

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff met in-person at
Scappoose Fire District Main Station
Also held electronically via GoToMeeting and telephone call-in number
Thursday, August 12, 2021

August Regular Board Mtg.
Thu, Aug 12, 2021 7:00 PM - 10:00 PM (PDT)

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

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Call to Order & Flag Salute

Public Comment:

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

Consent Agenda:

- Approve minutes from the July 8, 2021 Regular meeting
- Approve 7.31.21 Expense Account activity
- 7.31.21 Budget vs. Actual

Statistical Data:

- Ambulance Activity Report
- Response Activity Report

Staff Reports:

- Chief's Report

- Operations Report
- Fire Marshal Report
- Training Report
- Chief Bautista
- Financial Report

Old Business:

1. Policy Manual Updates (*This will be ongoing over the next several months*)
2. Discussion on board policy 4.21 Residency Requirement – **hold to next month**

Committee Reports:

- Management Team
- Long Range Planning Committee
- Awards & Incentives

Miscellaneous:

New Business:

- Discussion on Board Goals

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

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, July 8, 2021

July Regular Monthly Board meeting
Thu, Jul 8, 2021 7:00 PM - 10:00 PM (PDT)

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

<https://global.gotomeeting.com/join/678017245>

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Access Code: 678-017-245

Attendees – D. Sorenson, A. Kriek, M. Gift, D. Graham, S. Reeves, Staff – D.C. J. Marks, D.C. M. Bautista, F.D. A. Tardif, FF J. Kriek, FF K. Mathews, LT R. Anderson, on the phone Chief Pricher

Call to Order & Flag Salute Board President Sorenson called the meeting to order at 7:01 pm and lead the flag salute.

Oath of Office – Director M. Gift, Director D. Graham and Director A. Kriek took oath of office. (Director S. Reeves took oath of office at 3pm)

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.”

Organizational Meeting - In accordance with Board Policy 2.18

- Select President, Vice President, and Secretary/Treasurer of Board
 - President – Director D. Graham nominated Director M. Gift; Director S. Reeves seconded the motion. Director M. Gift declined; he feels that the president needs to go through SDAO board training, and he has not had the opportunity to

participate in board training yet. Director A. Kriek nominated Director D. Sorensen; Director S. Reeves seconded the motion. The motion carried unanimously.

- Vice President - Director A. Kriek nominated Director M. Gift, Director D. Graham nominated Director S. Reeves, Director M. Gift seconded S. Reeves nomination, motion to appoint S. Reeves as Vice President carried unanimously.
- Secretary/Treasurer – Director A. Kriek nominated Director D. Graham; Director M. Gift seconded the nomination. The motion carried unanimously.
- State official newspaper of record – Discussion on how and where to post public notices. Director S. Reeves suggested posting at the Post office. Director D. Graham moved that the Spotlight Newspaper be the paper of record. Director S. Reeves seconded the motion. The motion carried unanimously.
- State regular Board meeting date, time, and place - Director D. Graham moved to keep meeting time and place the same (Second Thursday of the month at 7:00pm at the Scappoose Fire district Main station). Director M. Gift seconded the motion. The motion carried unanimously
- Establish employee evaluation month - Director M. Gift moved to have the employee evaluation month in February. Director D. Graham seconded the motion. The motion carried unanimously.
- Review the status of legal counsel – Discussion on current legal counsel. The board concluded to continue with current counsel due to a great working relationship.
- Review current contracts – no questions on contracts
- Annual ethics disclosure – A. Kriek declared a possible conflict of interest due to son working at fire district as a firefighter.

Consent Agenda: - Director D. Graham moved to accept the consent agenda, A. Kriek seconded the motion. Discussion on employee recognition and what is or is not appropriate. Director D. Sorenson had questions on capital expenses. Discussion ensued. Discussion on UTV funding. The motion carried unanimously.

- Approve minutes from the June 10, 2021 Regular meeting
- Approve 6.30.21 Expense Account activity
- 6.30.21 Budget vs. Actual

Statistical Data:

- Ambulance Activity Report
- Response Activity Report - D. Graham asked about how the heat affected our call volumes. Discussion ensued

Staff Reports:

- Chief's Report – Chief welcomed the new Division Chief Miguel Bautista. Director D. Sorenson inquired about the S Aerial grant. Chief Pricher detailed the program for the board. Director D. Sorenson asked about meeting with the County Commissioners. Chief Pricher briefed the board on the meeting.

- Operations Report – Discussion on the Rosenbauer engine. Discussion on rescue vehicle. Discussion on HVAC systems. A. Kriek inquired about the vehicles GPS.
- Fire Marshal Report – Discussion on the workload and upcoming projects.
- Training Report – Chief Marks discussed the rope training program and its success.
- Financial Report – no further discussion

Old Business:

1. Policy Manual Updates (*This will be ongoing over the next several months*)
2. Staffing Update

Committee Reports:

- Management Team - no meeting
- Long Range Planning Committee - Director A. Kriek I would like to meet in September. Chief Pricher outlined the plan. Director M. Gift discussed the need to have healthy reserves.
- Awards & Incentives - no meeting

Miscellaneous:

New Business:

- Board policy 3.3 Budget Administration - Director A. Kriek moved to approve changes to 3.3 budget administration. Director D. Graham seconded the motion. The motion carried unanimously.
- Board policy 3.18 District Credit Cards – Discussion on how the program should look. Board would like redundancy so at least one other individual can access the Insta card database. Director D. Graham moved to approve board policy 3.18. Director S. Reeves second the motion. The motion carried unanimously
- Discussion on board policy 4.21 Residency Requirement – Discussion on how this policy came to be. Board asked staff to come back with a recommendation on how this will work.

Good of the Order - M. Gift updated the board on the volunteer association meeting.

Adjourn Director S. Reeves moved to adjourn the meeting. Director M. Gift seconded the motion. The motion passed unanimously, and the meeting adjourned at 8:39pm.

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

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire District

Itemized Account Activity

July 2021

Date	Name	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance				
07/02/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	10.00
07/08/2021	health insurance	Special Districts In...	Health Benefits	20,276.82
07/16/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	75.00
07/22/2021	life insurance	Standard Insurance	Life & LTD Insurance	1,278.79
07/30/2021	workers comp	Paychex - tax	ER Work Benefit	61.24
07/31/2021	health insurance	Paychex Payroll	Flex spend health ins c...	11,713.08
07/31/2021	salaries	Paychex Payroll	Shift Diff	254.28
Total 550 Insurance				33,669.21
560 Personnel Salaries				
07/08/2021	salaries	American Heritage ...	Case # 84457 PR Ded...	136.90
07/08/2021	salaries	Special Districts In...	Sec 125 Deductions	1,275.90
07/08/2021	salaries	Tualatin Valley Fire...	Union Dues - PR dedu...	1,743.09
07/08/2021	salaries	Inroads Credit Union	Staff food fund-- June ...	725.00
07/19/2021	salaries	P.E.R.S.	Employee 6% IAP plus...	11,148.73
07/22/2021	salaries	COSTCO Wholesale	4 PR deductions (Mar...	240.00
07/22/2021	salaries	Standard Insurance	STD staff PR deductions	526.74
07/22/2021	salaries	Transamerica Life I...	Employee Life #42462...	93.81
07/22/2021	salaries	Transamerica Life I...	Employee Life #42462...	123.23
07/30/2021	salaries	Paychex - tax	Employee taxes withheld	53,949.60
07/30/2021	salaries	Department of Just...	JUNE PR deduction	805.00
07/31/2021	other wages	Paychex Payroll	Deferred comp	4,691.00
07/31/2021	OT Salaries	Paychex Payroll	FLSA Overtime	2,295.24
07/31/2021	other wages	Paychex Payroll	FF incentives	1,839.63
07/31/2021	other wages	Paychex Payroll	Longevity	920.35
07/31/2021	data communicat...	Paychex Payroll	Phone Pay	150.00
07/31/2021	OT Salaries	Paychex Payroll	Overtime	34,080.19
07/31/2021	salaries	Paychex Payroll	Balance of net pay	65,896.69
Total 560 Personnel Salaries				180,641.10
570 SocSec/Medicare(FICA)				
07/30/2021	social security	Paychex - tax	Emplry FICA	16,851.54
Total 570 SocSec/Medicare(FICA)				16,851.54
580 Volunteer Services				
07/08/2021	volunteer services	Greenup, Cade	reimb cell phone July	34.00
Total 580 Volunteer Services				34.00

