

Columbia River Fire and Rescue & Scappoose Rural Fire District
CCOM, 58611 McNulty Way, St. Helens OR
BOARDS OF DIRECTORS

January 9, 2020

7:00 P.M.

REGULAR JOINT BOARD MEETING AGENDA

CALL JOINT REGULAR MEETING TO ORDER: President Feige

FLAG SALUTE: President Feige

CHANGES TO AGENDA: Presidents Graham and Feige

PUBLIC COMMENT: Comments from the public

LOCALS #3215 & #1660 COMMENTS:

CRF&R VOLUNTEER FIREFIGHTERS ASSOCIATION: President Jeremy Lehner

SRFD VOLUNTEER FIREFIGHTERS ASSOCIATION: President KC Cates

CORRESPONDENCE

CRFR CONSENT AGENDA -

Minutes from Board Meeting 12/10/19

Minutes from Board Meeting 12/12/19

Checks to be approved (70794-70892 for \$220,892.52)

Budget Vs Actual Income Statement 11/30/19

SRFD CONSENT AGENDA -

Minutes from Board Meeting 12/12/19

Budget Vs Actual Income Statement 12/31/19 (cash basis)

Special Presentation/Insurance Update—Jeff Griffin, Wilson Heirgood Associates

REPORTS :

- A. Chief Hoke
- B. D/C Smythe-Operations
- C. D/C Pricher-Fire Marshal
- D. D/C Marks-Training
- E. D/C Holsey-EMS
- F. D/C O'Connor-Logistics
- G. Finance/Admin - Nelson
- H. Finance/Admin- Salisbury
- I. Safety Meeting Minutes
- J. Other Meeting Minutes
- K. Miscellaneous

JOINT OLD BUSINESS:

- A. Joint Board Workshop—January dates

CRFR OLD BUSINESS:

- A. Miscellaneous

SRFD OLD BUSINESS:

- A. Committee Reports

B. Board Policy on Workplace Harassment – Second reading (needs motion)

C. Miscellaneous

CRFR NEW BUSINESS:

A. Miscellaneous

SRFD NEW BUSINESS:

A. Appoint Budget Officer

B. Approve Budget Calendar

C. Appoint Budget Committee members—3-year terms

D. Resolution 2020-01 Renew Reserve Funds

E. Miscellansoue

BOARD MEMBERS' COMMENTS:

GOOD OF THE ORDER:

ADJOURN:

CORRESPONDENCE



Registration
Full
Saturday only
Available

SDAO

ANNUAL CONFERENCE

PRE-CONFERENCE - FEBRUARY 6 | CONFERENCE - FEBRUARY 7 - 9
SEASIDE CIVIC & CONVENTION CENTER

Don't miss the largest training and networking event of the year for special district board members and staff! The 2020 SDAO Annual Conference will take place in Seaside, Oregon and will offer over 20 educational sessions and multiple opportunities for interacting with your colleagues through business meetings, caucus meetings, social activities and more.

Prior to the conference, there will be a board training and session on risk management. The conference officially kicks off on Friday with an outstanding keynote address by Emmy Award-winning speaker Mark Scharenbroich

followed by the Exhibitor Trade Show, breakout sessions, district caucus meetings, and the Exhibitor Reception. Saturday will feature more educational sessions, the SDAO Annual Business Meeting, and the Awards Banquet. Wrap up the festivities on Saturday with a fun evening of comedy improv entertainment. Hundreds of representatives from Oregon's special districts will attend. For hotel information, conference details, and to register, please visit the conference website at www.cvent.com/d/chqzr1. We look forward to seeing you in Seaside!

HOW TO REGISTER

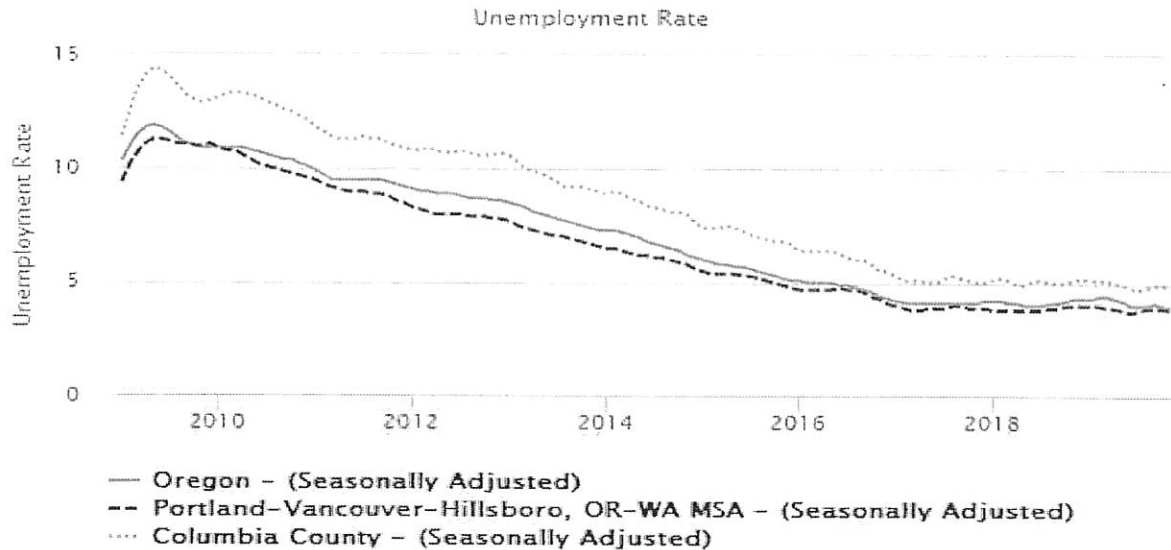
Registration is now open and is only available online on our conference registration website. For more information and to register, please visit www.cvent.com/d/chqzr1. Our conference does fill up quickly, so don't delay! If you have any questions about registration, please call member services at 800-285-5461.

www.cvent.com/d/chqzr1

The information in this packet is subject to change. Visit the conference website to view the most up-to-date information and conference materials. Paper handouts will not be distributed during the conference.

The Laus Report tool is located on QualityInfo.org, a website of the Oregon Employment Department

Local Area Unemployment Statistics



Source: Oregon Employment Department Qualityinfo.org

Oregon

Unemployment Rate (Seasonally Adjusted)

Downloaded: Jan 5, 2020 1:04 PM

Source: Oregon Employment Department Qualityinfo.org

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2009	10.3	11.0	11.5	11.8	11.9	11.8	11.6	11.3	11.1	11.0	10.9	10.9	11.3
2010	10.9	10.9	10.9	10.9	10.8	10.7	10.6	10.5	10.4	10.4	10.2	10.1	10.6
2011	9.9	9.7	9.5	9.5	9.5	9.5	9.5	9.5	9.5	9.4	9.3	9.2	9.5
2012	9.1	9.0	9.0	8.9	8.9	8.9	8.8	8.7	8.7	8.7	8.6	8.6	8.8
2013	8.5	8.4	8.3	8.1	8.0	7.9	7.8	7.7	7.6	7.5	7.4	7.3	7.9
2014	7.3	7.3	7.2	7.1	7.0	6.8	6.7	6.6	6.5	6.4	6.2	6.1	6.8
2015	6.0	5.9	5.8	5.8	5.7	5.7	5.6	5.5	5.4	5.3	5.2	5.1	5.6
2016	5.1	5.0	5.0	5.0	5.0	4.9	4.9	4.8	4.7	4.6	4.4	4.3	4.8
2017	4.2	4.1	4.1	4.1	4.1	4.1	4.1	4.1	4.1	4.1	4.1	4.2	4.1
2018	4.2	4.2	4.1	4.1	4.0	4.0	4.0	4.1	4.1	4.2	4.3	4.3	4.2
2019	4.3	4.4	4.4	4.3	4.2	4.0	4.0	4.0	4.1	4.0	3.9	-	-

Local Area Unemployment Statistics (LAUS)

Portland-Vancouver-Hillsboro, OR-WA MSA

Unemployment Rate
(Seasonally Adjusted)

Downloaded: Jan 5, 2020 1:04 PM

Source: Oregon Employment Department QualityInfo.org

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2009	9.4	10.2	10.7	11.1	11.3	11.3	11.2	11.1	11.1	11.0	11.0	11.1	10.9
2010	10.9	10.8	10.8	10.6	10.4	10.2	10.1	10.0	9.9	9.8	9.7	9.6	10.2
2011	9.5	9.3	9.2	9.1	9.0	9.0	9.0	8.9	8.9	8.8	8.6	8.5	9.0
2012	8.3	8.2	8.1	8.0	8.0	8.0	8.0	7.9	7.9	7.9	7.8	7.8	8.0
2013	7.7	7.5	7.4	7.3	7.2	7.1	7.1	7.0	6.9	6.8	6.7	6.6	7.1
2014	6.5	6.5	6.4	6.3	6.2	6.2	6.1	6.1	6.0	5.9	5.8	5.6	6.1
2015	5.5	5.4	5.4	5.4	5.4	5.3	5.3	5.2	5.1	5.0	4.9	4.8	5.2
2016	4.7	4.7	4.7	4.7	4.7	4.8	4.7	4.7	4.6	4.4	4.3	4.1	4.6
2017	4.0	3.9	3.8	3.8	3.9	3.9	3.9	4.0	4.0	3.9	3.9	3.9	3.9
2018	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.9	3.9	4.0	4.0	4.0	3.9
2019	4.0	4.0	3.9	3.9	3.8	3.7	3.8	3.9	3.9	3.9	3.8	-	-

Columbia County

Unemployment Rate
(Seasonally Adjusted)

Downloaded: Jan 5, 2020 1:04 PM

Source: Oregon Employment Department Qualityinfo.org

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2009	11.4	12.6	13.5	14.1	14.4	14.3	14.0	13.6	13.2	13.0	12.9	13.0	13.3
2010	13.1	13.3	13.3	13.3	13.2	13.1	12.9	12.8	12.6	12.5	12.3	12.1	12.9
2011	11.8	11.6	11.4	11.3	11.3	11.3	11.4	11.3	11.3	11.1	11.0	10.9	11.3
2012	10.8	10.8	10.9	10.8	10.7	10.7	10.8	10.7	10.6	10.6	10.6	10.7	10.7
2013	10.6	10.3	10.0	9.9	9.8	9.6	9.4	9.2	9.2	9.2	9.1	9.0	9.6
2014	8.9	9.0	8.9	8.7	8.6	8.4	8.3	8.2	8.1	8.1	8.0	7.6	8.4
2015	7.4	7.4	7.4	7.5	7.4	7.3	7.1	7.0	6.9	6.8	6.8	6.7	7.1
2016	6.4	6.4	6.4	6.4	6.4	6.3	6.1	6.0	6.0	5.8	5.5	5.5	6.1
2017	5.3	5.1	5.1	5.1	5.0	5.0	5.2	5.3	5.2	5.1	5.0	5.0	5.1
2018	5.1	5.2	5.1	4.9	4.9	5.1	5.1	5.0	5.0	5.0	5.1	5.2	5.1
2019	5.1	5.1	5.1	5.0	4.9	4.8	4.7	4.8	4.9	4.9	4.8	-	-

* The Portland-Vancouver-Hillsboro MSA includes all of Clackamas, Columbia, Multnomah, Washington and Yamhill counties in Oregon, and Clark and Skamania counties in Washington State.

CONSENT AGENDAS

Columbia River Fire & Rescue
58611 McNulty Way, St. Helens OR 97051
Regular Meeting of the Board of Directors
December 10, 2019 7:00 pm

Regular Meeting: After due and legal notice the Regular meeting of the Columbia River Fire & Rescue Board of Directors was called to order at 7:01 pm by Board President Hans Feige.

Present: Kelly Niles, Hans Feige, Mark Kreutzer, Gary Hudson

Absent: Kim McLane

Others: Chief Hoke, FD Nelson, FF Weber

Flag Salute: President Feige led the flag salute.

