

# Scappoose Rural Fire District

## Board of Directors Regular Meeting

Thursday, July 14, 2022

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or join by entering a meeting ID

Meeting ID: 277 299 802 969

Passcode: Zkipj6

Or call in (audio only)

[+1 323-433-2389,396283662#](#) United States, Los Angeles

Phone Conference ID: 396 283 662#

#### I. Call to Order & Flag Salute

#### II. Public Comment:

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

#### Audience Participation

#### III. Organizational Meeting

#### IV. Consent Agenda

- A. Approve Minutes from 6.9.22 regular meeting
- B. Approve 6.30.22 Expense Account activity
- C. 6.30.22 Budget vs. Actual

#### V. Statistical Data

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

## VI. Staff Reports

- A. Chief's report
- B. Operations report
- C. EMS Operations report
- D. Fire Marshal & Training report
- E. Finance report

## VII. Old Business

## VIII. Committee Reports

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

## IX. Miscellaneous

## X. New Business

- A. In accordance with Board Policy 2.18
  - 1. Select President, Vice President, and Secretary/Treasurer of Board
  - 2. State official newspaper
  - 3. State regular Board meeting date, time, and place
  - 4. Establish employee evaluation month
  - 5. Review the status of legal counsel
  - 6. Review current contracts
- B. Annual ethics disclosure
- C. Committee appointments by President
- D. Declare 3 CPAP units as surplus

## XI. Good of the Order

## XII. 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

## SCAPPOOSE FIRE DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Thursday, June 9, 2022

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

**Call to Order & Flag Salute:** President Sorenson called the meeting to order at 7:00 pm and led the flag salute.

Present: Chief Pricher, Chief Marks, President Sorenson, Director Graham, Director Kriek, Director Gift, FD Bloomquist, Lt. Anderson, FF Kriek, FF Mathews, NIFF Curio, Rick Stewart, Damon Stewart, Jeanette Stewart, Jack Stewart, Jason Norton

Director Reeves attended electronically and one caller who chose not to identify themselves.

### **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:** No comment.

### **Award Presentation:**

- Rick Stewart, an ODOT employee, was recognized for assisting SRFD while on a transport April 12, 2022. There was a patient with a weapon, who was attempting to harm himself and then an SRFD employee in an ambulance while stopped at Cornelius Pass Road and Hwy 30. Mr. Stewart was awarded with a Medal of Heroism.

**Budget Hearing:** Director Sorenson opened the budget hearing for comment. There was no public comment. The hearing was then closed.

**Consent Agenda:**

Director Graham motioned to approve the consent agenda. Director Gift seconded.

Directors Kriek and Director Sorenson asked why there are three dishwashers on the expense account. Director Sorenson asked about expenses associated with EMS week.

Director Sorenson asked if we investigated SDAO accounting assistance for accurate accounting. Director Gift asked if we could also use the auditor, which other directors supported. FD Bloomquist will follow-up on this prior to the next board meeting. Chief Pricher assured directors that checklists for accounting accuracy would be used.

Director Kriek asked what was purchased at Cowlitz River Rigging. Better notes in Quickbooks would be advised. FD Bloomquist will reformat the expense report. Director Sorenson asked about charges for Mystery Ranch and Smart Sign. Director Graham asked for clarification on Nearspace Corporation.

Discussion on Budget Vs. Actual on specific line items, especially budget #730. President Sorenson asked FD Bloomquist to investigate this account and send out an explanation to the board.

- Approve minutes from the May 12, 2022, regular board meeting
- Approve 5.31.22 Expense Account Activity
- Approve 5.31.22 Budget vs. Actual

**Motion carried unanimously.**

**Statistical Data:**

- Ambulance Activity Report – Director Kriek asked when ambulance fees had last been updated. Chief Pricher said the last review was 2.5 years ago, and suggested we look at these fees again in a year. Chief Pricher said the feasibility of charging transports from OSHU clinic to inter-facility rates vs. 911 rates is under investigation. ASA contracts are for 5-year periods and the current contract is due this year.
- Response Activity Report – Director Gift asked if we have more patient refusals. NIFF Curio suggested the number was holding steady.
- UAS Flight Summary – Director Graham asked what types of flights were reflected in the flight summary. President Sorenson asked for an easier to-follow-summary of flights.

**Staff Reports:**

- Chief's Report – Chief Pricher verbally reported he is focused on processes to support the finance director with financial operations and reporting. Additionally, Chief Pricher attended numerous meetings throughout the month.

- Operations Report – New radios were installed, with some immediately needing repairs. Senate Discretionary Funding request is moving forward. SRFD's application has moved up to consideration with all other state applications. If we make it pass this level, it will be published, and funding will take place in fall of 2022.
- EMS Operations –Chief Marks updated the board on RAW stations and meetings regarding need and collaborator support. Roof repairs are on hold until decisions are made regarding building upgrades. Chief Marks recommends fixing the single leak until it is decided what building upgrades will be done. Chief Marks has applied for and received an OHA ambulance upgrade grant. Materials include medical and non-medical items. He and NIFF Curio have also applied for a grant for Rural & Frontier EMS for upgrading AEDs. Grant notification is expected June 15<sup>th</sup>. We have a new EMS only volunteer.
- Fire Marshal Report / Training Report – Director Gift asked if boater education cards have been updated. Those with deckhand training have updated boater education cards. Seven members successfully completed the rope rescue training.
- Financial Report – Present Audit/Financials - FD Bloomquist updated the board on his processes and growing understanding of his responsibilities. He is working to build desk level procedures to help the agency with continuity in the finance office.

#### **Old Business:**

- Budget Review – FD Bloomquist will send the addendum to all budget committee members.
- President Sorenson requested an update on the SDAO Best Practices Program. Maria will forward the link to all trainings to Director Kriek and Director Graham. President Sorenson asked about the high school program. Chief Pricher said this is tied to the Senate Discretionary Funding request.

#### **Committee Reports:**

- Management Team - This team met prior to tonight's meeting.
- Long Range Planning Committee – Director Kriek asked for a planning committee meeting prior to a consultant search. Director Kriek will contact M Heath to schedule a meeting with Chief Pricher.
- Awards & Incentives – No meeting.

#### **Miscellaneous:**

#### **New Business:**

- Budget Resolution – Director Graham motioned to adopt the 2022-2023 SRFD Budget as presented on the Resolution. Director Kriek seconded. **Motion carried unanimously.**
- Letter to Mayor Burge - The city asked if they could pay the second \$100,000 payment for the new ambulance in federal FY22-23.

- Street name change - Chief Pricher explained the situation of naming 6<sup>th</sup> Street. Chief Pricher expressed his gratefulness at the level of collaboration with the city.

**Good of the Order -**

Director Sorenson thanked everyone for the flowers for his mother-in-law's passing.

**Adjourn to executive session at 8:29 pm.**

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.

**Return to regular session at 8:55 pm.**

Director Graham moved to adjourn the regular meeting; Director Gift seconded at 8:59 pm.

# **EXPENSE ACCOUNT ACTIVITY**



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

	Name	Memo/Description	Amount
<b>1..GENERAL FUND EXPENDITURES</b>			
<b>1...</b>			
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>			
<b>550 Insurance</b>			
	S.D.I.S.	Health Plan	31,151.93
		OR Employer Work Bene	67.75
	Standard Insurance	AD&D and Life Insurance Premium	1,928.70
	S.D.I.S.	2022-23 Workers Comp Insurance	44,553.83
	American Heritage Life Insurance Co.	June 2022 - Life Insurance Anderson & Marks	136.90
<b>Total for 550 Insurance</b>			<b>\$ 77,839.11</b>
<b>560 Personnel Salaries</b>			
	Voya - Oregon Savings Growth Plan	June 2022 - Includes vacation payouts	23,948.87
	Principal Financial Group	Anderson Life Policy 4809832	52.24
	Tualatin Valley Fire Fighters Union	Union Dues - June 2022	1,988.54
		Garnishment	805.00
		Employee Tax Withheld	48,785.97
		June 2022 - Net Pay	127,201.16
<b>Total for 560 Personnel Salaries</b>			<b>\$ 202,781.78</b>
<b>570 SocSec/Medicare(FICA)</b>			
		Employer Tax Withheld	16,536.71
<b>Total for 570 SocSec/Medicare(FICA)</b>			<b>\$ 16,536.71</b>
<b>580 Volunteer Services</b>			
	Greenup, Cade	June 2022 cell phone	34.00
<b>Total for 580 Volunteer Services</b>			<b>\$ 34.00</b>
<b>590 Personnel Benefits</b>			
		PERS/Other Comp	64,102.66
<b>Total for 590 Personnel Benefits</b>			<b>\$ 64,102.66</b>
<b>Total for 1.1 GENERAL FUND PERSONNEL SVCS</b>			<b>\$ 361,294.26</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>			
<b>670 Contract Services</b>			
	Local Government Law Group	63267	147.00
	Local Government Law Group	63268	343.00
<b>Total for 670 Contract Services</b>			<b>\$ 490.00</b>
<b>680 Communications Maintenance</b>			
	Day Wireless Systems	2110 Installation and service charges	3,365.00
<b>Total for 680 Communications Maintenance</b>			<b>\$ 3,365.00</b>
<b>720 Public Fire Services</b>			
	US Bank	Fire Investigator Supply	413.80
	US Bank	OSMB Boating	20.00
	US Bank	OSMB Boating	20.00
<b>Total for 720 Public Fire Services</b>			<b>\$ 453.80</b>
<b>740 Uniforms</b>			
	A+ Engraving, LLC	Nameplate	3.00
	US Bank	Lighthouse Uniforms	1,506.10
	US Bank	Lighthouse Uniforms - Miguel	728.05
	US Bank	Beyond Uniforms	2,860.50
	US Bank	Beyond Uniforms	2,883.80
	US Bank	Lahaie's	108.00
<b>Total for 740 Uniforms</b>			<b>\$ 8,089.45</b>
<b>750 Maintenance on Equipment</b>			
	Wilcox & Flegel	EM - 125gal	645.01
	Wilcox & Flegel	B5 250gal	1,230.04
	Ace Hardware - Scappoose	437858/4 - Tape	23.99
	L.N. Curtis and Sons	NFPA Air Sample Analysis Kit	521.21
	Wilcox & Flegel	0697874-IN	1,581.42
	Wilcox & Flegel	EM - 145gal	690.62
	Wilcox & Flegel	Taxes and fees	55.53
	Safeguard Fire Extinguisher Service	Fire extinguisher services	373.00
	Pro Automotive & Diesel	Hose replacement - 12385	409.66
	Wilcox & Flegel	B5 - 300gal	1,650.91
	Pro Automotive & Diesel	Tires - 12346	1,295.76
	Pro Automotive & Diesel	Tires, Filters, Hoses, etc - Inv 12385	4,583.70
	Sunset Auto Parts	Battery less core deposit	418.88
	Ace Hardware - Scappoose	Distilled water	4.36
	Wilcox & Flegel	B5 - 150gal - \$5.487/gal	823.54
	Boatyard at Rocky Pointe Marina	50.2 gals Diesel @ 6.85 per gal	343.87