08/05/21

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

July 2021

Date	Name	Source Name	Memo	Paid Amount
590 Personnel Benefits				
07/08/2021	wellness	Rebound	injury mgmt medical se...	5,700.00
07/19/2021	PERS	P.E.R.S.	Employer PERS	46,119.32
07/27/2021	PERS	P.E.R.S.	Employer PERS	85.06
Total 590 Personnel Benefits				51,904.38
Total 1.1 GENERAL FUND PERSONNEL SVCS				283,100.23
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services				
07/22/2021	Kleinberg Tech	Kleinberg Tech	June report	192.50
Total 670 Contract Services				192.50
680 Communications Maintenance				
07/08/2021	Ham Radio Outlet	Ham Radio Outlet	ATC/ATO inline fuse - ...	13.90
Total 680 Communications Maintenance				13.90
720 Public Fire Services				
07/08/2021	Oregon Dept. of ...	Oregon Dept. of Fo...	Fire Danger Sign	965.00
Total 720 Public Fire Services				965.00
740 Uniforms				
07/08/2021	Alterations by He...	Alterations by Heat...	basic Hem	30.00
07/22/2021	Tractron INC.	Tractron INC.	Nametags and Patches	381.39
Total 740 Uniforms				411.39
750 Maintenance on Equipment				
07/08/2021	maintenance	Fast Lube and Oil	2008 GMC truck	96.35
07/08/2021	Safeguard Fire E...	Safeguard Fire Exti...	service 48 fire extingui...	413.00
07/08/2021	fuel	Wilcox & Flegel	Diesel 348.3 gals @ 2....	878.32
07/22/2021	fuel	Boatyard at Rocky ...	52.2 gals Diesel @ 3.4...	182.18
07/22/2021	maintenance	Curtis	Cap, battery, recharge...	58.05
07/22/2021	maintenance	Fast Lube and Oil	2019 F250 Pickup - oil...	52.95
07/22/2021	maintenance	Fast Lube and Oil	2008 GMC Savana pic...	198.30
07/22/2021	maintenance	Sunset Auto Parts	battery	210.28
07/22/2021	fuel	Wilcox & Flegel	Diesel 183.1 gals @ 2....	464.98
07/22/2021	fuel	Wilcox & Flegel	Unleaded 300 gals @3...	1,027.90
Total 750 Maintenance on Equipment				3,582.31
760 Administration				
07/01/2021	audit & PR svcs	Elavon Visa Proce...	June Visa Processing	69.50

08/05/21

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

July 2021

Date	Name	Source Name	Memo	Paid Amount
07/08/2021	election	Columbia County E...	May 2021 election cost...	4,249.52
07/08/2021	Admin Oper	DocuMart Printing ...	business cards	500.80
07/14/2021	Conflagration Act	Heath, Maria	Conflag cash 4 teams ...	800.00
07/19/2021	US Bank	US Bank	July Service Charge	15.95
07/22/2021	dues	COSTCO Wholesale	District membership	60.00
07/22/2021	Admin Oper	CRFR	Civil Services fees	309.84
07/22/2021	office supplies	Pacific Office Auto...	July monthly billing	47.92
Total 760 Administration				6,053.53
765 Information Technology				
07/08/2021	IT Service Provid...	Centerlogic, Inc.	Network Consultant - n...	125.00
07/08/2021	IT Service Provid...	Centerlogic, Inc.	managed services	670.50
07/08/2021	IT Service Provid...	Comcast	Acct#8778 10 202 016...	30.72
07/08/2021	IT Service Provid...	CrewSense	07/01/2021-9/30/2021 ...	770.22
07/21/2021	hardware	Apple Inc.	Keyboard, pencil, USB...	18.00
07/21/2021	hardware	Apple Inc.	Credit	-18.00
07/22/2021	hardware	Apple Inc.	Keyboard, pencil, USB...	309.00
07/22/2021	IT Service Provid...	AT&T Mobility	FirstNet Acct# 287287...	451.87
07/22/2021	IT Service Provid...	Centerlogic, Inc.	Network Consultant - n...	258.75
07/22/2021	IT Service Provid...	CenturyLink	Chapman phone charge	74.95
07/22/2021	data communicat...	City of Portland	800 MHz access July	147.81
07/22/2021	IT Service Provid...	Comcast	Acct#8778 10 202 063...	243.35
07/22/2021	IT	Alex Tardif	Reimbursement for Mo...	348.99
07/22/2021	IT software	My Sidewalk	Craig1300 PRO	900.00
07/22/2021	data communicat...	Verizon Wireless	ACCT 342023411-000...	624.86
07/22/2021	data communicat...	Verizon Wireless	ACCT 672550930-000...	7.72
Total 765 Information Technology				4,963.74
775 Emerg. Operating Supplies				
07/22/2021	Ace Hardware - ...	Ace Hardware - Sc...	Statrun Storage x2	5.00
07/22/2021	Ace Hardware - ...	Ace Hardware - Sc...	Statrun Storage x2	42.98
07/22/2021	Ace Hardware - ...	Ace Hardware - Sc...	Ace Rewards Card	-5.00
07/22/2021	Conflagration Act	CRFR	Decals for Conflagratio...	500.00
Total 775 Emerg. Operating Supplies				542.98
780 Building & Grounds Maint.				
07/08/2021	grounds maint	Alonzo Yard Maint...	Holbrook fire station S...	200.00
07/08/2021	grounds maint	Alonzo Yard Maint...	Chapman fire station S...	200.00
07/08/2021	grounds maint	Paramount Pest C...	Chapman Station pest ...	110.00
07/22/2021	grounds maint	Columbia Feed & ...	Safety glasses-Cyl and...	460.82
07/22/2021	grounds maint	KJ Security Solutio...	Repair front door lock	75.00

Scappoose Rural Fire District

Itemized Account Activity

July 2021

Date	Name	Source Name	Memo	Paid Amount
Total 780 Building & Grounds Maint.				1,045.82
790 Training				
07/08/2021	training office	Occupational Safet...	Web training - Bloodbo...	425.00
Total 790 Training				425.00
810 Utilities				
07/01/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO 1...	0.03
07/08/2021	electricity	CRPUD	boathouse electricity	66.66
07/08/2021	electricity	CRPUD	main station electricity	763.69
07/08/2021	telephone	Graybar Financial ...	VOIP phone rental	299.25
07/08/2021	electricity	W.O.E.C.	Chapman electricity - J...	282.00
07/08/2021	garbage	Waste Manageme...	monthly Garbage/Recy...	127.45
07/19/2021	electricity	P.G.E.	electricity for Holbrook ...	128.25
07/22/2021	telephone	CenturyLink	Main station fax & Cha...	124.45
07/22/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO 1...	4.35
07/22/2021	telephone	Spectrum VoIP	VOIP internet backup	26.40
Total 810 Utilities				1,822.53
870 EMS Operations				
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-3.77
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-0.61
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-6.90
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-0.03
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-2.04
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-0.06
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-0.18
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-3.94
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-3.02
07/01/2021	EMS Supplies	Life-Assist, Inc.	Credit from Invoice IN#...	-0.10
07/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	6.90
07/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	0.61
07/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	3.77
07/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	3.02
07/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO ...	3.94
07/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	0.10
07/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	2.04
07/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	0.06
07/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	0.18
07/08/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN ...	190.89
07/08/2021	IT Service Provid...	EMS Technology S...	Operative IQ license s...	270.00
07/08/2021	EMS Contracts	Sasek, Dean MD	Physician Advisor - July	691.67
07/22/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN ...	250.83
07/22/2021	EMS Supplies	Bound Tree Corp.	Hemostats kelly Forceps	20.16

Scappoose Rural Fire District

Itemized Account Activity

July 2021

Date	Name	Source Name	Memo	Paid Amount
07/22/2021	EMS Supplies	Bound Tree Corp.	tourniquet ratcheting	34.79
07/22/2021	CLIA Laboratory ...	CLIA Laboratory Pr...	fee for period 01/01/20...	180.00
07/22/2021	EMS Supplies	Environmental Co...	1 biohazard containers	50.00
07/22/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	813.46
07/22/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	71.39
07/22/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	443.51
07/22/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	355.77
07/22/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO ...	464.11
07/22/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	11.40
07/22/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	239.68
07/22/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	6.90
07/22/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 1...	20.70
07/22/2021	EMS Contracts	Systems Design	April	2,032.80
07/22/2021	EMS Contracts	Systems Design	May	1,851.85
07/22/2021	EMS Contracts	Systems Design	June	2,144.45
07/22/2021	EMS Technology	TriZetto Provider S...	EMS billing fee	106.10
Total 870 EMS Operations				10,250.43
Total 1.2 GENERAL FUND MATERIAL & SVC				30,269.13
Total 1...				313,369.36
Total 1..GENERAL FUND EXPENDITURES				313,369.36
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service				
07/31/2021	Paychex Payroll	Paychex Payroll	vacation	10,091.60
Total Liability & Service				10,091.60
Total 4. PERSONNEL SVC FUND EXPENSE				10,091.60
TOTAL				323,460.96