Changes to the agenda: Due to the scheduling of a joint meeting on December 12, 2019, Consent Agenda, Public Comments, Updates, Old Business and NB B & C will be deferred until that time. The only item to be decided will be NB A: Resolution 2019-20-004

Public Comment: Deferred

Local 3215: Deferred

Volunteer Association: Deferred

Correspondence: Deferred

Committee Reports: Deferred

Consent agenda: Deferred

Old Business: Deferred

New Business:

- A. Resolution 2019-20-004: Monthly Joint Board Meeting
 - a. A revised Join Board meeting agenda and packet was sent out to Board members by FD Salisbury on 12/10.
 - b. VP Niles moved to approve, Director Kreutzer 2nd the motion.
 - c. Unanimous vote, motion approved.
- B. Deferred
- C. Deferred

Board members requested an update on the Oversight Committee. President Feige and Director Kreutzer updated them on conversations had at the last meeting. Discussion about apprehension in moving forward and letting go of previous history. There was discussion with Chief Hoke about moving from an IGA to Fire Authority and the logistics involved. Target dates for movement by July 2020 and July 2021. There is probably a need to do a workshop in January. Secretary Hudson asked for some additional information on the proposed vehicle purchase for Thursday and wanted to make sure the Safety Committee was following up appropriately on the mentioned backing incident.

Being no further business, the meeting was adjourned at 7:22 pm.

Next meeting is scheduled for December 12, 2019 at 7:00 pm at the Scappoose Senior Center, 33342 SW Meadow Dr, Scappoose.

Columbia River Fire & Rescue and Scappoose Rural Fire District
33342 SW Meadow Dr, Scappoose
Regular & Joint Meeting of the Board of Directors
December 12, 2019 7:00 pm

Regular Meeting: After due and legal notice the Regular meeting of the Scappoose Rural Fire District Board of Directors was called to order at 7:00 pm by Board President David Graham.

Present: David Grant, David Graham, David Sorenson, Ron Cairns, Andy Krieck

Absent: None

Others: Chief Hoke, DC Marks, DC Holsey, DC O'Connor, FD Salisbury, DC Pricher, R&R Motherway, FD Nelson, FF Dubois (7:07 pm), Lt. Neilson (7:07 pm), FF Ahlers (7:10 pm)

Flag Salute: President Graham led the flag salute.

New Business: SRFD Resolution 2019-07: Change of Meeting Schedule & Location

Director Sorenson moved to approve Resolution 2019-07 as presented, Director Cairns 2nd the motion. There was discussion about the change possibly making Board meetings extremely long or to contrast, not spend enough time discussing business to save non-members from longer discussions. Discussions were had at the OFDDA Conference with SDAO and there is not a problem having joint meetings. For the safe of the Chief Officers, it would be nice to reduce their time in meetings and work closer together. This is not written in stone. The decision to change back can happen. The IGA states periodic joint meetings. Is this change putting the cart before the horse? Chief Hoke recommended leading from the top. The unions are meeting together, staff are working together, etc. He recommends the Boards follow.

No further discussion. Aye-Cairns, Graham, Sorenson Nay-Krieck, Grant
Motion passes.

The regular meeting was adjourned at 7:09 pm.

The Joint Meeting of the Boards of Directors for Scappoose Rural Fire & Columbia River Fire & Rescue was called to order by the Board Presidents David Graham and Hans Feige at 7:09 pm. President Graham read a statement regarding a quorum of directors being present and that the meeting will allow deliberation, decision making and take public comment per the posted agenda.

President Feige noted that there are two places on the agenda for public comment. It was decided to do it one time at the beginning of the meeting.

Changes to the agenda: None

Public Comment: None

Local 1660 Comments: None

Local 3215 Comments: None

CRFR Volunteer Association Comments: R&R Motherway noted that toy & joy is going well. There is good support throughout the community. Distribution is 12/20. The new Volunteer Academy starts in January with EMR training.

Scappoose Volunteer Association Comments: FF Cates is out of town. R&R Motherway noted that similar activities for share & care are going on in Scappoose and the academy previously mentions covers Scappoose volunteers as well.

Correspondence: N/A

SRFD Consent agenda: Included in the consent agenda are minutes from the Regular Board meeting on November 14, 2019 checks 33623-33692 for \$184,419.63 and the financial statement as of December 12, 2019. Director Kriek moved to approve. Director Grant 2nd the motion.

Minutes should reflect a 3-1 vote for New Business B. President Graham did not vote.

No further discussion. Unanimous vote, motion approved.

CRFR Consent agenda: Included in the consent agenda re the minutes from the Regular Board meeting on November 12, 2019, checks 70179-70793 for \$282,806.31 and the financial statement for October 2019.

VP Niles moved to approve. Secretary Hudson 2nd the motion. There was a question about the check for Alternative Power Systems (SHS Generator project) and the check to OHA (GEMT fees). The format of the financial statement is a little different to include percentage spent/earned per section at year to date for comparison purposes. All sections of the budget are on target. Additional information is outlined in the finance reports later in the agenda.

No further discussion. Unanimous vote, motion approved.

Reports:

Chief Hoke—He would like to take the Hardship Review off the agenda. This should be set by policy and be based off the federal poverty guidelines. No need to bring to the Board. He will review all purchases over \$500 until he becomes more familiar with Districts spending habits. He would like to see the Boards be more productive in their time in the meetings and will be seeking alternatives to reviewing individual checks. That is too detailed. Their scope is more 15,000 ft level view. There was some discussion about increasing the level of detail on the financial statements for Scappoose to compensate for less detail on the checks. Maybe the check registers could just be for checks over a certain amount? Various options can be tried until a format is found.

Chief Hoke would like to begin billing facilities for calling 911 for lift assists. This will require a change in policy and all local agencies will receive a courtesy notice. It is not about generating revenue but changing behavior.

Chief Hoke discussed various topics including updating facilities using a capital bond; fielding questions about the direction of the IGA; exploring a public safety building with the city of St. Helens police; meeting with the Fire Chief from Sheridan and the tax rate variance between the Districts.

DC Smythe is currently at the Rosenbauer factory with members from the apparatus committee attending a pre-build meeting. His report noted a decrease in call volume for November. There were no weather events which could have contributed to the decrease.

DC Pricher reviewed his report including meetings, training and on-going projects.

DC Marks noted that the 2020 Volunteer Academy is preparing to begin. Sauvie Island will be attending the academy and sending six volunteers. Graduation dates will be communicated to the Boards so they can attend.

DC Holsey reviewed his report including Community Paramedic funding, compliance, meeting with Legacy, purchase of LUCAS monitors for CRFR and an update on flu within the county.

DC O'Connor noted that the St. Helens station generator project is complete, HVAC is being replaced, bay heaters at Rainier will be replaced, NFPA physicals will begin and Toy & Joy is in full swing.

There were no further questions regarding finances for FD Salisbury or Nelson.

R&R Motherway noted that volunteer candidate interviews took place on the 10th. Successful candidates are currently completing background check and physicals. The Academy starts in January. The Christmas toy programs are in full swing. There were six volunteers at the Merchant Auction.

Committee Reports:

CRFR Safety Committee—DC O'Connor noted that M472 had a minor scuff to the fender well, not a major incident. There were four vehicle incidents in 2019, down from 2018. The SOP has been updated twice.

SRFPD Safety Committee—DC O'Connor stated that the SCBA door will be reinstalled to eliminate diesel particulate from getting in the room and keep it cleaner. He also noted that seat belts need to be replaced on some apparatus seats.

No other meetings to update

No miscellaneous items

SRFPD Old Business:

- A. Awards & Incentives Committee
 - a. Did not meet.
- B. Management Team Committee
 - a. Did not meet.
 - b. Chief Hoke would like to do a workshop in early January to review and analyze the Matrix report expected on 12/18. He will share some dates and try to get a date set.
- C. Planning Committee
 - a. A capital planning meeting needs to be scheduled.
- D. Oversight Committee
 - a. Nothing additional at this time. Workshop in January as discussed previously.
- E. Resolution 2019-08 Supplemental Budget
 - a. Seeking approval of supplemental budget to appropriate funds for the engine purchase approved at a previous meeting.
 - b. Director Grant moved to approve the resolution. Director Cairns 2nd the motion.
 - c. There was discussion on how the Budget Committee is involved in the process. FD Salisbury updates them on all significant changes during the year before the meeting.
 - d. Unanimous vote, motion approved.

CRFR Old Business:

- A. None

SRFPD New Business:

- A. New Board Policy on Harassment—First Reading
 - a. Director Sorenson moved to approve the Board Policy on Harassment. Director Krieck 2nd the motion.
 - b. There was discussion about training staff on the new policy as well as Leixpol addressing the change.
 - c. Unanimous vote, motion approved.
- B. Miscellaneous
 - a. None

CRFR New Business

- A. LUCAS Purchase
 - a. This purchase of LUCAS devices will finish the implementation began in 2018. Due to the District's long transport time, these tools give our citizens a better survival rate.
 - b. Director Kreutzer moved to approve the purchase of LUCAS devices for \$63,599.32. Director McLane 2nd the motion.
 - c. Unanimous vote, motion approved.
- B. Staff Vehicle Purchase
 - a. Per the IGA, CRFR provides a vehicle for the Fire Chief and SRFPD pays the gas and maintenance. CRFR will dispose of two vehicles with this purchase.
 - b. Secretary Hudson moved to approve the purchase of a staff vehicle for a total project cost of \$14,000. Director Kreutzer 2nd the motion.
 - c. Unanimous vote, motion approved.
- C. Miscellaneous
 - a. VP Niles would like CRFR to verify the current harassment policy to verify it is in compliance.

Board Comments:

Director Kreutzer—To save time, he would like to receive and read Chiefs' reports in the Board packet and then ask questions at the meeting. No need for each Chief to give report on items.

Director McLane—Thank you to SRFPD for approving the resolution. The meeting turned out good. This is a good step.

Secretary Hudson—He likes the direction the Boards are moving in and direct conversation.

VP Niles—He is glad SRFPD approved the resolution. It is good to present a united front and set a good example. If the Boards expect staff to work together, they must also work together with consistent messaging. Open communication and honesty will be critical.

President Feige—Nothing at this time.

President Graham—Nothing at this time

Director Sorenson—Thank you to everyone. This was a good meeting.

Director Cairns—He is looking forward to further progress.

Director Kriek—He will keep an open mind.

Director Grant—Did the District receive any thank you's this month?

Being no further business, the meeting was adjourned at 8:30 pm.

Next regular meeting is scheduled for January 9, 2020 at 7:00 pm at the CCOM Board room, 58611 McNulty Way, St. Helens

Columbia River Fire & Rescue Monthly Financial Statement

	Month 11/30/2019	YTD 11/30/2019	Annual Budget	Balance
00 - General Fund				
Revenue	\$7,109,031	\$7,823,047	\$9,423,500	(\$1,600,452.67)
Expenses				
Personal Services	\$668,095	\$3,069,531	\$8,407,000	(\$5,337,469.00)
Materials & Services	\$35,593	\$329,173	\$785,000	(\$455,826.52)
Contractual Services	\$26,634	\$144,896	\$351,500	(\$206,603.55)
Capital Outlay	\$21,706	\$72,723	\$716,500	(\$643,776.59)
Other Expenses	\$0	\$0	\$978,500	(\$978,500.00)
Total Expenses	<u>\$752,028</u>	<u>\$3,616,324</u>	<u>\$11,238,500</u>	<u>(\$7,622,175.66)</u>
 NET SURPLUS/(DEFICIT)	 <u>\$6,357,002</u>	 <u>\$4,206,723</u>	 <u>(\$1,815,000)</u>	 <u>\$6,021,722.99</u>