<b>Total for 750 Maintenance on Equipment</b>			<b>\$</b>	<b>14,651.50</b>
<b>760 Administration</b>				
	Emergency Response Resources, LLC	Background Checks - Dawkins and Morden		1,000.00
	US Bank	PDX Public Records		30.00
	US Bank	EGOV.com		1.50
	Pacific Office Automation, Inc.	Ongoing Maintenance		52.71
	Heath, Maria	Petty cash for office		100.00
	US Bank	Flowers		70.00
	U.S. Postal Service	Stamps 6 rolls x \$58		348.00
	US Bank	Computer Monitor		319.99
	US Bank	Amazon - Monitors (discounts applied)		399.98
	US Bank	Logo		39.00
	US Bank	Amazon		148.12
	US Bank	Quickbooks Online Monthly		40.00
	US Bank	Amazon credit		-2.05
	US Bank	EGOV.com		1.50
		Paychex Invoice		202.85
	US Bank	Amazon credit		-8.19
	US Bank	Residence Inn		186.87
	US Bank	PayPal renewal		6.41
	COSTCO Wholesale	5 membership renewals		300.00
	US Bank	Fingerprinting		46.25
<b>Total for 760 Administration</b>			<b>\$</b>	<b>3,282.94</b>
<b>765 Information Technology</b>				
	EMS Technology Solutions, LLC	Operative IQ		270.00
	Centerlogic, Inc.	74722 - Server upgrades		1,702.50
	Centerlogic, Inc.	74544 - Workstation upgrades		287.50
	Kleinberg Tech	May Report		210.00
	Centerlogic, Inc.	Onsite and support		201.25
	City of Portland - Bureau of Tech Services	800 MHZ Access		151.92
	US Bank	Amazon - Bullshead cable for radios		75.14
	US Bank	Centurylink Internet		75.00
	US Bank	Centurylink Internet		60.00
	US Bank	SPOT tracker		298.20
	US Bank	5 Memory sticks		166.35
	US Bank	Amazon - Memory cards		148.12
	AT&T Mobility	FirstNet - June 2022 Bill		454.85
	Verizon Wireless	Data Plan - Inv.# 9905390832		7.72
	INROADS VISA ACCT#491322	Goto Meeting/Goto Webinar		384.00
	Comcast Business	Acct# 8778102020633936		248.85
	EMS Technology Solutions, LLC	Operative IQ - Inventory Mgmt System - 45996		270.00
	US Bank	JAMF Software		168.00
	US Bank	iCloud		2.99
	Avenza Map Pro	5 Avenza Maps Pro subscriptions		495.00
<b>Total for 765 Information Technology</b>			<b>\$</b>	<b>5,677.39</b>
<b>770 Cleaning Materials &amp; Supplies</b>				
	US Bank	Amazon - Hand sanitizer		22.49
	Ace Hardware - Scappoose	Roof Sealant		9.99
	Ace Hardware - Scappoose	Simple green		35.97
<b>Total for 770 Cleaning Materials &amp; Supplies</b>			<b>\$</b>	<b>68.45</b>
<b>775 Emerg. Operating Supplies</b>				
	Airgas - USA, LLC	9989110194 - Oxygen		208.91
	Airgas - USA, LLC	9126594691 - Oxygen		330.41
	Ace Hardware - Scappoose	437839/4 - EMS Supplies		14.66
	Airgas - USA, LLC	9126545873 - Oxygen		260.81
	Bound Tree Corp.	O2, neonate, prongs, tube		23.87
	US Bank	Northern Tool - Generator, headlamps, cords		1,715.19
	US Bank	Amazon - Batteries and charger		78.61
	US Bank	Amazon - Dock lines		19.98
	US Bank	Frame Pro Expo, Pro roller wheel bag, Tiedown kit		1,095.99
	US Bank	Amazon - Anchorline with thimble		53.30
	US Bank	DOD FedMall - Batteries		20.47
	US Bank	DOD FedMall - Batteries		61.90
	US Bank	DOD FedMall - Leg Guards		215.90
	Northwest Safety Clean	Turnout advanced cleaning & inspection		233.32
<b>Total for 775 Emerg. Operating Supplies</b>			<b>\$</b>	<b>4,333.32</b>
<b>780 Building &amp; Grounds Maint.</b>				
	Harris WorkSystems	Office Furniture - Tables, chairs, hardware		5,322.20
	Harris WorkSystems	Office Furniture - Tables, chairs, hardware		7,638.45
	City of Scappoose	Fire station grounds mowing		424.34
	US Bank	Water for station		47.45
	US Bank	Ace Hardware		118.93

	Ace Hardware - Scappoose	Pumie toilet ring remover	7.59
	Ace Hardware - Scappoose	Station Supplies	23.63
<b>Total for 780 Building &amp; Grounds Maint.</b>			<b>\$ 13,582.59</b>
<b>790 Training</b>			
	US Bank	Fire Protection Pub	72.00
	US Bank	Egov.com	1.50
	US Bank	Holiday Inn Hermiston	107.67
	US Bank	Holiday Inn Hermiston	215.34
	US Bank	Holiday Inn Hermiston	323.01
	Liebig, Paul	Mileage reimbursement - Hermiston	277.88
	US Bank	Westin Boston Waterfront	1,145.88
	US Bank	Jones and Bartlett Learning	688.00
	US Bank	Residence Inn	10.00
	US Bank	Residence Inn	0.01
	US Bank	OSMB Boating	20.00
	US Bank	Chief P - United Airlines autopay mistake	672.00
	US Bank	Chief P - United Airlines autopay mistake	221.00
	National Fire Protection Agency	Training and Reference Materials - Miguel	565.46
	US Bank	OR Fire Marshals Assoc	130.00
	Chloey Alexander	Travel Expenses	246.23
	Miguel Bautista	PDX to/from Hermiston	219.96
	US Bank	Holiday Inn Hermiston	430.68
	US Bank	Holiday Inn Hermiston	323.01
	US Bank	Holiday Inn Hermiston	430.68
	US Bank	Holiday Inn Hermiston	323.01
	US Bank	Holiday Inn Hermiston	323.01
	US Bank	Holiday Inn Hermiston	323.01
<b>Total for 790 Training</b>			<b>\$ 7,069.34</b>
<b>810 Utilities</b>			
	Graybar Financial Services	Voip phones	299.25
	Waste Management of Oregon, Inc.	monthly Garbage/Recycling	127.45
	Xfinity	Cable tv	28.20
	P.G.E.	Cleetwood	60.93
	W.O.E.C.	Acct 13045001 - May 2022	444.14
	City of Scappoose	Water and Consumption 000421-000	340.65
	City of Scappoose	Base water charge 000422-000	35.52
	Comcast	Xfinity - Acct 0162514	28.20
	Verizon Wireless - Phones	Phones, iPads, etc	565.57
	City of Scappoose	Water and Consumption 000421-000	340.65
	City of Scappoose	Base water charge 000422-000	35.52
	W.O.E.C.	Chapman Station Electricity	444.14
	Northwest Natural Gas	ACCT #447881-4	47.11
	CRPUD	June 2022 statement	734.18
	CenturyLink	Facility phones	203.52
<b>Total for 810 Utilities</b>			<b>\$ 3,735.03</b>
<b>870 EMS Operations</b>			
	Systems Design	EMS Billing - April	2,190.70
	Sasek, Dean MD	Physician Advisor - May 2022	691.67
	Life-Assist, Inc.	1209006	484.07
	Life-Assist, Inc.	1209040	1,744.97
	Life-Assist, Inc.	1212620	41.15
	Life-Assist, Inc.	1214354	51.50
	Life-Assist, Inc.	1214962	799.33
	Life-Assist, Inc.	1222524	32.92
	Life-Assist, Inc.	1222555	10.00
	Life-Assist, Inc.	1221448	20.91
	Life-Assist, Inc.	1221085	971.41
	Systems Design	EMS Billing - June	2,024.94
	Environmental Compliance Consultant Inc.	Biohazard containers	110.00
	Life-Assist, Inc.	1221230	33.64
	Sasek, Dean MD	Physician Advisor - June 2022	691.67
	Life-Assist, Inc.	1221018	33.64
	Life-Assist, Inc.	1221019	102.71
	Life-Assist, Inc.	1221218	195.48
	Life-Assist, Inc.	1220324	6.99
	Life-Assist, Inc.	1218840	41.82
	Life-Assist, Inc.	1215546	38.24
	Life-Assist, Inc.	1216912	58.45
	Life-Assist, Inc.	1218114	1,046.97
	Life-Assist, Inc.	1218908	123.39
	TriZetto Provider Solutions LLC	EMS Software - June 2022	110.00
	EMS Technology Solutions, LLC	Narcotics tracking license - 45997	3,480.00

Total for 870 EMS Operations					<u>\$</u>	<u>15,136.57</u>
Total for 1.2 GENERAL FUND MATERIAL & SVC					<u>\$</u>	<u>79,935.38</u>
1.3 GENERAL FUND CAPITL OUTLAY						
910 CO Equipment						
	US Bank	DOD FedMall - Firehose				804.00
	Keystone Architecture & Project Management, LLC	SRFD Expansion Planning - 50% complete				9,524.11
Total for 910 CO Equipment					<u>\$</u>	<u>10,328.11</u>
Total for 1.3 GENERAL FUND CAPITL OUTLAY					<u>\$</u>	<u>10,328.11</u>
Total for 1...					<u>\$</u>	<u>451,557.75</u>
Total for 1..GENERAL FUND EXPENDITURES					<u>\$</u>	<u>451,557.75</u>

# BUDGET VS ACTUAL

# Scappoose Rural Fire Protection District

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

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1. GENERAL FUND REVENUES				
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	744,548.15	532,963.00	211,585.15	139.70 %
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)	80,163.36	30,000.00	50,163.36	267.21 %
Gas Royalties	38,715.82	15,000.00	23,715.82	258.11 %
Grant Awards	99,999.93	1,000.00	98,999.93	9,999.99 %
Interest Earned on Investments	4,467.33	5,000.00	-532.67	89.35 %
Intergovernmental		0.00	0.00	
Miscellaneous Revenue	46,915.04	20,000.00	26,915.04	234.58 %
Property Taxes				
Taxes - Current				
Local Option Levy	2,765,757.30	2,779,127.00	-13,369.70	99.52 %
Permanent Rate Levy	1,577,992.61	1,556,451.00	21,541.61	101.38 %
<b>Total Taxes - Current</b>	<b>4,343,749.91</b>	<b>4,335,578.00</b>	<b>8,171.91</b>	<b>100.19 %</b>
Taxes - Prior Years	111,702.55	92,069.00	19,633.55	121.32 %
<b>Total Property Taxes</b>	<b>4,455,452.46</b>	<b>4,427,647.00</b>	<b>27,805.46</b>	<b>100.63 %</b>
<b>Total 1. GENERAL FUND REVENUES</b>	<b>7,418,695.14</b>	<b>6,732,713.00</b>	<b>685,982.14</b>	<b>110.19 %</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>
Uncategorized Income	4.23		4.23	
<b>Total Income</b>	<b>\$7,702,939.55</b>	<b>\$7,159,048.00</b>	<b>\$543,891.55</b>	<b>107.60 %</b>
<b>GROSS PROFIT</b>	<b>\$7,702,939.55</b>	<b>\$7,159,048.00</b>	<b>\$543,891.55</b>	<b>107.60 %</b>
Expenses				
1..GENERAL FUND EXPENDITURES				
1...				

# Scappoose Rural Fire Protection District

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

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	581,228.90	643,584.00	-62,355.10	90.31 %
560 Personnel Salaries	2,195,235.55	2,460,425.00	-265,189.45	89.22 %
570 SocSec/Medicare(FICA)	179,919.38	197,775.00	-17,855.62	90.97 %
580 Volunteer Services	12,537.50	20,000.00	-7,462.50	62.69 %
590 Personnel Benefits	635,101.93	751,740.00	-116,638.07	84.48 %
<b>Total 1.1 GENERAL FUND PERSONNEL SVCS</b>	<b>3,604,023.26</b>	<b>4,073,524.00</b>	<b>-469,500.74</b>	<b>88.47 %</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				
670 Contract Services	15,762.14	52,000.00	-36,237.86	30.31 %
680 Communications Maintenance	11,144.73	15,000.00	-3,855.27	74.30 %
720 Public Fire Services	4,588.21	15,000.00	-10,411.79	30.59 %
730 Property & Liability Insur.	61,716.00	63,000.00	-1,284.00	97.96 %
740 Uniforms	22,962.29	15,000.00	7,962.29	153.08 %
750 Maintenance on Equipment	133,764.87	130,000.00	3,764.87	102.90 %
760 Administration	53,378.68	50,500.00	2,878.68	105.70 %
765 Information Technology	95,936.75	115,000.00	-19,063.25	83.42 %
770 Cleaning Materials & Supplies	2,742.15	5,000.00	-2,257.85	54.84 %
775 Emerg. Operating Supplies	50,865.70	65,000.00	-14,134.30	78.25 %
780 Building & Grounds Maint.	42,642.66	94,000.00	-51,357.34	45.36 %
790 Training	53,924.15	70,000.00	-16,075.85	77.03 %
810 Utilities	36,455.41	36,150.00	305.41	100.84 %
870 EMS Operations	110,678.47	155,000.00	-44,321.53	71.41 %
880 FireMed		0.00	0.00	
<b>Total 1.2 GENERAL FUND MATERIAL &amp; SVC</b>	<b>696,562.21</b>	<b>880,650.00</b>	<b>-184,087.79</b>	<b>79.10 %</b>
<b>1.3 GENERAL FUND CAPITL OUTLAY</b>				
910 CO Equipment	198,326.60	200,000.00	-1,673.40	99.16 %
<b>Total 1.3 GENERAL FUND CAPITL OUTLAY</b>	<b>198,326.60</b>	<b>200,000.00</b>	<b>-1,673.40</b>	<b>99.16 %</b>
<b>1.4 GENERAL FUND DEBT</b>				
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>4,562,564.79</b>	<b>5,219,174.00</b>	<b>-656,609.21</b>	<b>87.42 %</b>
<b>1.5 GENERAL FUND TRANSFER OUT</b>				
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>	
<b>1.6 GENERAL FUND CONTINGENCY</b>		400,000.00	-400,000.00	
<b>1.7 GENERAL RESERVED FOR FUTURE</b>		1,000,000.00	-1,000,000.00	
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>4,562,564.79</b>	<b>6,732,713.00</b>	<b>-2,170,148.21</b>	<b>67.77 %</b>
<b>2. GRANT FUND EXPENSE</b>				
<b>2.3 MATERIALS &amp; SERVICES</b>	71,423.36	100,000.00	-28,576.64	71.42 %
<b>Total 2. GRANT FUND EXPENSE</b>	<b>71,423.36</b>	<b>100,000.00</b>	<b>-28,576.64</b>	<b>71.42 %</b>

