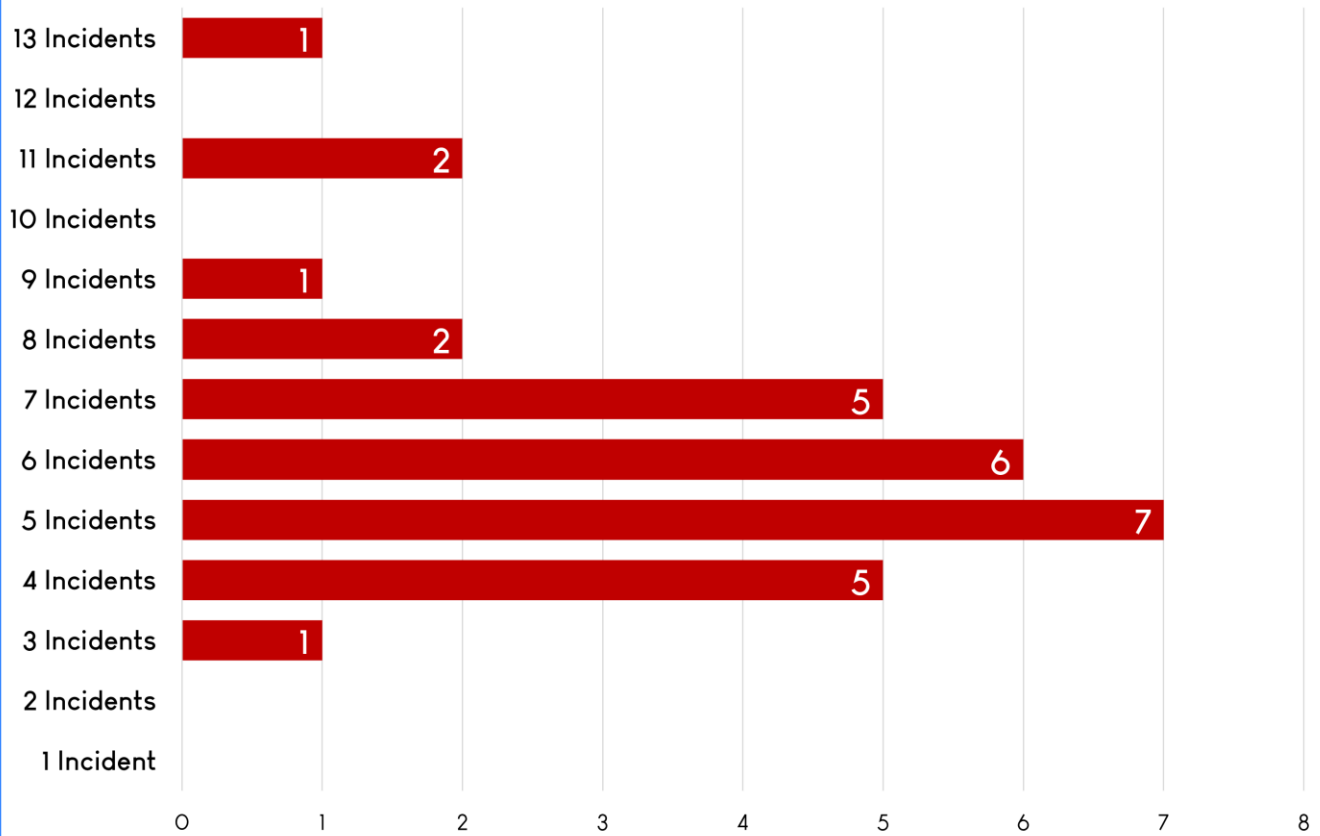


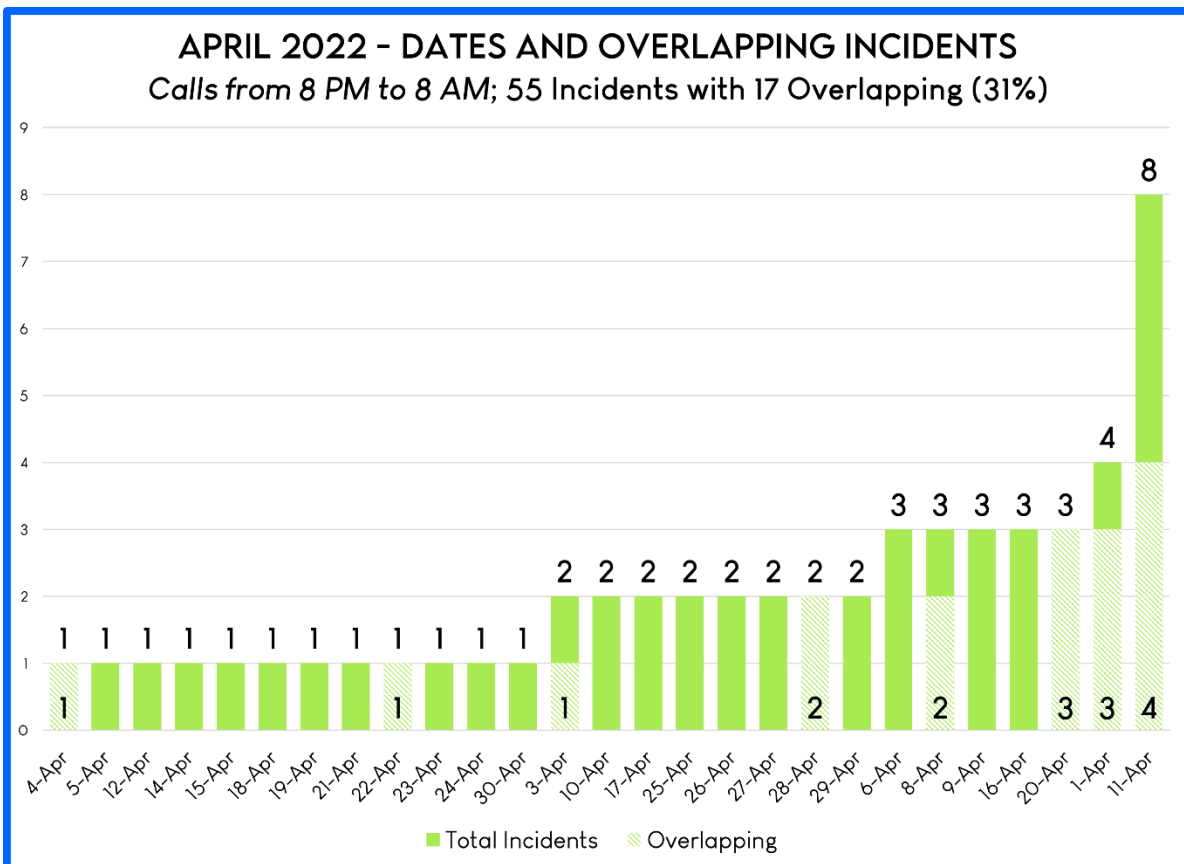
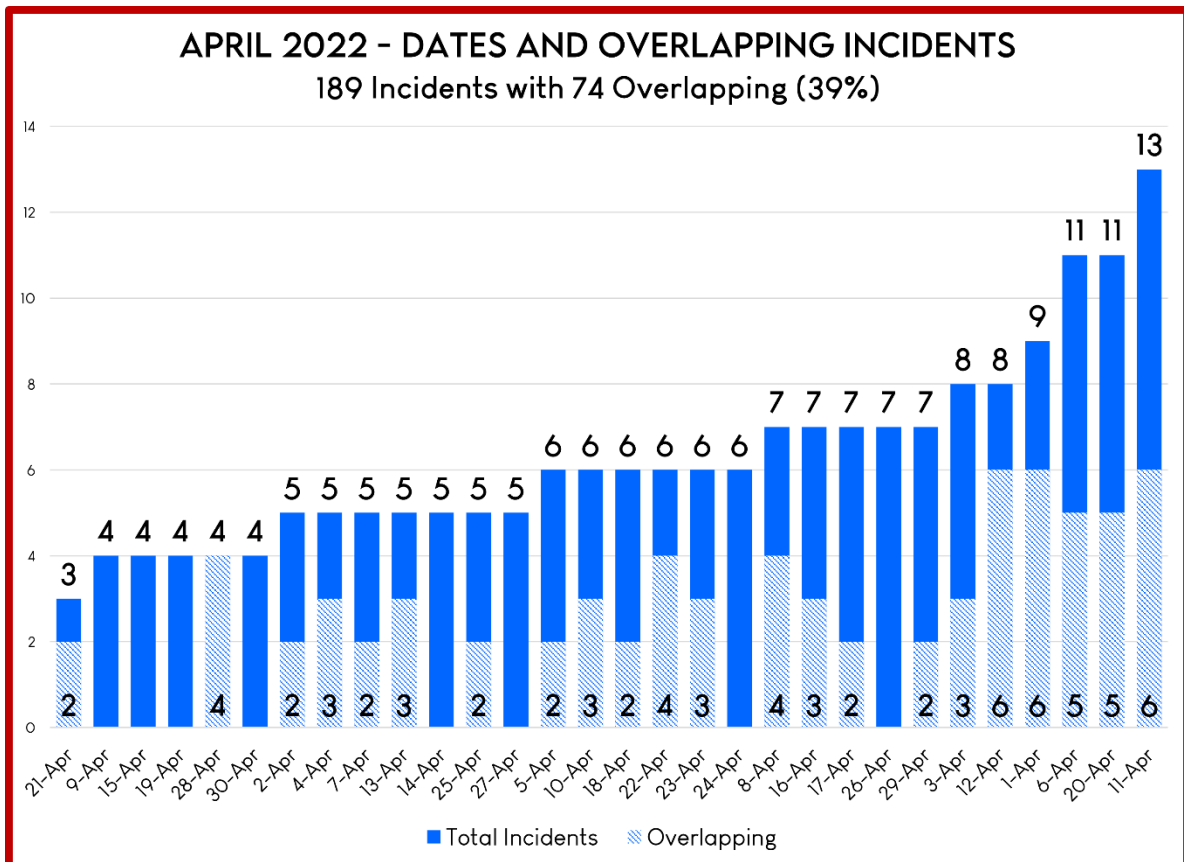




