

# 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>

You can also dial in using your phone.  
United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 678-017-245

### 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.”**

### Organizational Meeting - In accordance with Board Policy 2.18

- Select President, Vice President, and Secretary/Treasurer of Board
- State official newspaper of record
- State regular Board meeting date, time and place
- Establish employee evaluation month
- Review the status of legal counsel
- Review current contracts (no motion)
- Annual ethics disclosure (no motion)

### Consent Agenda:

- 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

**Staff Reports:**

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

**Old Business:**

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

**Committee Reports:**

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

**Miscellaneous:****New Business:**

- Board policy 3.3 Budget Administration
- Board policy 3.18 District Credit Cards
- Discussion on board policy 4.21 Residency Requirement

**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

JUNE 10th

## MEETING MINUTES

Board Members and Required Staff met in-person at  
Scappoose Fire District Main Station  
Also held electronically via GoToMeeting and telephone call-in  
Thursday, June 10, 2021

**Attendees** – Board members: D. Sorenson, M. Gift, S. Reeves, A. Kriek, Staff: Chief Pricher, D.C. Marks, F.D. Tardif, LT. Dubouis, FF. B. Booth, FF. Ahlers, EMT Green  
**Absent** – Board member D. graham

The meeting was called to order at 7:05, Board President Sorenson lead the Flag Salute.

**Public Comment:** No 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.”**

**Budget Hearing** – President Sorenson opened the budget hearing. Public comment was called for. There was no public comment.

S. Reeves moved to appoint Sandy Newman and David Grant to the budget committee for a three year term to begin 2/1/2021 and expire 1/31/2024. A. Kriek seconded, **the motion carried unanimously.**

A. Kriek moved to approve resolution 2021-1; Resolution Adopting The Budget, Resolution Making Appropriations, Resolution Imposing The Tax, and Resolution Categorizing The Tax, M. Gift Seconded, **motion carried unanimously.**

**The board expressed their gratitude to the community for approving the levy. They appreciate the community support and will continue to be good stewards of the taxpayer dollar while providing the best service possible**

**Consent Agenda: A KriECK moved to approve the consent agenda, S. Reeves seconded –**

Discussion: D. Sorenson asked about KlienberG tech – Chief Pricher described the program. D. Sorenson inquired about the nozzles. LT DuBois briefed the board on the new nozzles. M. Gift asked about collection tax rate % for the county. A KriECK asked about equipment purchases for the new equipment. Chief Pricher explained when and how the equipment will be purchased.

**Motion carried unanimously**

- Approve minutes from the May 13, 2021 Regular meeting
- Approve 5.31.21 Expense Account activity
- 5.31.21 Budget vs. Actual

**Statistical Data:**

- Ambulance Activity Report
- Response Activity Report - Discussion on increased call volume. M. Gift – have we been through the process of looking at recovering cost for out of area calls? Discussion ensued. There should be a higher rate for out of area service. The board noted that call volume for multiple calls was up.

**Staff Reports:**

- Chief's Report - Discussion on the importance of speaking to our elected officials to build strong partnerships and bring awareness to special district funding. Thank you chief and team for all of your hard work on the levy. D, Sorenson inquired on the station task list.
- Operations Report -
- Fire Marshal Report - Drone project RDPO presentation. D. Sorenson lead discussion on CCOM-911 radio system. Chief Pricher explained the options. The options are partnering with 700/800 Washington county, partnering with Clark county, or going VH digital.
- Training Report – Discussion on training memo from board packet.
- Financial Report - Discussion on credit cards and policies. Board ask A. Tardif to come back with revised policies for the July meeting.

**Old Business:**

1. Policy Manual Updates (*This will be ongoing over the next several months*) - CRFR is leaving the joint partnership with lexipol, Scappoose Fire District will move forward with lexipol but not with the operations manual. The District will update lexipol manuals based on SRFD policies, in August.
2. Staffing Update - Interviewing two candidates on Saturday June 12th for the Division Chief position. M. Gift has concerns about the process, wants to ensure we get a quality

candidate, and the right fit. Discussion ensued. Discussion on board policy of residence requirements. Board asked for a revised policy to review.

**Committee Reports:**

- Management Team - meet before the meeting, no updates.
- Long Range Planning Committee - Discussion on next steps. Discussion about doing a touring session to each station to show case the plan and get community feedback. Continued community education.
- Awards & Incentives - no update

**Miscellaneous:**

**New Business:**

- S. Reeves moved, M. Gift seconded to Ratify US bank signature for new credit cards and authorize board president to sign. **The motion carried unanimously.**
- A. Kriek moved, M. Gift seconded to approve contract with MCE not to exceed 17K and authorize Chief Pricher to sign. **The motion carried unanimously.**
- M. Gift moved, S. Reeves seconded to approve the Notice of Acknowledgment with Government Capital and authorize the Board President to sign. **The motion carried unanimously.**
- S. Reeves moved, A. Kriek seconded, to approve contract extension with NSC for a 6 month period. **The motion carried unanimously.**

**Good of the Order**

**Adjourn - 8.55 A. Kriek moved, S. Reeves seconded to adjourn the meeting. Motion carried unanimously.**

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.

# **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 2020 audit  
**C-Comm Data License Agreement** - County Commissioners & Chief July 2008  
**Callback Staffing Crewsense** - 01-01-18 thru 01-01-21  
**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  
*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  
**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 Agreement 2019  
**Holbrook Station-West Mult Soil/Water Conservation Agreement**- 6/2012  
**ImageTrend Emergency Reporting** - signed 1-11-18  
**ImageTrend Permits Amendment** - signed 3-23-21  
**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)** - expires 6/30/21  
**NW Self-Storage Rental Agreement** - signed 1-29-2019  
**Occupational Safety Health & Wellness** - signed 6/11/15  
**ODF Wildland EMS Agreement** - 2020/21  
**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**  
**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 3-25-2020  
**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	24745 NW Dixie Mountain Road
Archer, Jeremiah & Mc	29445 Pisgah Home Road
Bahnsen, Donald & Jo	25938 NW Dixie Mountain Road
Beisley, Ken	28330 Otto Miller Road
Benson, Robert	29911 Pisgah Home Road
Dudley, Peggy	26097 NW Dixie Mountain Road
Lacy, Bill	18141 NW St. Helens Road
Meyers, Tim & Donna	18145 NW St. Helens Road
Novak, Ken & Cheryl	29756 Grouse Lane
Paull, Dalton	26085 NW Dixie Mountain Road
Ruppelt, Michelle & Cr	18147 NW St. Helens Road
Stanton, Robert & Mar	30311 Holaday Road



\*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.