# Scappoose Rural Fire Protection District

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

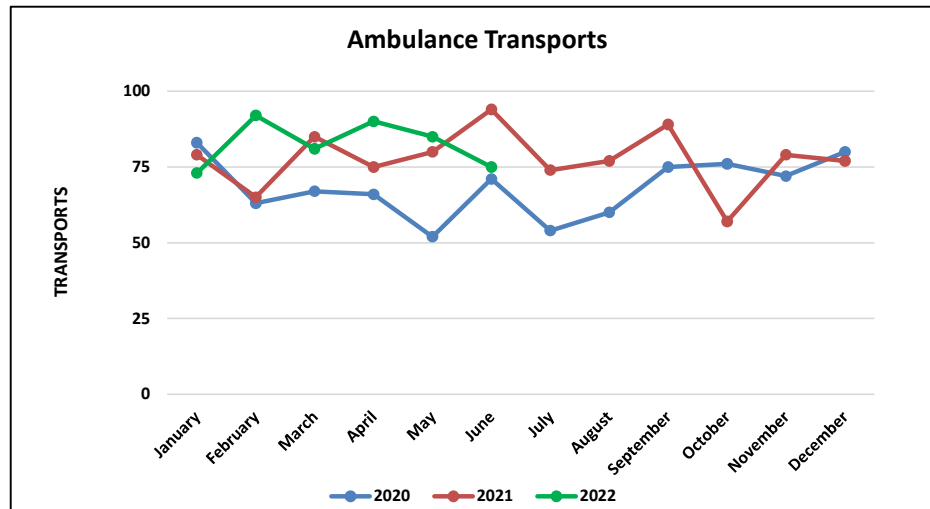
July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>3. PROPERTY FUND CAPITAL OUTLAY</b>				
EMS Apparatus & Equipment	61,645.72	87,000.00	-25,354.28	70.86 %
Fire Apparatus & Equipment		126,207.00	-126,207.00	
Miscellaneous Real Property		5,000.00	-5,000.00	
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>61,645.72</b>	<b>218,207.00</b>	<b>-156,561.28</b>	<b>28.25 %</b>
<b>4. PERSONNEL SVC FUND EXPENSE</b>				
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	4,043.06		4,043.06	
<b>Total Expenses</b>	<b>\$4,731,633.46</b>	<b>\$7,159,048.00</b>	<b>\$ -2,427,414.54</b>	<b>66.09 %</b>
<b>NET OPERATING INCOME</b>	<b>\$2,971,306.09</b>	<b>\$0.00</b>	<b>\$2,971,306.09</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$2,971,306.09</b>	<b>\$0.00</b>	<b>\$2,971,306.09</b>	<b>0.00%</b>

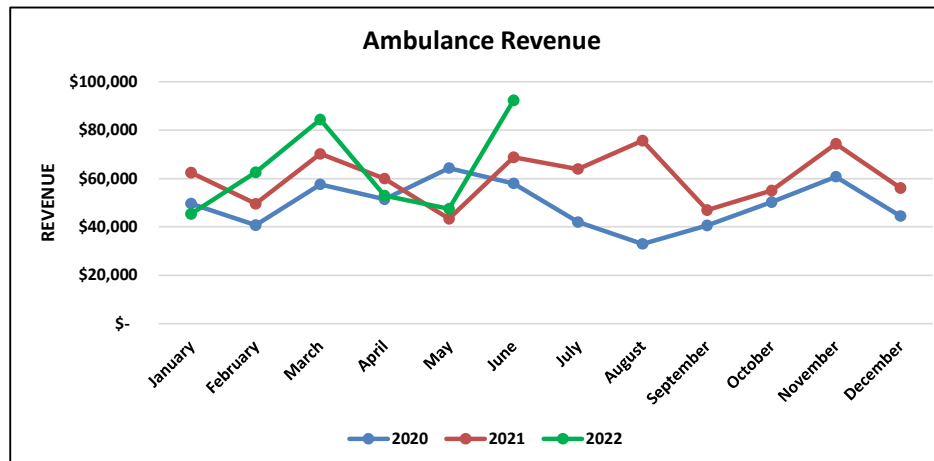


# **AMBULANCE BILLING & TRANSPORT REPORT**

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



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



# **MONTHLY RESPONSE & ACTIVITY REPORTS**

# MONTHLY REPORT

# SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



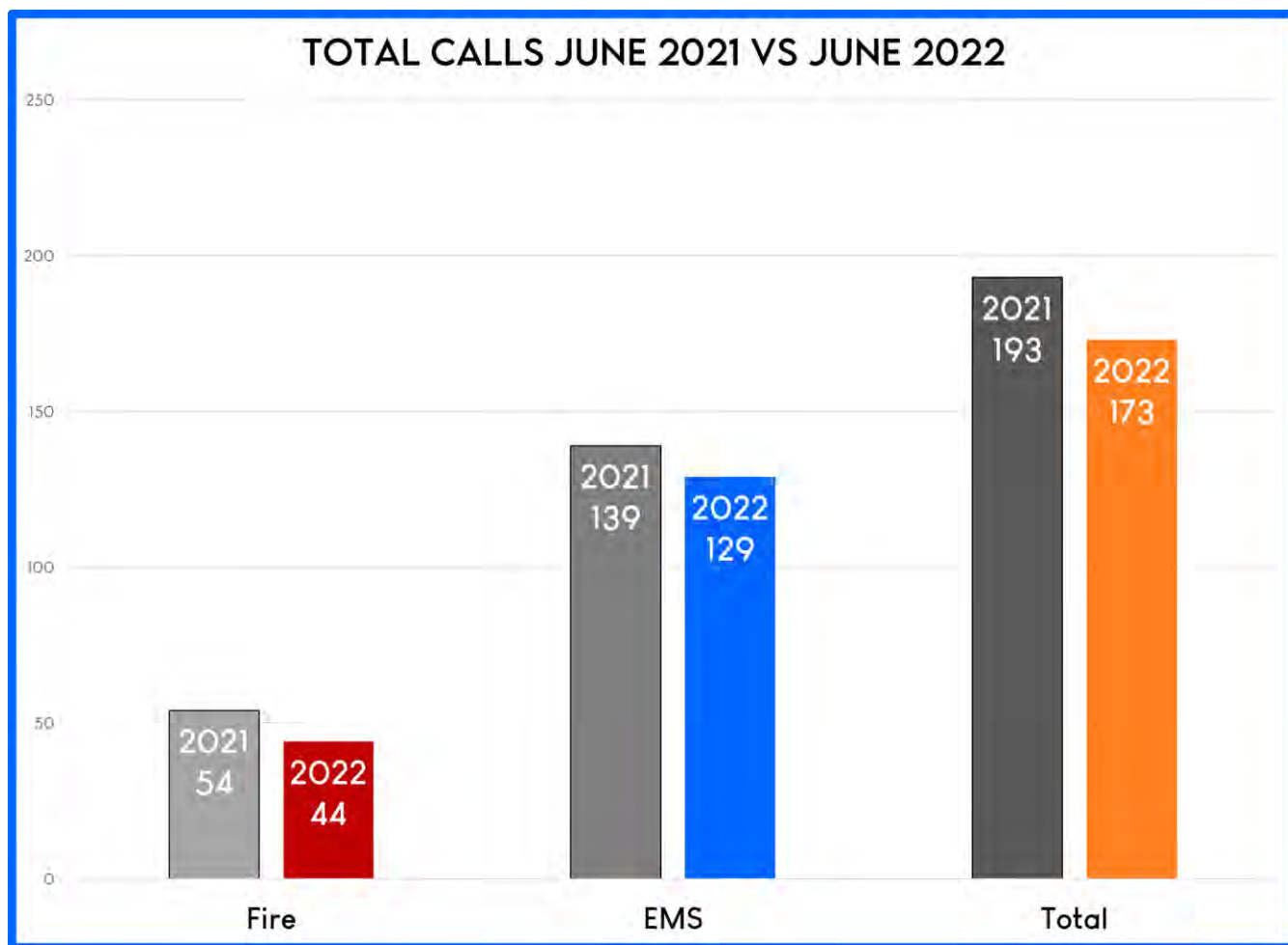
JUNE 2022

For the month of June, the ratio of EMS incidents to Fire incidents was 73% to 27% respectively. Total EMS related calls for the month were 126, including a total of 137 patients treated, with 75 of those transported to area hospitals. COVID-19 was suspected or confirmed in 5 patients.

Approximately 45% of the total call volume (77 incidents) represents overlapping calls (at least one other call in progress). Approximately 33% (17 incidents) of the of the 51 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 173, with a total of 355 apparatus responses spending 198 hours and 16 minutes of time. Total Fire & EMS incidents for the same month in 2021 was 193.

For the month of June, SRFD averaged 1.57 Fire calls per day and 4.20 EMS calls per day for an overall daily average of 5.77 calls per day.



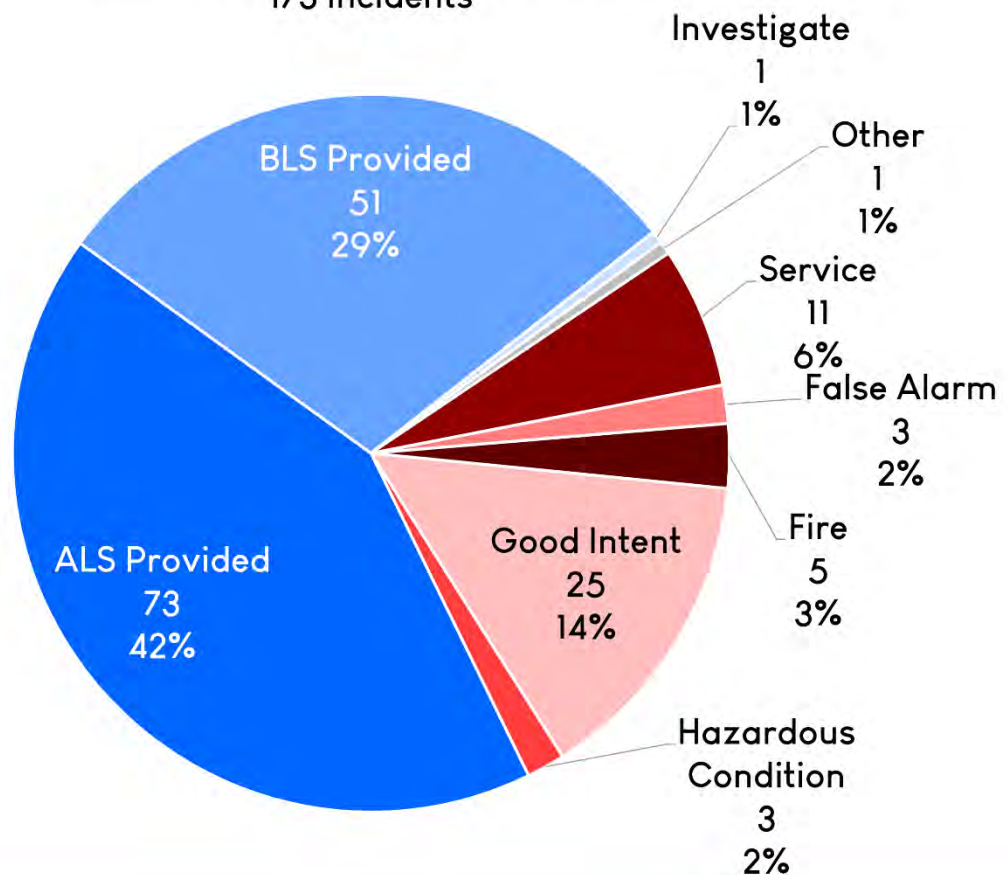
## FIRE AND EMS CALL BREAKDOWN FOR JUNE 2022

Fires	5
Hazardous Condition	3
Service Call	11
Good Intent	25
Other Assistance	0
False Alarm	3
<b>FIRE CALLS TOTAL</b>	<b>47</b>