BUDGET VS ACTUAL

08/05/21
Cash Basis

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

	Jul 21	Budget	\$ Over Budget	% of Budget
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,882,876.16	1,625,103.00	257,773.16	115.9%
Conflagration	0.00	30,000.00	-30,000.00	0.0%
EMS Receipts	63,882.14	532,963.00	-469,080.86	12.0%
Fire Marshal	240.00	10,000.00	-9,760.00	2.4%
FireMed	0.00	36,000.00	-36,000.00	0.0%
G.E.M.T. (Medicaid)	0.00	30,000.00	-30,000.00	0.0%
Gas Royalties	0.00	15,000.00	-15,000.00	0.0%
Grant Awards	0.00	1,000.00	-1,000.00	0.0%
Interest Earned on Investments	1.16	5,000.00	-4,998.84	0.0%
Miscellaneous Revenue	89.00	20,000.00	-19,911.00	0.4%
Property Taxes				
Taxes - Current				
Local Option Levy	0.00	2,779,127.00	-2,779,127.00	0.0%
Permanent Rate Levy	0.00	1,556,451.00	-1,556,451.00	0.0%
Total Taxes - Current	0.00	4,335,578.00	-4,335,578.00	0.0%
Taxes - Prior Years				
	0.00	92,069.00	-92,069.00	0.0%
Total Property Taxes	0.00	4,427,647.00	-4,427,647.00	0.0%
Total 1. GENERAL FUND REVENUES	1,947,088.46	6,732,713.00	-4,785,624.54	28.9%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	34,360.43	0.00	34,360.43	100.0%
Grant Award	0.00	100,000.00	-100,000.00	0.0%
Total 2. GRANT FUND REVENUE	34,360.43	100,000.00	-65,639.57	34.4%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	161,205.57	154,668.00	6,537.57	104.2%
Transfers In	0.00	63,539.00	-63,539.00	0.0%
Total 3. PROPERTY FUND REVENUES	161,205.57	218,207.00	-57,001.43	73.9%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	88,208.84	58,128.00	30,080.84	151.7%
Transfers In	0.00	50,000.00	-50,000.00	0.0%
Total 4. PERSONNEL SVCS FUND REVEN	88,208.84	108,128.00	-19,919.16	81.6%
Total Income	2,230,863.30	7,159,048.00	-4,928,184.70	31.2%
Gross Profit	2,230,863.30	7,159,048.00	-4,928,184.70	31.2%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	33,669.21	643,584.00	-609,914.79	5.2%
560 Personnel Salaries	180,641.10	2,460,425.00	-2,279,783.90	7.3%
570 SocSec/Medicare(FICA)	16,851.54	197,775.00	-180,923.46	8.5%
580 Volunteer Services	34.00	20,000.00	-19,966.00	0.2%
590 Personnel Benefits	51,904.38	751,740.00	-699,835.62	6.9%
Total 1.1 GENERAL FUND PERSONNEL...	283,100.23	4,073,524.00	-3,790,423.77	6.9%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	192.50	52,000.00	-51,807.50	0.4%
680 Communications Maintenance	13.90	15,000.00	-14,986.10	0.1%
720 Public Fire Services	965.00	15,000.00	-14,035.00	6.4%

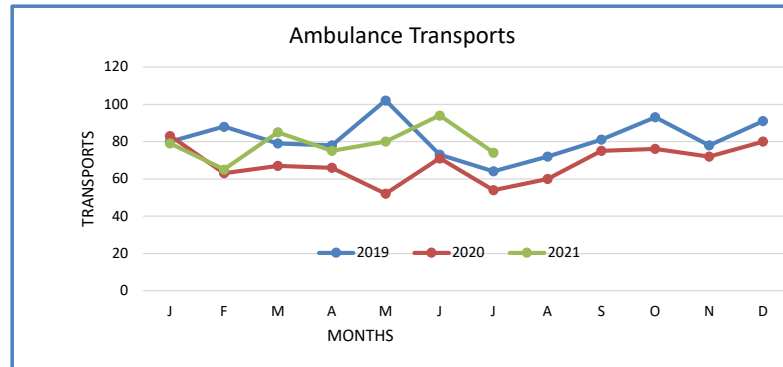
08/05/21
Cash Basis

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

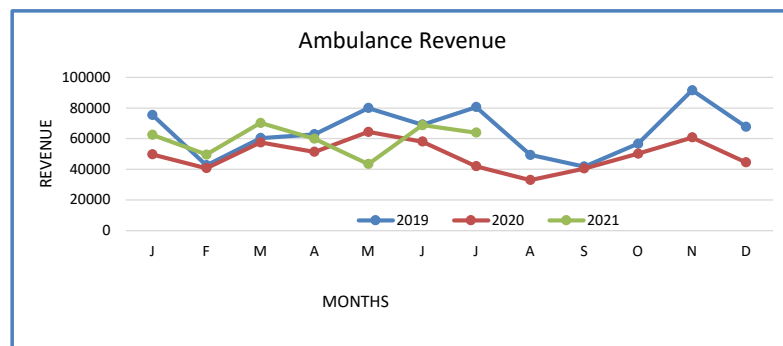
	Jul 21	Budget	\$ Over Budget	% of Budget
730 Property & Liability Insur.	0.00	63,000.00	-63,000.00	0.0%
740 Uniforms	411.39	15,000.00	-14,588.61	2.7%
750 Maintenance on Equipment	3,582.31	130,000.00	-126,417.69	2.8%
760 Administration	6,053.53	50,500.00	-44,446.47	12.0%
765 Information Technology	4,963.74	115,000.00	-110,036.26	4.3%
770 Operating Materials/Suppli	0.00	5,000.00	-5,000.00	0.0%
775 Emerg. Operating Supplies	542.98	65,000.00	-64,457.02	0.8%
780 Building & Grounds Maint.	1,045.82	94,000.00	-92,954.18	1.1%
790 Training	425.00	70,000.00	-69,575.00	0.6%
810 Utilities	1,822.53	36,150.00	-34,327.47	5.0%
870 EMS Operations	10,250.43	155,000.00	-144,749.57	6.6%
Total 1.2 GENERAL FUND MATERIAL &...	30,269.13	880,650.00	-850,380.87	3.4%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	0.00	200,000.00	-200,000.00	0.0%
Total 1.3 GENERAL FUND CAPITL OUT...	0.00	200,000.00	-200,000.00	0.0%
1.4 GENERAL FUND DEBT				
930 Debt	0.00	65,000.00	-65,000.00	0.0%
Total 1.4 GENERAL FUND DEBT	0.00	65,000.00	-65,000.00	0.0%
Total 1...	313,369.36	5,219,174.00	-4,905,804.64	6.0%
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0.00	50,000.00	-50,000.00	0.0%
Transfers to Property Fund	0.00	63,539.00	-63,539.00	0.0%
Total 1.5 GENERAL FUND TRANSFER OUT	0.00	113,539.00	-113,539.00	0.0%
1.6 GENERAL FUND CONTINGENCY	0.00	400,000.00	-400,000.00	0.0%
1.7 GENERAL RESERVED FOR FUTURE	0.00	1,000,000.00	-1,000,000.00	0.0%
Total 1..GENERAL FUND EXPENDITURES	313,369.36	6,732,713.00	-6,419,343.64	4.7%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	0.00	100,000.00	-100,000.00	0.0%
Total 2. GRANT FUND EXPENSE	0.00	100,000.00	-100,000.00	0.0%
3. PROPERTY FUND CAPITAL OUTLAY				
EMS Apparatus & Equipment	0.00	87,000.00	-87,000.00	0.0%
Fire Apparatus & Equipment	0.00	126,207.00	-126,207.00	0.0%
Miscellaneous Real Property	0.00	5,000.00	-5,000.00	0.0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	0.00	218,207.00	-218,207.00	0.0%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	10,091.60	100,000.00	-89,908.40	10.1%
Reserved for Future Expenses	0.00	8,128.00	-8,128.00	0.0%
Total 4. PERSONNEL SVC FUND EXPENSE	10,091.60	108,128.00	-98,036.40	9.3%
Total Expense	323,460.96	7,159,048.00	-6,835,587.04	4.5%
Net Income	1,907,402.34	0.00	1,907,402.34	100.0%

AMBULANCE BILLING & TRANSPORT REPORT

	2019	2020	2021
J	80	83	79
F	88	63	65
M	79	67	85
A	78	66	75
M	102	52	80
J	73	71	94
J	64	54	74
A	72	60	
S	81	75	
O	93	76	
N	78	72	
D	91	80	



	2019	2020	2021
J	75406	49,639	62,433
F	42641	40,764	49,564
M	60274	57,548	70,213
A	62786	51,391	59,929
M	80009	64,340	43,379
J	69047	58,014	68,789
J	80583	42,023	63,882
A	49376	33,007	
S	41784	40,574	
O	56713	50,250	
N	91565	60,727	
D	67635	44,503	



MONTHLY RESPONSE & ACTIVITY PREPORTS

MONTHLY REPORT

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



JULY 2021

For the month of July, the ratio of EMS incidents to Fire incidents was 74% to 26% respectively. There were 135 EMS related calls for the month, where 140 patients were treated. COVID-19 was suspected or confirmed in 3 patients.