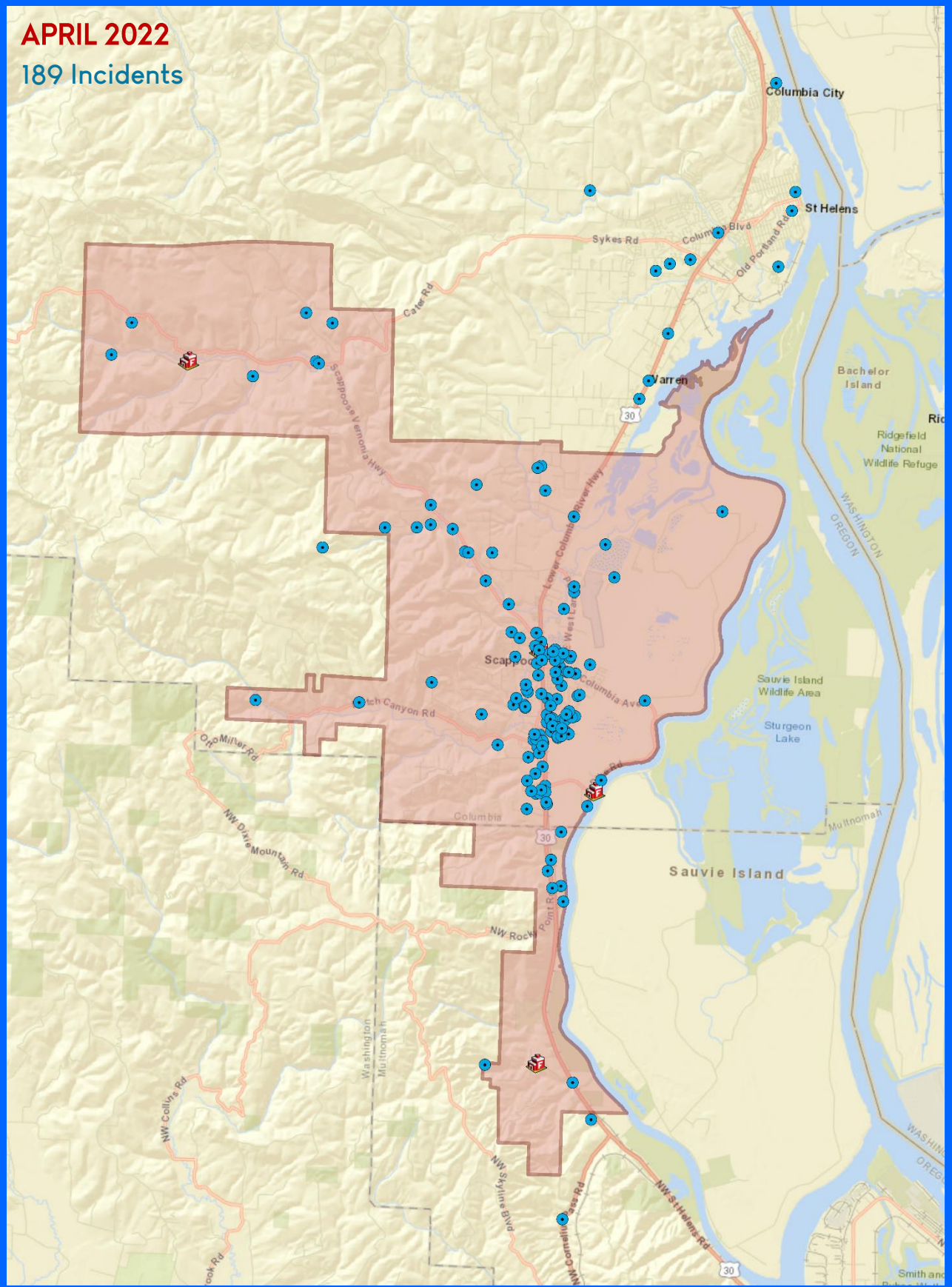
## APRIL 2022 - INCIDENT COUNT BY NUMBER OF DAYS

189 Incidents





**APRIL 2022**  
189 Incidents



Flight #1	Apr 29th, 2022 03:24PM A-450 Training Flight	Air Time: 00:16:08 Total Mileage (Feet): 10,146	Max Altitude (Feet): 203.9 Max Distance (Feet): 2,057
Takeoff Lat/Long: 43.941715,-121.197395 Above Sea Level (Feet): 4287.1		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 100% Takeoff mAh: 6804 Takeoff Volts: 13.027	Landing Bat: 53% Landing mAh: 3566 Landing Volts: 11.354
Takeoff Degrees/Minutes/Seconds: 43°56'30.17"N,121°11'50.62"W Photos: 0 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 9.4 Max Gust: 20.9			

Flight #2	Apr 29th, 2022 02:26PM A-450 Training Flight	Air Time: 00:13:42 Total Mileage (Feet): 3,072	Max Altitude (Feet): 197.3 Max Distance (Feet): 358
Takeoff Lat/Long: 43.941708,-121.197380 Above Sea Level (Feet): 4287.2		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 99% Takeoff mAh: 6688 Takeoff Volts: 12.891	Landing Bat: 62% Landing mAh: 4170 Landing Volts: 11.522
Takeoff Degrees/Minutes/Seconds: 43°56'30.15"N,121°11'50.57"W Photos: 0 Videos: 2 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 10.7 Max Gust: 15.3			

Flight #3	Apr 27th, 2022 06:04PM A-450 Training Flight	Air Time: 00:04:13 Total Mileage (Feet): 1,156	Max Altitude (Feet): 115.0 Max Distance (Feet): 524
Takeoff Lat/Long: 43.942215,-121.198395 Above Sea Level (Feet): 4285.9		Flight App: Explorer	
Battery Name: EVO2-0002		Takeoff Bat: 83% Takeoff mAh: 5674 Takeoff Volts: 12.29	Landing Bat: 70% Landing mAh: 4816 Landing Volts: 11.551
Takeoff Degrees/Minutes/Seconds: 43°56'31.97"N,121°11'54.22"W Photos: 0 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 14.7 Max Gust: 19.6			

Flight #4	Apr 27th, 2022 05:52PM A-450 Training Flight	Air Time: 00:05:18 Total Mileage (Feet): 1,139	Max Altitude (Feet): 101.1 Max Distance (Feet): 528
Takeoff Lat/Long: 43.942234,-121.198372 Above Sea Level (Feet): 4285.9		Flight App: Explorer	
Battery Name: EVO2-0002		Takeoff Bat: 100% Takeoff mAh: 6824 Takeoff Volts: 12.664	Landing Bat: 85% Landing mAh: 5794 Landing Volts: 12.055
Takeoff Degrees/Minutes/Seconds: 43°56'32.04"N,121°11'54.14"W Photos: 0 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 15.0 Max Gust: 20.1			

Flight #5	Apr 27th, 2022 04:15PM A-450 Training Flight	Air Time: 00:06:00 Total Mileage (Feet): 0	Max Altitude (Feet): 0.0 Max Distance (Feet): 0
Takeoff Lat/Long: 43.941708,-121.197380 Above Sea Level (Feet): 4287.2		Flight App: Custom App	
Battery Name: Default Generic Battery		Takeoff Bat: 62%	Landing Bat: 41%
Takeoff Degrees/Minutes/Seconds: 43°56'30.15"N,121°11'50.57"W Drone Name: Other Agency Aircraft Photos: 0 Videos: 0 Drone Type: Unknown Type Avg Wind: 0.0 Max Gust: 0.0			