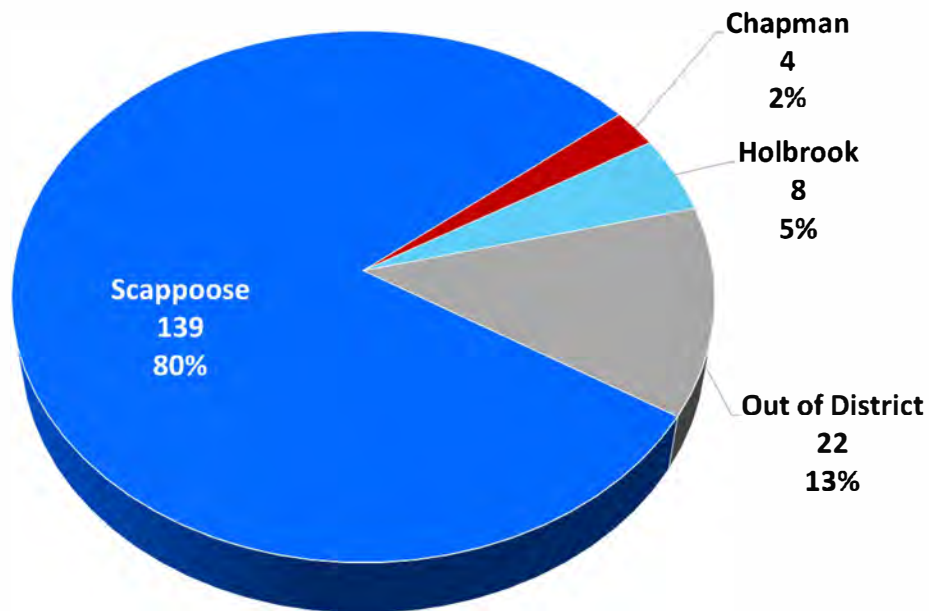
ALS Provided	73
BLS Provided	51
Investigate	1
Cancelled	0
Other Assistance	1
<b>EMS CALLS TOTAL</b>	<b>126</b>