# **EXPENSE ACCOUNT ACTIVITY**

## Scappoose Rural Fire District

## Itemized Account Activity

June 2021

Date	Name	Source Name	Memo	Paid Amount
<b>1..GENERAL FUND EXPENDITURES</b>				
<b>1...</b>				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
<b>550 Insurance</b>				
06/10/2021	health insurance	Special Districts In...	Health Benefits - June	21,552.72
06/10/2021	life insurance	Standard Insurance	Life & LTD Insurance	1,321.57
06/16/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	75.00
06/25/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	69.13
06/28/2021	health insurance	Paychex Payroll	Flex spend health ins cashout	11,660.97
06/28/2021	workers comp	Paychex - tax	ER Work Benefit	51.37
06/30/2021	health insurance	HRA VEBA Trust	District contributions	7,533.31
06/30/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	173.50
Total 550 Insurance				42,437.57
<b>560 Personnel Salaries</b>				
06/10/2021	salaries	American Heritage...	Case # 84457 PR Deduc: R An...	136.90
06/10/2021	salaries	Standard Insurance	STD staff PR deductions	459.96
06/10/2021	salaries	Inroads Credit Uni...	Staff food fund-- May PR deduc...	685.00
06/11/2021	salaries	P.E.R.S.	Employee 6% IAP plus unit con...	10,696.00
06/24/2021	salaries	Voya-State of Ore...	Oregon Savings & Growth Plan ...	12,287.80
06/24/2021	salaries	Principal Financial...	Life Ins policy 4809832 R. Ande...	52.24
06/28/2021	other wages	Paychex Payroll	Deferred comp	7,641.42
06/28/2021	OT Salaries	Paychex Payroll	FLSA Overtime	2,299.32
06/28/2021	other wages	Paychex Payroll	FF incentives	1,839.63
06/28/2021	other wages	Paychex Payroll	Longevity	920.35
06/28/2021	data communica...	Paychex Payroll	Phone Pay	150.00
06/28/2021	OT Salaries	Paychex Payroll	Overtime	18,279.74
06/28/2021	salaries	Paychex Payroll	Balance of net pay	69,120.09
06/28/2021	salaries	Paychex - tax	Employee taxes withheld	43,887.93
06/28/2021	salaries	Department of Jus...	JUNE PR deduction	805.00
06/30/2021	salaries	Voya-State of Ore...	Oregon Savings & Growth Plan ...	11,448.80
06/30/2021	salaries	HRA VEBA Trust	Employee PEHP contributions	2,576.40
Total 560 Personnel Salaries				183,286.58
<b>570 SocSec/Medicare(FICA)</b>				
06/28/2021	social security	Paychex - tax	Emplyr FICA	14,004.39
Total 570 SocSec/Medicare(FICA)				14,004.39
<b>580 Volunteer Services</b>				
06/10/2021	volunteer services	Greenup, Cade	reimb cell phone June	34.00
Total 580 Volunteer Services				34.00

## Scappoose Rural Fire District

## Itemized Account Activity

June 2021

Date	Name	Source Name	Memo	Paid Amount
<b>590 Personnel Benefits</b>				
06/11/2021	PERS	P.E.R.S.	Employer PERS	44,348.15
Total 590 Personnel Benefits				44,348.15
Total 1.1 GENERAL FUND PERSONNEL SVCS				284,110.69
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				
<b>670 Contract Services</b>				
06/10/2021	Kleinberg Tech	Kleinberg Tech	May report	192.50
06/10/2021	Kleinberg Tech	Kleinberg Tech	permit module setup	490.00
06/30/2021	Columbia 911 C...	Columbia 911 Co...	2020-21 Communications Servi...	125.00
06/30/2021	Columbia 911 C...	Columbia 911 Co...	2020-21 Annexed area & Spec...	1,694.55
06/30/2021	Carroll Consultin...	Carroll Consulting ...	DC background check	1,222.00
Total 670 Contract Services				3,724.05
<b>680 Communications Maintenance</b>				
06/10/2021	Complete Wireles...	Complete Wireles...	NASPO	107.25
06/10/2021	Team Wendy LLC	Team Wendy LLC	radio rig system x3	325.49
06/24/2021	Complete Wireles...	Complete Wireles...	NASPO	107.25
06/24/2021	Complete Wireles...	Complete Wireles...	KNG-P kit, knob, channel select...	8.52
06/24/2021	Complete Wireles...	Complete Wireles...	136-174 MHZ radio	3,320.82
Total 680 Communications Maintenance				3,869.33
<b>720 Public Fire Services</b>				
06/09/2021	Fire Marshal	AUVSI NF	AUVSI, NF	299.00
06/09/2021	Fire Marshal	Oregon Fire Marshal	Member renewal	65.00
Total 720 Public Fire Services				364.00
<b>730 Property &amp; Liability Insur.</b>				
06/10/2021	Special Districts ...	Special Districts In...	Auto physical and addition of ro...	1,427.00
Total 730 Property & Liability Insur.				1,427.00
<b>740 Uniforms</b>				
06/14/2021	DOD Fed Mall	DOD Fed Mall	flame resistant pants	1,140.72
06/24/2021	Curtis	Curtis	Navy blue pants	124.56
06/24/2021	DOD Fed Mall	DOD Fed Mall	flame resistant pants	184.24
06/24/2021	DOD Fed Mall	DOD Fed Mall	Firefighting gear and supplies	3,363.86
06/24/2021	DOD Fed Mall	DOD Fed Mall	flame resistant pants	565.86
06/24/2021	DOD Fed Mall	DOD Fed Mall	Firefighting gear and supplies	122.98
06/24/2021	DOD Fed Mall	DOD Fed Mall	flame resistant pants	1,037.41
06/24/2021	DOD Fed Mall	DOD Fed Mall	wildland shirt	78.48
06/24/2021	DOD Fed Mall	DOD Fed Mall	flame resistant pants	94.31

07/01/21

Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

June 2021

Date	Name	Source Name	Memo	Paid Amount
06/24/2021	DOD Fed Mall	DOD Fed Mall	flame resistant pants	471.55
06/24/2021	DOD Fed Mall	DOD Fed Mall	flame resistant pants	92.12
06/24/2021	DOD Fed Mall	DOD Fed Mall	Firefighting gear and supplies	445.48
06/24/2021	DOD Fed Mall	DOD Fed Mall	flame resistant pants	94.31
06/24/2021	DOD Fed Mall	DOD Fed Mall	flame resistant pants	92.12
Total 740 Uniforms				7,908.00
<b>750 Maintenance on Equipment</b>				
06/10/2021	maintenance	Ace Hardware - S...	Fasteners	7.38
06/10/2021	maintenance	Ace Hardware - S...	Strap hanger and ball chrms	21.17
06/10/2021	maintenance	Ace Hardware - S...	Fasteners	5.90
06/10/2021	maintenance	Ace Hardware - S...	Fasteners	31.41
06/10/2021	maintenance	Ace Hardware - St...	Fasteners	5.21
06/10/2021	maintenance	Ace Hardware - St...	ball chain parts	9.93
06/10/2021	maintenance	Fast Lube and Oil	1999Chevy Truck K3500	50.95
06/10/2021	maintenance	Curtis	seal replacement kit	213.54
06/10/2021	maintenance	Curtis	battery charger	345.59
06/10/2021	maintenance	Sunset Auto Parts	LED signal stat	186.35
06/10/2021	maintenance	Sunset Auto Parts	Heavy duty 30QT	53.88
06/10/2021	maintenance	Sunset Auto Parts	battery	145.74
06/10/2021	maintenance	Sunset Auto Parts	core charge	27.00
06/10/2021	maintenance	Sunset Auto Parts	mirror	33.82
06/10/2021	maintenance	Sunset Auto Parts	glass	9.85
06/10/2021	maintenance	Sunset Auto Parts	Plastic cleaner	26.98
06/10/2021	maintenance	Sunset Auto Parts	air filter	27.99
06/10/2021	maintenance	True North Emerg...	Pierce engine repairs	3,080.40
06/10/2021	maintenance	True North Emerg...	booster reel motor	285.00
06/24/2021	maintenance	Ace Hardware - S...	Metric bolt to mount replaceme...	3.39
06/24/2021	maintenance	Sirenet.com	Angled 45 deg. LED chrome be...	235.00
06/24/2021	maintenance	Sunset Auto Parts	antifreeze	47.94
06/24/2021	fuel	Wilcox & Flegel	unleaded 200 gals @3.00540	673.67
06/24/2021	maintenance	Amazon	12 volt 45 AMP battery charger/...	199.99
06/24/2021	fuel	Wilcox & Flegel	Diesel 567.2 gals @ 2.54110	1,443.04
06/24/2021	maintenance	Pro Automotive & ...	replace rear brakes	897.01
Total 750 Maintenance on Equipment				8,068.13
<b>760 Administration</b>				
06/01/2021	US Bank	US Bank	June Service Charge	40.92
06/02/2021			LGIP transfer fee - March	0.05
06/04/2021	Admin Oper	SPOT	annual subscription to SPOT	139.35
06/07/2021	Admin Oper	Amazon	prime membership	119.00
06/10/2021	Complete Wirele...	Complete Wireles...	Shipping	15.00
06/10/2021	office supplies	Pacific Office Auto...	May monthly billing	47.92
06/10/2021	office supplies	Pacific Office Auto...	June monthly billing	47.92