Flight #6	Apr 27th, 2022 03:35PM A-450 Training Flight	Air Time: 00:14:00 Total Mileage (Feet): 0	Max Altitude (Feet): 0.0 Max Distance (Feet): 0
Takeoff Lat/Long: 43.941708,-121.197380 Above Sea Level (Feet): 4287.2		Flight App: Custom App	
Battery Name: Default Generic Battery		Takeoff Bat: 96%	Landing Bat: 58%
Takeoff Degrees/Minutes/Seconds: 43°56'30.15"N,121°11'50.57"W			
Drone Name: Other Agency Aircraft			
Photos: 0	Videos: 0	Drone Type: Unknown Type	Avg Wind: 0.0
Max Gust: 0.0			

Flight #7	Apr 27th, 2022 12:26PM A-450 Training Flight	Air Time: 00:11:00 Total Mileage (Feet): 0	Max Altitude (Feet): 0.0 Max Distance (Feet): 0
Takeoff Lat/Long: 43.941708,-121.197380 Above Sea Level (Feet): 4287.2		Flight App: Custom App	
Battery Name: Default Generic Battery		Takeoff Bat: 75%	Landing Bat: 36%
Takeoff Degrees/Minutes/Seconds: 43°56'30.15"N,121°11'50.57"W			
Drone Name: Other Agency Aircraft			
Photos: 0	Videos: 0	Drone Type: Unknown Type	Avg Wind: 0.0
Max Gust: 0.0			

Flight #8	Apr 27th, 2022 11:22AM A-450 Training Flight	Air Time: 00:17:00 Total Mileage (Feet): 0	Max Altitude (Feet): 0.0 Max Distance (Feet): 0
Takeoff Lat/Long: 43.941708,-121.197380 Above Sea Level (Feet): 4287.2		Flight App: Custom App	
Battery Name: Default Generic Battery		Takeoff Bat: 98%	Landing Bat: 32%
Takeoff Degrees/Minutes/Seconds: 43°56'30.15"N,121°11'50.57"W			
Drone Name: Other Agency Aircraft			
Photos: 0	Videos: 0	Drone Type: Unknown Type	Avg Wind: 0.0
Max Gust: 0.0			

Flight #9	Apr 26th, 2022 04:12PM A-450 Training Flight	Air Time: 00:22:00 Total Mileage (Feet): 0	Max Altitude (Feet): 0.0 Max Distance (Feet): 0
Takeoff Lat/Long: 43.941708,-121.197380 Above Sea Level (Feet): 4287.2		Flight App: Custom App	
Battery Name: Default Generic Battery		Takeoff Bat: 99%	Landing Bat: 31%
Takeoff Degrees/Minutes/Seconds: 43°56'30.15"N,121°11'50.57"W			
Drone Name: Other Agency Aircraft			
Photos: 0	Videos: 0	Drone Type: Unknown Type	Avg Wind: 0.0
Max Gust: 0.0			

Flight #10	Apr 26th, 2022 02:29PM A-450 Training Flight	Air Time: 00:21:00 Total Mileage (Feet): 0	Max Altitude (Feet): 0.0 Max Distance (Feet): 0
Takeoff Lat/Long: 43.941708,-121.197380 Above Sea Level (Feet): 4287.2		Flight App: Custom App	
Battery Name: Default Generic Battery		Takeoff Bat: 99%	Landing Bat: 36%
Takeoff Degrees/Minutes/Seconds: 43°56'30.15"N,121°11'50.57"W			
Drone Name: Other Agency Aircraft			
Photos: 0	Videos: 0	Drone Type: Unknown Type	Avg Wind: 0.0
Max Gust: 0.0			

Flight #11	Apr 21st, 2022 11:41AM Building_Inspection	Air Time: 00:06:52 Total Mileage (Feet): 3,531	Max Altitude (Feet): 92.3 Max Distance (Feet): 409
Takeoff Lat/Long: 45.743160,-122.875832 Above Sea Level (Feet): 45.1		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 54% Takeoff mAh: 3606 Takeoff Volts: 11.212	Landing Bat: 35% Landing mAh: 2308 Landing Volts: 10.906
Takeoff Degrees/Minutes/Seconds: 45°44'35.38"N,122°52'32.99"W			
Photos: 90	Videos: 0	Drone Name: EVO2_UR4WX	Drone Type: EVO2
Avg Wind: 13.8		Max Gust: 17.3	

Flight #12	Apr 21st, 2022 11:27AM Building_Inspection	Air Time: 00:11:38 Total Mileage (Feet): 4,738	Max Altitude (Feet): 131.4 Max Distance (Feet): 273
Takeoff Lat/Long: 45.743172,-122.875832 Above Sea Level (Feet): 45.2		Flight App: Explorer	
Battery Name: EVO2-0002		Takeoff Bat: 54% Takeoff mAh: 3632 Takeoff Volts: 11.17	Landing Bat: 23% Landing mAh: 1562 Landing Volts: 10.84
Takeoff Degrees/Minutes/Seconds: 45°44'35.42"N,122°52'32.99"W Photos: 130 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 14.7 Max Gust: 19.7			

Flight #13	Apr 21st, 2022 11:12AM Building_Inspection	Air Time: 00:00:00 Total Mileage (Feet): 0	Max Altitude (Feet): 0.0 Max Distance (Feet): 0
Takeoff Lat/Long: 45.743164,-122.875832 Above Sea Level (Feet): 45.1		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 22% Takeoff mAh: 1396 Takeoff Volts: 10.778	Landing Bat: 22% Landing mAh: 1396 Landing Volts: 10.778
Takeoff Degrees/Minutes/Seconds: 45°44'35.39"N,122°52'32.99"W Photos: 0 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 0.0 Max Gust: 0.0			

Flight #14	Apr 21st, 2022 11:10AM Building_Inspection	Air Time: 00:00:24 Total Mileage (Feet): 14	Max Altitude (Feet): 68.6 Max Distance (Feet): 2
Takeoff Lat/Long: 45.743183,-122.875847 Above Sea Level (Feet): 45.7		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 50% Takeoff mAh: 3264 Takeoff Volts: 11.444	Landing Bat: 49% Landing mAh: 3188 Landing Volts: 10.772
Takeoff Degrees/Minutes/Seconds: 45°44'35.46"N,122°52'33.05"W Photos: 0 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 12.9 Max Gust: 12.9			

Flight #15	Apr 21st, 2022 11:08AM Building_Inspection	Air Time: 00:00:46 Total Mileage (Feet): 12	Max Altitude (Feet): 131.4 Max Distance (Feet): 8
Takeoff Lat/Long: 45.743176,-122.875862 Above Sea Level (Feet): 45.8		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 53% Takeoff mAh: 3440 Takeoff Volts: 11.5	Landing Bat: 51% Landing mAh: 3300 Landing Volts: 10.745
Takeoff Degrees/Minutes/Seconds: 45°44'35.43"N,122°52'33.10"W Photos: 0 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 20.1 Max Gust: 20.1			

Flight #16	Apr 5th, 2022 04:00PM USCG_Survey_Mission	Air Time: 00:04:38 Total Mileage (Feet): 744	Max Altitude (Feet): 382.5 Max Distance (Feet): 234
Takeoff Lat/Long: 45.615379,-122.679871 Above Sea Level (Feet): 30.6		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 51% Takeoff mAh: 3378 Takeoff Volts: 11.298	Landing Bat: 37% Landing mAh: 2466 Landing Volts: 11.062
Takeoff Degrees/Minutes/Seconds: 45°36'55.37"N,122°40'47.53"W Photos: 0 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 6.6 Max Gust: 11.5			

Flight #17	Apr 5th, 2022 03:57PM USCG_Survey_Mission	Air Time: 00:02:11 Total Mileage (Feet): 998	Max Altitude (Feet): 123.0 Max Distance (Feet): 463
Takeoff Lat/Long: 45.615379,-122.679871 Above Sea Level (Feet): 30.6		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 57% Takeoff mAh: 3808 Takeoff Volts: 11.434	Landing Bat: 51% Landing mAh: 3390 Landing Volts: 11.215
Takeoff Degrees/Minutes/Seconds: 45°36'55.37"N,122°40'47.53"W Photos: 0 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 4.6 Max Gust: 7.2			

Flight #18	Apr 5th, 2022 03:57PM USCG_Survey_Mission	Air Time: 00:00:24 Total Mileage (Feet): 6	Max Altitude (Feet): 3.2 Max Distance (Feet): 2
Takeoff Lat/Long: 45.615387,-122.679871 Above Sea Level (Feet): 30.8		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 58% Takeoff mAh: 3898 Takeoff Volts: 11.534	Landing Bat: 57% Landing mAh: 3824 Landing Volts: 11.314
Takeoff Degrees/Minutes/Seconds: 45°36'55.39"N,122°40'47.53"W Photos: 0 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 0.0 Max Gust: 0.0			