### JUNE 2022 - CALLS BY TYPE

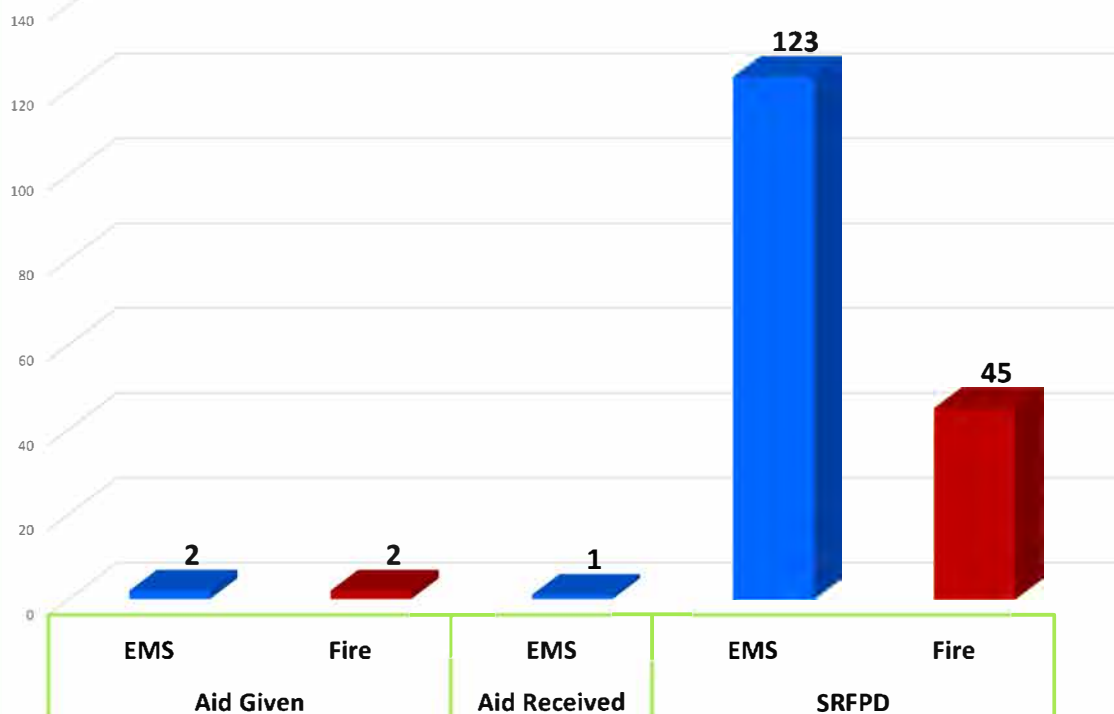
173 Incidents

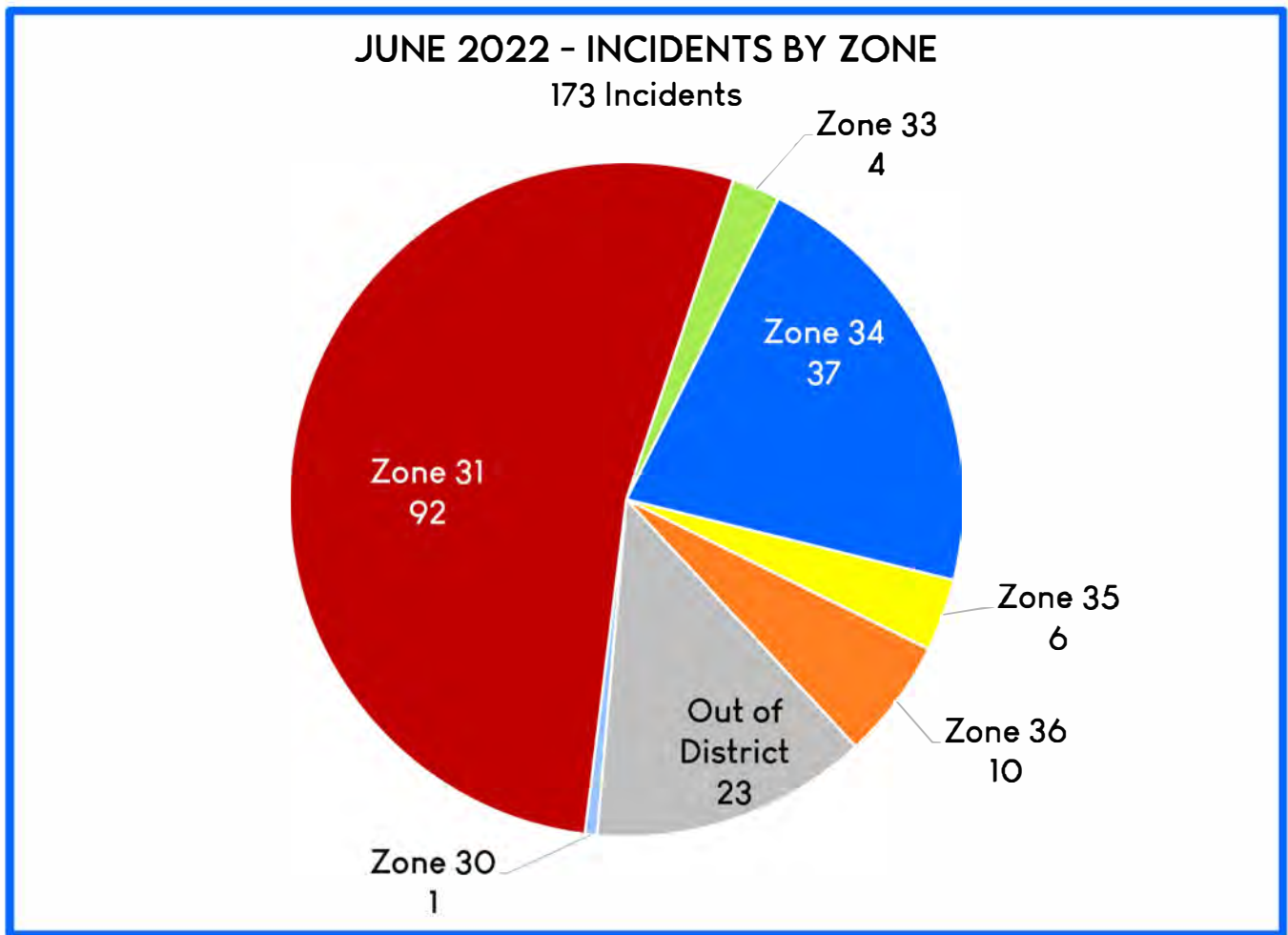


**JUNE 2022 - INCIDENTS BY STATION**  
173 Incidents with 355 Apparatus Responses



**INCIDENTS BY RESPONDING JURISDICTION**  
June 2022 - 173 Incidents



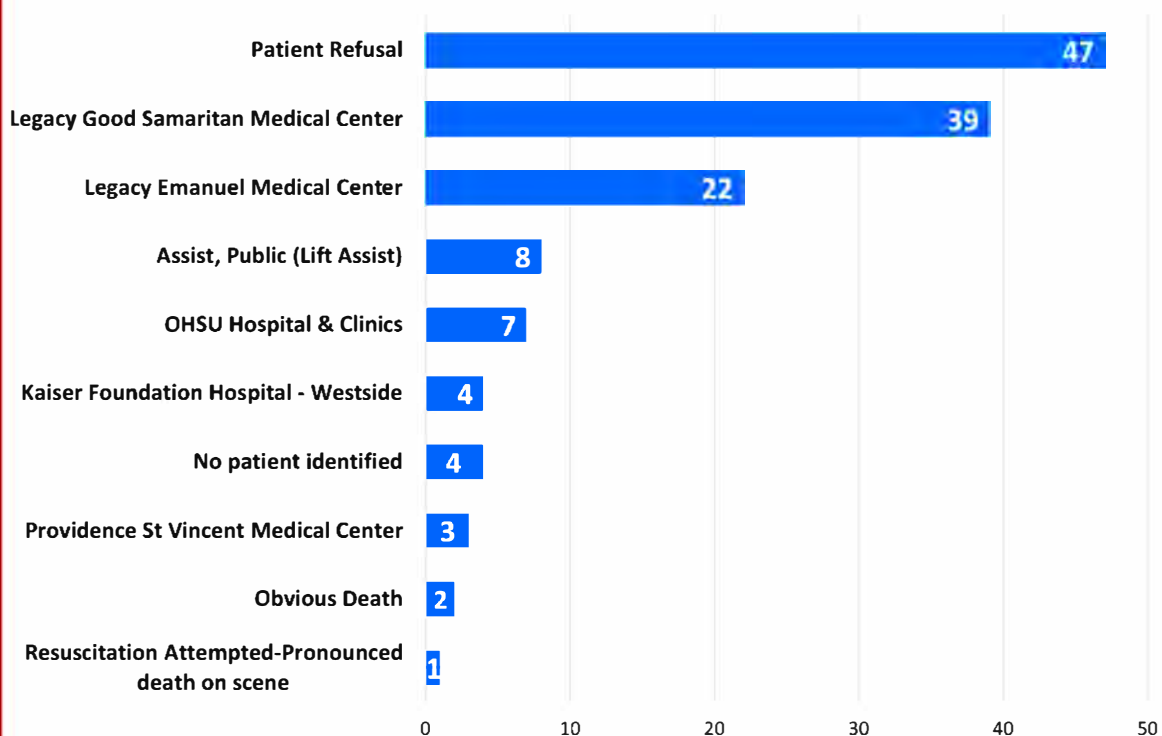




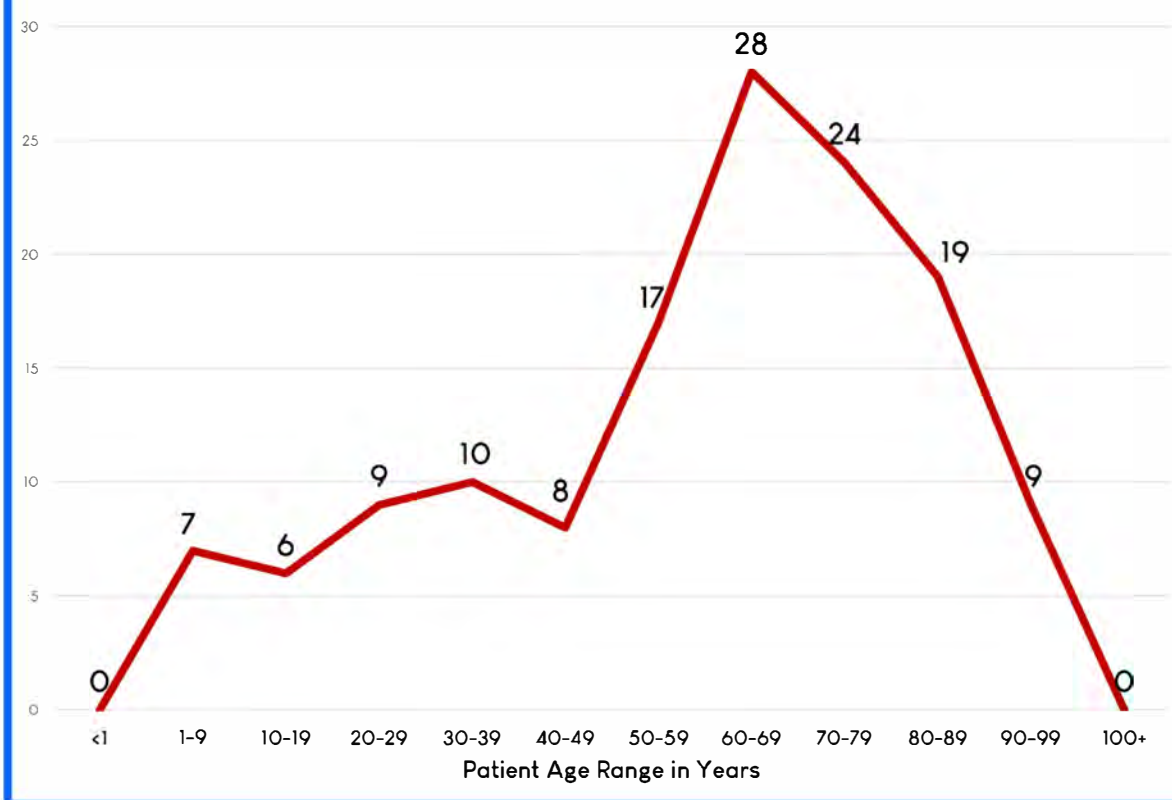
# OPERATIONS

## JUNE 2022 - PATIENT DISPOSTION

137 Patients Treated; 75 Transported

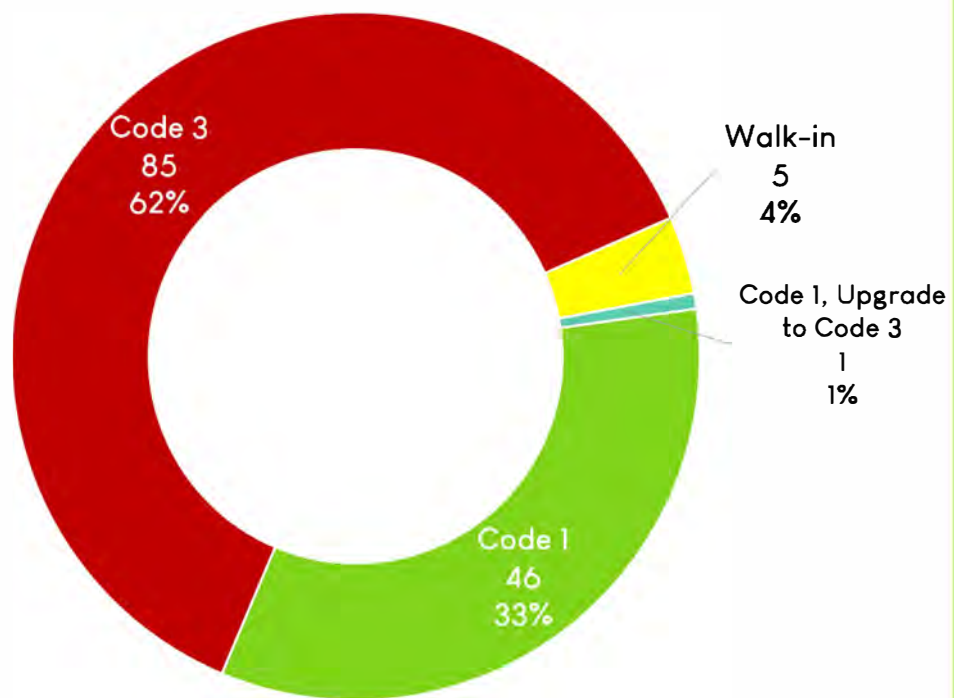


## JUNE 2022 AGE OF 137 PATIENTS TREATED

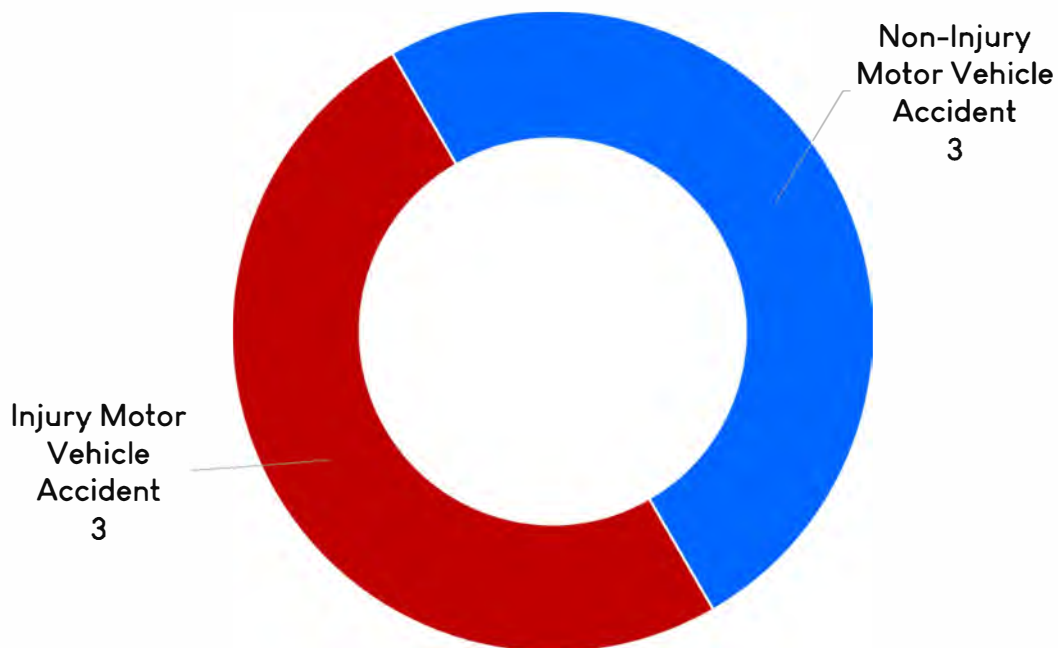


JUNE 2022

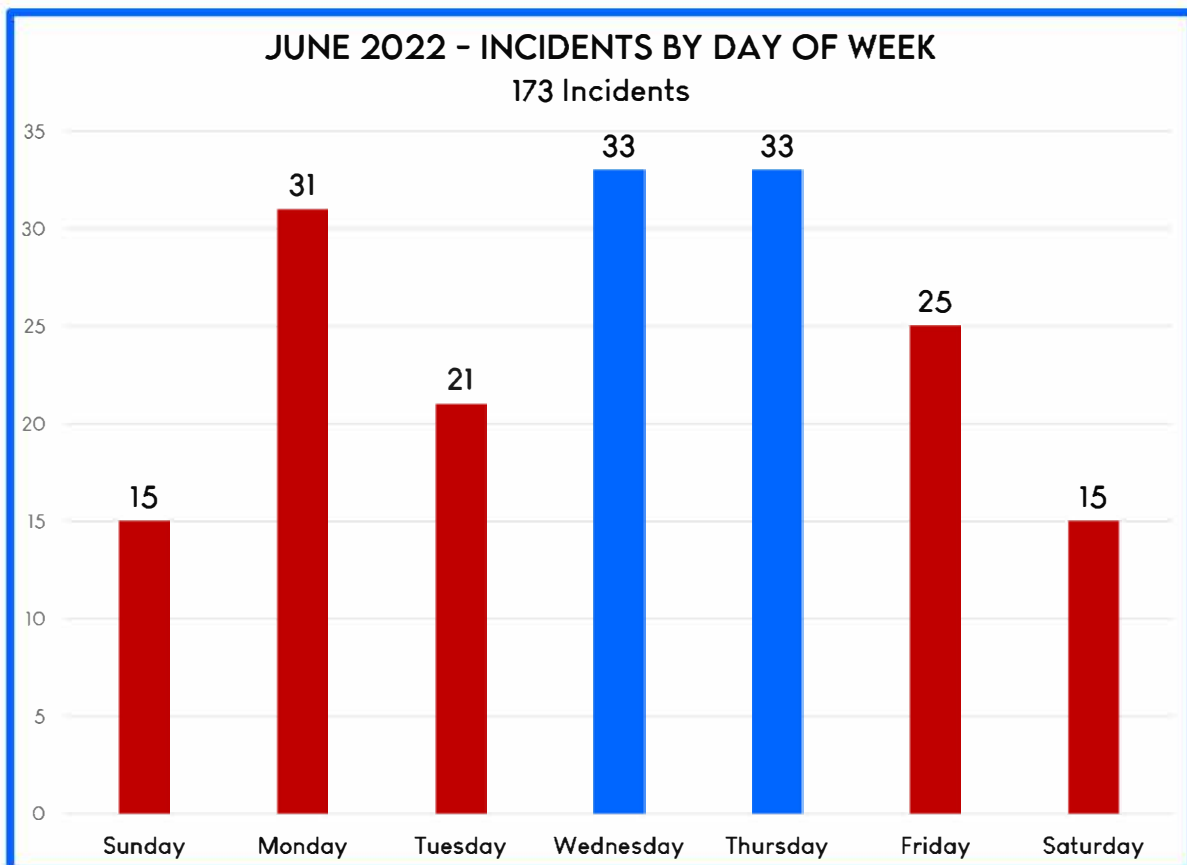
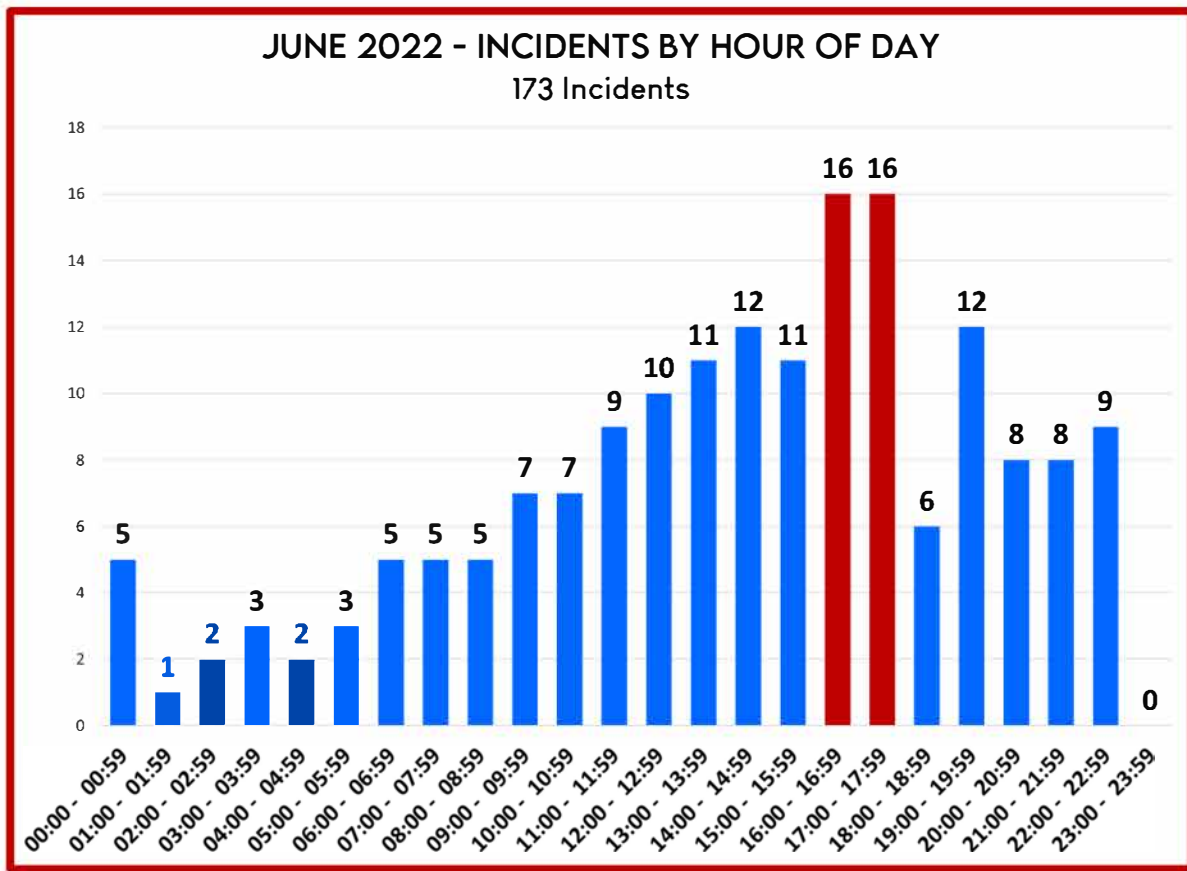
JUNE 2022 - EMS RESPONSE MODE  
137 Patients