07/01/21

Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

June 2021

Date	Name	Source Name	Memo	Paid Amount
06/10/2021	dues	International Asso...	Pricher dues 6/30/21-7/01/2022	310.00
06/10/2021	Admin Oper	Amazon	0-3 month pants	13.56
06/10/2021	Admin Oper	Amazon	0-3 month clothes	16.99
06/10/2021	Admin Oper	Amazon	infant hair accessories	11.95
06/12/2021	Admin Oper	Scappoose Bagel	Division Chief interviews	104.36
06/14/2021	US Bank	US Bank	June Service Charge	15.95
06/15/2021	Admin Oper	Amazon	baby clothes - gifts	12.99
06/17/2021	Admin Oper	Amazon	Bunn 12 cup commercial coffee...	43.17
06/21/2021	Admin Oper	Amazon	Printworks matte photo paper	12.99
06/21/2021	Admin Oper	Amazon	misc. supplies J. pricher	389.99
06/23/2021	Admin Oper	SPOT	Spot trace	149.97
06/24/2021	Complete Wirele...	Complete Wireles...	Shipping	15.00
06/24/2021	Admin Oper	Sirennet.com	Shipping	25.78
06/24/2021	Admin Oper	Ace Hardware - S...	Single Cut key	3.98
06/24/2021	Admin Oper	Booth, Shelly	Donuts for Division Chief intervi...	46.00
06/24/2021	Admin Oper	A+ Engraving, LLC	Nameplates - division chief	49.23
06/24/2021	dues	Oregon Fire Servi...	annual membership - 21-22	135.00
Total 760 Administration				1,767.07

**765 Information Technology**

06/04/2021	IT Service Provi...	JAMF Software, L...	monthly subscription replaces A...	120.00
06/07/2021	IT software	LogMeIn USA, Inc.	GoTo meeting	384.00
06/07/2021	IT Service Provi...	Apple Inc.	Apple iCloud storage	2.99
06/10/2021	IT Service Provi...	Centerlogic, Inc.	managed SAAS	607.00
06/10/2021	IT Service Provi...	Centerlogic, Inc.	network consultant - nathan	230.00
06/10/2021	IT Service Provi...	Comcast	Acct#8778 10 202 0162514 - J...	30.72
06/10/2021	IT software	EMS Technology ...	operative IQ inventory license	270.00
06/10/2021	IT hardware	Apple Inc.	Apple TV and App	358.00
06/10/2021	IT software	TriTech Emergenc...	6/15/2021 - 7/14/2021	250.00
06/10/2021	IT software	TriTech Emergenc...	07/15/2021-7/14/2021 annual bill	250.00
06/10/2021	data communica...	Verizon Wireless	ACCT 672550930-00001	7.72
06/10/2021	IT	Amazon	2 Ipad box covers	69.98
06/10/2021	IT Service Provi...	SPOT	annual subscption	139.35
06/10/2021	IT Service Provi...	SPOT	Subscription	59.40
06/15/2021	IT hardware	Amazon	Iphone charger cable	14.99
06/21/2021	IT Service Provi...	CenturyLink	CHapman station internet	60.00
06/21/2021	IT Service Provi...	CenturyLink	Holbrook station internet	75.00
06/23/2021	data communica...	Verizon Wireless	ACCT 342023411-00001	613.07
06/23/2021	IT hardware	SPOT	Waterproof DC power cable	29.99
06/24/2021	IT hardware	Apple Inc.	HDMI Cable	39.90
06/24/2021	IT Service Provi...	Centerlogic, Inc.	Network Consultant - nathan 2 ...	250.00
06/24/2021	IT Service Provi...	CenturyLink	Chapman phone charge	74.95
06/24/2021	data communica...	City of Portland	800 MHz access	147.81
06/24/2021	IT Service Provi...	Comcast	Acct#8778 10 202 0633936 - J...	243.35

07/01/21

Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

June 2021

Date	Name	Source Name	Memo	Paid Amount
06/24/2021	IT Service Provi...	AT&T Mobility	FirstNet Acct# 287287321203 - ...	451.87
Total 765 Information Technology				4,780.09
<b>770 Operating Materials/Suppli</b>				
06/04/2021	mountain harware	mountain harware	Duffel bags for REMS	306.00
06/10/2021	COVID-19	Walter E. Nelson ...	hand sanitizer	103.06
Total 770 Operating Materials/Suppli				409.06
<b>775 Emerg. Operating Supplies</b>				
06/24/2021	Complete Wirele...	Complete Wireles...	Radios for new engine	5,229.34
06/24/2021	Complete Wirele...	Complete Wireles...	Radios for new engine	11,403.57
06/24/2021	Special Operatio...	Seva Technical S...	Skedco x2	1,180.41
Total 775 Emerg. Operating Supplies				17,813.32
<b>780 Building &amp; Grounds Maint.</b>				
06/10/2021	grounds maint	Paramount Pest C...	Chapman Station pest control	110.00
06/10/2021	grounds maint	Alonzo Yard Maint...	Holbrook fire station winter maint	200.00
06/10/2021	grounds maint	Alonzo Yard Maint...	Chapman fire station winter Maint	200.00
06/16/2021	wellness	Amazon	Dumbbells	74.99
06/24/2021	grounds maint	Mark's Custom Ex...	Holbrook roof replacement first ...	10,675.00
06/25/2021	grounds maint	City of Scappoose	annual mowing bill - main statio...	280.24
Total 780 Building & Grounds Maint.				11,540.23
<b>790 Training</b>				
06/08/2021	training office	Hilton Hotel Group	Lodging--B.Booth Training	872.02
06/10/2021	training office	Crux Rescue LLC	Roper Rescue operations 10 ce...	12,300.00
06/17/2021	training office	Starbucks	Coffee for training	53.85
06/18/2021	training office	Safeway	food for training	44.80
06/21/2021	training office	Best Western	Hotel stay for rope course training	401.37
06/21/2021	training office	Best Western	Hotel stay for rope course training	346.17
06/22/2021	training office	ImageTrend	Training Conf - Curio	145.00
06/23/2021	training office	Starbucks	Coffee for training	35.90
06/23/2021	training office	WalMart	binder and supplies	12.19
06/24/2021	training office	Jacob Green	reimbursement for fingerprint - ...	60.40
Total 790 Training				14,271.70
<b>810 Utilities</b>				
06/10/2021	telephone	Graybar Financial ...	VOIP phone rental	299.25
06/10/2021	garbage	Waste Manageme...	monthly Garbage/Recycling	127.45
06/10/2021	electricity	W.O.E.C.	Chapman electricity - June	282.00
06/17/2021	electricity	P.G.E.	electricity for Holbrook station	119.14
06/24/2021	telephone	CenturyLink	Main station fax & Chapman ph...	124.36