Flight #19	Apr 5th, 2022 03:23PM USCG_Survey_Mission	Air Time: 00:29:52 Total Mileage (Feet): 24,168	Max Altitude (Feet): 122.1 Max Distance (Feet): 892
Takeoff Lat/Long: 45.615356,-122.679810 Above Sea Level (Feet): 30.6		Flight App: Explorer	
Battery Name: EVO2-0002		Takeoff Bat: 99% Takeoff mAh: 6926 Takeoff Volts: 12.753	Landing Bat: 23% Landing mAh: 1554 Landing Volts: 10.841
Takeoff Degrees/Minutes/Seconds: 45°36'55.28"N,122°40'47.31"W Photos: 255 Videos: 0 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 5.8 Max Gust: 13.9			

Flight #20	Apr 5th, 2022 02:56PM USCG_Survey_Mission	Air Time: 00:14:57 Total Mileage (Feet): 7,400	Max Altitude (Feet): 260.7 Max Distance (Feet): 2,397
Takeoff Lat/Long: 45.615303,-122.679642 Above Sea Level (Feet): 33.2		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 100% Takeoff mAh: 6776 Takeoff Volts: 12.724	Landing Bat: 61% Landing mAh: 4116 Landing Volts: 11.489
Takeoff Degrees/Minutes/Seconds: 45°36'55.09"N,122°40'46.71"W Photos: 8 Videos: 1 Drone Name: EVO2_UR4WX Drone Type: EVO2 Avg Wind: 8.9 Max Gust: 18.0			

Item #21	Total	Air Time: 03:22:03 Total Mileage (Feet): 57,124	
Photos: 483		Videos: 3	



# **STAFF REPORTS**

## Fire Chief Report May

### Meetings Attended

Date	Topic	Date	Topic
4/1/22	SPIRE Meeting	4/13/22	Testifying at OPRD
4/1/22	Inspections	4/13/22	REGIS Meeting
4/1/22	Home Ignition training	4/13/22	Taught RT-130
4/4/22	Labor Negotiations	4/14/22	Mult Co. Fire Defense Mtg
4/4/22	RDPO Steering Committee	4/15/22	Board Meeting
4/5/22	DPSST Task Force MTG	4/18/22	Officers MTG (Chiefs)
4/5/22	USCG Flight	4/18/22	NDMS Exercise mtg
4/6/22	Meeting with Architect	4/19/22	Labor Negotiations
4/6/22	Inspections	4/19/22	Meeting with Fitch and Associates
4/7/22	Meeting with CRFR Fire Marshal	4/21/22	AUVSI Meeting
4/7/22	Pre testimony mtg for OPRD	4/17/22	Labor Negotiations
4/12/22	Transportation MTG	4/26/22	50 Plan Mtg
4/12/22	FIT Meeting	4/27/22	Budget Mtg

**Hours Worked April: 180 Hours**

**On Call in April: 220 Hours**

**TOTAL HOURS: 400**

### Training

Taught RT-130

Taught S-231

A-450

S-373

### Projects

Mutual Aid Agreement with Cowlitz County – *In Progress*

EMS Boundaries Multnomah County – *In Progress*

Draft Strategic Plan – *Tabled till next fiscal*

Fire Station Project ~ *In Progress*

RDPO UAS Grant ~ *95% complete (Waiting on policy committee mtg in May)*

OSFM HMEP Grant ~ *Submitted*

Senate Discretionary spending request~ *Submitted*

2022 AFG Grants ~ *Submitted*

Fire Code Guide Update - *Tabled*

April was a month full of assignments, however most of those assignments were coverage for other programs and projects. This in part was due to onboarding a new finance director in the midst of preparing for the 22/23 budget, labor negotiations and coverage for the other two chiefs who were out at various times. In addition, with an instructor cancellation, I ended up filling in as an instructor to help our agency and other students work towards needed wildland certifications.

Meetings were plentiful and, in some instances, had to be overloaded due to a weather event in the first part of the month. One meeting in particular that is worth highlighting was the Oregon Parks and Recreation District (OPRD), was taking action on establishing a new rule banning UAS in the state parks. On behalf of RDPO and our district, we recommended that the commission consider an alternative sentence that would allow for public safety use of UAS. Other meetings of importance were the Fitch and Associates meeting, city 50-year plan and working with the city on fireworks and a couple of other projects.

We are close to filling all of our staffing needs. We are short two positions, but hope to have those slots filled by July. Chief Marks and Bautista are working on the part time hires and we hope to see that through as we start the fire season.

A significant amount of time this month was spent on forecasting, budgeting, talking to some staff about expenses and finalizing the budget. Hopefully after this process finishes, we can spend more time on the onboarding for the new finance director and not have to be so compressed and rushed as a result of all of the deadlines. Moving forward, we will be dedicating a significant portion of resources and time on refreshing our response capabilities as well as modernizing some of our equipment. We will have to do this over several years, but this next year will be our starting point.

I will be working with staff to finalize out the close out of the RDPO grant. The goal is to have that off the books by the end of this fiscal year.

One area that will be most visible for you is the new board room tables. This was a much-needed replacement. We will have new chairs in the next month or so.

We are getting closer to finding a path with the labor group to secure a contract and the next meeting is scheduled for May 11<sup>th</sup>.

The fire station project is still moving forward. We had two meetings this last month and produced a survey for the architect to utilize as we get closer to a design.

Lastly, as we continue to dive into the data, we continue to find areas in which we need to improve. This is important for an agency such as ours that is considered a High Reliability Organization (HRO).

## OPERATIONS REPORT

April brought some relief but also some challenges. The first for the month was a leak in the roof in the kitchen area of the main station. We brought in a couple of contractors to get quotes for fixing this and should have it repaired soon. Ultimately, with the age of the station, a new roof will be needed in the next few years.

Thankfully, we have not had too many challenges with apparatus, however, we still have a significant repair to complete on the tower. We will be waiting till the next fiscal year to tackle the items that need to be repaired. The tower is operational and still in service.

We finally received all of the radios that were ordered and will hopefully have a plan in place to have them installed by July and before the next fire season.

Crews have been working on obtaining numbers to start the hose replacement process. We are in serious need of replacing hose on all apparatus and reserve hose at the station is limited. I am planning on doing two engines a year for the next couple of years with additional hose purchased for reserve at all the stations, not just the Scappoose station. As Lt. DuBois and FF Kriek have identified, spreading the cost over the next few years will reduce the one-time impact we seem to keep encountering with all of our aging equipment.

We are also in the beginning stages of setting up an equipment replacement plan. While one was floated 3 years ago by Chief Smythe, we need to update it to reflect the rapid decay of some vehicles and the need to save and balance purchasing over time. The all at once approach is not sustainable.

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

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

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

### **Uncrewed Aircraft Systems:**

20 Flights

3 hour and 22 minutes flown

## **Division Chief Marks May 2022**

### **April Projects:**

Duty Shifts   Safety Program   Wellness Program  
Protocol Updates   ASA Review   HIPAA Review

### **Drills / Activities / Meetings in April included**

Admin and Officers Meetings   Fire Defense Board  
Protocol Development   RAWS Weather Station Meeting  
Union Negotiations   ATAB (Area Trauma Advisory Board)  
EMR Skills Verification   Civil Service Meeting  
Wildland Refresher Training

In April, most of my meetings I had to attend virtually. The first portion of the month I was out for Covid Quarantine. I attended some of my typical meetings virtually. One of those was the Civil Service meeting. The member districts of the Civil Service continue to struggle with recruitment. This is not a localized issue. Even large organizations such as Portland Fire and TVFR are struggling to recruit new hires.

I have been transitioning Training duties to Chief Bautista. This will continue to be a project we work on together to ensure items do not get missed.

Another interesting meeting I had was a phone interview with Fitch and Associates. This is the consulting company retained by Columbia County for an EMS survey of the county. I spoke with the interviewer for around one hour discussing a set of questions they are asking all county EMS stakeholders. I will be very interested to read the final report when it is released.

Work on the RAWS continues. The last meeting was cancelled but the project is still on track. The goal of this project is to give local fire agencies better data to make decisions especially in wildfire season.

I attended a two-day S-270 course in April as well. This course will be required by OSFM for Engine Bosses to use air assets on Conflagrations in the future.

I have been working with Chief Pricher and D/C Bautista on plans to send personnel to an EMS Defensive Tactics course. Trainers will attend a Train the trainer course to bring the material back to our members. This is due to an uptick in violence towards EMS providers and a slow to no response from law enforcement. The goal is to provide this training to all responding members of the district.

I am currently gathering quotes for roof repair at the Scappoose Station. Crews have noted several leaks with one large one around the upstairs sliding door. During the April rains, puddles have been found in the kitchen in that area. Due to the roof being a proprietary covering, we may only have one option for repair. More to come on this.