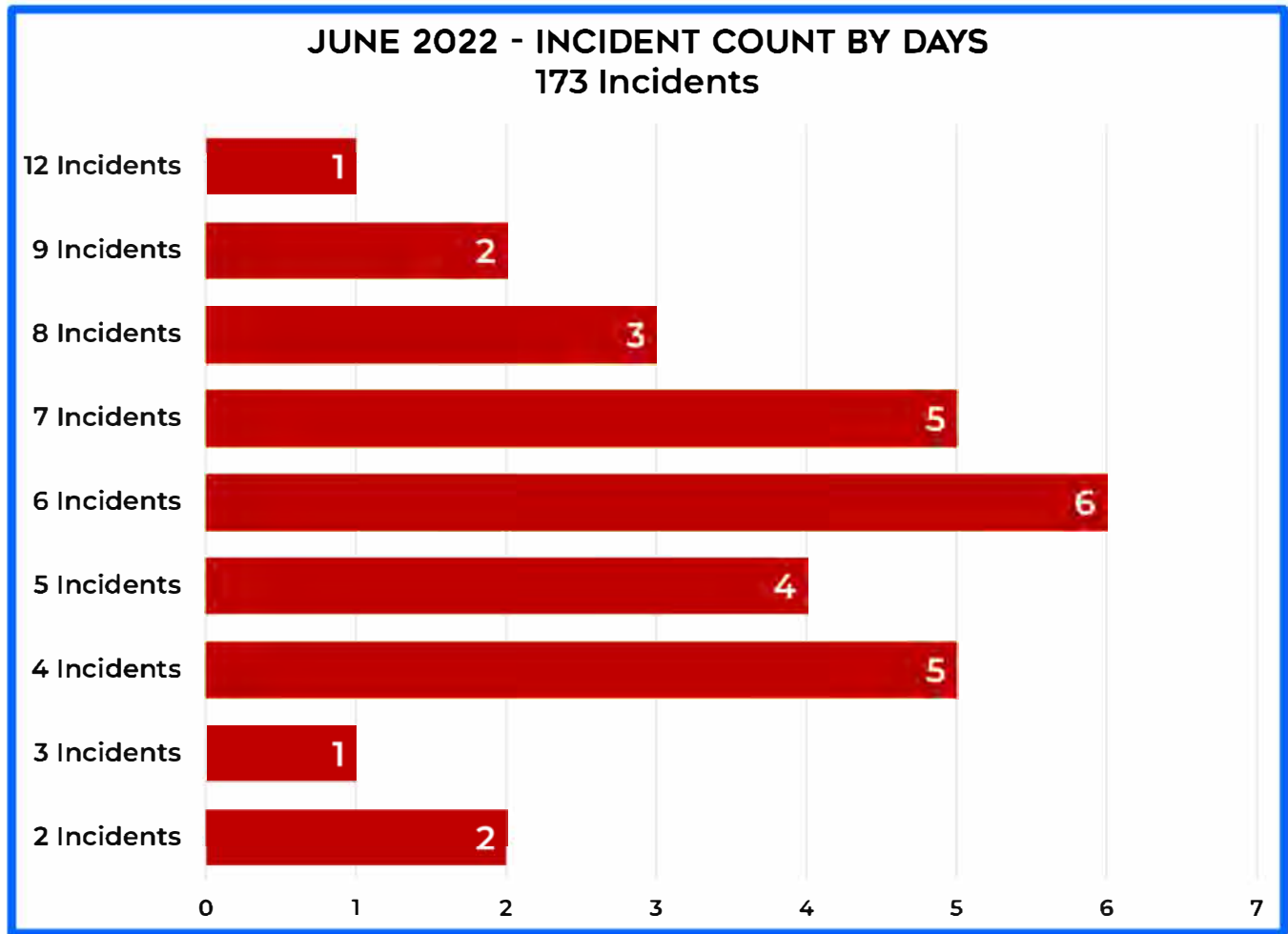
JUNE 2022 - 6 MOTOR VEHICLE ACCIDENTS

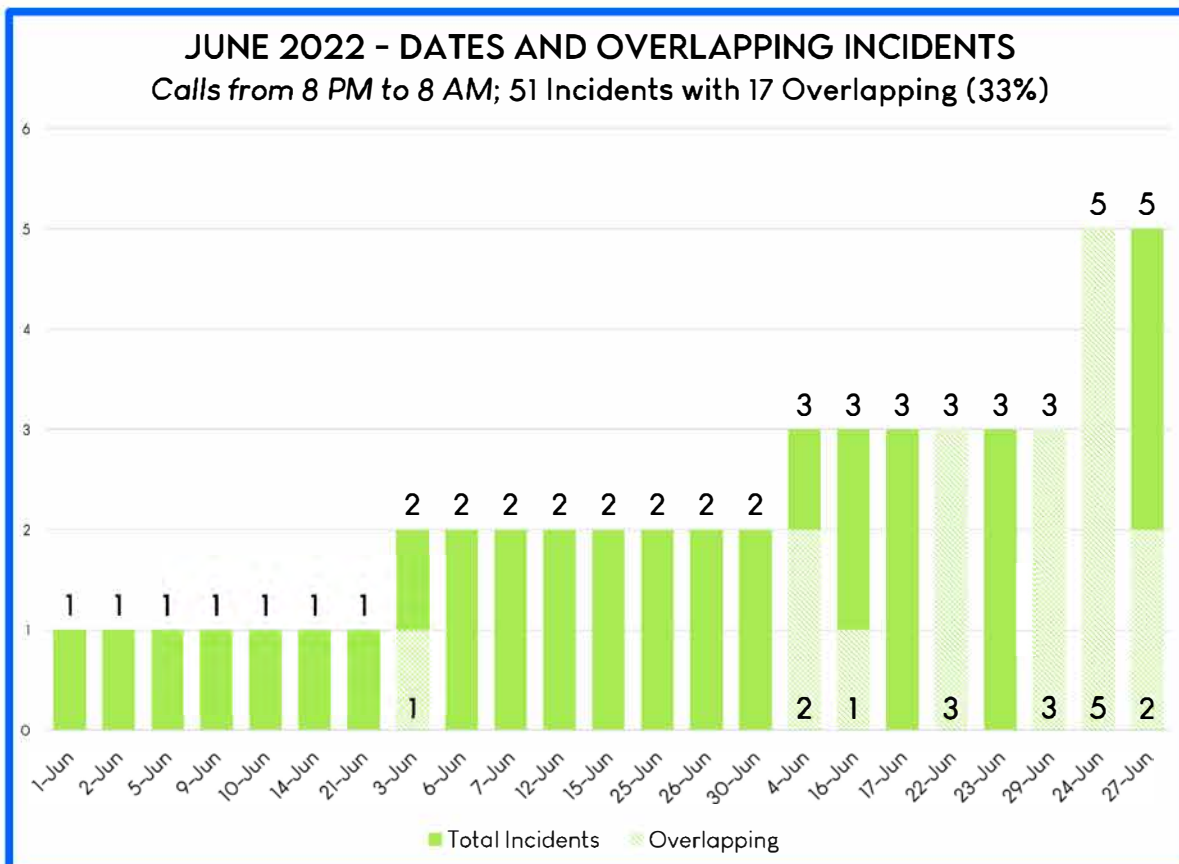
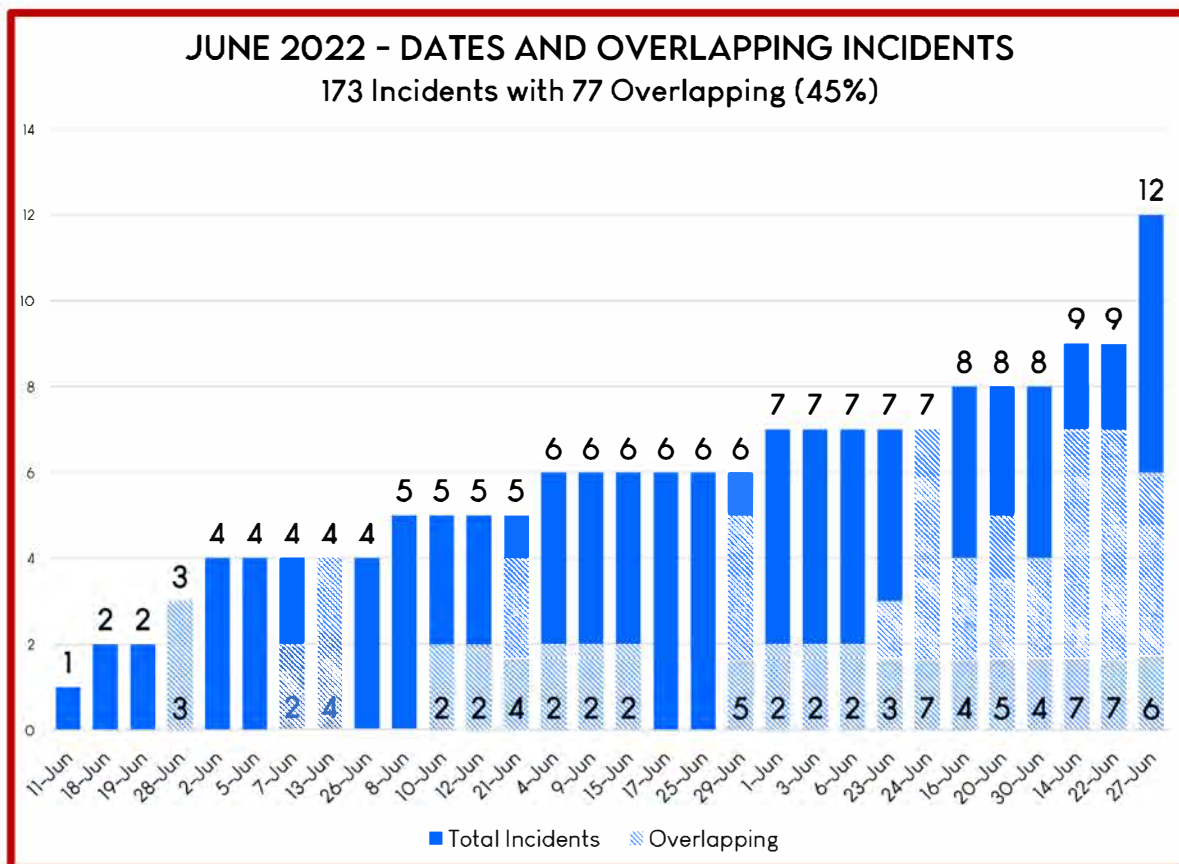


# OPERATIONS



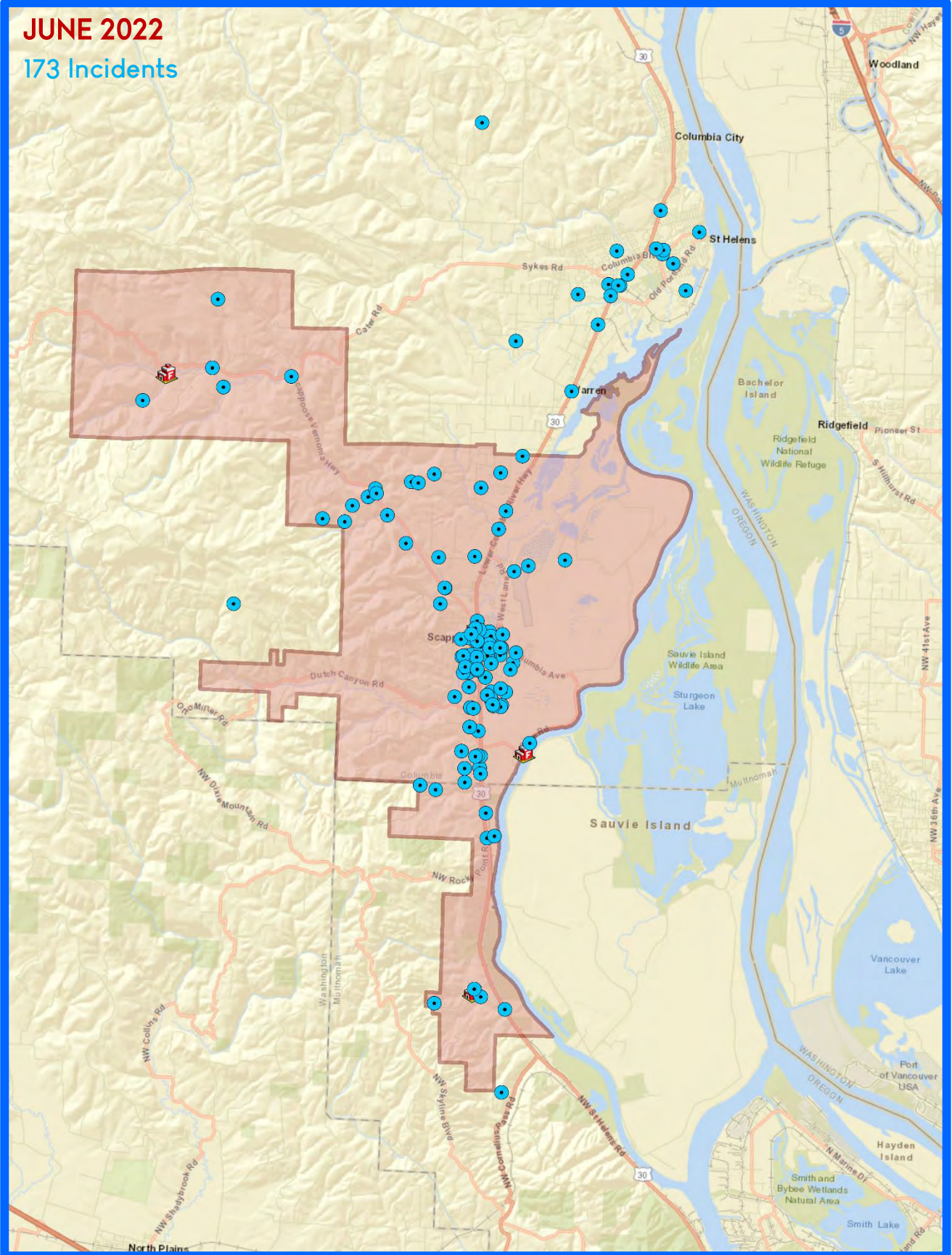
JUNE 2022







**JUNE 2022**  
173 Incidents



Flight #1	2022-06-07 22:00:39 LE_SAR_Jun 7th, 2022	Air Time: 00:24:36 Total Mileage (Miles): 3	Max Altitude (Feet): 1155.0 Max Distance (Miles): 0
Above Sea Level (Feet): 29.7			
Avg Wind: 11.8                      Max Gust: 26.9			
Flight #2	2022-06-07 21:35:05 LE_SAR_Jun 7th, 2022	Air Time: 00:24:09 Total Mileage (Miles): 2	Max Altitude (Feet): 1019.2 Max Distance (Miles): 1
Above Sea Level (Feet): 29.2			
Avg Wind: 14.7                      Max Gust: 18.7			
Item #3	Total	Air Time: 00:48:45 Total Mileage (Miles): 5	