07/01/21

Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

June 2021

Date	Name	Source Name	Memo	Paid Amount
06/24/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO 12181 IN#...	87.12
06/24/2021	telephone	Spectrum VoIP	VOIP internet backup	27.06
06/24/2021	water/sewer	City of Scappoose	water/sewer acct#000422000	34.65
06/24/2021	water/sewer	City of Scappoose	Water/Sewer acct#000421000	339.40
Total 810 Utilities				1,440.43
<b>870 EMS Operations</b>				
06/10/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN 9980154...	196.49
06/10/2021	EMS Supplies	Bound Tree Corp.	kelly forceps straight	15.50
06/10/2021	EMS Supplies	Bound Tree Corp.	Swabsticks	48.19
06/10/2021	EMS Supplies	Bound Tree Corp.	full face masks x3	144.87
06/10/2021	EMS Supplies	DocuMart Printing ...	pediatric guide	268.93
06/10/2021	EMS Supplies	Environmental Co...	1 biohazard containers	50.00
06/10/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO 12180 In#...	389.65
06/10/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12176 IN...	217.30
06/10/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12177 IN...	1,623.00
06/10/2021	EMS Contracts	Systems Design	Cost report billing ORGEMT	7,490.25
06/10/2021	EMS Contracts	Sasek, Dean MD	Physician Advisor - June	691.67
06/24/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN 9114301...	252.12
06/24/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12181 IN...	937.94
06/24/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12180 IN...	37.88
06/24/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12173 IN...	147.40
06/24/2021	EMS Technology	TriZetto Provider ...	EMS billing fee	106.10
06/24/2021	EMS Supplies	Stryker Sales Corp.	Yoke, Bearing, half shell, gas c...	239.79
06/24/2021	EMS Supplies	Stryker Sales Corp.	Labor-EMS	249.00
06/24/2021	EMS Supplies	Stryker Sales Corp.	Labor-EMS	249.00
06/24/2021	EMS Supplies	Stryker Sales Corp.	medical supplies	457.15
06/24/2021	EMS Supplies	Stryker Sales Corp.	medical supplies	286.49
06/24/2021	EMS Supplies	Stryker Sales Corp.	medical supplies	249.00
06/24/2021	EMS Supplies	North American R...	Rope, kit adapter, carabiner	1,712.10
Total 870 EMS Operations				16,059.82
Total 1.2 GENERAL FUND MATERIAL & SVC				93,442.23
<b>1.3 GENERAL FUND CAPITL OUTLAY</b>				
<b>910 CO Equipment</b>				
06/24/2021	Trailer Wholesal...	Trailer Wholesale ...	Trailer for UTV	4,300.00
06/30/2021	Columbia River ...	Columbia River M...	UTV - Polaris Crew XP 1000 pr...	12,332.42
Total 910 CO Equipment				16,632.42
Total 1.3 GENERAL FUND CAPITL OUTLAY				16,632.42
Total 1...				394,185.34



## Scappoose Rural Fire District

## Itemized Account Activity

June 2021

Date	Name	Source Name	Memo	Paid Amount
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services				
06/28/2021			Transfer per 2020-2021 Adopte...	50,000.00
	Total Transfers to Personnel Services			50,000.00
Transfers to Property Fund				
06/28/2021			Transfer per 2020-2021 Adopte...	97,122.00
	Total Transfers to Property Fund			97,122.00
	Total 1.5 GENERAL FUND TRANSFER OUT			147,122.00
Total 1..GENERAL FUND EXPENDITURES				541,307.34
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES				
06/30/2021	Columbia River ...	Columbia River M...	UTV- Polaris grant/donation fun...	10,000.00
	Total 2.3 MATERIALS & SERVICES			10,000.00
	Total 2. GRANT FUND EXPENSE			10,000.00
TOTAL				551,307.34

# BUDGET VS ACTUAL

07/01/21  
Cash Basis

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

	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	1,950,733.78	1,876,467.00	74,266.78	104.0%
Conflagration	445,505.05	30,000.00	415,505.05	1,485.0%
EMS Receipts	629,846.92	640,000.00	-10,153.08	98.4%
Fire Marshal	47,641.07	10,000.00	37,641.07	476.4%
FireMed	27,945.75	42,000.00	-14,054.25	66.5%
G.E.M.T. (Medicaid)	91,579.33	30,000.00	61,579.33	305.3%
Gas Royalties	19,575.86	5,000.00	14,575.86	391.5%
Grant Awards	4,264.20	1,000.00	3,264.20	426.4%
Interest Earned on Investments	14,816.79	1,000.00	13,816.79	1,481.7%
Intergovernmental	8,974.16	0.00	8,974.16	100.0%
Miscellaneous Revenue	12,091.98	20,000.00	-7,908.02	60.5%
<b>Property Taxes</b>				
<b>Taxes - Current</b>				
Local Option Levy	1,653,355.07	1,578,911.00	74,444.07	104.7%
Permanent Rate Levy	1,494,152.34	1,419,110.00	75,042.34	105.3%
<b>Total Taxes - Current</b>	<b>3,147,507.41</b>	<b>2,998,021.00</b>	<b>149,486.41</b>	<b>105.0%</b>
<b>Taxes - Prior Years</b>	<b>122,824.04</b>	<b>105,000.00</b>	<b>17,824.04</b>	<b>117.0%</b>
<b>Total Property Taxes</b>	<b>3,270,331.45</b>	<b>3,103,021.00</b>	<b>167,310.45</b>	<b>105.4%</b>
<b>Total 1. GENERAL FUND REVENUES</b>	<b>6,523,306.34</b>	<b>5,758,488.00</b>	<b>764,818.34</b>	<b>113.3%</b>
<b>2. GRANT FUND REVENUE</b>				
Begin Available Cash on Hand	2,553.90	0.00	2,553.90	100.0%
Grant Award	94,223.19	100,000.00	-5,776.81	94.2%
<b>Total 2. GRANT FUND REVENUE</b>	<b>96,777.09</b>	<b>100,000.00</b>	<b>-3,222.91</b>	<b>96.8%</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	298,224.82	298,278.00	-53.18	100.0%
Interest Earned on Investments	1,514.42	0.00	1,514.42	100.0%
Transfers In	97,122.00	97,122.00	0.00	100.0%
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>396,861.24</b>	<b>395,400.00</b>	<b>1,461.24</b>	<b>100.4%</b>
<b>4. PERSONNEL SVCS FUND REVEN</b>				
Begin Available Cash On Hand	47,584.53	47,817.00	-232.47	99.5%
Interest Earned on Investments	303.81	0.00	303.81	100.0%
Transfers In	50,000.00	50,000.00	0.00	100.0%
<b>Total 4. PERSONNEL SVCS FUND REVEN</b>	<b>97,888.34</b>	<b>97,817.00</b>	<b>71.34</b>	<b>100.1%</b>
<b>Total Income</b>	<b>7,114,833.01</b>	<b>6,351,705.00</b>	<b>763,128.01</b>	<b>112.0%</b>
<b>Gross Profit</b>	<b>7,114,833.01</b>	<b>6,351,705.00</b>	<b>763,128.01</b>	<b>112.0%</b>
<b>Expense</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
<b>1...</b>				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	586,022.61	658,155.00	-72,132.39	89.0%
560 Personnel Salaries	2,243,605.49	2,277,956.00	-34,350.51	98.5%
570 SocSec/Medicare(FICA)	179,525.10	178,978.00	547.10	100.3%
580 Volunteer Services	9,074.23	20,000.00	-10,925.77	45.4%
590 Personnel Benefits	594,929.07	710,834.00	-115,904.93	83.7%
<b>Total 1.1 GENERAL FUND PERSONNEL...</b>	<b>3,613,156.50</b>	<b>3,845,923.00</b>	<b>-232,766.50</b>	<b>93.9%</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				