Lastly, Chief Greisen and I attended a retirement party for Malcolm Hiatt. Malcolm was the Unit Forester for the Columbia City Unit of ODF for several years.

My Time Worked in April 2022	125.85 hours
Call Time in April 2022	122.65 Hours (call shifts minus
office time)	
<b>Total Hours for April 2022</b>	<b>248.5 Hours</b>

## Chief Bautista Report

May 2022

### April Projects:

Uniform project is complete. T-Shirts and Job Shirts (sweatshirts) have been ordered for all personnel that got fitted and turned in their information. All uniform items should be arriving soon and distributed to the membership. Beyond Uniforms will process all SRFD uniform items in the future. We will have lower price point options for uniforms for recruit volunteers and probationary career members in the near future as well. Special thanks to FF Booth and FF Chauffer for their work on this project.

Currently planning to train members on how to conduct fire pre-plans. Once trained, our goal is to assign 2 buildings per month to each shift starting in June 2022.

Research for fee-based fire marshal program is on hold.

### Fire Marshal:

It was a busy month for driveway inspections, a total of 5 inspections were completed and 2 consult.

### Training Division:

I am still working with members of the organization to clean up missing certifications and work to complete open task books. We have made significant progress on completing task books and processing certification applications.

Chief Marks and are working on developing a new hire firefighter training plan for new career and part time employees.

We conducted a Maritime Deck Hand course in house on April 23-24, 2022. The course was attended by career and volunteer members. We were able to fit in performance evaluations during this training and complete task books for members that have been working towards this certification. Special thanks to LT. DuBois for getting this course organized and taught.

Next step will be for members to attend the Oregon Boater Safety course scheduled in May.

Rope Rescue Operations and Technician course is scheduled for May 10-12 & May 17-19. It will be hosted by Scappoose Fire District. It will be attended by both career and volunteer members.

Planning is underway to schedule Maritime Boat Operator course, Aerial Operator course, Common Passenger Vehicle Rescue Operations and Technician courses.

### April Meetings:

Date	Topic
4/5/2022	DPSST Fire Investigator Certification Task Force
4/6/2022	Driveway inspection: 32859 Mountain View Dr.
4/6/2022	Driveway Inspection: 50893 SW Old Portland Rd.
4/6/2022	Driveway Inspection: Rabinsky Rd. marker 35

4/7/2022	500 Gal. Heating Oil Tank Fire Code Inquiry
4/14/2022	LCRTOA
4/14/2022	50101 Briarwood Drive – Driveway and Building Consult
4/22/2022	Union Contract Negotiations
4/21/2022	IAAI OR Chapter – Portland District Meeting
4/27/2022	Driveway Inspection Coal Creek Rd. & E.M. Watts
4/27/2022	Driveway Consult – 57800 Grandma Lane

#### **Chief Officer Development:**

I submitted my application for the next course in the Incident Command series, Command and Control Decision Making at Multi-Alarm Incidents. I applied for the October 2022 course.

The National Fire Academy Executive Fire Officer (EFO) Program plans to re-open for new applicants in late 2022. My plan is to submit my application for consideration.

#### **Upcoming Training:**

2022 NFPA Conference and Committee Chair Orientation Boston, MA 6/5/22 to 6/8/22

OVFA – Live Fire Instructor Course Hermiston, OR 6/9/22 to 6/11/22

TEEX - Wide Area Search Clackamas, OR 7/12/22 to 7/14/22

TEEX – Pediatric Disaster Response and Emergency Preparedness McMinnville, OR 8/9/22 to 8/10/22

NFA –Youth Firesetter Prevention and Intervention (R0629) 8/14/22 to 8/19/22 (Cancelled)

Total hours for April 2022: 217 hours (Duty officer 168 hours worked at the station)



# BUDGET HIGHLIGHTS

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## Executive Summary

Key themes inside the FY22-23 Proposed Budget:

1. The operation is growing, so is monthly cash burn
2. We are behind the curve regarding maintenance
3. Inflation is currently outpacing revenue growth

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### Cash Position

Budget priority to have a 5 month emergency fund

~\$450,000 of operating expense per month to run the operation

$450,000 \times 5 \text{ months of average spending} = \$2,250,000$

### Capital Outlay

Increase of \$40,000 to General Fund Capital Outlay

Increase of \$300,000 to Property Fund Capital Outlay

Increase of \$80,000 to Personnel Fund Capital Outlay

### Inflation Risk

~45% of The District's operating expense is spent on goods and services like fuel, equipment, EMS supplies, etc.

The Producer Price Index (PPI) was 11.2% YoY in April 2022

This poses a significant risk to the accuracy of the proposed budget. We should be cautious and plan for continued inflation.

# OLD BUSINESS



# 2022 Best Practices Program

**Deadline: November 4, 2022**

Receive up to a 10% discount on your general liability, auto liability, and property insurance contributions.

The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Your district can receive credits on its property/casualty insurance contributions and can take up to 10% off your district's general liability, auto liability, and property insurance contributions for the 2023 policy year. The following information outlines the five credit opportunities for this year's program.

1. **Affiliate Organization Membership | Credit: 2%**
2. **Board Duties and Responsibilities Policy | Credit: 2%**
3. **Board Duties and Responsibilities Checklist | Credit: 2%**
4. **SDAO/SDIS Training | Credit: 2%**
5. **Board Member Education Program | Credit: 2%**

## Receiving Credit

Completion of the Best Practices Survey (located online on the SDIS Insurance Site) is required to receive credit. The survey will become available online on April 18, 2022. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. *Please note, each district is responsible for completing their own survey online. **The deadline to complete the survey is November 4, 2022***

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at [jkeeling@sdao.com](mailto:jkeeling@sdao.com) or 800.285.5461, ext. 122.



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## Drug- and Alcohol-Free Workplace

### 1232.1 PURPOSE AND SCOPE

The Scappoose Fire District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on district property or when performing district-related business elsewhere.

### 1232.2 POLICY

It is the policy of the Scappoose Fire District to provide a drug- and alcohol-free workplace for all members.

### 1232.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty (OAR 437-001-0760(4)). Affected members shall notify the Fire Chief or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions section in this policy).

#### 1232.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

Possession or use of marijuana or being under the influence of marijuana on duty is prohibited.

### 1232.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.



## *Drug- and Alcohol-Free Workplace*

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Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

### **1232.4.1 ADDITIONAL MEMBER RESPONSIBILITIES**

Members licensed to attend to any ill, injured or disabled person shall not consume alcohol within eight hours of reporting for duty or while on-call (OAR 333-265-0083). Members who become aware that another member has consumed alcohol within eight hours of reporting for duty or while on-call shall notify a supervisor.

### **1232.5 EMPLOYEE ASSISTANCE PROGRAM**

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Administration, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

### **1232.6 WORK RESTRICTIONS**

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the District.

### **1232.7 SCREENING TESTS**

A Division Chief may request an employee to submit to a screening test under any of the following circumstances (ORS 659A.300):

- (a) The Division Chief and supervisor reasonably believe, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
- (b) The employee operating a motor vehicle in the performance of his/her duties and becomes involved in an accident that results in death or results in the issuance of a citation as a result of the accident and any vehicle was towed or any person received medical treatment away from the scene (49 CFR 382.303).
- (c) The employee operating a district vehicle causes damage to that vehicle that removes it from service for any length of time.
- (d) The employee operating a district vehicle causes damage to district or private property.

## *Drug- and Alcohol-Free Workplace*

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- (e) The employee in the performance of his/her duties and becomes involved in an accident that results in death or injury that requires medical treatment away from the scene.

### **1232.7.1 DIVISION CHIEF AND SUPERVISOR RESPONSIBILITY**

The Division Chief and supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal will result in being relieved of duty pending further investigation. Disciplinary action may result..

### **1232.7.2 DISCIPLINE**

An employee may be subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (c) Violates any provisions of this policy.

### **1232.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

### **1232.9 CONFIDENTIALITY**

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's personnel file in accordance with the Personnel Records Policy.



# MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: LOSAP

DATE: May 12<sup>th</sup> 2022

**Requested Action:** Contribute no more than \$10,000 to the volunteer LOSAP

**Critical date for action:** Prior to the end of this fiscal year

## **Purpose:**

This will be the third year for the Scappoose Fire District to make a concerted effort to volunteer retention by annual contributions to the Length Of Service Award Program (LOSAP) for our volunteer firefighters. This program is eligible to volunteers that contribute more than 100 hours of volunteer service in a year. This program was established based upon current national trends associated with the need to have retention incentives for community volunteers.

After a volunteer is vested, when they separate from service / retire, the fund provides them with a monthly stipend as recognition for all of the hard work and efforts that were shared with the community on behalf of the Scappoose Fire District.