# STAFF REPORTS



## Fire Chief Report June

### Meetings Attended

Date	Topic	Date	Topic
6/1/22	OSFM Fire Service Review	6/14/22	RDPO meeting
6/1/22	National Fire Academy meeting	6/15/22	Meeting with Sen Merkley staff
6/2/22	Scappoose Traffic committee mtg	6/15/22	Meeting with City development
6/2/22	Meeting with Near Space Corp.	6/15/22	Admin mtg
6/6/22	City Fireworks mtg	6/19/22	NFA Court Room
6/7/22	Admin Meeting	6/20/22	NFA Court Room
6/8/22	MRSE/NDMS Functional Exercise	6/21/22	NFA Court Room
6/9/22	Presented to State Aviation Board	6/22/22	NFA Court Room
6/9/22	Mtg with Rosenbauer	6/23/22	NFA Court Room
6/9/22	Board Meeting	6/24/22	NFA Court Room
6/11/22	Fire Defense Board Meeting	6/28/22	Mtg with Locall 1660
6/13/22	NFA meeting	6/29/22	Mtg with PFB Deputy Chief
6/13/22	Fireworks meeting with city	6/29/22	Inspections
6/13/22	Radio Conversation with city	6/30/22	Pre-App mtg at city
6/14/22	FI210 mtg	6/30/22	Mtg with Skydio

**Hours Worked April: 180 Hours**

**On Call in April: 220 Hours**

**TOTAL HOURS: 400**

**Training** National Fire Academy Case Preparation and Testimony course

#### Projects

Mutual Aid Agreement with Cowlitz County – *In Progress*

EMS Boundaries Multnomah County – *In Progress*

Draft Strategic Plan – *Tabled*

Fire Station Project ~ *In Progress*

RDPO UAS Grant ~ *99% complete (Rollout UAS Symposium occurring July 19th)*

OSFM HMEP Grant ~ *Submitted*

SPIRE Grant ~ *Submitted*

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

Senate Discretionary spending request~ *Submitted*

2022 AFG Grants ~ *Submitted*

Fire Code Guide Update - *Tabled*

Summer is here and June was not keeping up with June like weather from the past. Neither was the workload. Staffing was a big component of the month as well as meetings to try and understand where we are and where we need to be. The admin staff and individuals that assisted the various processes were instrumental in our success moving forward. Between Chief Marks and Bautista, the prep that was required for the upcoming academy was nothing short of commendable.

Another significant lift worth mentioning is that of the front office staff. It cannot be stressed how important that part of our team is. Between closing out the fiscal year, finishing the budget and several other very important projects, we would be remiss in not recognizing them.

We are close to filling all our staffing needs. We currently have three individuals in an academy. Two of these will allow us to get to five staff per shift. The other, is a part time firefighter EMT. This will bring our part time staff to two. We will be looking to fill the rest of the six open positions as time allows. Other staffing processes in progress is the filling of a Volunteer Coordinator/Admin position. This new position for Scappoose is not an added position, rather, it is filling a vacant position from the retirement of our Billing specialist.

We were the recipient of a \$35,000 staffing grant from the Oregon State Fire Marshal's office as part of SB 762. We are looking to understand some of the conditions that may affect us. Overall, this grant is to be used to hire back current staff and hire volunteers to beef up the staffing during wildfire season. Tentatively, we are looking to start these positions around the 1<sup>st</sup> of August and run them through September as funding allows. Additionally, we hope to staff an additional two-person engine crew Friday, Saturday and Sunday through this time.

We were able to close out the RDPO grant and will be executing the last component of the program which is the rollout of the program to the region and state. This will occur on the 19<sup>th</sup> of July in Portland. We have 77 people signed up from state, tribal and local entities.

The fire station project is still moving forward. I will be trying to hold another meeting the last week of July. We have a preliminary drawing that need to be discussed with the station group before a true draft is created.

We hope to be able to bring a purchase proposal next month to the board to purchase an engine.

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). When I return from the National Homeland Security Conference, I will start the process of working with staff to start the process to hire a consultant to begin our strategic planning process. As we continue to identify space constraints and limitations with our equipment, it will be imperative to have a document that clearly identifies our position if and when we may need to ask the community for assistance.

## OPERATIONS REPORT

Our sprinkler system continues to plague us as we have been diving more into the repair process, it has become clear that several sections of pipe are going to have to be replaced. These pipes have degraded over time for a variety of reasons. Ultimately, as we continue to look forward to a potential station renovation, this is a component that will need to be added to the list for upgrade. Special thanks to the staff for their patience as this has caused some challenges and frustrations with leak clean up, extra vacuuming from ceiling tile removal etc.

For the most part, our equipment has been in operable condition with few challenges. We will continue the process of establishing an engine specification to bring to the board to get in the cue to continue our apparatus replacement process.

Unfortunately, we have had to have a tactical pause with the instillation of our new mobile radios. During the pandemic, the vendor had to use a different supplier as a result of supply chain challenges. This led to a manufacturing defect in one of the circuit boards. Lt. Anderson has been the lead on working with the vendor to return the radios and have them repaired and replaced.

Our portable radios have not had the same problems. FF Gandara was able to get the MSA vendor out to help us understand how to utilize the blue tooth function of the radios and how they will interface with our SCBA. This was very successful, and the sound was incredible. Hopefully we will begin the process of getting the newer radios in the engines to utilize this very important feature. Also tested was a remote monitoring platform that was purchased with our SCBA years ago but never installed. The technology is interesting, but we are still studying if we will implement this.

FF Liebig spend a good portion of the month going through all of our brush rigs. This was necessary to standardize all of the hose, appliances and equipment. We are preparing for local wildfires as well as potential callouts from the OSFM. Additionally, our REMS unit is ready to be deployed, however fire season has had a bit of a slow start in the lower 48. As such, REM has not been requested.

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

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

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

## **Division Chief Marks**

### **July 2022**

#### **June Projects:**

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

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

Admin and Officers Meetings	Fire Defense Board
Protocol Development	RAWS Weather Station Meeting
Union Negotiations	ATAB (Area Trauma Advisory Board)
Budget and Board Meeting	Meeting with Magruder

Work on the RAWS continues. We held a meeting June 8<sup>th</sup> which included the new Jasen McCoy who is the new Protection Unit Forester for the Columbia City Unit of ODF. He brought some new ideas and thoughts to the group which seemed to align with the group. More information will come on this after more meetings.

The County EMS chiefs met with Commissioner Magruder on June 13<sup>th</sup>. The meeting went well. The group was informed that the ASA project from the county was not to replace the fire agencies who provide the ambulance to the community. She stated the County Commissioners supported the ambulance being provided by the fire districts. The report and contract with Fitch and Associates is to provide the best quality service to the community at large and see how the county can enhance services. More will come on this topic as it develops as well. The ASA is up for review at the end of 2022. I will be working on documentation needs for the application over the next few months.

The Scappoose Station continues to be a hot topic. In my June report I discussed the roof situation at the Scappoose Station. Lt. Anderson was able to correct the larger leak above the upstairs kitchen sliding door with caulk. This alone saved the

district a large expense of paying a company to come investigate possible leaks. At the end of June, the sprinkler system at the station was tripped while crews were training. The system was drained and reset a few days later. After the reset occurred, multiple leaks were noted in the system. These leaks were located by wet ceiling tiles around the station. I am working with Patriot Fire Protection on system upgrades / solutions.

I received an email on June 16<sup>th</sup> regarding the EMS Equipment Grant from the Office of Rural Health. This email was regarding the grant submitted to replace AED's. Unfortunately, we were not awarded funding from this grant. We are still waiting on some of the EMS equipment for the other grant submitted. These items are now required to be carried on all ground ambulances according to OAR.

Chief Bautista and I have been working with the two staff members that attended the Defensive Tactics for EMS providers Train the Trainer course. We are reviewing the schedule for dates to teach the class inhouse. This class will be mandatory for all staff.

I have also added a request to surplus some out dated EMS equipment.

My Time Worked in July 2022	226 hours
Call Time in July 2022	135.5 Hours (call shifts minus
office time)	
<b>Total Hours for July 2022</b>	<b>361.5 Hours</b>

## Chief Bautista Report

July 2022

### Projects:

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

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

Fire Marshal Fee Schedule Proposal (In progress)

### Fire Marshal Duties:

Conducted one (1) driveway inspections, conducted two (2) consults, completed one (1) re-inspection.

One youth fire setter screening was completed with PIO Heath.

We are hosting two (2) courses this summer. F1-210 Wildland Fire Investigator and Fundamentals of Fire Investigation. We have three (3) members who are interested in learning fire investigations. This will be a significant step towards boosting our pool of fire investigators for the district.

### Training Duties:

Working with members of the organization to process all required certifications and develop training plans. SRFD members have made significant progress completing task books and required training for their current positions.

I will be working on a training plan with the Volunteers to meet the goal of the few remaining members who need to complete their firefighter 1 task books. Then developing a plan for members identified for future development towards leadership positions.

We received our Maintenance Re-Certification Packet from DPSST, I will be working on completing that for SRFD.

Finally, I am working to coordinate training for the following areas: Auto Extrication (new NFPA levels), Aerial Operator, Maritime Boat Operator, and Swiftwater/Surface Water Technician.

### June Meetings:

Date	Topic
6/1/2022	20245 NW Clark - Driveway Consult
6/1/2022	Fire Service-Agency Update (Virtual Meeting)
6/2/2022	IAAI – OR Chapter 31 Executive Board Meeting in Bend, OR
6/6/2022-6/7/2022	NFPA Conference and Committee Chair Orientation in Boston, MA
6/9/2022 - 6/11/2022	OVFA – NFPA Live Fire Instructor Course in Hermiston, OR
6/14/2022	LCRTOA

6/14/2022	Driveway Inspection – Ted Bear LN
6/14/2022	Meeting with FI-210 Instructor
6/14/2022	Youth Fire Setter Screening
6/15/2022	Tour live burn areas with FI-210 Instructor
6/15/2022	Meeting with Portland Haz Mat Coordinator – Unknown Substance Citizen Inquiry
6/15/2022	Community Development Center Meeting – Various Fire Access Topics
6/16/2022	Driveway Inspection Counter Intake Application Review – Bonneville Drive
6/16/2022	Knox Box Inquiry – Scappoose Community & Senior Center
6/16/2022	Proposed Buxton Ranch Development Fire Access and Water Supply Consult

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

Completed my first year at SRFD, waiting to meet with Chief Pricher to complete my employee evaluation.

#### **My Upcoming Training:**

TEEX - Wide Area Search Clackamas, OR 7/12/22 to 7/14/22 - *Registration cancelled due to Full-time/Part-time firefighter academy scheduled in July*

TEEX – Pediatric Disaster Response and Emergency Preparedness McMinnville, OR 8/9/22 to 8/10/22 *may be cancelled due to schedule conflicts and staffing*

June 18, 2022, to June 28, 2022. 10-day deployment to Belize to train firefighters on Incident Command and conduct emergency services evaluation for Belize National Fire Service. This deployment was with Impact Northwest.

**Total hours for June 2022: 194.5 hours (Duty officer 96 hours worked at the station)**

## Mike Bloomquist – Finance Director

June 2022

### Active Projects:

- Procedure documents for key Finance Dept processes. **Still in process.**
  - ~~○ Payroll~~
  - Month end accounting close
  - ~~○ Onboarding/Offboarding employees~~
  - PERS \$ and hours reporting
  - Treasury management
- ~~- FLSA Training/4-part class~~
- New Point of Sale system for front office. **We have selected Square for our POS solution. Working on implementation now.**
- Preparation for annual audit process. **Still in process.**

### Financial Outlook

Total expenses for the month of June was **\$452,327.97**.