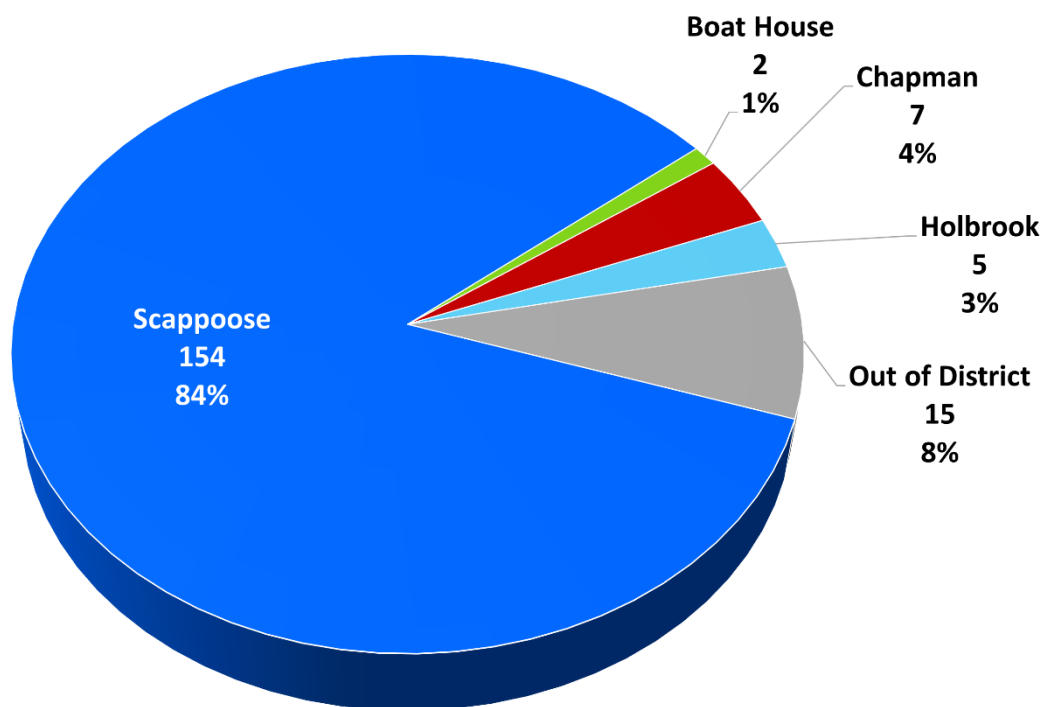
Approximately 32% of the total call volume (58 incidents) represents overlapping calls (at least one other call in progress). There were 3 incidents where unit(s) were deployed for more than two days (3 days, 9 days, and then 12 days). Either of these situations could require units to respond to areas 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 183, with a total of 373 apparatus responses spending 205 hours and 34 minutes of time.

For the month of July, SRFD averaged 1.55 fire calls per day and 4.35 EMS calls per day for an overall daily average of 5.90 calls per day.

JULY 2021 - INCIDENTS BY STATION

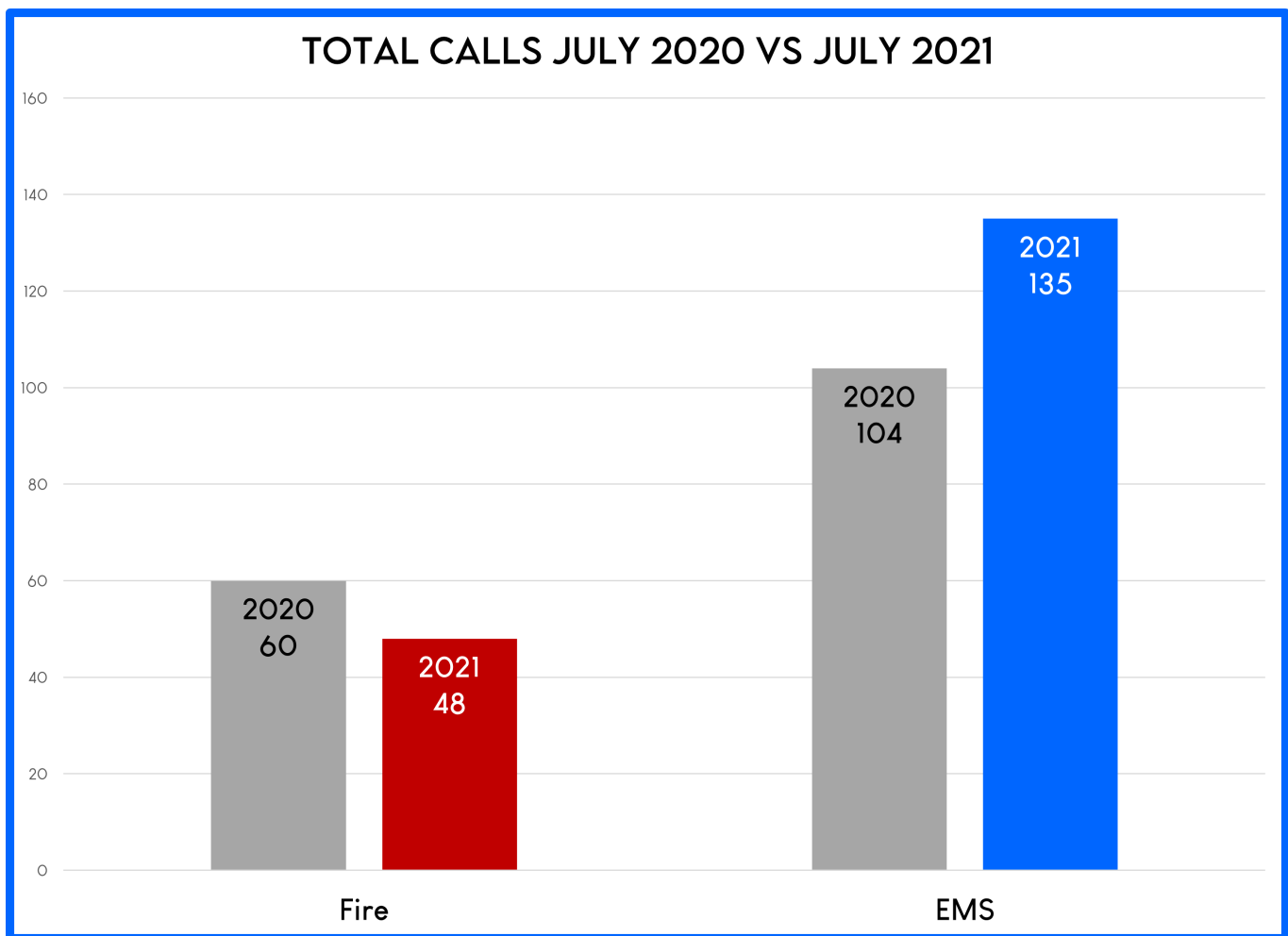
183 Incidents with 373 Apparatus Responses



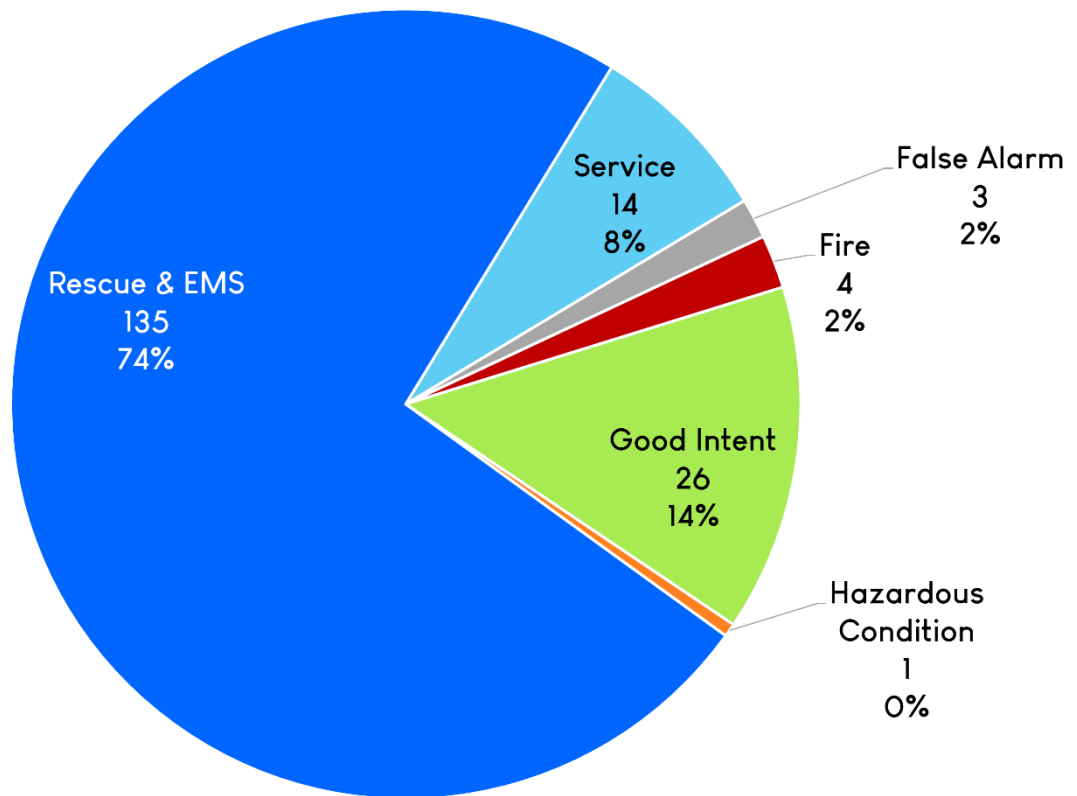
FIRE AND EMS CALL BREAKDOWN FOR JULY 2020