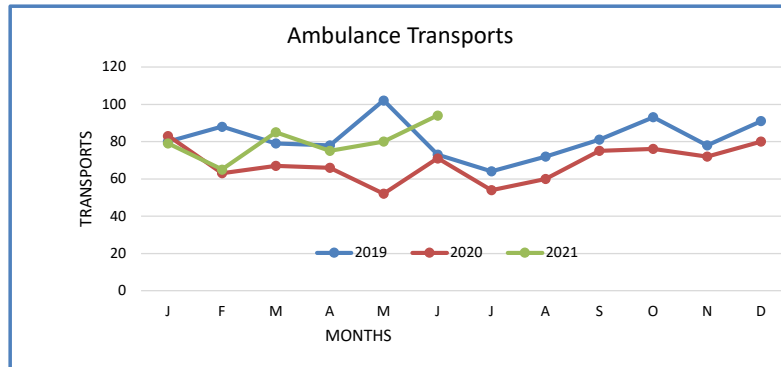
07/01/21  
Cash Basis

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

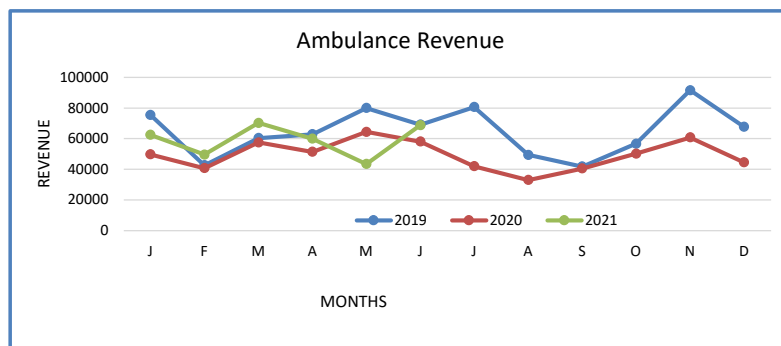
	Jul '20 - Ju...	Budget	\$ Over Bud...	% of Budget
670 Contract Services	100,562.90	45,000.00	55,562.90	223.5%
680 Communications Maintenance	13,973.45	15,000.00	-1,026.55	93.2%
720 Public Fire Services	1,330.58	14,800.00	-13,469.42	9.0%
730 Property & Liability Insur.	55,455.00	58,050.00	-2,595.00	95.5%
740 Uniforms	15,155.52	15,000.00	155.52	101.0%
750 Maintenance on Equipment	132,367.64	110,000.00	22,367.64	120.3%
760 Administration	47,139.45	56,500.00	-9,360.55	83.4%
765 Information Technology	99,921.93	95,000.00	4,921.93	105.2%
770 Operating Materials/Suppli	5,765.37	5,000.00	765.37	115.3%
775 Emerg. Operating Supplies	42,327.36	50,000.00	-7,672.64	84.7%
780 Building & Grounds Maint.	65,927.96	93,264.00	-27,336.04	70.7%
790 Training	59,605.17	55,000.00	4,605.17	108.4%
810 Utilities	27,159.10	35,570.00	-8,410.90	76.4%
870 EMS Operations	132,856.43	155,000.00	-22,143.57	85.7%
880 FireMed	65.00	23,000.00	-22,935.00	0.3%
<b>Total 1.2 GENERAL FUND MATERIAL &amp;...</b>	<b>799,612.86</b>	<b>826,184.00</b>	<b>-26,571.14</b>	<b>96.8%</b>
<b>1.3 GENERAL FUND CAPITL OUTLAY</b>				
910 CO Equipment	16,632.42	25,000.00	-8,367.58	66.5%
<b>Total 1.3 GENERAL FUND CAPITL OUT...</b>	<b>16,632.42</b>	<b>25,000.00</b>	<b>-8,367.58</b>	<b>66.5%</b>
<b>1.4 GENERAL FUND DEBT</b>				
930 Debt	63,652.72	64,259.00	-606.28	99.1%
<b>Total 1.4 GENERAL FUND DEBT</b>	<b>63,652.72</b>	<b>64,259.00</b>	<b>-606.28</b>	<b>99.1%</b>
<b>Total 1...</b>	<b>4,493,054.50</b>	<b>4,761,366.00</b>	<b>-268,311.50</b>	<b>94.4%</b>
<b>1.5 GENERAL FUND TRANSFER OUT</b>				
Transfers to Personnel Services	50,000.00	50,000.00	0.00	100.0%
Transfers to Property Fund	97,122.00	97,122.00	0.00	100.0%
<b>Total 1.5 GENERAL FUND TRANSFER OUT</b>	<b>147,122.00</b>	<b>147,122.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>1.6 GENERAL FUND CONTINGENCY</b>	<b>0.00</b>	<b>200,000.00</b>	<b>-200,000.00</b>	<b>0.0%</b>
<b>1.7 GENERAL RESERVED FOR FUTURE</b>	<b>0.00</b>	<b>650,000.00</b>	<b>-650,000.00</b>	<b>0.0%</b>
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>4,640,176.50</b>	<b>5,758,488.00</b>	<b>-1,118,311.50</b>	<b>80.6%</b>
<b>2. GRANT FUND EXPENSE</b>				
2.3 MATERIALS & SERVICES	62,416.66	100,000.00	-37,583.34	62.4%
<b>Total 2. GRANT FUND EXPENSE</b>	<b>62,416.66</b>	<b>100,000.00</b>	<b>-37,583.34</b>	<b>62.4%</b>
<b>3. PROPERTY FUND CAPITAL OUTLAY</b>				
Fire Apparatus & Equipment	235,736.00	389,400.00	-153,664.00	60.5%
Miscellaneous Real Property	0.00	5,000.00	-5,000.00	0.0%
Reserved for Future Expenses	0.00	1,000.00	-1,000.00	0.0%
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>235,736.00</b>	<b>395,400.00</b>	<b>-159,664.00</b>	<b>59.6%</b>
<b>4. PERSONNEL SVC FUND EXPENSE</b>				
Liability & Service	10,335.95	96,817.00	-86,481.05	10.7%
Reserved for Future Expenses	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4. PERSONNEL SVC FUND EXPENSE</b>	<b>10,335.95</b>	<b>97,817.00</b>	<b>-87,481.05</b>	<b>10.6%</b>
<b>Total Expense</b>	<b>4,948,665.11</b>	<b>6,351,705.00</b>	<b>-1,403,039.89</b>	<b>77.9%</b>
<b>Net Income</b>	<b>2,166,167.90</b>	<b>0.00</b>	<b>2,166,167.90</b>	<b>100.0%</b>

# **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	
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	
A	49376	33,007	
S	41784	40,574	
O	56713	50,250	
N	91565	60,727	
D	67635	44,503	



629,847.00

# **MONTHLY RESPONSE & ACTIVITY PREPORTS**

# STAFF REPORTS



## Fire Chief Report July 2021

### Meetings Attended

Date	Topic	Date	Topic
6/1/21	Traffic Safety Committee	6/17/21	Presented to Wash. Co. FDB
6/2/21	Autonomous Inspection webinar	6/18/21	Rosenbauer MTG
6/3/21	Comms Workgroup Committee	6/21/21	Officers Meeting
6/3/21	Mult. Co CWPP meeting	6/21/21	Major Cities Working Group
6/3/21	Pre-Application OMIC New Building	6/21/21	Time With Team C-Shift
6/8/21	FIT Meeting	6/22/21	Operations Committee MTG
6/9/21	Labor MGT Meeting	6/22/21	IFUAS Committee MTG
6/9/21	Public Safety UAS Meeting	6/22/21	Mult. Co. CWPP Meeting
6/10/21	County Incident Command MTG ODF	6/22/21	Time With Team A-Shift
6/10/21	Board Meeting	6/23/21	MTG with Div. Chief Candidate
6/12/21	Division Chief Assessment	6/24/21	River Safety Task Force
6/14/21	Fire Defense Board	6/24/21	Time With Team B-Shift
6/15/21	Admin Meeting	6/28/21	MTG with Col. Co. Road Dept
6/16/21	REGIS Steering Committee	6/28/21	Columbia Moto Meeting REMS
6/16/21	Sauvie Island Water Supply Drill	6/29/21	Admin Meeting
6/17/21	Wood Construction and Fire Invest.	6/30/21	PIO Meeting (All county / Industry)