## **Impact:**

While our financial resources are constrained, it is of the belief of staff and past members of the board; funding for this incentive program is considered an essential use of funds to highlight recognition of service to the district and community. If we were to not participate in this program, the impact could be significant and swift with a potential of volunteers separating from our agency. Our volunteers do many great things for the agency and community. This is a small but important impactful component of what we need to do to maintain our essential volunteer force.

## **Availability of funding:**

The district has set aside just over \$10,000 in account #580 for this specific action.



**Coordination:**

Chief Greenup

Mike Bloomquist

Maria Heath

Chief Pricher

**Contact person(s):**

Jeff Pricher

Mike Bloomquist

**Recommendations / Options:**

1. The Board of Directors authorizes the annual contribution through a motion and majority vote
2. Fire District Board withholds the distribution

**Conclusion:**

In order to meet the response needs of the community, it is imperative that we have a volunteer response component as part of our emergency responses. We are not able nor would we ever be able to rely only on career firefighters.

With the national trends and examples of other successful volunteer programs supporting LOSAP programs, we need to be a part of this necessary and important incentive for our volunteer workforce. Please consider strongly funding this program at the requested budgeted amount.

c file  
r.f.

# NEW BUSINESS



## **STATE OF OREGON Incident Resource Agreement**

**Effective Period  
2022-2024**



## Section 2 - Addendum 6

### Additional Terms and Conditions for Medical Services

#### General Description of Duties

During the Term of the Agreement, the Resource Provider shall comply with [the Oregon Health Authority EMS Provider Licensure](#) requirements.

The **Resource Provider** shall provide Oregon state certified personnel with Supervising Physician Standing Orders specifically allowing their staff:

- a) to practice at any Oregon location, and
- b) to make clinical observations, and
- c) to dispense over-the-counter medications

#### Rates of Payments

- **Daily Rate** payment shall be made based on a minimum of eight (8) hours of **On-Shift** work time per day, between 0001 and 2400 hrs. **On-Shift** work time under eight (8) hours shall be paid at half (1/2) the agreed upon **Daily Rate**.

#### Additional Rate Provisions for Ambulances and Camp Medical Units

- **Double-Shift Rate** is staffed with two crews (two 12-hour shifts with separate staff for day shift and night shift) and must be documented on **Resource Order**.
- The **Double-Shift Rate** is paid 165% of the agreed upon **Daily Rate**.

#### Medical Unit Expectations

- Sign and follow the requirements of an ODF Emergency Medical **Services** Agreement.
- Have current Medical Insurance coverage as outlined in the Medical **Services** Agreement.
- Have all of the necessary certifications and permits to operate in any county in Oregon.
- Medical Unit Leaders (MEDL) should have a completed [MEDL Task Book](#) on file with their agency.
- MEDL should prepare the Medical Plan (ICS form 206) in consultation with the Safety Officer.
- Be familiar with ODF's Burn Injury Plan Protocols in context to your advising physician's standard operating practices.
- All Medical Unit staff need to be familiar with ODF's Incident within an Incident Plan.
- Develop a plan to deal with mass casualties.
- Develop a plan to deal with fireline medical evacuations including but not limited to helicopter extractions in consultation with the Air Operations Branch Director.
- Immediately upon arrival at an Incident, contact the local Ambulance Service Area provider to work out patient transport protocols.
- Provide and maintain adequate signing for Incident personnel to find the medical unit.
- Maintain the medical unit to the highest standards possible in the field so that it is clean and professional in appearance resembling a medical clinic as much as possible.
- The MEDL and or their designee may be required to attend daily briefings and meetings.
- Observe camp personnel and make informal contact with camp personnel who appear to need medical unit **Services**, to encourage them to seek out the appropriate medical attention.
- Monitor fire line and camp radio's while on duty.
- Complete all documentation in a timely manner.
- Treat all patients and customers with the highest level of respect.
- Respond to Incidents in the local community if asked to do so by the **State AGR**.
- Operate in a manner that is the most cost effective and provides the highest and most continuous level of service to the Incident that is possible.
- Notify your **AGR** of your location when not on duty or on duty but not in the Medical Unit.

#### Medical Unit Requirements

Under the guidance of the [PMS 551](#), Guidelines for Wildland Fire Medical Units, the Medical Unit(s) provide patient care that include, but are not limited to:

- Assisting a patient with first aid and self-care health management,
- Triage conditions for recognition of appropriate self-care assistance vs. need for transport to clinical medical care; and
- Initiating urgent/EMS care using appropriate and predetermined transport modes.

The Medical Unit will have a moral, ethical, and legal obligation to provide appropriate medical care for Incident personnel. Due to the remote and hazardous nature of wildland fire incidents, Medical Units shall be staffed by **Qualified** medical personnel trained to function in this unique environment. Properly staffed wildland fire Medical Unit will include being as self-sufficient as possible with a reduced negative impact to local emergency medical **Services**, clinics, and hospitals. Medical Unit personnel will help to keep Incident personnel operational and available for the duration of their mobilization. The Medical Unit will make commonly available over the counter (OTC) medications and supplies available to Incident personnel in a manner that correlates to what would be available in a community.

Uncommon interventions provided by Medical Unit EMS personnel may be necessary due to wildland fire specific hazards, the remote nature or delayed transport times for injured or ill personnel.

If not contained within the [National EMS Scope of Practice Model](#), additional interventions may only be performed if three specific criteria are met.

These conditions shall be verified and documented before Medical Unit EMS personnel may provide the additional skills. The scope of practice for EMS personnel assigned to a Medical Unit will conform to the skills and devices in the current [National EMS Scope of Practice Model](#) for the level at which they were assigned and are functioning, unless these three conditions are met: 1. The skill(s) shall be within the scope of practice of the EMS provider in their state of origin, and 2. The medical director of the Medical Unit shall approve the use of the skill(s), and 3. Use of the skill(s) by that level of EMS provider in the state in which the Medical Unit is based shall be legal.

In general, the Medical Unit will be staffed and have adequate medical supplies on hand to render first aid and minor medical treatment of ailments common to wildland firefighters including but not limited to coughs, colds, strains, sprains, insect bites, skin lacerations, broken & dislocated bones, heat stroke, heat exhaustion, and dehydration including the ability to start and administer intravenous fluids.

Medical Unit **Resource Providers Under Hire** by the State shall sign an ODF Emergency Medical **Services** Agreement, as well as follow the guidance of the **State**, the NWCG Minimum Standards for Medical Units, the National EMS Scope of Practice Model, and other guidance that may apply.

Contracting Medical Units will have current Professional Insurance coverage as outlined in the Medical **Services** Agreement and all of the necessary certifications, permits, and Supervising Physicians SOPs to operate in any county in Oregon and allow their staff to make clinical observations and to dispense over-the-counter medications.

### **Personnel**

Each Camp Medical Unit will be under the direct supervision of the Incident MEDL and will provide a current licensure card from their state EMS licensing agency to the MEDL. The Incident Emergency Medical Task Group recommends that Incident EMS personnel carry their EMS licensure card(s) with them.

The MEDL position is under the supervision of the Incident Safety Officer. The MEDL will be primarily responsible for developing the Medical Plan, obtaining medical aid and transportation for injured or ill Incident personnel, and preparing reports and records. **Resource Provider** agrees to provide Oregon state Certified personnel with Supervising Physician Standing Orders. The **Resource Provider** shall have no less than one EMT-P certified employee per shift and no less than two employees per shift.

### **Equipment**

**Resources Provider** must provide equipment that includes but not be limited to a suitable field shelter with air cooling capabilities with a general patient in take area and at least one bed providing for patient privacy; heart monitoring equipment, oxygen administration equipment, intravenous fluid administration capabilities and a heart defibrillator.

[Incident Support Medical Kit \(NFES 1760\)](#). Items to be supplied may be of equal or equivalent items/brands. Additional items may be required, depending on the size and scope of the Incident and **Resources**.

The **State** may choose to purchase additional consumable supplies that are not listed herein and require the Medical Unit to dispense these supplies as necessary and document the recipients of the supplies on an Incident Issue Form.

### **Rapid Extraction Model Support (REMS) Requirements**

The Rapid Extraction Module Support will provide firefighters a safe effective and efficient method of egress off the fireline in the event of injury or illness incurred during firefighting operations. The REMS will augment ground and air transportation when road access, terrain, or conditions such as smoke or darkness limit the use of other transport options.

The intent of REMS is not to transport from the Incident site to medical facilities or replace ground or air transport.

They are an extraction **Resource** proficient in low angle and high angle rope rescue. The module is comprised of individuals who are fireline **Qualified** with one team member being Firefighter Type 1 (Squad Boss) or higher, all other team members will be Firefighter 2 or above. They will also have a Paramedic (EMPF) and 3 Emergency Medical Technicians (EMTF or AEMF). The module is capable of Low Angle and High Angle rescue. **Qualified** REMS personnel are not expected to participate in fire suppression actions. It is recommended that REMS work under the MEDL instead of the Operations Chief, as they are a medical **Resource** with extraction capabilities.