Fires	4
Hazardous Condition	1
Service Call	14
Good Intent	26
Other Assistance	0
False Alarm	3
FIRE CALLS TOTAL	48

ALS Provided	95
BLS Provided	38
Investigate	1
Cancelled	1
Other Assistance	0
EMS CALLS TOTAL	135



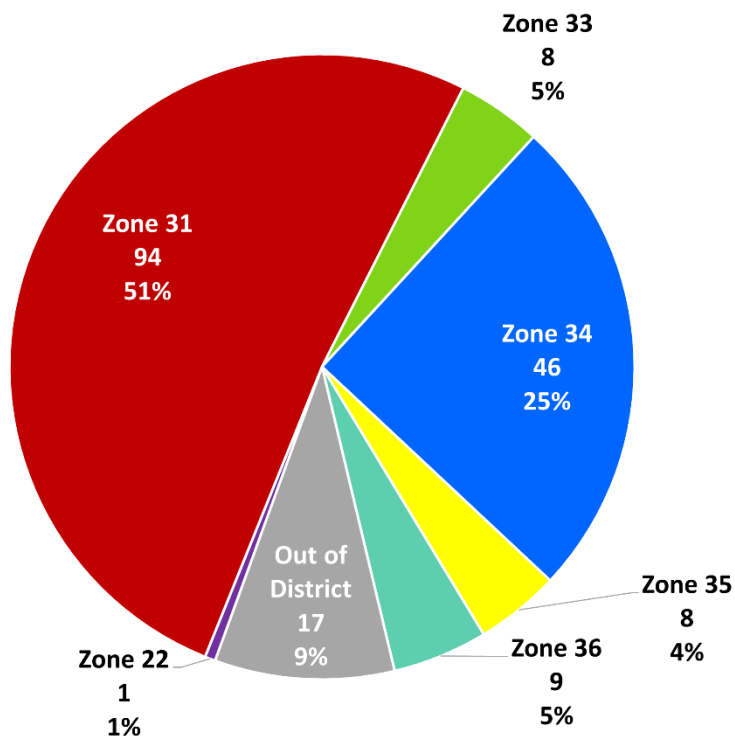
JULY 2021 - 183 CALLS BY TYPE



	Average Calls Per Day	Total Number of Calls	Percentage
Fire	1.55	48	26%
EMS	4.35	135	74%
TOTAL	5.90	183	100%