Columbia River Fire & Rescue

Monthly Financial Statement

		Month	YTD	%	YTD Budget	%	Annual Budget	Balance
		11/30/2019	11/30/2019	Actual				
00 - General Fund								
Revenue								
00-00-4000	Prior Taxes	\$44,408	\$130,857		\$108,333		\$260,000	(\$129,143)
00-00-4010	Current Taxes	\$6,760,206	\$6,760,206		\$2,946,250		\$7,071,000	(\$310,794)
00-00-4020	Interest Earned	\$7,005	\$35,587		\$35,417		\$85,000	(\$49,413)
00-00-4030	Donations & Grants	\$0	\$200		\$0		\$0	\$200
00-00-4040	Ambulance Revenue	\$137,349	\$609,819		\$643,750		\$1,545,000	(\$935,181)
00-00-4060	Fire-Med Revenue	\$6,950	\$58,615		\$22,083		\$53,000	\$5,615
00-00-4070	Lifeflight Revenue	\$3,315	\$41,660		\$16,667		\$40,000	\$1,660
00-00-4100	Address Sign Revenue	\$0	\$257		\$167		\$400	(\$143)
00-00-4110	Sale of Equipment & Property	\$175	\$23,741		\$16,667		\$40,000	(\$16,259)
00-00-4120	Royalties & Rights	\$0	\$0		\$6,250		\$15,000	(\$15,000)
00-00-4130	Training Revenue	\$0	\$0		\$6,667		\$16,000	(\$16,000)
00-00-4140	Fines & Billable Response	\$0	\$0		\$0		\$0	\$0
00-00-4150	Public Education Donations	\$4,500	\$4,565		\$1,875		\$4,500	\$65
00-00-4160	Fire Service Agreements	\$0	\$143		\$2,500		\$6,000	(\$5,857)
00-00-4170	Conflagration Revenue	\$0	\$0		\$83,333		\$200,000	(\$200,000)
00-00-4180	Lease Proceeds	\$0	\$0		\$0		\$0	\$0
00-00-4190	Insurance Refund	\$0	\$0		\$0		\$0	\$0
00-00-4200	Miscellaneous Revenue	\$142,115	\$142,282		\$417		\$1,000	\$141,282
00-00-4205	Third Party Contract Billing	\$3,008	\$15,115		\$15,250		\$36,600	(\$21,485)
00-00-4999	Transfers In	\$0	\$0		\$20,833		\$50,000	(\$50,000)
Total Revenue		\$7,109,031	\$7,823,047	83%	\$3,926,458	42%	\$9,423,500	(\$1,600,453)
Expenses								
Personal Services								
00-10-5000	Base Salaries	\$316,594	\$1,579,771		\$1,740,417		\$4,177,000	(\$2,597,229)
00-10-5100	Overtime	\$23,308	\$147,548		\$175,000		\$420,000	(\$272,452)
00-10-5130	Acting Lieutenant	\$608	\$4,631		\$6,250		\$15,000	(\$10,369)
00-10-5135	FLSA	\$7,226	\$19,646		\$16,667		\$40,000	(\$20,354)
00-10-5140	Longevity	\$0	\$0		\$4,583		\$11,000	(\$11,000)
00-10-5145	EMT Differentials & Recertification	\$22,948	\$113,719		\$120,667		\$289,600	(\$175,881)
00-10-5146	Mechanics On Call	\$443	\$2,029		\$2,167		\$5,200	(\$3,172)
00-10-5150	Volunteer Reimbursement	\$5,000	\$5,000		\$2,083		\$5,000	\$0
00-10-5155	Length of Service	\$0	\$0		\$5,208		\$12,500	(\$12,500)
00-10-5160	Conflagration	\$44,581	\$44,581		\$41,667		\$100,000	(\$55,419)
00-10-5200	FICA	\$31,763	\$145,961		\$162,833		\$390,800	(\$244,839)
00-10-5205	PERS	\$101,938	\$467,434		\$529,979		\$1,271,950	(\$804,516)
00-10-5210	Unemployment	\$798	\$2,395		\$1,042		\$2,500	(\$105)
00-10-5215	Workers Compensation	\$8,632	\$43,159		\$47,917		\$115,000	(\$71,841)
00-10-5220	Life Insurance	\$311	\$1,868		\$2,146		\$5,150	(\$3,282)
00-10-5225	Medical Insurance	\$95,630	\$452,667		\$578,750		\$1,389,000	(\$936,333)
00-10-5230	Disability Insurance	\$1,390	\$6,782		\$6,042		\$14,500	(\$7,718)
00-10-5235	Employee Asst Program	\$182	\$910		\$1,042		\$2,500	(\$1,590)
00-10-5240	PEHP	\$6,089	\$29,725		\$34,500		\$82,800	(\$53,075)
00-10-5300	Directors Reimbursement	\$654	\$654		\$2,083		\$5,000	(\$4,346)
00-10-5350	Retirement/Recognition	\$0	\$1,051		\$1,042		\$2,500	(\$1,449)
00-10-5400	Sick Leave/Retirement Payout	\$0	\$0		\$20,833		\$50,000	(\$50,000)
Total Personal Services		\$668,095	\$3,069,531	37%	\$3,502,917	42%	\$8,407,000	(\$5,337,469)

Materials & Services

00-20-6000	Vehicle Maintenance	\$8,657	\$84,001	\$68,750	\$165,000	(\$80,999)		
00-20-6010	Station Maintenance	\$2,432	\$26,598	\$25,000	\$60,000	(\$33,402)		
00-20-6015	Utilities	\$9,923	\$48,223	\$47,917	\$115,000	(\$66,777)		
00-20-6020	Administrative	\$11,630	\$22,531	\$21,250	\$51,000	(\$28,469)		
00-20-6025	Training & Travel	\$2,013	\$12,051	\$18,333	\$44,000	(\$31,949)		
00-20-6026	Promotional Training & Travel	\$0	\$0	\$2,500	\$6,000	(\$6,000)		
00-20-6030	Uniforms & PPE	\$857	\$18,276	\$30,417	\$73,000	(\$54,724)		
00-20-6032	Volunteer Recruitment/Retention	\$1,010	\$3,866	\$8,333	\$20,000	(\$16,134)		
00-20-6035	Interest/Bank Charges	\$987	\$3,724	\$4,167	\$10,000	(\$6,276)		
00-20-6040	Physical Fitness	\$0	\$0	\$3,125	\$7,500	(\$7,500)		
00-20-6045	Firefighting Equipment	\$0	\$16,246	\$10,417	\$25,000	(\$8,754)		
00-20-6050	Medical Supplies	\$8,601	\$43,896	\$41,667	\$100,000	(\$56,104)		
00-20-6100	Radio Equipment	\$0	\$1,575	\$8,333	\$20,000	(\$18,425)		
00-20-6105	Breathing Apparatus	\$153	\$372	\$8,333	\$20,000	(\$19,628)		
00-20-6110	Hazardous Materials	\$0	\$0	\$0	\$0	\$0		
00-20-6115	District Mapping/Address Signs	\$0	\$1,536	\$417	\$1,000	\$536		
00-20-6200	Fire Prevention	\$0	\$603	\$2,083	\$5,000	(\$4,397)		
00-20-6205	Fire Investigations	\$145	\$712	\$2,083	\$5,000	(\$4,288)		
00-20-6210	Public Education	\$38	\$1,043	\$4,167	\$10,000	(\$8,957)		
00-20-6215	Life Flight Memberships	(\$11,655)	\$42,250	\$16,667	\$40,000	\$2,250		
00-20-6300	Conflagration	\$0	\$841	\$3,125	\$7,500	(\$6,659)		
00-20-6900	Miscellaneous Expenses	\$803	\$831	\$0	\$0	\$831		
Total Materials & Services		\$35,593	\$329,173	42%	\$327,083	42%	\$785,000	(\$455,827)

Contractual Services

00-30-7000	Contractual Svcs - Audit	\$0	\$0	\$7,500	\$18,000	(\$18,000)		
00-30-7005	Contractual Svcs - Legal	\$0	\$1,376	\$8,333	\$20,000	(\$18,624)		
00-30-7010	Contractual Svcs - Service Contracts	\$16,577	\$66,726	\$62,500	\$150,000	(\$83,274)		
00-30-7015	Contractual Svcs - I.T. Service	\$2,916	\$20,262	\$14,583	\$35,000	(\$14,739)		
00-30-7020	Contractual Svcs - Office Assistant	\$0	\$9,085	\$2,917	\$7,000	\$2,085		
00-30-7021	Contractual Svcs - Shop Maintenance	\$0	\$0	\$0	\$0	\$0		
00-30-7030	Contractual Svcs- District Physician A	\$1,660	\$10,090	\$10,417	\$25,000	(\$14,910)		
00-30-7035	Contractual Svcs- Hose & Ladder Testi	\$0	\$0	\$5,417	\$13,000	(\$13,000)		
00-30-7040	Contractual Svcs - PPE Care	\$0	\$0	\$4,167	\$10,000	(\$10,000)		
00-30-7045	Contractual Svcs - Property Lease	\$100	\$600	\$542	\$1,300	(\$700)		
00-30-7050	Contractual Svcs - Liability Insurance	\$5,381	\$25,976	\$29,167	\$70,000	(\$44,024)		
00-30-7055	Contractual Svcs - Legal Notices	\$0	\$0	\$500	\$1,200	(\$1,200)		
00-30-7060	Contractual Svcs - Civil Service	\$0	\$0	\$417	\$1,000	(\$1,000)		
00-30-7100	Fire Med Services	\$0	\$10,782	\$0	\$0	\$10,782		
Total Contractual Services		\$26,634	\$144,896	41%	\$146,458	42%	\$351,500	(\$206,604)

Capital Outlay

00-40-8000	Capital Outlay - Administrative	\$0	\$0	\$0	\$0	\$0		
00-40-8005	Capital Outlay - Building Improvement	\$0	\$47,870	\$103,750	\$249,000	(\$201,130)		
00-40-8010	Capital Outlay - Equipment	\$21,706	\$24,001	\$85,625	\$205,500	(\$181,499)		
00-40-8015	Capital Outlay - Apparatus	\$0	\$852	\$109,167	\$262,000	(\$261,148)		
00-40-8020	Capital Outlay - Breathing Apparatus	\$0	\$0	\$0	\$0	\$0		
00-40-8025	Capital Outlay - Tools	\$0	\$0	\$0	\$0	\$0		
Total Capital Outlay		\$21,706	\$72,723	10%	\$298,542	42%	\$716,500	(\$643,777)

Other Expenses

00-50-9000	Debt Service Principal	\$0	\$0	\$95,208	\$228,500	(\$228,500)		
00-50-9005	Debt Service Interest	\$0	\$0	\$0	\$0	\$0		
00-50-9500	Contingency Funds	\$0	\$0	\$156,250	\$375,000	(\$375,000)		
00-50-9999	Transfer Out	\$0	\$0	\$156,250	\$375,000	(\$375,000)		
Total Other Expenses		\$0	\$0	\$407,708	\$978,500	(\$978,500)		
Total Expenses		\$752,028	\$3,616,324	32%	\$4,682,708	42%	\$11,238,500	(\$7,622,176)

NET SURPLUS/(DEFICIT)

\$6,357,002	\$4,206,723	(\$756,250)	(\$1,815,000)	\$6,021,723
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	Month 11/30/2019	YTD 11/30/2019	Annual Budget	Balance
02 - Real Property/Apparatus				
Revenue	(\$32,952)	(\$32,952)	\$885,000	(\$917,952.00)
Expenses				
Capital Outlay	\$0	\$0	\$200,000	(\$200,000.00)
Other Expenses	\$0	\$0	\$53,500	(\$53,500.00)
Total Expenses	\$0	\$0	\$253,500	(\$253,500.00)
NET SURPLUS/(DEFICIT)	(\$32,952)	(\$32,952)	\$631,500	(\$664,452.00)

02 - Real Property/Apparatus

Revenue								
02-00-4020	Interest Earned	\$0	\$0		\$4,167	\$10,000	(\$10,000)	
02-00-4999	Transfers In	(\$32,952)	(\$32,952)		\$364,583	\$875,000	(\$907,952)	
Total Revenue		(\$32,952)	(\$32,952)	0%	\$368,750	42%	\$885,000	(\$917,952)
Expenses								
Capital Outlay								
02-40-8015	Capital Outlay - Apparatus	\$0	\$0		\$83,333	\$200,000	(\$200,000)	
Total Capital Outlay		\$0	\$0	0%	\$83,333	42%	\$200,000	(\$200,000)
Other Expenses								
02-50-9000	Debt Service Principal	\$0	\$0		\$22,292	\$53,500	(\$53,500)	
02-50-9005	Debt Service Interest	\$0	\$0		\$0	\$0	\$0	
02-50-9999	Transfer Out	\$0	\$0		\$0	\$0	\$0	
Total Other Expenses		\$0	\$0		\$22,292	42%	\$53,500	(\$53,500)
Total Expenses		\$0	\$0	0%	\$105,625	42%	\$253,500	(\$253,500)
NET SURPLUS/(DEFICIT)		(\$32,952)	(\$32,952)		\$263,125		\$631,500	(\$664,452)