**Hours Worked January: 241 Hours (60 hrs/wk)**

**On Call in May: 369 Hours (15 Days)**

**TOTAL HOURS: 610**

### Training

Fire Investigation in Wood Frame Structures  
Sauvie Island Water Supply  
MS Office Training

### Projects

Holbrook Roof ~ *Scheduled*  
SHSG – Aircraft (\$86,000) ~ *Waiting to hear from OEM*  
AFG Grant – Radios (\$248,000 project) ~ *Submitted Announcements begin in August*  
AFG Grant – SAFER (\$1,282,804.02) ~ *Submitted Announcements begin in August*  
RDPO UAS Grant ~ *70% complete*  
REMS ~ *Unit and equipment ordered, waiting for modifications*  
Fire Code Guide Update - *Tabled*  
Special Operations - *Tabled*  
Image Trend (Analytics) – *Completed*  
Jamf – *Managing over 40 devices*

June seemed to be a very productive month with lots of activity on many of the different projects. Some of these projects have been in the works for a couple months and others over the last year.

A lot of the time was spent on the hiring process to fill the vacant division chief. The admin team did an incredible job hoping to put together the location for the assessment and helping to put together a lot of the documents as well as the scoring of the testing process. We completed a thorough background investigation and did so in a way that deviates from what we've done in the past. This deviation was necessary, to do a comprehensive look at who are bringing into our organization. Most of this thought process was based upon our experience from the last chief hire for organization. I am happy to say that we all believe that this is the right direction for the future with this type vetting process.

Early in the month I presented on behalf of the fire defense board to the county commissioners and asking for assistance with the American Rescue Plan. While the discussion seemed to go well, and the support from the Chiefs involved in the presentation went well, the closest acknowledgement of support what is that the fire service needs to provide cost estimates for our communication project. This is something that we will be working on in the next couple weeks, so that we can put our request in and hopefully getting assistance from the county. With respect to the American Rescue Plan, the state, unfortunately, is not willing to allocate any dollars from the American Rescue Plan funds that the state received and allocate them two special districts.

A good portion of the last part of the month involves staff completing year end purchasing and making sure but all the invoices for our projects were accounted for. I cannot express the gratitude and comfort I feel as a result of our new strength behind the finances and our organization.

During our last staff meeting we spent a considerable amount of time talking about our strategic plan. We will be continuing to work on and developing the timeline for this project but acknowledge that with fire season upon us we probably won't start this until late fall. Another plan that we will be working on, is finalizing our staffing and making plans for filling current vacancies in the future three vacancies that were approved by the voters.

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 the development stages. We received a couple of donations to help defray the cost of this program. The Side by Side has arrived locally and is headed to Pacific Stainless for a couple of modifications. The trailer has been ordered and should arrive the second week of July.

The last week of June we received our fire danger sign, also known as a peacock sign. You're going through the stages of permitting with the city Scappoose for placement of

the sign in the area of Scappoose Vernonia highway and Highway 30. This property is owned by the county and we also have written permission to locate the sign in that area. Hopefully we can have this installed and in operation before the end of July.

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

- **STATION:** Replacement of a few or all 1987 AC units on the roof (Cost unknown at this time), work station computers (Various ages and processor speeds, \$10-16,000-high estimate), Tap out system for the station (\$15-30,000), 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**

We did attend a few pre application meetings, however, development has slowed down a bit due to the cost of lumber and scarcity of supplies caused by the pandemic. OMIC looks to be starting an expansion project in the very near future as well as a upgrade/retrofit of their current building off of Charles T Parker Way.

In the month of June, I completed three presentations for different county fire defense boards on our UASI project. Everyone is getting excited as we near the end of our project.

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.

I am hoping to get our company inspection program going again in the month of July with the help of the company officers.

### **Plan Reviews**

1

### **Driveway Inspections**

4

### **System Tests**

1

### **General Inspections**

0

### **Fire Investigations**

3

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

6

## OPERATIONS REPORT

As you may recall, I sent out an email earlier this month regarding a problem with the new engine. Unfortunately, the hose bed was not built to the specifications that were drawn up in the plants. As a result, Rosenbauer has accepted full responsibility and is paying for the retrofit of our engine. The engine was picked up on 2 July and will hopefully be delivered back to us in three weeks. As soon as the vehicle gets back, we will begin our training program for all our staff and a fitting the apparatus to get it in service as soon as possible.

During the high heat that we all experience, our HVAC units were taxed significantly. Thankfully, Lieutenant Anderson was working that shift and was able to limp the HVAC units in a way in which they did not fail. Shortly, we will begin on contacting various vendors I put together bids to start the HVAC replacement project.

And another challenge we had this month, is our rescue when out of service for another mechanical problem. It appears that either a pump or a seal that is part of the coolant pump system failed and had to be replaced. During that replacement, it was identified that we needed a new radiator and one had to be ordered. We will be working on options on what to do with this vehicle in the coming months. Worst case scenario, we may have to buy a new chassis and reuse the box in order to keep cost down. We were hoping that we did not need to replace this vehicle so soon as we are most concern with the larger structure fire apparatus.

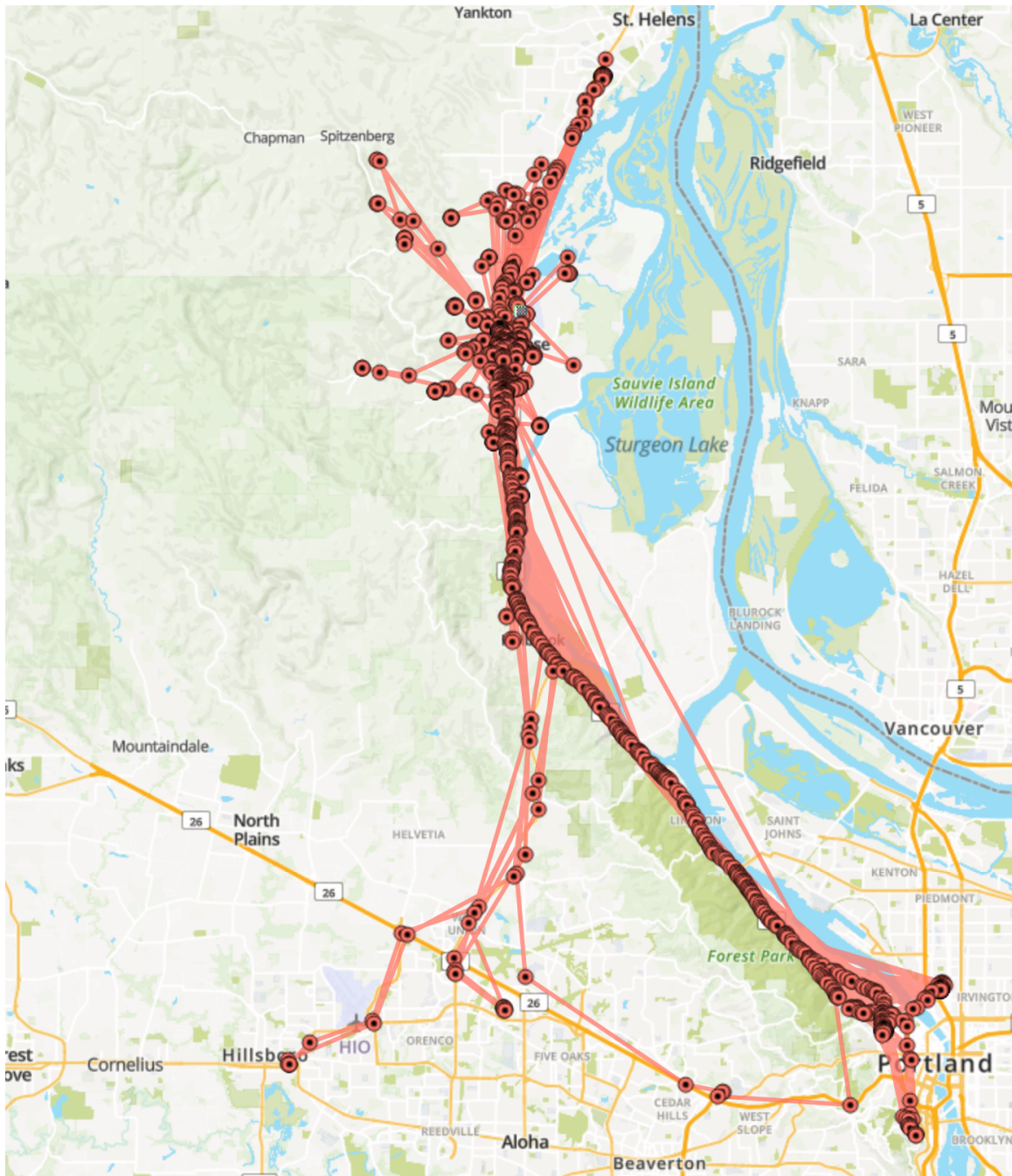
Holbrook station: MCE Will begin work either this month, or next month as soon as the materials arrive. We are very excited and happy to get this done before winter.