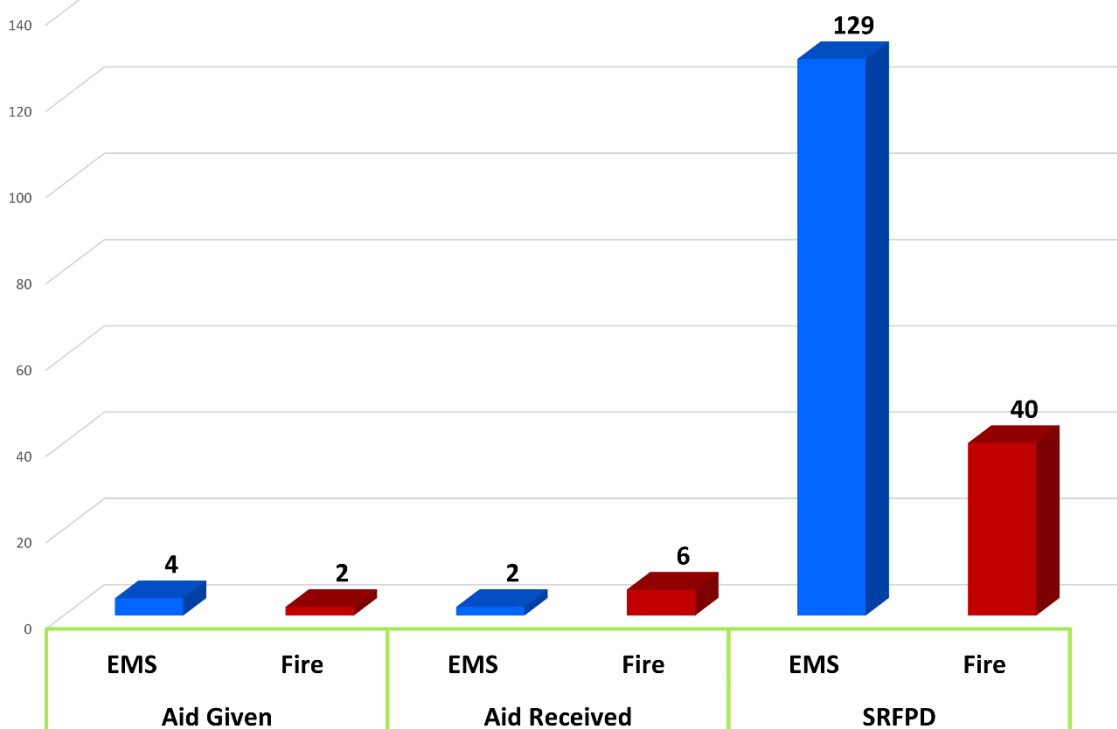
JULY 2021 - INCIDENTS BY ZONE

183 Incidents



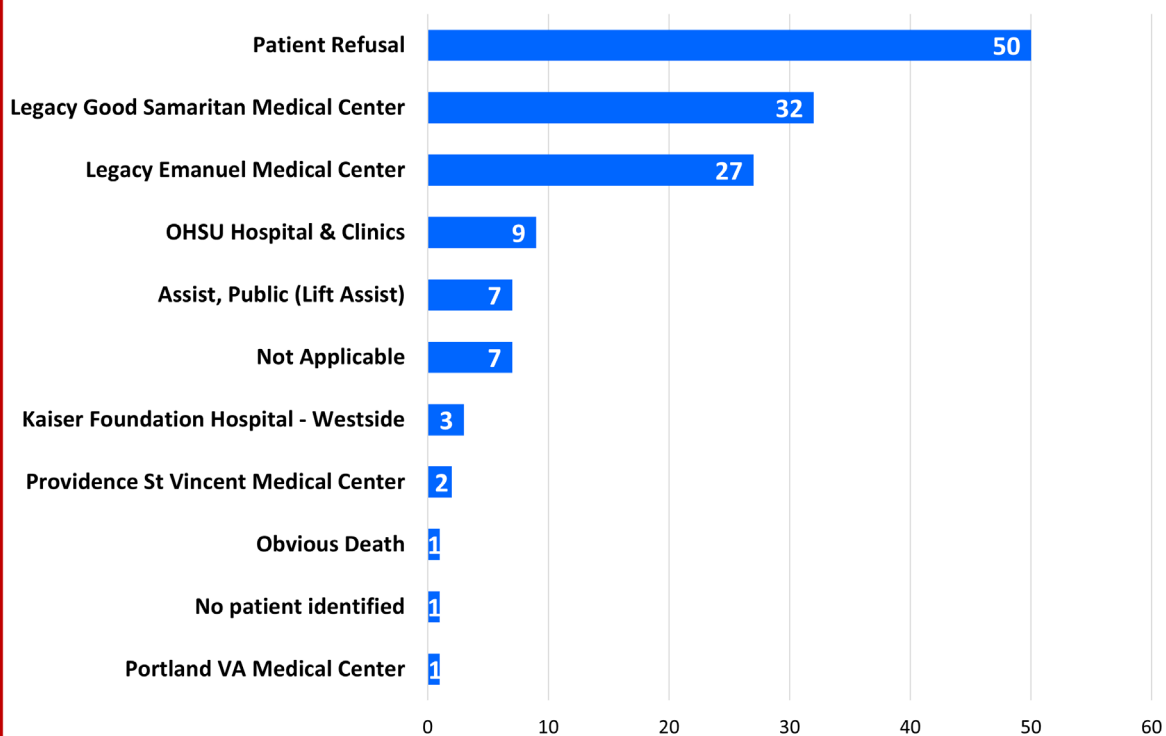
INCIDENTS BY RESPONDING JURISDICTION

July 2021 - 183 Incidents

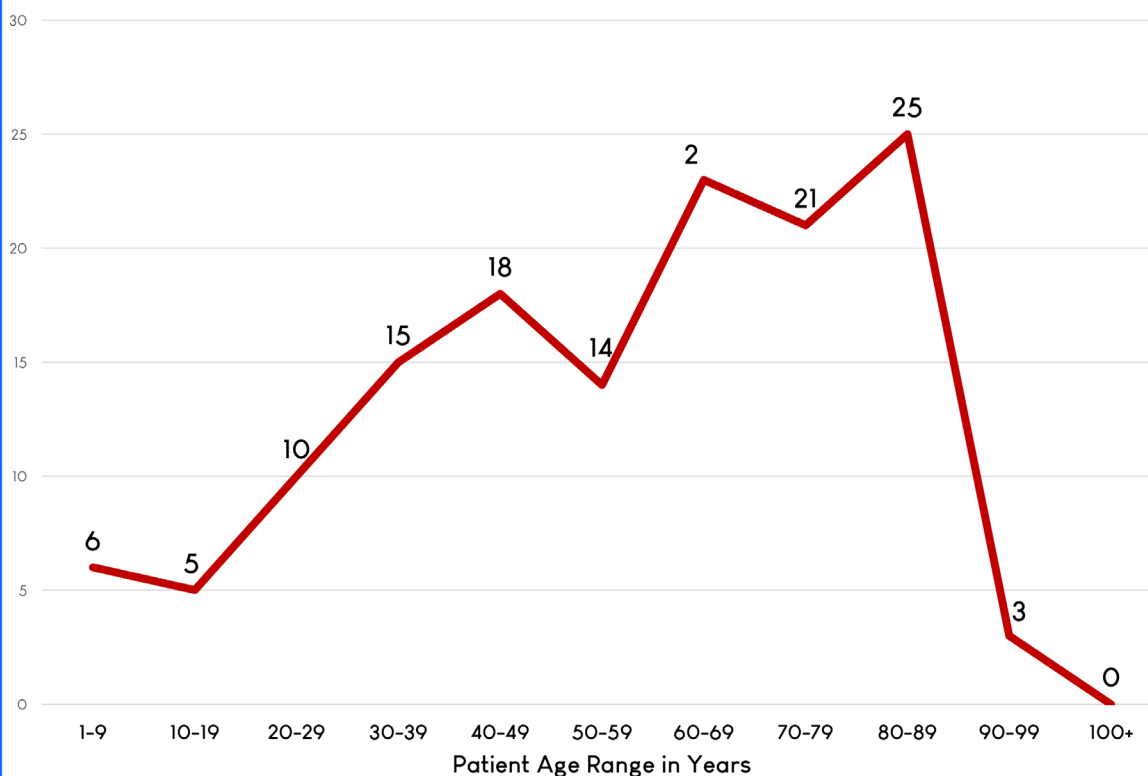


JULY 2021 - PATIENT DISPOSTION

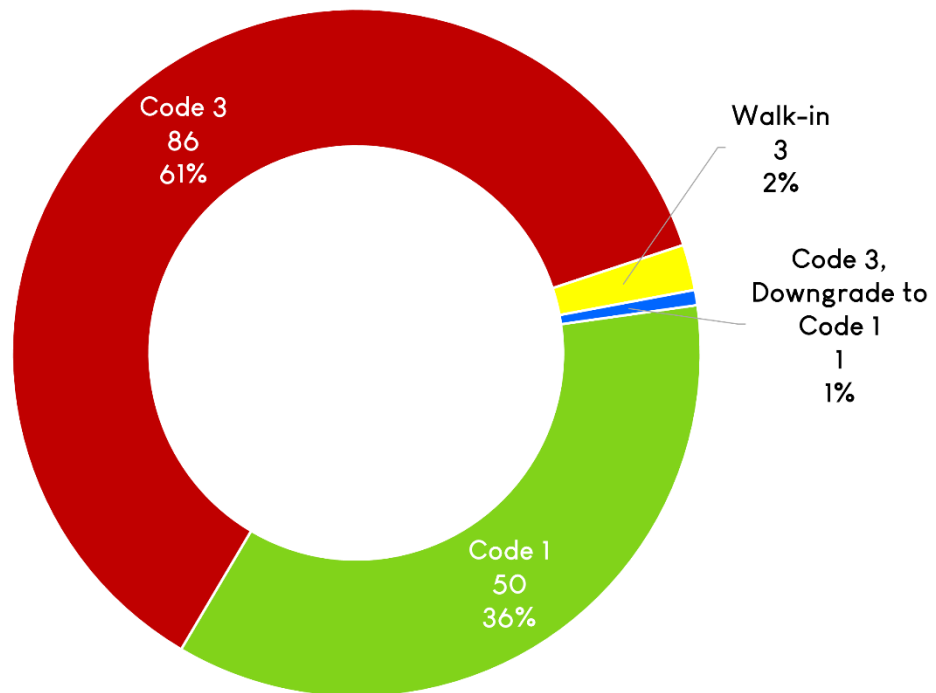
140 Patients



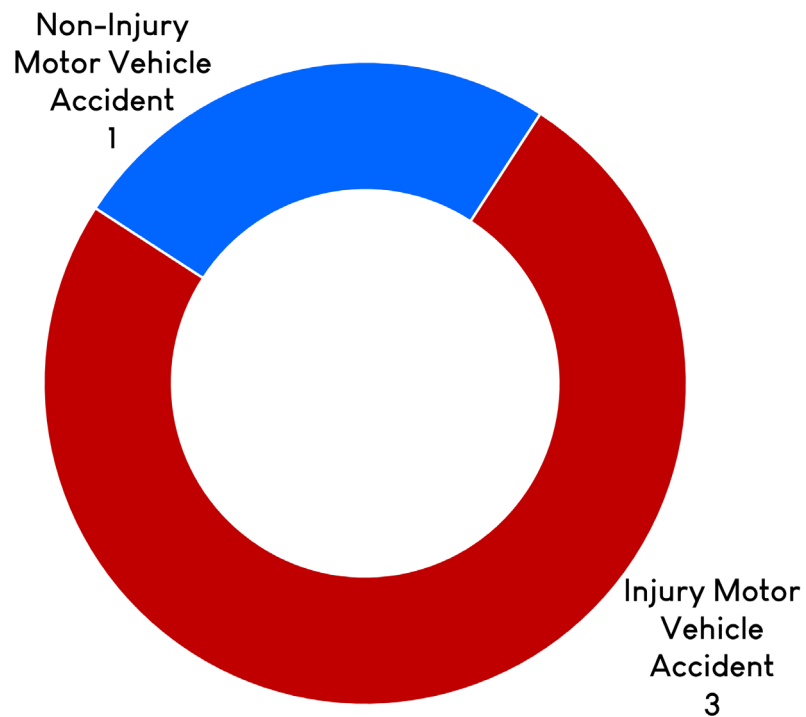
JULY 2021 AGE OF 140 PATIENTS TREATED

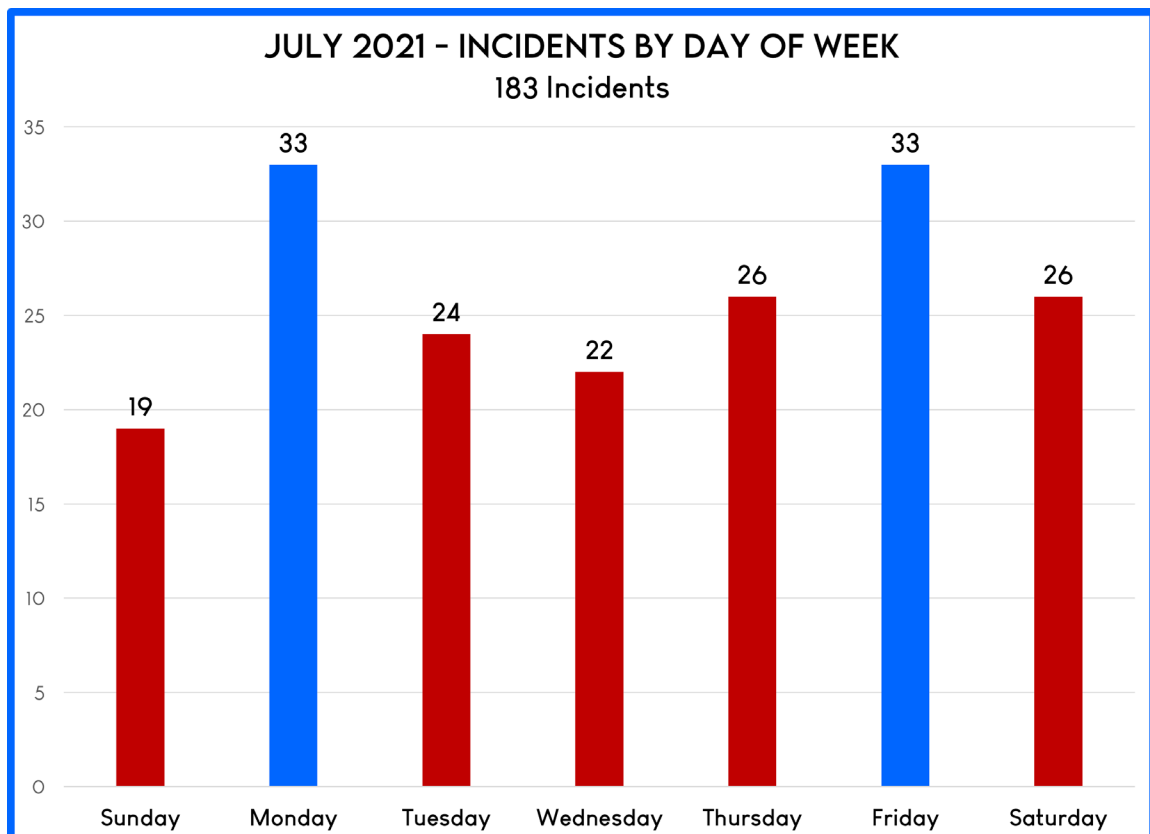
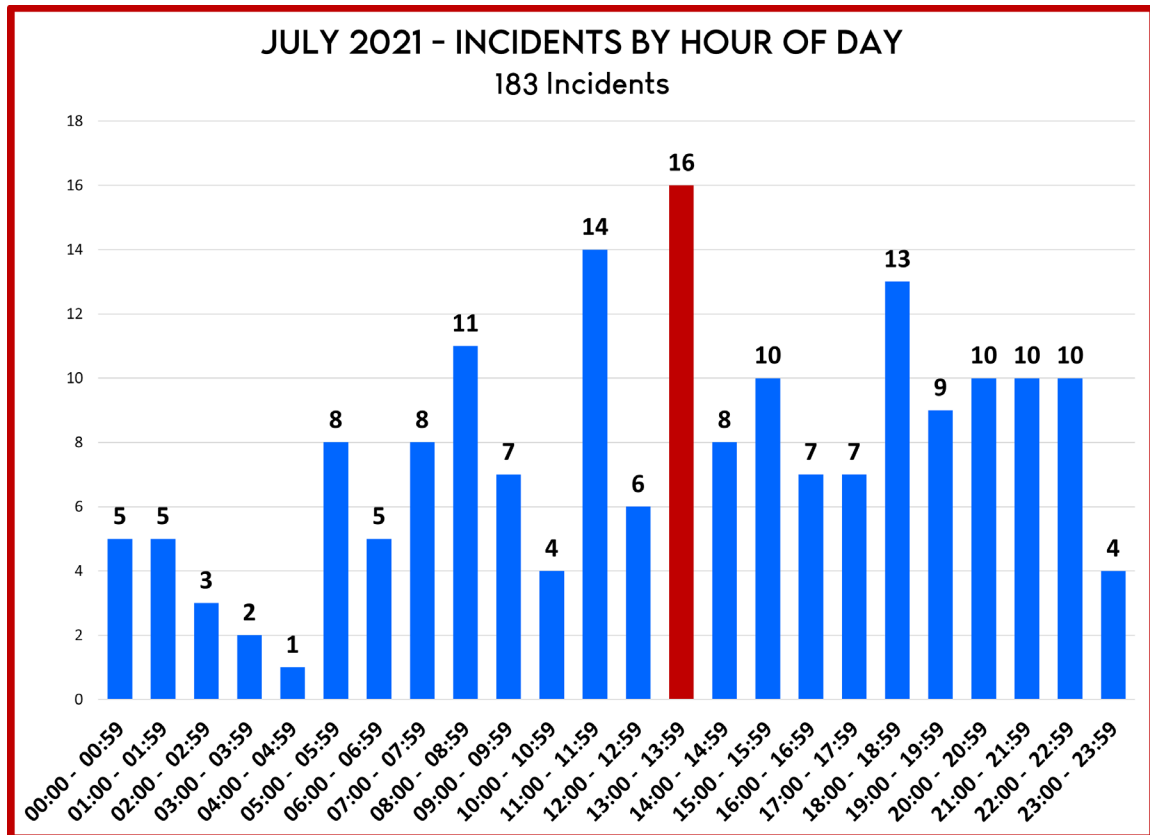