	Month 11/30/2019	YTD 11/30/2019	Annual Budget	Balance
03 - Tax Anticipation Notes (TANS)				
Revenue	\$6	\$27	\$75	(\$48.17)
Expenses				
Materials & Services	\$0	\$0	\$75	(\$75.00)
Other Expenses	\$0	\$0	\$0	\$0.00
Total Expenses	<u>\$0</u>	<u>\$0</u>	<u>\$75</u>	<u>(\$75.00)</u>
NET SURPLUS/(DEFICIT)	<u>\$6</u>	<u>\$27</u>	<u>\$0</u>	<u>\$26.83</u>

03 - Tax Anticipation Notes (TANS)

Revenue								
03-00-4020	Interest Earned	\$6	\$27		\$31	\$75	(\$48)	
03-00-4180	Lease Proceeds-TANS	\$0	\$0		\$0	\$0	\$0	
03-00-4999	Transfers In	\$0	\$0		\$0	\$0	\$0	
Total Revenue		\$6	\$27	36%	\$31	42%	\$75	(\$48)
Expenses								
Materials & Services								
03-20-6035	Interest/Bank Charges-TANS	\$0	\$0		\$31	\$75	(\$75)	
	Total Materials & Services	\$0	\$0	0%	\$31	42%	\$75	(\$75)
Other Expenses								
03-50-9000	TANS Principal	\$0	\$0		\$0	\$0	\$0	
03-50-9005	TANS Interest	\$0	\$0		\$0	\$0	\$0	
03-50-9999	Transfer Out	\$0	\$0		\$0	\$0	\$0	
	Total Other Expenses	\$0	\$0	0%	\$0	42%	\$0	\$0
Total Expenses		\$0	\$0		\$31		\$75	(\$75)
NET SURPLUS/(DEFICIT)		\$6	\$27		\$0		\$0	\$27

	Month 11/30/2019	YTD 11/30/2019	Annual Budget	Balance
04 - Retired Senior Volunteer Program (RSVP)				
Revenue	\$5,635	\$31,879	\$71,934	(\$40,055.00)
Expenses				
Personal Services	\$5,432	\$26,776	\$62,034	(\$35,257.71)
Materials & Services	\$1,436	\$7,231	\$13,000	(\$5,768.83)
Contractual Services	\$0	\$0	\$0	\$0.00
Total Expenses	\$6,869	\$34,007	\$75,034	(\$41,026.54)
NET SURPLUS/(DEFICIT)	(\$1,234)	(\$2,128)	(\$3,100)	\$971.54

04 - Retired Senior Volunteer Program (RSVP)

Revenue								
04-00-4020	Interest Earned	\$0	\$0	\$0	\$0	\$0		
04-00-4030	Grants Revenue-RSVP	\$5,635	\$30,379	\$28,723	\$68,934	(\$38,555)		
04-00-4200	Miscellaneous Revenue-RSVP	\$0	\$1,500	\$1,250	\$3,000	(\$1,500)		
Total Revenue		\$5,635	\$31,879	44%	\$29,973	42%	\$71,934	(\$40,055)
Expenses								
Personal Services								
04-10-5000	Base Salaries	\$4,149	\$20,747	\$20,342	\$48,820	(\$28,073)		
04-10-5200	FICA-RSVP	\$299	\$1,497	\$1,640	\$3,935	(\$2,438)		
04-10-5205	PERS-RSVP	\$953	\$4,379	\$3,708	\$8,900	(\$4,521)		
04-10-5210	Unemployment-RSVP	\$7	\$35	\$21	\$50	(\$15)		
04-10-5215	Workers Compensation-RSVP	\$2	\$12	\$13	\$30	(\$18)		
04-10-5220	Life Insurance-RSVP	\$3	\$17	\$21	\$50	(\$33)		
04-10-5225	Medical Insurance-RSVP	\$0	\$0	\$27	\$64	(\$64)		
04-10-5230	Disability Insurance-RSVP	\$18	\$89	\$77	\$185	(\$96)		
Total Personal Services		\$5,432	\$26,776	43%	\$25,847	42%	\$62,034	(\$35,258)
Materials & Services								
04-20-6015	Utilities-RSVP	\$0	\$0	\$0	\$0	\$0		
04-20-6016	Rent Expense-RSVP	\$0	\$0	\$0	\$0	\$0		
04-20-6020	Administrative-RSVP	\$11	\$606	\$0	\$0	\$606		
04-20-6025	Training & Travel-RSVP	\$103	\$956	\$1,042	\$2,500	(\$1,544)		
04-20-6400	Volunteer Transports-RSVP	\$0	\$523	\$833	\$2,000	(\$1,477)		
04-20-6405	RSVP Meals	\$126	\$489	\$625	\$1,500	(\$1,011)		
04-20-6410	Recognition-RSVP	\$781	\$4,242	\$2,917	\$7,000	(\$2,758)		
04-20-6415	Volunteer Training-RSVP	\$0	\$0	\$0	\$0	\$0		
04-20-6900	RSVP-Misc Expense	\$415	\$415	\$0	\$0	\$415		
Total Materials & Services		\$1,436	\$7,231	56%	\$5,417	42%	\$13,000	(\$5,769)
Contractual Services								
04-30-7010	Contractual Services - Service Contract	\$0	\$0	\$0	\$0	\$0		
04-30-7045	Contractual Services - Property Lease F	\$0	\$0	\$0	\$0	\$0		
04-30-7050	Contractual Services - Liability Insuran	\$0	\$0	\$0	\$0	\$0		
Total Contractual Services		\$0	\$0	\$0	\$0	\$0		
Total Expenses		\$6,869	\$34,007	45%	\$31,264	42%	\$75,034	(\$41,027)
NET SURPLUS/(DEFICIT)		(\$1,234)	(\$2,128)		(\$1,292)		(\$3,100)	\$972

	Month 11/30/2019	YTD 11/30/2019	Annual Budget	Balance
08 - Special Revenue				
Revenue	\$48,078	\$48,078	\$490,629	(\$442,551.28)
Expenses				
Personal Services	\$9,208	\$45,475	\$111,630	(\$66,155.14)
Materials & Services	\$77	\$205	\$360,000	(\$359,794.98)
Contractual Services	\$0	\$0	\$5,500	(\$5,500.00)
Capital Outlay	\$33,936	\$35,471	\$30,000	\$5,470.71
Total Expenses	\$43,222	\$81,151	\$507,130	(\$425,979.41)
 NET SURPLUS/(DEFICIT)	 \$4,856	 (\$33,073)	 (\$16,501)	 (\$16,571.87)

08 - Special Revenue

Revenue							
08-00-4030	Donations & Grants-Special Revenue	\$48,078	\$48,078		\$204,429	\$490,629	(\$442,551)
	GEMT Funding	\$0	\$0		\$375,000	\$900,000	(\$900,000)
Total Revenue		\$48,078	\$48,078	3%	\$579,429	42%	\$1,390,629 (\$1,342,551)
Expenses							
Personal Services							
08-10-5000	Base Salaries	\$5,636	\$28,178		\$0	\$148,500	(\$120,323)
08-10-5155	Length of Service-SAFER	\$0	\$0		\$10,417	\$25,000	(\$25,000)
08-10-5200	FICA	\$433	\$2,166		\$4,123	\$9,895	(\$7,729)
08-10-5205	PERS	\$1,033	\$4,604		\$10,609	\$25,461	(\$20,857)
08-10-5210	Unemployment	\$11	\$49		\$27	\$65	(\$16)
08-10-5215	Workers Compensation	\$2	\$12		\$2,083	\$5,000	(\$4,988)
08-10-5220	Life Insurance	\$3	\$17		\$31	\$75	(\$58)
08-10-5225	Medical Insurance	\$2,063	\$10,317		\$19,098	\$45,834	(\$35,517)
08-10-5230	Disability Insurance	\$27	\$133		\$125	\$300	(\$167)
08-10-5240	PEHP	\$0	\$0		\$0	\$0	\$0
Total Personal Services		\$9,208	\$45,475	17%	\$46,513	42%	\$260,130 (\$214,655)
Materials & Services							
08-20-6020	Administrative	\$0	\$70		\$127,500	\$306,000	(\$305,930)
08-20-6025	Training & Travel	\$77	\$135		\$21,250	\$51,000	(\$50,865)
08-20-6030	Uniforms & PPE	\$0	\$0		\$0	\$0	\$0
08-20-6032	Volunteer Recruitment/Retention-SAFI	\$0	\$0		\$625	\$1,500	(\$1,500)
08-20-6100	Radio Equipment-SAFER	\$0	\$0		\$625	\$1,500	(\$1,500)
Total Materials & Services		\$77	\$205	0%	\$150,000	42%	\$360,000 (\$359,795)
Contractual Services							
08-30-7010	Contractual Svc - Svc Contracts-Specif	\$0	\$0		\$2,292	\$5,500	(\$5,500)
08-30-7020	Contractual Services - Assistant-SAFE	\$0	\$0		\$0	\$0	\$0
Total Contractual Services		\$0	\$0	0%	\$2,292	42%	\$5,500 (\$5,500)
Capital Outlay							
08-40-8010	Capital Outlay - Equipment/Dispatch	\$33,936	\$35,471		\$12,500	\$30,000	\$5,471
	Capital Outlay - Tools	\$0	\$0		\$56,250	\$135,000	(\$135,000)
Total Capital Outlay		\$33,936	\$35,471	21%	\$68,750	42%	\$165,000 (\$129,529)
Total Expenses		\$43,222	\$81,151	10%	\$267,554	\$790,630	(\$709,479)
NET SURPLUS/(DEFICIT)		\$4,856	(\$33,073)		\$311,875	\$599,999	(\$633,072)

	Month 11/30/2019	YTD 11/30/2019	Annual Budget	Balance
09 - Maintenance Enterprise Fund				
Revenue	\$4,186	\$43,479	\$130,000	(\$86,520.94)
Expenses				
Personal Services	\$2,617	\$13,721	\$65,500	(\$51,779.18)
Materials & Services	\$427	\$4,386	\$64,500	(\$60,114.15)
Contractual Services	\$0	\$0	\$0	\$0.00
Capital Outlay	\$0	\$0	\$0	\$0.00
Total Expenses	\$3,043	\$18,107	\$130,000	(\$111,893.33)
NET SURPLUS/(DEFICIT)	\$1,142	\$25,372	\$0	\$25,372.39

09 - Maintenance Enterprise Fund

Revenue							
09-00-4080	Maintenance Shop Revenue	\$4,186	\$43,479		\$54,167	\$130,000	(\$86,521)
Total Revenue		\$4,186	\$43,479	33%	\$54,167	42%	\$130,000 (\$86,521)
Expenses							
Personal Services							
09-10-5000	Base Salaries	\$1,494	\$7,358		\$15,417	\$37,000	(\$29,642)
09-10-5100	Overtime	\$0	\$0		\$0	\$0	\$0
09-10-5200	FICA	\$115	\$565		\$1,260	\$3,025	(\$2,460)
09-10-5205	PERS	\$331	\$1,694		\$3,833	\$9,200	(\$7,506)
09-10-5210	Unemployment	\$3	\$14		\$63	\$150	(\$136)
09-10-5215	Workers Compensation	\$51	\$154		\$500	\$1,200	(\$1,046)
09-10-5220	Life Insurance	\$1	\$6		\$10	\$25	(\$19)
09-10-5225	Medical Insurance	\$580	\$3,724		\$5,833	\$14,000	(\$10,276)
09-10-5230	Disability Insurance	\$8	\$36		\$63	\$150	(\$114)
09-10-5240	PEHP	\$34	\$169		\$313	\$750	(\$581)
Total Personal Services		\$2,617	\$13,721	21%	\$27,292	42%	\$65,500 (\$51,779)
Materials & Services							
09-20-6000	Vehicle Maintenance	\$229	\$1,541		\$23,333	\$56,000	(\$54,459)
09-20-6015	Utilities	\$198	\$1,262		\$833	\$2,000	(\$738)
09-20-6020	Administrative	\$0	\$472		\$0	\$0	\$472
09-20-6025	Training & Travel	\$0	\$1,110		\$2,708	\$6,500	(\$5,390)
Total Materials & Services		\$427	\$4,386	7%	\$26,875	42%	\$64,500 (\$60,114)
Contractual Services							
09-30-7021	Contractual Services - Shop Maintenance	\$0	\$0		\$0	\$0	\$0
Total Contractual Services		\$0	\$0	0%	\$0	42%	\$0 \$0
Capital Outlay							
09-40-8025	Capital Outlay - Tools	\$0	\$0		\$0	\$0	\$0
Total Capital Outlay		\$0	\$0	0%	\$0	42%	\$0 \$0
Total Expenses		\$3,043	\$18,107		\$54,167	\$130,000	(\$111,893)
NET SURPLUS/(DEFICIT)		\$1,142	\$25,372		\$0	\$0	\$25,372