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 this 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 Shelly temporarily into the old Chief Office to make room for the New Division Chief.

Lastly, we are experimenting with Automatic Vehicle Locaters (AVL) and have acquired 3 units to track a few of our vehicles. We are still waiting on Intterra, but that should be happening in the next two weeks. Below is a picture of the activity our fire engine and first out ambulance over the month of June.



**Training Report  
Chief Marks  
July 2021**

**June Projects:**

- Duty Shifts
- Probationary Test building
- 2021 District EMS Recertification Finalization
- Training Program for Apparatus

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

- Board Meeting
- LCRTOA
- Admin and Officers Meetings
- EMS Recert
- Rope Rescue Tech Course
- Meet and Greet with Sauvie Island Fire
- ODOT Incident Response Truck Training

In June, we brought in an outside instructor to teach Rope Rescue. This was the first time we had used this instructor and I am very pleased with the class that he taught. He brought new and different ideas to the organization. Nine of our personnel went through the complete training and are now working on task books for certification. This course was delivered in two three day sessions. Each day was a minimum of 10 hours.

All of our members were able to get re-certified through Oregon State EMS. While there was a few stragglers and some hiccups, this project is complete for another two years.

The other large project I have been working on is 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.



My Time Worked in May 2021  
Call Time in May 2021

166 hours  
184 Hours (call shifts minus 80 hours  
office time)

**Total Hours**

Total May Training Hours  
Total Volunteer Hours in June 2021

450 Hours  
284.5 Hours  
431.25 between 16 individuals





## A. Tardif Finance Director July 2021 Meeting

At June 30, the District completed the fiscal year.

Current year end budget vs actual looks good. Based on current data the districts cash carry over to FY 22 for the general fund will be \$1,883,129. Personnel salaries and payroll taxes came in at roughly 94 percent of the budget. Maintaining 1 open division chief position all year and 1 NIFF position part of the year allowed the district to save in this area.

Materials & Services overall came in at 96.8%, of the budget. Materials and Services are under budget, however Contract Services is at 223.5%, or roughly \$55,562 over what was budgeted. This is due to the heavy wildfire season in 2020. Equipment Maintenance is at 120.3% percent of what was budgeted or \$22,367 dollars over budget. The District has been prioritizing maintenance on the aging fleet. The Information Technology account is at 105% of what was budgeted. This is due to Covid and The Districts need to connect and keep continuity during a pandemic. You note this expense has decreased from prior months. A year end reconciliation was done and IT expenses identified as Covid related expense where moved to grant funds. (We received covid grant funding earlier in the year)

You may notice expenditures from the General Fund Capital outlay. This is The Districts portion of the UTV and trailer. The District received a grant through private donations for 10K specifically to purchase the UTV. Thus, 10k of the UTV expense was paid for from grant funding.

The Real & Personal Property Fund paid \$235,736 in total for the new engine. The escrow account has been disbursed. The District has made its first payment of four in the amount of 61,578 on its debt.

EMS receipts to date total \$629,847, which is 98 percent of what was budgeted. EMS receipts came in under budget by \$10,000, however we should celebrate this win! In June alone the district received almost \$68,789 in EMS receipts. The monthly average for the last 3 months is \$57,365.67. Current yearly average is \$52,487 (629847/12). There were 94 transports for June.

Of note, The District received 105% of budgeted taxes or \$1,653,355 for local option and \$1,494,152 for permanent rate. The District received \$122,824 in prior year taxes or 117% of budgeted revenue. General fund revenues are at 113% of budget. The revenue increase is due to Conflagration and higher collection rates on taxes. The District budgeted \$30,000 for conflagration and due to the extreme fire season in 2020 received roughly \$446,000 for support. The District budgeted property taxes at a 90 % collection rate and collected at roughly a 93% rate.

Due to the boards financial stewardship The District was able to preserve its cash carry over to meet The Districts obligations in FY 22 until tax receipts come in, in December. Not filling vacant positions, higher than forecasted tax revenue, and higher than forecasted conflagration receipts, allowed The District to create a strong financial footing to provide the necessary services now and into the future for the community.

# OLD BUSINESS

# NEW BUSINESS



# MEMORANDUM

TO: Scappoose Fire District Board

FROM: Finance Director Alex Tardif

SUBJECT: Board Policy 3.3 Budget Administration

DATE: July 8, 2021

**Requested Action:** Approve updated policies related to budget and finance (Board Policy 3)

**Critical date for action:** Within the next 30 days

**Purpose:** To improve efficiencies, structure, and flexibility within the organization.

**Impact:** The revised policy is in line with the rising cost of materials and services related to doing business.

The revision allows the Chief Officers to have up to a \$5,000 dollar spending authority and the Fire Chief a \$20,000 dollar spending authority. This allows the leadership team the ability to purchase necessary supplies and materials for the agency in an efficient and effective manner. The revised policy maintains the boards authority.

**Availability of funding:** Spending would be in accordance with the district's financial policies and stay in line with the budget.

**Coordination:** This project will be coordinated and managed by the Finance director

**Contact person(s):** Alex Tardif

**Attachments:** Section 3.3 Budget Administration - revised

**Recommendations:** Approve revised policy 3.3 Budget Administration

**Conclusion:** The updated policy will allow our agency to be nimble and meet the needs of the current business environment. With our tight financial controls in place this revised policy will

reduce obstacles in the field and allow staff to meet the needs of our organization quickly and efficiently.