### **Rapid Extraction Model Support (REMS) Expectations**

- Operate in arduous conditions including rough, rocky, steep, and unstable terrain.
- Utilize litters to carry personnel out of areas that may or may not be possible due to the types of terrain the patient is in.
- UTVs may be utilized to extract patients from the extraction area where terrain allows.
- Rope rescues may be required to extract patients from the accident site to the medical evacuation site.

### **Personnel**

For an individual to be available for contracted **Services** to a wildland fire, they shall be trained, certified, licensed and credentialed by the appropriate EMS state licensing authority. While working under a contract on a wildland fire, the individual shall have a copy of the protocols license and credentials from their home Medical Director with them.

Licenses shall be current and unrestricted by their state and origin. Individuals will be expected to stay within the scope of practice of their normal protocols and medical direction.

- Personnel will operate under the training they are **Qualified** for whether it is at the Technical Level or Operations Level in rope rescue ([NFPA 1006](#)).
- Personnel will arrive at Incident providing all of the required extraction equipment and ropes, and all equipment and ropes utilized for rope rescue shall comply with [NFPA 1983](#).
- Personnel will meet the requirements found in [NFPA 1006](#) Standard for Technical Rescue Personnel Professional Qualifications. Two personnel shall be **Qualified** and proficient at the Operations Level of rope rescue, while two other personnel shall be **Qualified** and proficient at the Technician Level of rope rescue.
- All REMS personnel shall provide current year documentation of successful completion of an arduous level [Work Capacity Fitness Test \(WCFT\)](#) that meets NWCG standards.

REMS units will be required to maintain a minimum of 4-6 personnel. The unit's size shall increase as the Incident needs and complexity elevate. A REMS unit will consist of the following personnel:

- 1 Paramedic Fireline, **Qualified** (EMPF)
- 3 Emergency Medical Technicians Fireline, **Qualified** (EMTF or AEMF)
- 1 NWCG Firefighter, Type 1 (Squad Boss)
- 3 NWCG Firefighters, Type 1 or Type 2
- 2 Technician Level in Rope Rescue ([NFPA 1006](#))
- 2 Operations Level in Rope Rescue ([NFPA 1006](#))

### **Equipment**

The Rapid Extraction Module Support will arrive at Incident with the following equipment:

- 1 or 2 4x4 vehicles
- 1 4x4 Utility Terrain Vehicle (UTV Side-by-Side, capable of transporting patient(s) over rough terrain to extraction drop point or helipad with an adequate roll-over protection system (ROPS) on the cab.



- Rapid Extraction Module Support Kit
- [Items listed on ICS-222-12 Standard Equipment List for REMS](#) (pages 7&8)

### **Swift Water Rescue Team Requirements**

The Swift Water Rescue Water Team(s) act as an emergency responder team during the event of a water-based search rescue or recovery operations, assist in implementing Incident objectives for a safe operation, and to work for short to extended periods of time when looking for clues or lost subjects during multi-**Operational Period** Incidents. The efficiency of assignments and safety depends upon the effectiveness and timeliness of the Search Team Members decisions and actions.

The Swift Water Rescue Water Team(s) work in a wide variety of functional areas which require diverse skills, often involving critical lifesaving situations such as search and rescue, emergency medical and aviation Incidents.

Emergency response often involves decision-making and action in extremely adverse physical and emotional situations. Work requires application and modification of established practices in some area of responsibility, with some individual discretion and judgment exercised in emergency situations.

The Swift Water Rescue Team(s) will participate in the water-based search, rescue and recovery component of the **IAP**. Team(s) will perform Swift Water/whitewater-based search, rescue and recovery operations from shore and in water. As directed, searches outdoor environments or other locations using appropriate search equipment and techniques which may include technical rope rescue, hasty searches, grid searching for evidence or clues, aerial searches, helicopter operations, etc. Team(s) will operate and handle a variety of inflatable and solid hull watercraft used in Swift Water rescue operations, provide emergency medical treatment within the scope of certification and training, and cooperate with and assist other search and rescue **Resources**.

The Swift Water Rescue Team will utilize, maintain, and perform minor repairs for all issued Search and Rescue (SAR) equipment while properly utilizing required personal protective equipment (PPE). Team(s) or team representative(s) will participate in briefings, receive situations report and stay informed of mission objectives and status changes. Participation will be required in the implementation and evaluation of SAR pilot processes and perform additional tasks or duties as assigned during a mission.

### **Swift Water Rescue Team Expectations:**

- Knowledge of the Incident Command System (ICS), the development and use of integrated action planning concepts and processes.
- Knowledge of search, rescue and recovery systems, strategy and tactics as it pertains to various disaster response environments.
- Practical knowledge of water based technical search, rescue, and recovery operations such as would be acquired through completion of an approved National Park Service Swift Water Rescue course.
- Understanding of water dynamics and characteristics, including hydraulics, hazards, water crossings, and obstacles.
- Knowledge of the ability to construct, rig, and operate vertical and horizontal rigging systems, technical raise and lower systems, and mechanical advantage systems.
- Ability to manage rope as it moves through a system, manage vertically and horizontal suspended litters, and rig advanced anchor systems.
- Ability to perform and control in-water contact rescues including "Live Bait" Rescue (rescue swimmer or in-water contact rescue).
- Ability to operate, handle and maintain a variety of watercraft used in Swift Water operations such as inflatable rafts, kayaks, and catarafts, with or without motors.
- Ability to provide emergency medical treatment as a first responder.
- Knowledge of general search strategy and tactics, including map, compass, and GPS techniques. Good understanding of technical/electronic search device capabilities, limitations and procedures.
- Ability to accurately sketch a search area, apply and interpret search area marking techniques for perimeters, alert areas, hazards, etc., and to recognize and identify victim location clues.
- Knowledge of rescue specialist tools and abilities, and awareness of the hazards associated with the various search environments.

Teams will operate under the direction of the Swift Water Rescue Team Leader or other designated supervisor. Work will be subjected to periodic observation for acceptability and to compliance with operating instructions and procedures.

### **Personnel**

Swift Water Rescue Teams will be required to maintain a minimum of 10-12 personnel. The Team's size shall increase as the Incident needs and complexity elevate. A Swift Water Rescue Team unit will consist of the following personnel:

- 1-2 upstream spotters,
- 2-4 downstream safeties, trained to the Swift Water technical level,
- 1 team leader/Incident commander/safety officer, trained to the Swift Water technician level. Although one person can take on all these roles, it is preferable to assign one person to fill each role. This depends on the response capabilities of each team.
- 4 rescuers, trained to the Swift Water technician level, and
- 2 support personnel.

### **Equipment**

The **Resource Provider** shall be responsible for ensuring compliance with the standard minimum [National Incident Management System \(NIMS\) Swift Water Rescue Team Equipment Requirements](#). This equipment list should be considered as the minimum required equipment for Swift Water Search and Rescue Teams that are requested by the Oregon Department of Forestry. The equipment should allow the teams to be **Self-Sufficient** for 72 hours excluding vehicle fuel.





## IRA Application Document Checklist


Company Name: \_\_\_\_\_

		RESOURCE TYPE						
		Crew	Equipment	Faller	Vehicle & Driver	RADO	Medical	Security
<b>Check all applicable boxes below (left) indicating documents are being submitted.</b>		X Indicates Requirement for Resource Type						
	Resource Information and Rate Sheet	X	X	X	X	X	X	X
	W-9 Form (link to IRS W-9 form)	X	X	X	X	X	X	X
	***COI - General Commerical Liability (1,000,000 single & 2,000,000 aggregate)	X	X	X	X	X	X	X
	***COI - Automobile Insurance (1,000,000 single)	X	X	X	X	X	X	X
***Additional Insureds shall be listed as: <a href="#">State of Oregon, Oregon Board of Forestry, Oregon Department of Forestry, Coos Protective Association, Douglas Forest</a>								
	COI Workers Compensation (ORS 656.017) (or Exemption Form (ORS 656.126)	X	X	X	X	X	X	X
	PMS 310-1/RT-130 or OR-OSHA training certifications as applicable	X	X	X	X		X	
	New Generation Fire Shelter Deployment training	X	X	X	X		X	
	Not on Oregon Debar list	X	X	X	X	X	X	X
	Registered in OregonBuys	X	X	X	X	X	X	X
	Equipment Photos - For identification of and Typing standards		X		X			
	Not on VIPR Agreement		X	X	X		X	X
	Not on any other ODF IRA (can't have multiple agreements with multiple Districts)	X	X	X	X	X	X	X
	Migrant and Seasonal Agricultural Worker Protection Act Registration as applicable	X	X					
	BOLI Farm/Forest Labor Contractor License as applicable	X	X					
	AOL Certification (or District Forester/Logging Industry contact info)			X				
	OHA EMS Provider Licenses, Certifications						X	
	Professional Insurance Coverage						X	
	Supervising Physician Standing Orders						X	
	Annual WCFT - Arduous Level	X		X			X	
	DPSST Private Security Certification							X

### FOR OFFICIAL USE ONLY:

<div></div>	<div></div>	<div></div>
State Representative Signature	Printed Name AND Title	Date
<div></div>	<div></div>	<div></div>
Reviewer's Signature	State Printed Name AND Title	Date

# EXHIBIT I NOTICE OF ASSIGNMENT

<b>State of Oregon</b> <b>Department of Forestry</b> 	PLACE PREPARED
	DATE

PLEASE TAKE NOTICE that moneys due or to become due under the contract No. \_\_\_\_\_ have been assigned to the undersigned pursuant to the provisions of the Assignment of Claims Act of 1940 (Public Law No. 811, 76<sup>th</sup> Congress), approved October 9, 1940.