Columbia River Fire & Rescue Bank Register Report - General Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
70794	Accounts Payable	Computer Check	12/11/2019	Airgas Nor Pac	\$0.00	\$134.86	(\$134.86)	12/11/2019	Outstanding
70795	Accounts Payable	Computer Check	12/11/2019	Alterations By Heather	\$0.00	\$133.00	(\$267.86)	12/11/2019	Outstanding
70796	Accounts Payable	Computer Check	12/11/2019	American Messaging	\$0.00	\$7.27	(\$275.13)	12/11/2019	Outstanding
70797	Accounts Payable	Computer Check	12/11/2019	Monica Cade	\$0.00	\$102.51	(\$377.64)	12/11/2019	Outstanding
70798	Accounts Payable	Computer Check	12/11/2019	CenturyLINK	\$0.00	\$83.98	(\$461.62)	12/11/2019	Outstanding
70799	Accounts Payable	Computer Check	12/11/2019	Centerlogic Inc	\$0.00	\$2,916.00	(\$3,377.62)	12/11/2019	Outstanding
70800	Accounts Payable	Computer Check	12/11/2019	Cintas Corp-463	\$0.00	\$1,702.57	(\$5,080.19)	12/11/2019	Outstanding
70801	Accounts Payable	Computer Check	12/11/2019	FELTONS HEATING & COOLING, I	\$0.00	\$502.80	(\$5,582.99)	12/11/2019	Outstanding
70802	Accounts Payable	Computer Check	12/11/2019	Fertigas	\$0.00	\$167.69	(\$5,750.68)	12/11/2019	Outstanding
70803	Accounts Payable	Computer Check	12/11/2019	HSEMC	\$0.00	\$9,844.88	(\$15,595.56)	12/11/2019	Outstanding
70804	Accounts Payable	Computer Check	12/11/2019	Hudson Garbage Service	\$0.00	\$327.54	(\$15,923.10)	12/11/2019	Outstanding
70805	Accounts Payable	Computer Check	12/11/2019	KENT D. BRUCE CO. LLC	\$0.00	\$177.84	(\$16,100.94)	12/11/2019	Outstanding
70806	Accounts Payable	Computer Check	12/11/2019	Landmark Ford	\$0.00	\$116.26	(\$16,217.20)	12/11/2019	Outstanding
70807	Accounts Payable	Computer Check	12/11/2019	Lawrence Oil Company	\$0.00	\$85.30	(\$16,302.50)	12/11/2019	Outstanding
70808	Accounts Payable	Computer Check	12/11/2019	McNulty Water PUD	\$0.00	\$30.00	(\$16,332.50)	12/11/2019	Outstanding
70809	Accounts Payable	Computer Check	12/11/2019	Oregon Occupational Medicine	\$0.00	\$887.00	(\$17,219.50)	12/11/2019	Outstanding
70810	Accounts Payable	Computer Check	12/11/2019	Ryan Ridinger	\$0.00	\$192.78	(\$17,412.28)	12/11/2019	Outstanding
70811	Accounts Payable	Computer Check	12/11/2019	Safeguard Fire Extinguisher Service	\$0.00	\$35.00	(\$17,447.28)	12/11/2019	Outstanding
70812	Accounts Payable	Computer Check	12/11/2019	City of St Helens	\$0.00	\$951.40	(\$18,398.68)	12/11/2019	Outstanding
70813	Accounts Payable	Computer Check	12/11/2019	Sunset Auto Parts, Inc	\$0.00	\$1,343.74	(\$19,742.42)	12/11/2019	Outstanding
70814	Accounts Payable	Computer Check	12/11/2019	True Value Hardware	\$0.00	\$80.79	(\$19,823.21)	12/11/2019	Outstanding
70815	Accounts Payable	Computer Check	12/11/2019	True North Equipment Inc	\$0.00	\$201.12	(\$20,024.33)	12/11/2019	Outstanding
70816	Accounts Payable	Computer Check	12/11/2019	Wilson-Heirgood Associates	\$0.00	\$4,640.00	(\$24,664.33)	12/11/2019	Outstanding
70817	Accounts Payable	Computer Check	12/11/2019	Ace Hardware	\$0.00	\$554.01	(\$25,218.34)	12/11/2019	Outstanding
70818	Accounts Payable	Computer Check	12/11/2019	Airgas Nor Pac	\$0.00	\$646.78	(\$25,865.12)	12/11/2019	Outstanding
70819	Accounts Payable	Computer Check	12/11/2019	Alterations By Heather	\$0.00	\$49.25	(\$25,914.37)	12/11/2019	Outstanding
70820	Accounts Payable	Computer Check	12/11/2019	Carquest Auto Parts	\$0.00	\$1,645.77	(\$27,560.14)	12/11/2019	Outstanding
70821	Accounts Payable	Computer Check	12/11/2019	Jerry Cole	\$0.00	\$141.09	(\$27,701.23)	12/11/2019	Outstanding
70822	Accounts Payable	Computer Check	12/11/2019	Comcast	\$0.00	\$635.98	(\$28,337.21)	12/11/2019	Outstanding
70823	Accounts Payable	Computer Check	12/11/2019	Corporate Security Services Inc	\$0.00	\$202.50	(\$28,539.71)	12/11/2019	Outstanding
70824	Accounts Payable	Computer Check	12/11/2019	Dahlgren's Do It Best Building Supply	\$0.00	\$1,436.68	(\$29,976.39)	12/11/2019	Outstanding
70825	Accounts Payable	Computer Check	12/11/2019	Hudson Garbage Service	\$0.00	\$349.38	(\$30,325.77)	12/11/2019	Outstanding
70826	Accounts Payable	Computer Check	12/11/2019	Jones & Bartlett Learning, LLC	\$0.00	\$230.88	(\$30,556.65)	12/11/2019	Outstanding
70827	Accounts Payable	Computer Check	12/11/2019	Life Flight Network	\$0.00	\$4,810.00	(\$35,366.65)	12/11/2019	Outstanding
70828	Accounts Payable	Computer Check	12/11/2019	McCoy Freightliner	\$0.00	\$81.81	(\$35,448.46)	12/11/2019	Outstanding
70829	Accounts Payable	Computer Check	12/11/2019	Jennifer Motherway	\$0.00	\$660.79	(\$36,109.25)	12/11/2019	Outstanding
70830	Accounts Payable	Computer Check	12/11/2019	NW Natural Gas	\$0.00	\$1,446.44	(\$37,555.69)	12/11/2019	Outstanding
70831	Accounts Payable	Computer Check	12/11/2019	Ian O'Connor	\$0.00	\$183.60	(\$37,739.29)	12/11/2019	Outstanding

Columbia River Fire & Rescue Bank Register Report - General Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
70832	Accounts Payable	Computer Check	12/17/2019	Brendan O'Connor	\$0.00	\$20.00	(\$37,759.29)	12/17/2019	Outstanding
70833	Accounts Payable	Computer Check	12/17/2019	Scappoose Rural Fire District	\$0.00	\$6,048.31	(\$43,807.60)	12/17/2019	Outstanding
70834	Accounts Payable	Computer Check	12/17/2019	Special Districts Assoc of Oregon	\$0.00	\$4,125.00	(\$47,932.60)	12/17/2019	Outstanding
70835	Accounts Payable	Computer Check	12/17/2019	TIAA Bank	\$0.00	\$101.73	(\$48,034.33)	12/17/2019	Outstanding
70836	Accounts Payable	Computer Check	12/17/2019	Woods Logging Supply	\$0.00	\$1,213.96	(\$49,248.29)	12/17/2019	Outstanding
70837	Accounts Payable	Computer Check	12/26/2019	AT&T	\$0.00	\$8.15	(\$49,256.44)	12/26/2019	Outstanding
70838	Accounts Payable	Computer Check	12/26/2019	Pamplin Media Group	\$0.00	\$37.50	(\$49,293.94)	12/26/2019	Outstanding
70839	Accounts Payable	Computer Check	12/26/2019	Lawrence Oil Company	\$0.00	\$40.94	(\$49,334.88)	12/26/2019	Outstanding
70840	Accounts Payable	Computer Check	12/26/2019	Everett Stemer	\$0.00	\$50.00	(\$49,384.88)	12/26/2019	Outstanding
70841	Accounts Payable	Computer Check	12/26/2019	Larry Rogers	\$0.00	\$50.00	(\$49,434.88)	12/26/2019	Outstanding
70842	Accounts Payable	Computer Check	12/26/2019	Eugene Strahlou	\$0.00	\$50.00	(\$49,484.88)	12/26/2019	Outstanding
70843	Accounts Payable	Computer Check	12/26/2019	Snap On	\$0.00	\$56.75	(\$49,541.63)	12/26/2019	Outstanding
70844	Accounts Payable	Computer Check	12/26/2019	Kno2 LLC	\$0.00	\$64.42	(\$49,606.05)	12/26/2019	Outstanding
70845	Accounts Payable	Computer Check	12/26/2019	Pacific Office Automation	\$0.00	\$85.81	(\$49,691.86)	12/26/2019	Outstanding
70846	Accounts Payable	Computer Check	12/26/2019	Jeff Lockhart	\$0.00	\$117.45	(\$49,809.31)	12/26/2019	Outstanding
70847	Accounts Payable	Computer Check	12/26/2019	Aaron Schrotzberger	\$0.00	\$117.45	(\$49,926.76)	12/26/2019	Outstanding
70848	Accounts Payable	Computer Check	12/26/2019	Amy Figuard	\$0.00	\$135.81	(\$50,062.57)	12/26/2019	Outstanding
70849	Accounts Payable	Computer Check	12/26/2019	FELTONS HEATING & COOLING, I	\$0.00	\$170.00	(\$50,232.57)	12/26/2019	Outstanding
70850	Accounts Payable	Computer Check	12/26/2019	Allison Anderson	\$0.00	\$175.95	(\$50,408.52)	12/26/2019	Outstanding
70851	Accounts Payable	Computer Check	12/26/2019	DENNIS HOKE	\$0.00	\$199.00	(\$50,607.52)	12/26/2019	Outstanding
70852	Accounts Payable	Computer Check	12/26/2019	Jessica Wiley	\$0.00	\$200.00	(\$50,807.52)	12/26/2019	Outstanding
70853	Accounts Payable	Computer Check	12/26/2019	EMS Technology Solutions LLC	\$0.00	\$240.00	(\$51,047.52)	12/26/2019	Outstanding
70854	Accounts Payable	Computer Check	12/26/2019	NW Natural Gas	\$0.00	\$258.28	(\$51,305.80)	12/26/2019	Outstanding
70855	Accounts Payable	Computer Check	12/26/2019	Verizon Wireless	\$0.00	\$262.65	(\$51,568.45)	12/26/2019	Outstanding
70856	Accounts Payable	Computer Check	12/26/2019	Christine Trabucco	\$0.00	\$264.22	(\$51,832.67)	12/26/2019	Outstanding
70857	Accounts Payable	Computer Check	12/26/2019	DHS Refund Dept.	\$0.00	\$288.77	(\$52,099.03)	12/26/2019	Outstanding
70858	Accounts Payable	Computer Check	12/26/2019	Jean Ripa	\$0.00	\$303.45	(\$52,387.80)	12/26/2019	Outstanding
70859	Accounts Payable	Computer Check	12/26/2019	Claskanie PUD	\$0.00	\$349.93	(\$52,691.25)	12/26/2019	Outstanding
70860	Accounts Payable	Computer Check	12/26/2019	Centerlog Inc	\$0.00	\$360.00	(\$53,041.18)	12/26/2019	Outstanding
70861	Accounts Payable	Computer Check	12/26/2019	Oregon Occupational Medicine	\$0.00	\$362.00	(\$53,399.18)	12/26/2019	Outstanding
70862	Accounts Payable	Computer Check	12/26/2019	MAILFINANCE	\$0.00	\$374.97	(\$54,018.18)	12/26/2019	Outstanding
70863	Accounts Payable	Computer Check	12/26/2019	Secure Pacific Corp	\$0.00	\$455.38	(\$54,473.56)	12/26/2019	Outstanding
70864	Accounts Payable	Computer Check	12/26/2019	Comcast	\$0.00	\$480.20	(\$55,053.76)	12/26/2019	Outstanding
70865	Accounts Payable	Computer Check	12/26/2019	Reliant Behavioral Health LLC	\$0.00	\$546.00	(\$55,600.00)	12/26/2019	Outstanding
70866	Accounts Payable	Computer Check	12/26/2019	CenturyLINK	\$0.00	\$575.67	(\$56,175.67)	12/26/2019	Outstanding
70867	Accounts Payable	Computer Check	12/26/2019	Mike Gorsuch	\$0.00	\$725.54	(\$56,901.21)	12/26/2019	Outstanding
70868	Accounts Payable	Computer Check	12/26/2019	Noridian Healthcare Solution	\$0.00	\$909.73	(\$57,810.94)	12/26/2019	Outstanding