### Section 3.3 Budget Administration

- A. The adopted budget is the financial plan developed to carry out the programs supporting the District's goals and objectives. Quotes will be obtained and recorded on all major purchases unless specified otherwise.
- B. The Board of Directors shall act as the "Contract Review Board" in accordance with Oregon Revised Statutes (ORS). All purchasing shall conform to regulations contained in the Scappoose Rural Fire Protection District Public Contracting Rules Manual" which are adopted by the Board of Directors as required by ORS.
- C. All budgeted single item expenditures for goods, services and public improvements will be made within the following guidelines. (Note: qualifying sole source procurements only require one quote.)
  - 1. \$1,000 or less — Shall have the approval of the individual employee responsible for that area of the budget, or his designee
  - 2. \$1,001 to \$5,000 - Shall have the approval of the Chief Officer responsible for control of the area of the District budget and the Fire Chief.
  - 3. \$5,001 to \$20,000 — Shall have the approval of the Fire Chief. All requests for approval shall have a minimum of three (3) competitive quotes recorded on the appropriate form before expenditure is made. If three quotes are not obtainable, the purchaser shall document the steps taken in an attempt to obtain three price quotes.
  - 4. \$20,001 to \$75,000 - Shall have the approval of the Board of Directors prior to commitment. All requests for approval shall have a minimum of three (3) competitive quotes recorded on the appropriate form before expenditure is made. If three quotes are not obtainable, the purchaser shall document the steps taken in an attempt to obtain three price quotes.
  - 5. \$75,001 and above — Shall require formal sealed bids or request for proposals, or a cooperative procurement arrangement permitted by State adopted contracting rules, or by following an approved exception process outlined in the rules.
- D. All budgeted single item expenditures for consultants, architects, land surveying and related service contracts will be made within the following guidelines.

1. \$20,000 or less - The Fire Chief may enter into a contract without a selection process as permitted in the rules.
  2. \$20,001 to \$150,000 - The Board of Directors may use an informal selection procedure to award a contract as permitted by the rules
  3. Greater than \$150,000 - The Board of Directors must use a formal selection process to award a contract as provided for in the rules.
- E. All purchases may be approved by the Board of Directors by either advance or subsequent ratification.
- F. The budget may be amended each quarter to reflect changes in the budget categories.
- G. The Board will be provided financial reports on a regularly scheduled basis in which actual revenues and expenditures will be compared with the budget.

#### Legal References

ORS 294.456 (3) and (4)  
ORS 279A.060-065  
OAR 137-047-0000 — 137-047-0800  
OAR 137-048-0000 — 137-048-0320  
OAR 137-049-0000 — 137-049-0910

Approved: President, David Sorenson \_\_\_\_\_

Secretary, Andy Kriek \_\_\_\_\_

Date: July 8, 2021





# MEMORANDUM

TO: Scappoose Fire District Board

FROM: Finance Director Alex Tardif

SUBJECT: Board Policy 3.18 District Credit Card

DATE: July 8, 2021

**Requested Action:** Approve updated policies related to budget and finance (Board Policy 3)

**Critical date for action:** Within the next 30 days

**Purpose:** To create structure and flexibility within our credit card program.

**Impact:** Adding 1 plastic credit card, and 5 Instacards to the policy will allow staff to have access to funds in an emergency. Under current policy we are limited to 5 credit cards. The policy update would allow for 1 additional plastic credit card, and 5 Instacards (virtual cards).

The Instacards will be used for staff that deploy on a mission. These cards will be able to be turned on and off when needed. This will ensure that staff have access to funds during an emergency and will eliminate the current credit card issues we have experienced.

With more and more companies moving to credit card payments, due to the pandemic, this will allow us to utilize multiple vendors and ensure best pricing. It will allow us to meet the needs of the emerging business market post covid.

**Availability of funding:** Spending on credit cards will be in conformance with all financial policies and stay in line with the budget.

**Coordination:** This project will be coordinated and managed by the Finance director

**Contact person(s):** Alex Tardif

**Attachments:** Section 3.18 District Credit Card's Authorized Users

**Recommendations:** Approve revised policy 3.18



**Conclusion:** The updated policy will allow our agency to be nimble and meet the needs of the current business environment. With our tight financial controls in place this revised policy will reduce obstacles in the field and allow staff to meet the needs of our organization quickly and efficiently.

### Section 3.18 District Credit Card's Authorized Users

- A. The Board authorizes six (6) credit cards and up to five (5) Instacards for use by personnel on conducting business for the District.
- B. The District will maintain one (1) credit card each for use by the Chief Officers.
- C. The District will maintain three (3) credit cards for use by authorized Fire District personnel.
- D. The District will maintain five (5) Instacards to be authorized and activated when personnel deploy
  - 1. The Fire Chief, or his designee, will provide to the Board a list of District personnel who are authorized signers to use the credit cards annually.
- E. Any personnel checking out one of the credit cards will be permitted to do so only with the approval of the Fire Chief, or his designee.
- F. All transactions using one of the credit cards will note the nature of business and persons involved on the cardholder's copy. The receipt will then be submitted to the Finance Administrator.
- G. The Finance Administrator will review the monthly statement for consistency with cardholder copies on file after processing under "F" above.

Approved: President, David Sorenson \_\_\_\_\_

Secretary, Andy Kriek \_\_\_\_\_

Date: July 8, 2021

#### Section 4.21 Residency Requirements for Chief Officers

- A. Chief Officers are responsible for the day-to-day operations of the District, including supervision of personnel, emergency response, control and command, structure fires, wildland fires, motor vehicle accidents, medical and ambulance response, hazardous materials spills, disasters, and other requests for assistance in emergency and non-emergency situations.

Reducing response time to the Scappoose Fire Station is vital for Chief Officers employed by the District due to the District's responsibilities in responding to emergency incidents. Chief Officers are charged with directing the District's response and must be on-site to be effective. In the event of emergency, Chief Officers are critical to the District's prompt response.

- B. This policy shall apply to all Chief Officer positions filled after the effective date of this policy February 13, 2014. The policy applies to positions filled by promotion and through a hiring process.

#### Policy

1. All persons filling a Chief Officer position after the effective date of this policy shall, within six months of the date of hire or promotion, establish residency. Residency is:
  - a. Within the Scappoose Rural Fire Protection District boundaries, or
  - b. Within a 6 air-mile radius of the Scappoose Fire Station in Columbia or Multnomah County, excluding Sauvie Island, and
  - c. The District shall maintain a map showing this residency boundary.
2. Chief Officers shall provide their residency address to the District. It is the responsibility of the Chief Officer to maintain a current residency address on file with the District.
3. Any later-in-time alteration of a Chief Officer's residency shall also comply with this policy.

## Section 4.21 Residency Requirements for Chief Officers (continued)

### Extensions

- C. For good cause shown, the six-month time period within which to establish residency may be extended once for up to an additional 4 months. Extensions must be requested in writing by the Chief Officer to the Board President. The request must be made before the expiration of the 6-month time period for establishing residency. Extension requests will be decided by the Board and answered in writing.

### Violations

- D. Violations of this residency policy will subject the Chief Officer to immediate discipline, up to and including termination.

### Definitions

- E. "Chief Officer" means the Fire Chief, Assistant Chief, Deputy Chief, Division Chief, Battalion Chief, Operations Chief, Training Chief, EMS Chief, and any other officer position specifically made applicable to this policy during the hiring process by the Fire Chief.

"Residency" means the Chief Officer's principal place of residence – the residence the Chief Officer declares for voter registration purposes and for the Chief Officer's driver's license. The principal place of residence is the residence that the Chief Officer intends to actually remain at permanently and on a full-time basis for a definite or indefinite length of time. Maintaining two households will be evidence that the Chief Officer has not established residency within the District if one of the households is not within the residency boundary. Simply maintaining a post-office box or other mailing address within the residency boundary is not sufficient to establish residency.

Approved:

President, Sandy Newman SN

Secretary, David Sorenson DS

Date: February 13, 2014





Scappone First Responders

You're terrific!

It's time to celebrate

Thank you for everything you  
have done for us and for our  
community.

Bruce + Ruth Ross