The average monthly expenses in the first half of the fiscal year was \$366,968, and \$421,637 in the second half.

This increase is being driven by added personnel and increased input costs.

Total General Fund revenues exceeded budget by 10% or **\$685,982.14** for the full fiscal year.

EMS receipts exceeded budget by \$211,585.15

Grant Awards exceeded budget by \$98,999.93

GEMT (Medicaid) revenues exceeded budget by \$50,163

Total tax receipts exceeded budget by \$27,805

Cash position coming into the new fiscal year is healthy at ~5 months of projected monthly cash burn.



# OLD BUSINESS

# **NEW BUSINESS**

# Chief Pricher's Agenda Review

7.14.2022

## ORGANIZATIONAL MEETING

Board Policy 2.18 states that the Board will complete the following at their July Board meeting at the beginning of each fiscal year.

**Selection of President, Vice President, and Secretary/Treasurer of the Board.** *The Vice President will open the floor for nominations for the above positions.* The term of the office will be for fiscal year 2022-2023. The job descriptions are listed in the Board Policies. Any Board member may make a motion to nominate another Board member for any position. A Board member must also make a motion to close nominations for each position. Sometimes the motions are put together. For example: "I make a motion to nominate \_\_\_\_\_ for President of the Board and close nominations."

**Vice Pres:** I will now entertain a motion for the office of Board President.

**Director:** I make a motion to nominate \_\_\_\_\_ for Board President and to close nominations. 2<sup>nd</sup> by: \_\_\_\_\_

**Vice Pres:** I will now entertain a motion for the office of Board Vice President.

**Director:** I make a motion to nominate \_\_\_\_\_ for Board Vice President and to close nominations. 2<sup>nd</sup> by: \_\_\_\_\_

**Vice Pres:** I will now entertain a motion for the office of Board Secretary/Treasurer.

**Director:** I make a motion to nominate \_\_\_\_\_ for Board Secretary/Treasurer and to close nominations. 2<sup>nd</sup> by: \_\_\_\_\_

**State Official Newspaper** – The Board may discuss their options and then the **new President** will entertain a motion to maintain The Chronicle, the South County Spotlight, or the Oregonian as the District's official newspaper.

**New Pres:** I will entertain a motion to maintain 7:00 p.m. on the second Thursday of every month in the Scappoose Fire Station Board Room (or another selection).

**Director:** I make a motion to maintain 7:00 p.m. on the second Thursday of every month in the Scappoose Fire Station Board Room. 2<sup>nd</sup> by \_\_\_\_\_.

**Review of status of legal counsel** – The Board may discuss their opinions of current legal counsel.

**Pres:** I will entertain a motion to choose Local Government Law Group LLC as official legal counsel.

**Director:** I move to retain Local Government Law Group LLC as the District's legal counsel. 2<sup>nd</sup> by \_\_\_\_\_.

**Establish employee evaluation date-** The Board may discuss their options.

**Pres:** I will entertain a motion to establish August as the employee evaluation month.

**Director:** I make a motion to establish August as the employee evaluation month. 2<sup>nd</sup> by \_\_\_\_\_.

**Review current contracts** – No action is required.

Annual Ethics Disclosure – While not in Policy 2.18, the Board approved this item for the organizational meeting agenda in 2009. Identify existing or possible conflicts of interest, including related party transactions between Board member(s) and the District.

**CONSENT AGENDA-** A motion is required to approve the consent agenda.

Motioned by:

2<sup>nd</sup> by:

**Committee appointments by President** – The new President for the fiscal year appoints Board members to the three committees. This can be completed at the August meeting if the President prefers. Chief Pricher sits on all committees and appoints the offices to the Planning Committee. The Volunteer Association appoints the volunteer members to the Awards & Incentives Committee.

## Contracts

AER Fitness Agreement-repair/maint. Fitness equipment-renew annually-6/2012  
Archive Social - social media records retention - started 6/01/2017  
ATT Mobility Services - signed 8-29-2018  
Audit Engagement Letter with Grove,Mueller- Effective through June 2022 audit  
C-Comm Data License Agreement - County Commissioners & Chief July 2008  
Callback Staffing Crewsense - 01-01-18 thru 01-01-23  
Centerlogic - IT set-up and service 10-14-19  
IGA-City of Scappoose Fire & Life Safety Plan Review signed 9/21/2017  
IGA-Columbia County Fire & Life Safety Plan Review signed 7.25.18  
IGA-City of St Helens Fire & Life Safety Plan Review signed 10.17.18  
Columbia Co. & UASI IGA for grants – re-signed 5/30/12  
Columbia Co. & HSEMC IGA - signed 1/19/2017  
Columbia County Emergency Planning (Homeland Security) IGA as amended and restated.  
Columbia NW HVAC maint - effective 9.1.2020  
Columbia Pacific CCO (GEMT) - signed 2/28/22  
Community Alert Network (CAN) – agreed & paid, but no official contract signed  
**Compliance Engine Contract - building inspections - expires 11/2020**  
**CRFR & Columbia Hearing Agreement for hearing tests – 5/3/2012**  
**CRFR Vehicle Maintenance- signed 6-13-19**  
Diamondback Fire and Rescue-hydraulic inspection and maintenance - signed May 15, 2019  
DPSST Accreditation Agreement – expires 1/2023  
Eastern Oregon Coordinated Care Org. (GEMT) - signed 3/17/22  
Emergency Reporting Records Mgmt Contract – approved 8/13, signed 9/13  
EMS Tech Solutions Operative IQ - 2014  
FIRE-GIS-1 IGA for Mapping signed May 2007  
FLIR Systems, Inc. - signed 10-8-2018  
FSA BenefitHelp Solutions -signed 11-25-19  
**Google Apps for Government Agreement – signed 8/11/11**  
Grove, Mueller, and Swank, P.C. - Audit approved by board 8-12-2021  
Health Share of Oregon (GEMT) - signed 1/24/22  
Holbrook Station-West Mult Soil/Water Conservation Agreement- 6/2012  
ImageTrend Emergency Reporting - signed 1-11-18  
ImageTrend Permits Amendment - signed 3-23-21  
ImageTrend Continuum - signed April 2022  
Incident Management Team (IMT) Agreement – approved by Board 2/11/10  
Kleinberg Tech Development & Technical Solutions - signed 12/16/20  
Lexipol Policies & Procedures contract - signed 7/31/19  
Life Flight Network- Ground Transport Services -signed Sept. 5, 2018  
Life Flight Network - FirMed signed 7-22-20  
LOSAP OFDDA -signed by SRFD 6-13-19  
National Hose and Ladder Testing -2019-2022  
National Testing Network CPAT - signed 8/3/16  
Near Space Corp Drone Contract (grant) - Updated 2/7/2022, Amended on 5-23-2022  
NW Self-Storage Rental Agreement - signed 1-29-2019  
Occupational Safety Health & Wellness - signed 6/27/22  
ODF for REMS/EMS approved 5-12-22  
OHA Health Systems IGA for GEMT funding - Expires 2/28/22  
OHSU Contract for Medical Resource – Expires 12/31/2015  
Operative IQ Narcotics System Mgmt - Expires 8/2/2020  
ORCPP – Oregon cooperative purchasing agreement; expires 8/2017  
Pacific Office Automation - signed 4/15/16 for 1 yr term - autorenews annually  
PacificSource Community Solutions (GEMT) -signed 3-7-22  
PCG - GEMT signed 7.17.2019  
Physician Advisor Contract with Dean Sasek MD renewed annually  
**Physio Control Maintenance Agreement for LifePaks - expires 2-28-2021**  
Port of St. Helens IGA - signed 6/24/2015  
Port of St. Helens MOU for working together on grants. Signed 7/14/11  
Rebound LLC - expires 6/30/2023  
Rosenbauer Engine (2019) and Financing Agreement - signed 12-4-19  
SDAO Rate Lock Agreement – 1/1/20 -12/31/2021  
SDIS Group Benefit Coverage and Renewal 4-1-2022  
SDIS\_GASB Actuarial Services - signed by SRFD 6-28-2018  
Spectrum VoIP - signed 3-23-20 expires on 2025  
State of Oregon \$500/yr to protect lands not protected by ODF. 12/2014  
Stryker LifePak 15 Financing - signed 11-26-19  
Systems Design West Addendum add'l billing svcs 7/01/2020  
Systems Design West LLC & HIPAA ambulance billing svcs 11-8-18  
Systems Mgmt NW, LLC Bi-annual for Co-Ray-Vac signed 9/6/19  
TriTech Annual Technical Support Agreement for EMS billing base  
TriTech Billing Base Mo-to-Mo 7-23-19  
Trizetto Provider Solutions for EMS billing signed 12/10/16  
UASI IGA Grant for Homeland Security Grants thru Portland Region signed Nov 2005.  
Amended 11/2010

### C-COMM Agreements

IGA for out-of-District call answering & dispatch services; fee of \$125/year dated 5-20-2014

IGA for out-of-District call answering & dispatch services (adding Holbrook area); fee based on 9/1993 valuation

## **Fire Protection Contracts**

Anicker, Becky  
Archer, Jeremiah & Molly  
Bahnsen, Donald & Joanne  
Beisley, Ken  
Dudley, Peggy  
Lacy, Bill  
Meyers, Tim & Donna  
Novak, Ken & Cheryl  
Paull, Dalton  
Ruppelt, Michelle & Christian  
Stanton, Robert & Maryann

\*Note that contracts representing a single event such as a purchase agreement, burn-to-learn, cooperative grants, and projects completed in one year are not included in this list.

CONTRACTS\List for Policy.

### **Employment Related Contracts**

Contracts with Post Employment Health Plan & Deferred Comp providers.

**Fire Chief employment contract valid through 12/31/2019**

Union Contract with IAFF Local 1660 dated 7/1/2019 through 6/30/2022

Civil Service IGA updated 12/2002; Aug 2011; 2013

Occup. Safety, Health & Wellness (OSH&W) signed 6/9/15, updated 5/10/17

Employee Assistance Program Contract with Standard Insurance(ongoing)

### **Mutual Aid Agreements**

**Columbia County Ambulance Service Area 2 Agreement**, until terminated

**American Medical Response NW (AMR) Mutual Assistance** 2015 until terminated

**Multnomah County (Ambulance) Services Contract**. Effective until terminated

**Columbia County Fire Mutual Aid Agreement** – Board approved 2/11/10

**IGA between Scappoose RFPD and Multnomah County** for Emergency Medical Services

Contract #20858 (agreement for ambulance to operate within Multnomah County) dated

12/1997. Amended 10/07

**Amendment #1 to Contract #20858 Multnomah County Services Contract for HIPPA**

**Scappoose City IGA Bldg Code Compliance 9/18/17 until stopped**

**Mutual Aid-Automatic Response Agreement** between Scappoose RFPD and Tualatin Valley

Fire & Rescue - Dated 6/1995

**Mutual Aid Agreement with Tualatin Valley Fire & Rescue** for the purpose of securing to

each the benefits of assistance in medical emergencies dated 6/1996

**Mutual Aid – Clark County Fire & Rescue** Aug 2015 – Aug 2025

**Maritime Fire & Safety Assoc. First Responder** signed 5/1996 (clean rivers)

**Maritime Fire & Safety Assoc.** (emergency response on waterways). 2/2011

**Joint Columbia Co. Duty Officer** - re-signed May 2015; effective until terminated

**ODF Agreement for loan of Federal Excess Personal Property (FEPP)** signed 12/2014

**Mutual Aid IGA with Columbia County Fire Agencies** – furnish emergency equipment &

personnel for fires & other disasters; signed 4/1998 Agreement with Washington County

**Multnomah County with Columbia County** – 2013

**Oregon Dept. of Forestry** (includes medical) -revised 4/1998

**Mutual Aid for Washington & Columbia Counties** - 2013

**Agreement Cowlitz County** - July 2011

**Agreement Clatsop County** – Oct 2010

### **Contract for Emergency Medical Training**

**EMT/Paramedic Training** – Contract promises services to District & repayment

of remaining tuition balance after service credits. Nicholas Stober



**Date:** June 15, 2022

**From:** Division Chief Marks EMS

**RE:** Items for surplus

The EMS Division is recommending three (3) items for surplus. These items are old and outdated medical equipment no longer carried on the ambulances. These items have been replaced with newer technology providing better quality of care to our patients.

The request is to surplus three (3) Emergent Respiratory Products, Inc. CPAP os Systems. Item Serial Numbers: 343-10162 343-10163 and 343-10237.

The items will first be offered / donated to local fire / EMS agencies. If the items are not needed by local agencies, I will reach out to the state to see if there is a need at a public agency.

As these items are older, and newer, less expensive products are now available, there is a likelihood they will not find a new home.



# COMMUNICATIONS