Columbia River Fire & Rescue Bank Register Report - General Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
70870	Accounts Payable	Computer Check	12/26/2019	Life-Assist	\$0.00	\$1,124.54	(\$58,955.21)	12/26/2019	Outstanding
70871	Accounts Payable	Computer Check	12/26/2019	National Hose Testing Specialists Inc	\$0.00	\$1,213.00	(\$60,168.21)	12/26/2019	Outstanding
70872	Accounts Payable	Computer Check	12/26/2019	Care OR	\$0.00	\$1,771.62	(\$61,939.83)	12/26/2019	Outstanding
70873	Accounts Payable	Computer Check	12/26/2019	FirstNet Services provided by A&T	\$0.00	\$1,815.75	(\$63,755.58)	12/26/2019	Outstanding
70874	Accounts Payable	Computer Check	12/26/2019	Wilcox & Fliegel	\$0.00	\$2,405.39	(\$66,160.97)	12/26/2019	Outstanding
70875	Accounts Payable	Computer Check	12/26/2019	Columbia River PUD	\$0.00	\$2,802.56	(\$68,963.53)	12/26/2019	Outstanding
70876	Accounts Payable	Computer Check	12/26/2019	Special Districts Insurance Services	\$0.00	\$99,607.26	(\$168,570.79)	12/26/2019	Outstanding
70877	Accounts Payable	Computer Check	12/30/2019	ALTERNATIVE POWER SYSTEMS	\$0.00	\$16,670.00	(\$185,240.79)	12/30/2019	Outstanding
70878	Accounts Payable	Computer Check	12/30/2019	EMS Technology Solutions LLC	\$0.00	\$180.00	(\$185,420.79)	12/30/2019	Outstanding
70879	Accounts Payable	Computer Check	12/30/2019	Felton's Heating & Cooling, Inc	\$0.00	\$85.00	(\$185,505.79)	12/30/2019	Outstanding
70880	Accounts Payable	Computer Check	12/30/2019	Lighting, Accessory & Warning System	\$0.00	\$10,500.00	(\$196,005.79)	12/30/2019	Outstanding
70881	Accounts Payable	Computer Check	12/30/2019	Masimo Americas, Inc.	\$0.00	\$1,509.99	(\$197,515.78)	12/30/2019	Outstanding
70882	Accounts Payable	Computer Check	12/30/2019	OR Dept of Justice	\$0.00	\$602.91	(\$198,118.69)	12/30/2019	Outstanding
70883	Accounts Payable	Computer Check	12/30/2019	Oregon Department of Forestry	\$0.00	\$100.00	(\$198,218.69)	12/30/2019	Outstanding
70884	Accounts Payable	Computer Check	12/30/2019	Pacific Athletic Club	\$0.00	\$65.00	(\$198,283.69)	12/30/2019	Outstanding
70885	Accounts Payable	Computer Check	12/30/2019	Dean Sasek, MD	\$0.00	\$1,660.00	(\$199,943.69)	12/30/2019	Outstanding
70886	Accounts Payable	Computer Check	12/30/2019	Scappoose Rural Fire District	\$0.00	\$8,974.16	(\$208,917.85)	12/30/2019	Outstanding
70887	Accounts Payable	Computer Check	12/30/2019	Scappoose Rural Fire District	\$0.00	\$3,338.63	(\$212,256.48)	12/30/2019	Outstanding
70888	Accounts Payable	Computer Check	12/30/2019	Standard Insurance	\$0.00	\$1,589.88	(\$213,846.36)	12/30/2019	Outstanding
70889	Accounts Payable	Computer Check	12/30/2019	City of St. Helens	\$0.00	\$942.69	(\$214,789.05)	12/30/2019	Outstanding
70890	Accounts Payable	Computer Check	12/30/2019	Superior Tire Service	\$0.00	\$854.40	(\$215,643.45)	12/30/2019	Outstanding
70891	Accounts Payable	Computer Check	12/30/2019	True Value Hardware	\$0.00	\$159.87	(\$215,803.32)	12/30/2019	Outstanding
70892	Accounts Payable	Computer Check	12/30/2019	WHA Insurance agency, Inc.	\$0.00	\$5,089.20	(\$220,892.52)	12/30/2019	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$220,892.52)
Total Payments:	(\$220,892.52)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$220,892.52)

Columbia River Fire & Rescue Bank Register Report - General Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
70799	Accounts Payable	Computer Check	12/11/2019	Centerlogic Inc	\$0.00	\$2,916.00	(\$2,916.00)	12/11/2019	Outstanding
70800	Accounts Payable	Computer Check	12/11/2019	Cintas Corp-463	\$0.00	\$1,702.57	(\$4,618.57)	12/11/2019	Outstanding
70803	Accounts Payable	Computer Check	12/11/2019	HSEPMC	\$0.00	\$9,844.88	(\$14,463.45)	12/11/2019	Outstanding
70816	Accounts Payable	Computer Check	12/11/2019	Wilson-Heirgood Associates	\$0.00	\$4,640.00	(\$19,103.45)	12/11/2019	Outstanding
70820	Accounts Payable	Computer Check	12/17/2019	Carquest Auto Parts	\$0.00	\$1,645.77	(\$20,749.22)	12/17/2019	Outstanding
70827	Accounts Payable	Computer Check	12/17/2019	Life Flight Network	\$0.00	\$4,810.00	(\$25,559.22)	12/17/2019	Outstanding
70833	Accounts Payable	Computer Check	12/17/2019	Scappoose Rural Fire District	\$0.00	\$6,048.31	(\$31,607.53)	12/17/2019	Outstanding
70834	Accounts Payable	Computer Check	12/17/2019	Special Districts Assoc of Oregon	\$0.00	\$4,125.00	(\$35,732.53)	12/17/2019	Outstanding
70872	Accounts Payable	Computer Check	12/26/2019	Care OR	\$0.00	\$1,771.62	(\$37,504.15)	12/26/2019	Outstanding
70873	Accounts Payable	Computer Check	12/26/2019	FirstNet Services provided by AT&T	\$0.00	\$1,815.75	(\$39,319.90)	12/26/2019	Outstanding
70874	Accounts Payable	Computer Check	12/26/2019	Wilcox & Flegel	\$0.00	\$2,405.39	(\$41,725.29)	12/26/2019	Outstanding
70875	Accounts Payable	Computer Check	12/26/2019	Columbia River PUD	\$0.00	\$2,802.56	(\$44,527.85)	12/26/2019	Outstanding
70876	Accounts Payable	Computer Check	12/26/2019	Special Districts Insurance Services	\$0.00	\$99,607.26	(\$144,135.11)	12/26/2019	Outstanding
70877	Accounts Payable	Computer Check	12/30/2019	ALTERNATIVE POWER SYSTEMS	\$0.00	\$16,670.00	(\$160,805.11)	12/30/2019	Outstanding
70880	Accounts Payable	Computer Check	12/30/2019	Lighting, Accessory & Warning System	\$0.00	\$10,500.00	(\$171,305.11)	12/30/2019	Outstanding
70881	Accounts Payable	Computer Check	12/30/2019	Masimo Americas, Inc.	\$0.00	\$1,509.99	(\$172,815.10)	12/30/2019	Outstanding
70885	Accounts Payable	Computer Check	12/30/2019	Dean Sasek, MD	\$0.00	\$1,660.00	(\$174,475.10)	12/30/2019	Outstanding
70886	Accounts Payable	Computer Check	12/30/2019	Scappoose Rural Fire District	\$0.00	\$8,974.16	(\$183,449.26)	12/30/2019	Outstanding
70887	Accounts Payable	Computer Check	12/30/2019	Scappoose Rural Fire District	\$0.00	\$3,338.63	(\$186,787.89)	12/30/2019	Outstanding
70888	Accounts Payable	Computer Check	12/30/2019	Standard Insurance	\$0.00	\$1,589.88	(\$188,377.77)	12/30/2019	Outstanding
70892	Accounts Payable	Computer Check	12/30/2019	WHA Insurance agency, Inc.	\$0.00	\$5,089.20	(\$193,466.97)	12/30/2019	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$193,466.97)
Total Payments:	(\$193,466.97)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$193,466.97)

Columbia River Fire & Rescue and Scappoose Rural Fire District
33342 SW Meadow Dr, Scappoose
Regular & Joint Meeting of the Board of Directors
December 12, 2019 7:00 pm

Regular Meeting: After due and legal notice the Regular meeting of the Scappoose Rural Fire District Board of Directors was called to order at 7:00 pm by Board President David Graham.

Present: David Grant, David Graham, David Sorenson, Ron Cairns, Andy Krieck

Absent: None

Others: Chief Hoke, DC Marks, DC Holsey, DC O'Connor, FD Salisbury, DC Pricher, R&R Motherway, FD Nelson, FF Dubois (7:07 pm), Lt. Neilson (7:07 pm), FF Ahlers (7:10 pm)

Flag Salute: President Graham led the flag salute.

New Business: SRFD Resolution 2019-07: Change of Meeting Schedule & Location

Director Sorenson moved to approve Resolution 2019-07 as presented, Director Cairns 2nd the motion. There was discussion about the change possibly making Board meetings extremely long or to contrast, not spend enough time discussing business to save non-members from longer discussions. Discussions were had at the OFDDA Conference with SDAO and there is not a problem having joint meetings. For the safe of the Chief Officers, it would be nice to reduce their time in meetings and work closer together. This is not written in stone. The decision to change back can happen. The IGA states periodic joint meetings. Is this change putting the cart before the horse? Chief Hoke recommended leading from the top. The unions are meeting together, staff are working together, etc. He recommends the Boards follow.

No further discussion. Aye-Cairns, Graham, Sorenson Nay-Krieck, Grant
Motion passes.

The regular meeting was adjourned at 7:09 pm.

The Joint Meeting of the Boards of Directors for Scappoose Rural Fire & Columbia River Fire & Rescue was called to order by the Board Presidents David Graham and Hans Feige at 7:09 pm. President Graham read a statement regarding a quorum of directors being present and that the meeting will allow deliberation, decision making and take public comment per the posted agenda.

President Feige noted that there are two places on the agenda for public comment. It was decided to do it one time at the beginning of the meeting.

Changes to the agenda: None

Public Comment: None

Local 1660 Comments: None

Local 3215 Comments: None

CRFR Volunteer Association Comments: R&R Motherway noted that toy & joy is going well. There is good support throughout the community. Distribution is 12/20. The new Volunteer Academy starts in January with EMR training.

Scappoose Volunteer Association Comments: FF Cates is out of town. R&R Motherway noted that similar activities for share & care are going on in Scappoose and the academy previously mentions covers Scappoose volunteers as well.