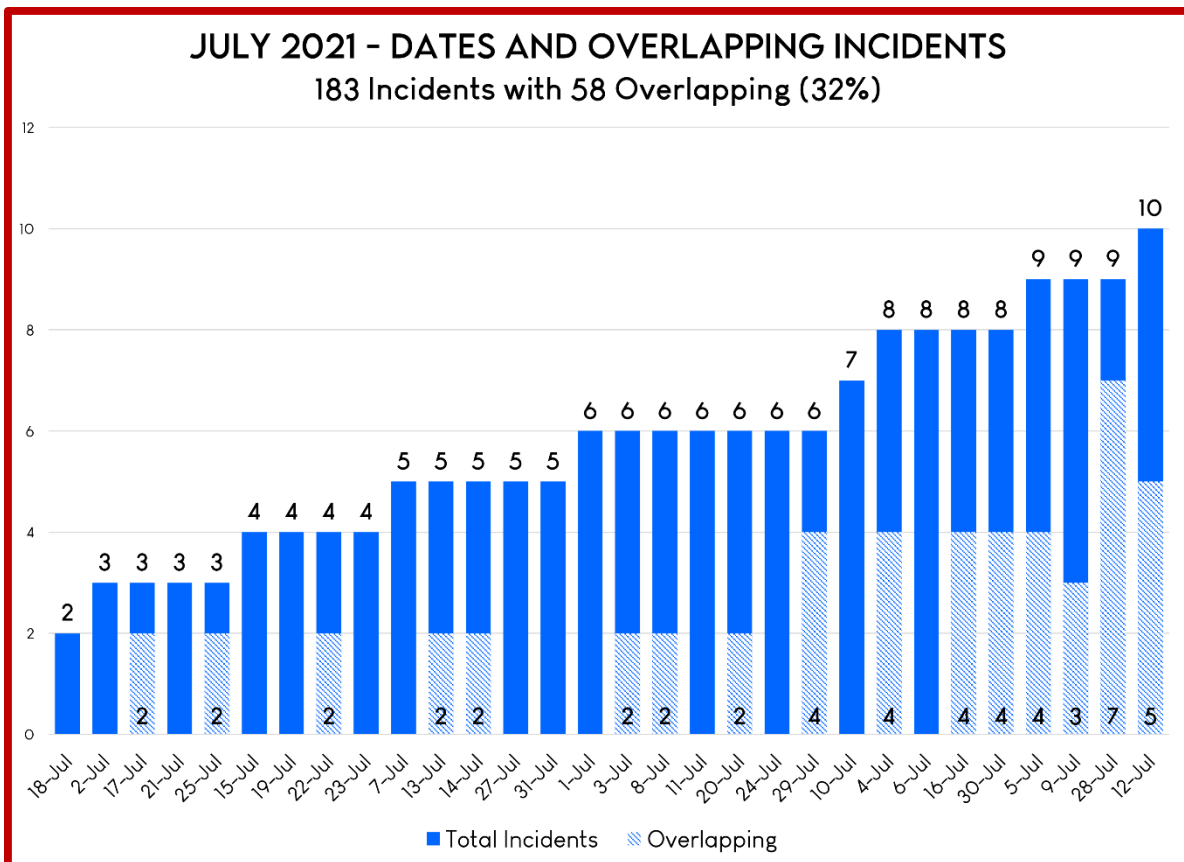
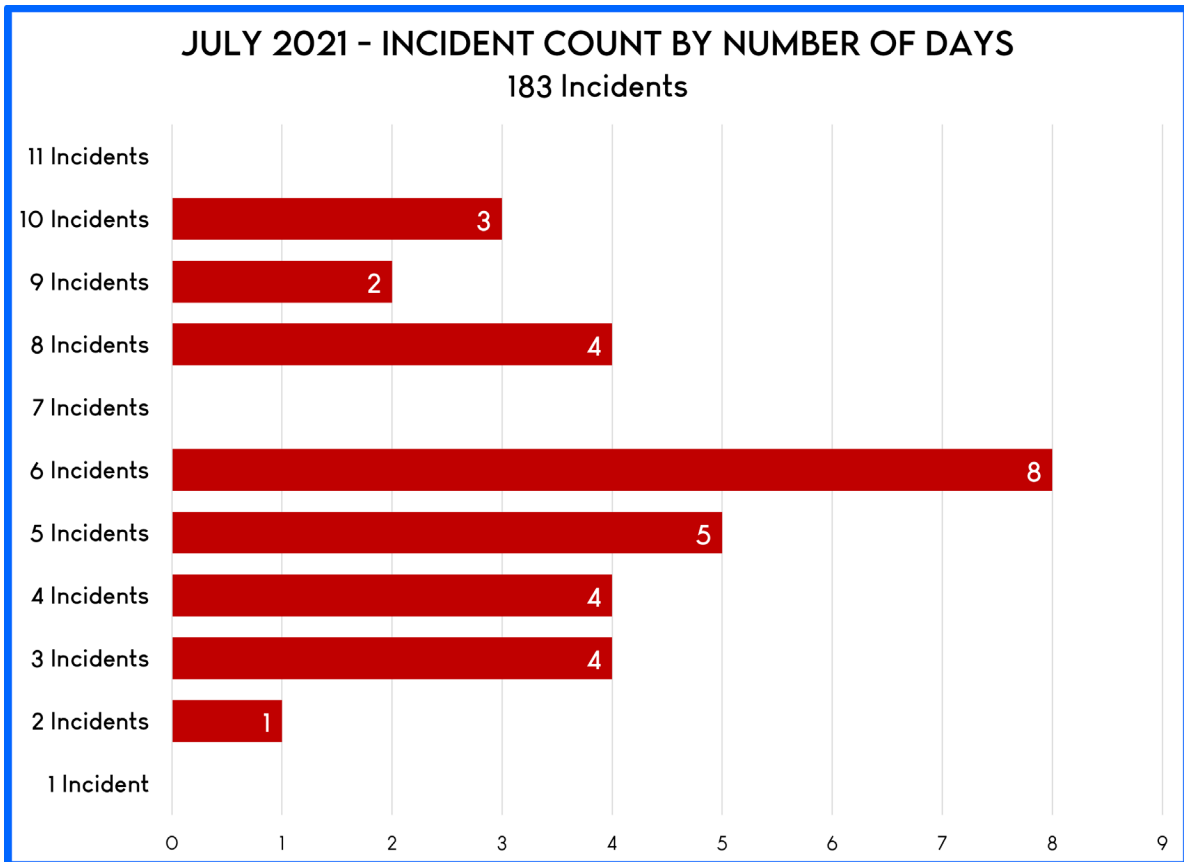
JULY 2021 - EMS RESPONSE MODE 140 Patients



JULY 2021 - 4 MOTOR VEHICLE ACCIDENTS







STAFF REPORTS

Fire Chief Report August 2021

Meetings Attended

Did not have time to complete this. This will return at the next board meeting or depending on the wildfire deployment requests, we will postpone this until October. It can be assumed that there were several meetings attended.