Payments due or to become due under such contract should be made to the assignee.

Please return to the undersigned the three enclosed copies of this notice with appropriate notations showing the date and hour of receipt and duly signed by the person acknowledging receipt on behalf of the addressee.

NAME AND ADDRESS OF ASSIGNEE	BY (Signature)	TITLE OF SIGNING OFFICER

DATE RECEIVED	HOUR RECEIVED <div style="text-align: right;">A.M.      P.M.</div>	
NAME AND TITLE OF ADDRESSEE OF NOTICE	BY (Signature on behalf of addressee)	TITLE

**INSTRUCTIONS:** In order to avoid delay, inconvenience, and possible impairment of the validity of assignments, these instructions should be followed carefully.

- Under the terms of the Assignment of Claims Act of 1940, written notice of each assignment of moneys due or to become due from the United States or from any agency or department thereof, must be filed with:**
  - the contracting office or the head of its department or agency.
  - the surety or sureties upon the bond or bonds, if any, in connection with such contracts, and
  - the disbursing officer, if any, designated in such contract to make payment.
- All blanks should be carefully filled in and the original and three copies should be forwarded to each of the parties with whom notice is required to be filed.**
- The addressee should acknowledge receipt of this notice on the three copies and return the same to the assignee.
- One copy of each such receipt should be retained by the assignee for his own records and two copies of each such receipt should be attached to the first invoice, voucher, or other similar document submitted for payment.
- It will not be necessary to forward additional copies of such receipt with requests for further payment, because the first copies will be duly recorded in the appropriate offices of the GOVERNMENT.
- If there is no surety bond in connection with the contract, giving rise to the claim which is assigned, it is not necessary to serve notice of assignment upon any surety.
- If no disbursing officer is designated in such contract to make payment, it is not necessary to serve notice of assignment upon any disbursing officer.

**FOR VALUE RECEIVED**, the undersigned assignor, hereinafter referred to as "assignor", in accordance with the provisions of the Assignment of Claims Act of 1940, as amended (31 U.S.C.203, 41 U.S.C. 15), hereby sells, transfers, and assigns to

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of all moneys due or to become due to assignor from the United States of America or from any department or agency thereof under the following contract:

Contract Number  
Contract Date  
Agency  
Name of Contractor  
Contractor Address  
Contract Amount

Assignor hereby stipulates that no previous assignment has been made, and that no additional assignments will be made, of moneys due under said contract. Assignor hereby irrevocably authorizes and directs the disbursing officer of the United States of America or department or agency thereof to make payment to said assignee of said moneys due or to become due to assignor under said contract.

**IN WITNESS WHEREOF**, assignor has executed this assignment this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(NAME OF CONTRACTOR)

(CORPORATE SEAL)

ATTEST:

By \_\_\_\_\_

By \_\_\_\_\_  
(SIGNATURE OF OWNER, PARTNER, OR OFFICER)

Title \_\_\_\_\_

Title \_\_\_\_\_

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) as:

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_ before me \_\_\_\_\_, a notary public in and for said State, personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that individual executed the same.

\_\_\_\_\_  
NOTARY PUBLIC

(NOTARIAL SEAL)  
My commission expires \_\_\_\_\_.

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) as:

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_ before me \_\_\_\_\_, a notary public in and for said State, personally appeared \_\_\_\_\_ known to me to be one of the partners of the partnership that executed the within instrument and acknowledge to me that such partnership executed the same.

\_\_\_\_\_  
NOTARY PUBLIC

(NOTARIAL SEAL)  
My commission expires \_\_\_\_\_.

CORPORATE ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) as:

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_ before me \_\_\_\_\_, a notary public in and for said State, personally appeared \_\_\_\_\_ known to me to be of the corporation that executed the within instrument and acknowledge to me that such corporation executed the same.

\_\_\_\_\_  
NOTARY PUBLIC

(NOTARIAL SEAL)  
My commission expires \_\_\_\_\_.

If a Resource Provider elects to assign future payments to a bank or financial institution, the Resource Provider shall deliver a written request for Assignment of Claims to: Oregon Department of Forestry, Accounts Payable Coordinator, 2600 State Street, Salem OR 97310

The Assignment of Claims must be signed by the appropriate Authorized Government Representative and will remain in effect for the duration of this Agreement unless the Resource Provider provides proper notification to the State to stop the Assignment of Claim.

**EXHIBIT III  
OPTIONAL EXTENSION FORM**

**RESOURCE and INCIDENT INFORMATION**

Company Name: \_\_\_\_\_ IRA No.: \_\_\_\_\_

Incident Name: \_\_\_\_\_ Incident No.: \_\_\_\_\_ Request No.: \_\_\_\_\_

**EXTENSION INFORMATION**

Prior to any extension, the health, readiness and capability of the crew will be considered. The health and safety of incident of incident personnel and resources will not be compromised under any circumstances.

Length of Extension and Last Work Day: \_\_\_\_\_

Justification (Select One):

- ☐ Life and property are imminently threatened,
- ☐ Suppression objectives are close to being met, or
- ☐ Replacement resources are unavailable or have not yet arrived.

Mandatory R&R Day(s) will be taken on: \_\_\_\_\_

R&R Instructions (Select One): \*\*\*The first two selections are paid at 8 hour guarantee rate.

- ☐ Government directed R&R at ICP/Fire Camp \*\*\*
- ☐ Government directed R&R at specified location away from ICP/Fire Camp \*\*\*
- ☐ Government directed R&R at Contractor DDL/home
- ☐ Government allows Contractor to choose R&R location
- ☐ Government directed R&R at specified location, but Contractor chooses to R&R elsewhere

Additional Documentation (if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested By:**

Incident Supervisor: \_\_\_\_\_ Incident Position: \_\_\_\_\_  
(print/sign legibly) Contact Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved By:**

Contractor/CRWB: \_\_\_\_\_ Date: \_\_\_\_\_

**Team IC, Deputy IC or OSC:** \_\_\_\_\_  
(print/sign legibly) Contact Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT IV - SAMPLE INVOICE FORM

Company Name:

Company Remittance Address:

Invoice #

Date:

Agreement #:

Addressee:

Attn:

Address:

Description	Quantity	Unit Price	Extension
Incident Name:		\$	\$
Incident Number:		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL DUE		\$	\$
		\$	\$

If there are any questions please call:

( ) -

Payment in full is due 30 days from the date of the invoice unless other arrangements have been made.

Please return one copy of this invoice with your payment.

Attachments:

Hand Crew Manifest(s)

Resource Order

Award Summary Sheet

Daily CTRs

Other Special Needs Documentation

# COMMUNICATIONS



Chief Jeff Pricher  
52751 Columbia River Hwy.  
P.O. Box 625  
Scappoose, Oregon 97056

May 3, 2022

Chief Pricher-

On behalf of Empact Northwest, I would like to extend our appreciation for allowing Division Chief Miguel Bautista the opportunity to join our most recent deployment to Poland in response to the Ukrainian refugee crisis.

Empact Northwest is a registered 501(c)(3) Non-profit organization founded in 2010, providing direct rescue, medical services, training, and logistical support to underserved communities worldwide. All of our team members are volunteers who have invested considerable time in their personal training as well as financially in the gear they need when deployed.

DC Bautista served as a Disaster Medical Technician/Logistics Specialist while deployed to Poland. For this deployment his skills, expertise, and organizational capabilities were imperative for us to be able to complete relief operations along the border between Poland and Ukraine.

At Empact Northwest we rely heavily on our volunteers, and it is generous employers like you who allow us to deliver emergency assistance during and after disasters of all kinds.

Yours in service,

A handwritten signature in black ink, appearing to read 'J. Gillanders', with a stylized, flowing script.

Jake Gillanders  
Executive Director



Dear Suppose Ric -

Thank you for the magnificent bouquet of flowers. The jewel tones light up the room, and I cannot imagine a bouquet I would have preferred over it. All my favorite flowers!

It's fun to work with you again!

Janine