Correspondence: N/A

SRFD Consent agenda: Included in the consent agenda are minutes from the Regular Board meeting on November 14, 2019 checks 33623-33692 for \$184,419.63 and the financial statement as of December 12, 2019. Director Kriek moved to approve. Director Grant 2nd the motion.

Minutes should reflect a 3-1 vote for New Business B. President Graham did not vote.

No further discussion. Unanimous vote, motion approved.

CRFR Consent agenda: Included in the consent agenda re the minutes from the Regular Board meeting on November 12, 2019, checks 70179-70793 for \$282,806.31 and the financial statement for October 2019.

VP Niles moved to approve. Secretary Hudson 2nd the motion. There was a question about the check for Alternative Power Systems (SHS Generator project) and the check to OHA (GEMT fees). The format of the financial statement is a little different to include percentage spent/earned per section at year to date for comparison purposes. All sections of the budget are on target. Additional information is outlined in the finance reports later in the agenda.

No further discussion. Unanimous vote, motion approved.

Reports:

Chief Hoke—He would like to take the Hardship Review off the agenda. This should be set by policy and be based off the federal poverty guidelines. No need to bring to the Board. He will review all purchases over \$500 until he becomes more familiar with Districts spending habits. He would like to see the Boards be more productive in their time in the meetings and will be seeking alternatives to reviewing individual checks. That is too detailed. Their scope is more 15,000 ft level view. There was some discussion about increasing the level of detail on the financial statements for Scappoose to compensate for less detail on the checks. Maybe the check registers could just be for checks over a certain amount? Various options can be tried until a format is found.

Chief Hoke would like to begin billing facilities for calling 911 for lift assists. This will require a change in policy and all local agencies will receive a courtesy notice. It is not about generating revenue but changing behavior.

Chief Hoke discussed various topics including updating facilities using a capital bond; fielding questions about the direction of the IGA; exploring a public safety building with the city of St. Helens police; meeting with the Fire Chief from Sheridan and the tax rate variance between the Districts.

DC Smythe is currently at the Rosenbauer factory with members from the apparatus committee attending a pre-build meeting. His report noted a decrease in call volume for November. There were no weather events which could have contributed to the decrease.

DC Pricher reviewed his report including meetings, training and on-going projects.

DC Marks noted that the 2020 Volunteer Academy is preparing to begin. Sauvie Island will be attending the academy and sending six volunteers. Graduation dates will be communicated to the Boards so they can attend.

DC Holsey reviewed his report including Community Paramedic funding, compliance, meeting with Legacy, purchase of LUCAS monitors for CRFR and an update on flu within the county.

DC O'Connor noted that the St. Helens station generator project is complete, HVAC is being replaced, bay heaters at Rainier will be replaced, NFPA physicals will begin and Toy & Joy is in full swing.

There were no further questions regarding finances for FD Salisbury or Nelson.

R&R Motherway noted that volunteer candidate interviews took place on the 10th. Successful candidates are currently completing background check and physicals. The Academy starts in January. The Christmas toy programs are in full swing. There were six volunteers at the Merchant Auction.

Committee Reports:

CRFR Safety Committee—DC O'Connor noted that M472 had a minor scuff to the fender well, not a major incident. There were four vehicle incidents in 2019, down from 2018. The SOP has been updated twice.

SRFPD Safety Committee—DC O'Connor stated that the SCBA door will be reinstalled to eliminate diesel particulate from getting in the room and keep it cleaner. He also noted that seat belts need to be replaced on some apparatus seats.

No other meetings to update

No miscellaneous items

SRFPD Old Business:

- A. Awards & Incentives Committee
 - a. Did not meet.
- B. Management Team Committee
 - a. Did not meet.
 - b. Chief Hoke would like to do a workshop in early January to review and analyze the Matrix report expected on 12/18. He will share some dates and try to get a date set.
- C. Planning Committee
 - a. A capital planning meeting needs to be scheduled.
- D. Oversight Committee
 - a. Nothing additional at this time. Workshop in January as discussed previously.
- E. Resolution 2019-08 Supplemental Budget
 - a. Seeking approval of supplemental budget to appropriate funds for the engine purchase approved at a previous meeting.
 - b. Director Grant moved to approve the resolution. Director Cairns 2nd the motion.
 - c. There was discussion on how the Budget Committee is involved in the process. FD Salisbury updates them on all significant changes during the year before the meeting.
 - d. Unanimous vote, motion approved.

CRFR Old Business:

- A. None

SRFPD New Business:

- A. New Board Policy on Harassment—First Reading
 - a. Director Sorenson moved to approve the Board Policy on Harassment. Director Kriek 2nd the motion.
 - b. There was discussion about training staff on the new policy as well as Leixpol addressing the change.
 - c. Unanimous vote, motion approved.
- B. Miscellaneous
 - a. None

CRFR New Business

- A. LUCAS Purchase
 - a. This purchase of LUCAS devices will finish the implementation began in 2018. Due to the District's long transport time, these tools give our citizens a better survival rate.
 - b. Director Kreutzer moved to approve the purchase of LUCAS devices for \$63,599.32. Director McLane 2nd the motion.
 - c. Unanimous vote, motion approved.
- B. Staff Vehicle Purchase
 - a. Per the IGA, CRFR provides a vehicle for the Fire Chief and SRFPD pays the gas and maintenance. CRFR will dispose of two vehicles with this purchase.
 - b. Secretary Hudson moved to approve the purchase of a staff vehicle for a total project cost of \$14,000. Director Kreutzer 2nd the motion.
 - c. Unanimous vote, motion approved.
- C. Miscellaneous
 - a. VP Niles would like CRFR to verify the current harassment policy to verify it is in compliance.

Board Comments:

Director Kreutzer—To save time, he would like to receive and read Chiefs' reports in the Board packet and then ask questions at the meeting. No need for each Chief to give report on items.

Director McLane—Thank you to SRFPD for approving the resolution. The meeting turned out good. This is a good step.

Secretary Hudson—He likes the direction the Boards are moving in and direct conversation.

VP Niles—He is glad SRFPD approved the resolution. It is good to present a united front and set a good example. If the Boards expect staff to work together, they must also work together with consistent messaging. Open communication and honesty will be critical.

President Feige—Nothing at this time.

President Graham—Nothing at this time

Director Sorenson—Thank you to everyone. This was a good meeting.

Director Cairns—He is looking forward to further progress.

Director Kriek—He will keep an open mind.

Director Grant—Did the District receive any thank you's this month?

Being no further business, the meeting was adjourned at 8:30 pm.

Next regular meeting is scheduled for January 9, 2020 at 7:00 pm at the CCOM Board room, 58611 McNulty Way, St. Helens

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July through December 2019

	Jul - Dec 19	Budget	\$ Over Bud...	% of Budget
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,951,510	1,909,977	41,533	102%
Conflagration	58,328	95,000	-36,672	61%
EMS Receipts	387,657	700,000	-312,343	55%
Fire Marshal	2,520	40,000	-37,480	6%
FireMed	42,045	41,175	870	102%
G.E.M.T. (Medicaid)	37,440	30,000	7,440	125%
Gas Royalties	6,343			
Grant Awards	0	5,000	-5,000	0%
Interest Earned on Investments	21,034	45,000	-23,966	47%
Intergovernmental	37,883	105,000	-67,117	36%
Miscellaneous Revenue	10,543	15,000	-4,457	70%
Property Taxes				
Taxes - Current				
Local Option Levy	1,499,979	1,668,964	-168,985	90%
Permanent Rate Levy	1,348,615	1,480,025	-131,410	91%
Total Taxes - Current	2,848,594	3,148,989	-300,395	90%
Taxes - Prior Years	77,497	125,000	-47,503	62%
Total Property Taxes	2,926,091	3,273,989	-347,898	89%
Total 1. GENERAL FUND REVENUES	5,481,394	6,260,141	-778,747	88%
2. GRANT FUND REVENUE				
Grant Award	0	165,000	-165,000	0%
Total 2. GRANT FUND REVENUE	0	165,000	-165,000	0%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	334,328	337,252	-2,924	99%
Grant Income	0	333,333	-333,333	0%
Interest Earned on Investments	3,777	4,500	-723	84%
Transfers In	0	55,463	-55,463	0%
Total 3. PROPERTY FUND REVENUES	338,105	730,548	-392,443	46%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	86,261	133,644	-47,383	65%
Interest Earned on Investments	897	2,900	-2,003	31%
Transfers In	0	100,000	-100,000	0%
Total 4. PERSONNEL SVCS FUND REVEN	87,159	236,544	-149,386	37%
Total Income	5,906,658	7,392,233	-1,485,576	80%
Gross Profit	5,906,658	7,392,233	-1,485,576	80%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	313,490	668,572	-355,082	47%
560 Personnel Salaries	1,124,262	2,338,641	-1,214,379	48%
570 SocSec/Medicare(FICA)	88,925	188,121	-99,196	47%
580 Volunteer Services	17,696	52,175	-34,479	34%
590 Personnel Benefits	267,364	716,199	-448,835	37%
Total 1.1 GENERAL FUND PERSONNEL...	1,811,736	3,963,708	-2,151,972	46%
1.2 GENERAL FUND MATERIAL & SVC				

01/02/20
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July through December 2019

	Jul - Dec 19	Budget	\$ Over Bud...	% of Budget
670 Contract Services	65,925	143,000	-77,075	46%
680 Communications Maintenance	5,677	23,700	-18,023	24%
720 Public Fire Services	5,813	14,800	-8,987	39%
730 Property & Liability Insur.	3,574	56,000	-52,426	6%
740 Uniforms	6,298	20,000	-13,702	31%
750 Maintenance on Equipment	40,136	143,500	-103,364	28%
760 Administration	27,618	56,500	-28,882	49%
765 Information Technology	43,559	71,900	-28,341	61%
770 Operating Materials/Suppli	2,363	5,000	-2,637	47%
775 Emerg. Operating Supplies	5,233	65,000	-59,767	8%
780 Building & Grounds Maint.	48,266	101,500	-53,234	48%
790 Training	28,731	100,000	-71,269	29%
810 Utilities	14,505	35,570	-21,065	41%
870 EMS Operations	27,042	90,000	-62,958	30%
880 FireMed	16,518	23,000	-6,482	72%
Total 1.2 GENERAL FUND MATERIAL &...	341,259	949,470	-608,211	36%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	84,302	341,500	-257,198	25%
Total 1.3 GENERAL FUND CAPITL OUT...	84,302	341,500	-257,198	25%
Total 1...	2,237,297	5,254,678	-3,017,381	43%
1.4 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0	100,000	-100,000	0%
Transfers to Property Fund	0	55,463	-55,463	0%
Total 1.4 GENERAL FUND TRANSFER OUT	0	155,463	-155,463	0%
1.5 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.6 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	2,237,297	6,260,141	-4,022,844	36%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	30,434	165,000	-134,566	18%
Total 2. GRANT FUND EXPENSE	30,434	165,000	-134,566	18%
3. PROPERTY FUND CAPITAL OUTLAY				
Building & Grounds Improvements	0	80,000	-80,000	0%
EMS Apparatus & Equipment	0	100,000	-100,000	0%
Fire Apparatus & Equipment	20,277	540,548	-520,272	4%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	20,277	730,548	-710,272	3%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	40,000	231,544	-191,544	17%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	40,000	236,544	-196,544	17%
Total Expense	2,328,007	7,392,233	-5,064,226	31%
Net Income	3,578,650	0	3,578,650	100%

REPORTS

Chief Hoke Board Report January 2020

- Local 1660 has pushed back on the changing of the start time for the Single Role Medics
- Collective comments on the Matrix report submitted
- Two used staff rigs from St. Helens PD in the works. We will be selling 2-3 staff older rigs
- Would like two Board members from each District for a workshop planning session In Jan
- Fire Authority Approval by both Boards in February
- Starting contract negotiations with Local 3215

Chief of Operations – Smythe
December Board Report

- **Lexipol** – Chief Officers have started on the first series of Lexipol Policy/Procedures for the month of December. A group meeting to discuss potential changes and addendums will take place in early January. The goal of completing the Lexipol policies by March 1, 2020. There will be the ongoing process of adding missing or relatable policies to the manual as we move forward.
- **Rosenbauer Apparatus** – At the time of this report the Apparatus Committee members have made a trip to the Rosenbauer plant in Minnesota in early December. There were several recommend changes that the committee made in the areas of safety and maintenance. These will most likely cause an increase in the unit price. I am waiting for the updated price sheets to discuss cost vs benefit with the manufacturer. Once that is accomplished the committee will make recommendations on changes to the existing build sheet, the Board will be advised after that has occurred.
- **Run Cards** – Ops and EMS are working with CCOM on “turn-out/response” times. We have identified several causes, some are human error, and some are electronic in nature. The current hurdle is capturing the data, after discussion with CCOM this is a nationwide dilemma.
- **December** – Purchase of extrication equipment budgeted for Rescue 479. Quick Cribbing and electric glass cutter. This will take place later this month, I have been waiting for prices from the manufacturer.
- **Type VI QRU** as returned to JMF. We have installed the flat bed and ordered the lighting package. We are currently looking for boxes/compartments and a bid for the tank build. We are striving to complete this project prior to April 1, 2020.
- **2019/20** Run Calls to date: CRFR – **2923**, SRFD – **1534**
Trend for the Fiscal Year 19/20 – CRFR **5917** SRFD **3070**
- Combined District Projected Total: **8987 for FY 19/20**

“A” Shift combined total for 12/30 and 12/31 was 50 calls for service in 48 hours.