Hours Worked January: 236 Hours (59 hrs/wk)

On Call in May: 289 Hours (12 Days)

TOTAL HOURS: 610

Training

Projects

Holbrook Roof ~ *Scheduled*

SHSG – Aircraft (\$86,000) ~ *Waiting to hear from OEM*

AFG Grant – Radios (\$248,000 project) ~ *Submitted Announcements have begun*

AFG Grant – SAFER (\$1,282,804.02) ~ *Submitted Announcements have begun*

RDPO UAS Grant ~ *80% complete*

REMS ~ *Unit here, waiting for trailer*

Fire Code Guide Update - *Tabled*

Special Operations - *Tabled*

Image Trend (Analytics) – *Completed*

Jamf – *Managing over 40 devices*

As is customary, the month of July heated up. Between wildfire deployments (earlier than normal), the weather (literally), and staffing challenges due to normally scheduled vacations, everyone was on their toes.

Onboarding with Chief Bautista is on schedule and a considerable amount of time was spent between Chief Marks and I in training the new chief.

We have been working on various assigned projects in admin and planning for the start of our strategic plan process.

We are still waiting to hear back from FEMA about the two grants we submitted for the Radios and Staffing. We will most likely start to hear about the awardees from both of these programs in August.

The REMS project is in full force and we are waiting for a few pieces to come together. We need to receive our trailer, delayed due to supply and demand challenges and we have training that we need to accomplish for staff that will be driving the vehicle.

With all of the calls and deployments this last month, I was not able to complete my time with team meeting (Meeting with all of the shifts).

Unfortunately, we did not meet our target deadline for installing the sign, however all the parts are assembled, and we are waiting on assistance from the county to get it installed. Lt. Dubois and FF booth have spent time in helping to bring the project to completion.

Also, we are looking at how to best deploy staff as a result of some vacancies and progressive movement of our staff. More on this in the future.

Sadly, we had to send off Shelly into retirement. She will be missed. At this time, we are not going to fill that vacancy. With some anticipated and projected internal staffing changes, we are going to wait a couple of months before we fill this spot. I can provide more information at the meeting.

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

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

FIRE MARSHAL REPORT

Development has ebbed and flowed in the month of July. As prices of things stabilize, some projects are starting to sprout life and we have received several inquiries about fire department capabilities with new and prospective developers who are looking at Scappoose.

In September, we will be rolling out a revision of our Fire Code Guide. I will be working with our New Division Chief on this project to get this project completed.

Unfortunately, we were not able to implement our company inspection program in July. Time for this program was dedicated towards training the new DC. I am hoping to get our company inspection program going again before October with the help of Chief Bautista.

Plan Reviews

3

Driveway Inspections

6

System Tests

0

General Inspections

2

Fire Investigations

4

UAS (Drone) Missions

2

OPERATIONS REPORT

The new engine is still a work in progress. After talking to Rosenbauer, it sounds like they want Chief Smythe and I to return for an inspection visit around the 16th of August. At that point, they will ship the engines back to us via lowboy. Our warranty period has been extended as a result of not taking possession. A final decision has been made as to what engine will be surplus, that engine will be the Ford / Front mount pumper. We will try to have a late addition to the board meeting for the authorization to surplus this engine. Depending on the wishes of the board, we can try to sell it or gift it to a needy fire department.

We are still waiting on contractors to come out and provide us bids for the HVAC units. We will start by replacing units 3 and 4 depending on the cost. We have had one vendor come out to look at the units to provide a bid. We did have units 3 and 4 serviced and they were low on coolant, one of the reasons that they lagged in temperature control during the heat.

Thankfully, our rescue is back in service, however, we are still working on a solution for replacement, and or if we are going to come up with a different deployment plan for rescue tools. We are reaching out to several vendors to find out how much a new chassis (4x4 crew cab) will be and how much it will cost to remount the current box. The current box is still in good condition.

Holbrook station: MCE Will begin August 9th.

Chapman station: At this time, there are no outstanding deficiencies and is operating within limits.

The boat House station: We still need to make some adjustments to the chains that secure the structure to the dock. Our goal is to get that accomplished next month.

Scappoose station: Outside of the items identified above, future projects will be brought forward as we begin the strategic plan process. You may notice some changes in the offices as we have moved the lieutenants downstairs again. They are located in the corner office formerly occupied by Chief Greisen.

**Training Report
Chief Marks
August 2021**

July Projects:

- Duty Shifts
- Probationary Test building
- Training Program for Apparatus
- Peacock (Fire Danger Sign)

Drills / Activities / Meetings in July included

- Board Meeting
- LCRTOA
- Admin and Officers Meetings
- Safety Meeting
- Volunteer Association Meeting
- Fire Training

I have continued working on the task books and training material for apparatus. This will go in depth to ensure our members know how to operate equipment. While the engine was here, a few personnel were able to complete some pump training on it. Training will continue upon return.

I am working on pre-course work for an NFA class I will be attending in September. This is a safety course which will assist me with improving the safety division inside the organization.

My Time Worked in July 2021	155.75 hours
Call Time in July 2021	177.5 Hours (call shifts minus 80 hours office time)
Total Hours	333.25 Hours
Total July Training Hours	121.75 Hours
Total Volunteer Hours in July 2021	730.31 between 16 individuals (This included one member deployed on a conflagration)



Chief Bautista Report

August 2021

July Projects:

- Working on obtaining bids for station painting, currently I have received one (1)
- Working on uniform project with Firefighter Booth
- With the retirement of Shelly Booth, I am transitioning her fire prevention duties to myself with assistance from Chief Pricher and Maria Heath
- Currently working on establishing our Youth Firesetter Intervention program with Chief Pricher and Maria Heath

Drills/ Activities/ Meetings in July included:

- Conducted driveway inspections with Chief Pricher and Shelly Booth
- Taught a virtual ICS 300 course for outside agency
- Attended the virtual NFPA CRR: Insights to Action Conference
- I attended the auto extrication volunteer drill and introduced myself to members have had not met since I started
- I am preparing to schedule and take my first of three exams to obtain the Certified Fire Marshal certification from the International Code Council (ICC) in the next few weeks

I continue to work with Chief Pricher and Chief Marks on preparing for entering the duty officer rotation. This past month I was able to observe a variety of call types and undergo weekly scenario drills. I have been working with the crews and running calls with them to get familiarized with our protocols and equipment. I have had the opportunity to work as Division supervisor for a fire incident and officer on a brush truck on a grass fire. I will continue this work and take any opportunity to prepare for my transition into the duty officer rotations.

Training:

I have applied for a vacancy at the National Fire Academy for a Command and Control of Incident Operations (R0312) course in October. I am waiting for a decision on acceptance into the course.

I have completed an online exam preparation course for the ICC Fire Codes and Standards exam, which is one (1) of three (3) exams needed to receive the ICC Certified Fire Marshal credential.

Chief Marks has signed me up for the Blue Card training and I am working through that program as time allows.

A. Tardif Finance Director August 2021 Meeting

At July 31, the District completed the first month of the new fiscal year.

The districts cash carry over from FY21 to FY22 for the general fund is \$1,882,876, which is \$257,773 higher than anticipated. The district budgeted \$1,625,103 as beginning fund balance. Personnel salaries and payroll taxes are at 6.9%. The district budgeted for 3 new Firefighter Paramedic positions. Those three positions are unfilled as well as 1 NIFF position.

Materials & Services overall is at 3.4%, of the budget. At this time 8.3% would be equal to 1 month, if allocated evenly.

EMS receipts to date total \$63,882 or 12 percent of what was budgeted. As this is the first month of EMS receipts in the new fiscal year the monthly average and current yearly average is \$63,882.

Of note, The District sent two individuals on a conflagration. The income associated with that will be recorded in future months once received from the state. The district has received its new credit cards and has began the process to transition over. The district has completed the preliminary audit and will be receiving the audit report in a future period.

With this being the first month of the new fiscal year, there is not much to report out for Finance.

OLD BUSINESS

NEW BUSINESS