Problem	Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
AB - ABDOMINAL PAIN	EMS	12	14	7	9	13	8	0	0	0	0	0	0	63
AB1 - ABDOMINAL PAIN C1	EMS	3	1	3	5	2	3	0	0	0	0	0	0	17
AL - ALLERGIC REACTION	EMS	1	4	2	2	2	4	0	0	0	0	0	0	15
AL1 - ALLERGIC REACTION C1	EMS	0	0	0	1	0	0	0	0	0	0	0	0	1
ANB - ANIMAL BITES/ATTACKS	EMS	1	1	3	1	1	0	0	0	0	0	0	0	7
ANB1 - ANIMAL BITES/ATTACKS-1	EMS	2	0	0	0	0	0	0	0	0	0	0	0	2
ASLW - ASSAULT WEAPONS	EMS	0	0	1	0	2	0	0	0	0	0	0	0	3
AST - ASSAULT PHYSICAL	EMS	1	0	4	0	5	2	0	0	0	0	0	0	12
BA - BACK PAIN	EMS	6	3	7	3	4	8	0	0	0	0	0	0	31
BA1 - BACK PAIN C1	EMS	0	2	1	0	3	3	0	0	0	0	0	0	9
BHI - BEHAVIORAL HEALTH	EMS	4	10	7	9	7	12	0	0	0	0	0	0	49
BL - BLEEDING PROBLEM	EMS	5	3	6	6	3	10	0	0	0	0	0	0	33
BL1 - BLEEDING PROBLEM C1	EMS	2	1	5	2	4	1	0	0	0	0	0	0	15
BR - BREATHING PROBLEM	EMS	23	27	26	23	30	44	0	0	0	0	0	0	173
BR1 - BREATHING PROBLEM C1	EMS	0	1	0	3	1	2	0	0	0	0	0	0	7
BU - BURNS	EMS	0	1	1	1	0	0	0	0	0	0	0	0	3
CH - CHEST PAIN/HEART	EMS	38	37	38	35	38	40	0	0	0	0	0	0	226
CK - CHOKING	EMS	0	1	0	2	3	1	0	0	0	0	0	0	7
CK1 - CHOKING C1	EMS	0	0	0	1	1	0	0	0	0	0	0	0	2
CPR - CARDIAC ARREST	EMS	6	2	11	4	10	6	0	0	0	0	0	0	39
CVA - STROKE	EMS	12	12	6	7	10	15	0	0	0	0	0	0	62
DI - DIABETIC PROBLEMS	EMS	9	7	12	11	6	8	0	0	0	0	0	0	53
DI1 - DIABETIC C1	EMS	0	1	1	0	0	0	0	0	0	0	0	0	2
FA - FALL	EMS	40	44	32	36	26	33	0	0	0	0	0	0	211
FA1 - FALLS C1	EMS	12	11	9	17	6	6	0	0	0	0	0	0	61
HCE - HEAT/COLDS EXPOSURE	EMS	1	1	0	0	0	0	0	0	0	0	0	0	2
HED - HEADACHE	EMS	0	2	0	1	2	1	0	0	0	0	0	0	6
HED1 - HEADACHE C1	EMS	0	0	0	1	0	0	0	0	0	0	0	0	1
HRI - HIT AND RUN INJ	EMS	0	0	0	1	0	0	0	0	0	0	0	0	1
LA - LIFT ASSIST	EMS	25	17	18	24	22	26	0	0	0	0	0	0	132
OVD - OVERDOSE/POISON	EMS	2	6	7	6	6	9	0	0	0	0	0	0	36
PR - PREG/CHILDBIRTH/MISCAR	EMS	4	2	0	0	1	1	0	0	0	0	0	0	8
SK - SICK PERSON	EMS	39	50	48	48	47	50	0	0	0	0	0	0	282
SK1 - SICK PERSON C1	EMS	36	29	33	21	16	32	0	0	0	0	0	0	167
SZ - SEIZURES	EMS	13	8	7	9	11	11	0	0	0	0	0	0	59
TAI - TRAFFIC ACCIDENT INJURY	EMS	8	3	1	10	4	7	0	0	0	0	0	0	33
TR - TRAUMA	EMS	8	6	8	10	6	7	0	0	0	0	0	0	45
TR1 - TRAUMA C1	EMS	4	7	4	6	7	7	0	0	0	0	0	0	35
UN - UNCONSCIOUS/FAINTING	EMS	2	8	11	17	7	6	0	0	0	0	0	0	51
ALFC - COMMERCIAL FIRE ALAR	Fire	8	12	9	4	10	6	0	0	0	0	0	0	49
ALFR - RESIDENTIAL ALARM	Fire	2	3	3	2	2	0	0	0	0	0	0	0	12
ALM - MEDICAL ALARM-1	Fire	11	9	19	16	24	15	0	0	0	0	0	0	94
AMB1 - MEDICAL TRANSPORT CODE	Fire	7	12	2	5	5	6	0	0	0	0	0	0	37
AMB3 - MEDICAL TRANSPORT CODE	Fire	3	6	4	7	5	6	0	0	0	0	0	0	31
BARK - BARK DUST FIRE	Fire	0	2	1	0	0	0	0	0	0	0	0	0	3
BRUSH - BRUSH FIRE	Fire	6	9	6	2	3	0	0	0	0	0	0	0	26
BURN - ILLEGAL BURN	Fire	10	9	15	14	17	9	0	0	0	0	0	0	74

Problem	Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
AB - ABDOMINAL PAIN	EMS	5	7	5	6	1	6	0	0	0	0	0	0	30
AB1 - ABDOMINAL PAIN C1	EMS	1	1	1	2	1	2	0	0	0	0	0	0	8
AL - ALLERGIC REACTION	EMS	1	1	1	4	0	2	0	0	0	0	0	0	9
AL1 - ALLERGIC REACTION C1	EMS	0	1	0	1	0	0	0	0	0	0	0	0	2
ANB - ANIMAL BITES/ATTACKS	EMS	2	0	1	0	0	1	0	0	0	0	0	0	4
ANB1 - ANIMAL BITES/ATTACKS-1	EMS	1	1	0	0	0	0	0	0	0	0	0	0	2
ASLW - ASSAULT WEAPONS	EMS	0	0	1	0	2	0	0	0	0	0	0	0	3
AST - ASSAULT PHYSICAL	EMS	0	1	0	1	1	0	0	0	0	0	0	0	3
BA - BACK PAIN	EMS	0	1	0	1	1	1	0	0	0	0	0	0	4
BA1 - BACK PAIN C1	EMS	0	1	0	0	0	1	0	0	0	0	0	0	2
BHI - BEHAVIORAL HEALTH	EMS	1	2	0	2	4	5	0	0	0	0	0	0	14
BL - BLEEDING PROBLEM	EMS	3	1	4	4	4	4	0	0	0	0	0	0	20
BL1 - BLEEDING PROBLEM C1	EMS	1	0	1	1	2	1	0	0	0	0	0	0	6
BR - BREATHING PROBLEM	EMS	15	14	10	16	11	21	0	0	0	0	0	0	87
BR1 - BREATHING PROBLEM C1	EMS	1	0	0	1	1	1	0	0	0	0	0	0	4
BU - BURNS	EMS	0	3	1	0	0	0	0	0	0	0	0	0	4
CH - CHEST PAIN/HEART	EMS	15	16	22	13	13	22	0	0	0	0	0	0	101
CK - CHOKING	EMS	0	0	2	0	0	2	0	0	0	0	0	0	4
CPR - CARDIAC ARREST	EMS	6	3	11	7	11	9	0	0	0	0	0	0	47
CVA - STROKE	EMS	5	3	7	7	5	7	0	0	0	0	0	0	34
DI - DIABETIC PROBLEMS	EMS	2	2	3	6	1	1	0	0	0	0	0	0	15
FA - FALL	EMS	8	13	17	15	12	18	0	0	0	0	0	0	83
FA1 - FALLS C1	EMS	5	5	4	9	10	0	0	0	0	0	0	0	33
HCE - HEAT/COLDS EXPOSURE	EMS	0	1	0	0	0	0	0	0	0	0	0	0	1
HED - HEADACHE	EMS	1	2	0	0	0	1	0	0	0	0	0	0	4
HED1 - HEADACHE C1	EMS	0	1	0	0	0	0	0	0	0	0	0	0	1
HRI - HIT AND RUN INJ	EMS	0	0	0	1	0	0	0	0	0	0	0	0	1
LA - LIFT ASSIST	EMS	5	11	5	12	15	10	0	0	0	0	0	0	58
OVD - OVERDOSE/POISON	EMS	0	2	2	2	1	1	0	0	0	0	0	0	8
PR - PREG/CHILDBIRTH/MISCAR	EMS	1	0	0	0	1	0	0	0	0	0	0	0	2
SK - SICK PERSON	EMS	16	15	24	21	16	19	0	0	0	0	0	0	111
SK1 - SICK PERSON C1	EMS	10	5	7	8	11	9	0	0	0	0	0	0	50
SZ - SEIZURES	EMS	4	2	3	1	2	4	0	0	0	0	0	0	16
TAI - TRAFFIC ACCIDENT INJURY	EMS	8	3	1	10	4	6	0	0	0	0	0	0	32
TOX - TOXIC EXPOSURE	EMS	0	1	0	0	0	0	0	0	0	0	0	0	1
TR - TRAUMA	EMS	9	8	8	11	7	8	0	0	0	0	0	0	51
TR1 - TRAUMA C1	EMS	3	1	3	4	3	1	0	0	0	0	0	0	15
UN - UNCONSCIOUS/FAINTING	EMS	4	6	7	5	1	4	0	0	0	0	0	0	27
ALFC - COMMERCIAL FIRE ALAR	Fire	10	15	14	8	13	8	0	0	0	0	0	0	68
ALFR - RESIDENTIAL ALARM	Fire	3	2	4	1	2	0	0	0	0	0	0	0	12
ALM - MEDICAL ALARM-1	Fire	2	0	6	3	7	9	0	0	0	0	0	0	27
AMB1 - MEDICAL TRANSPORT CODE	Fire	8	12	4	9	6	8	0	0	0	0	0	0	47
AMB3 - MEDICAL TRANSPORT CODE	Fire	2	1	3	1	0	2	0	0	0	0	0	0	9
BARK - BARK DUST FIRE	Fire	2	0	0	2	0	0	0	0	0	0	0	0	4
BRUSH - BRUSH FIRE	Fire	6	10	6	4	2	1	0	0	0	0	0	0	29
BURN - ILLEGAL BURN	Fire	15	12	22	8	14	1	0	0	0	0	0	0	72
CAR - CAR FIRE	Fire	2	2	3	2	2	3	0	0	0	0	0	0	14

Fire Marshal Report

January 2020

Meetings Attended

13 meetings (Various topics and subjects)

Training

Finished Principles of Fire Investigation Series (IAAI/CFI Trainer)

Worked on training Videos for CCOM

Site visit to Near Space Corporation at the Tillamook Airport

Projects

Start Implementation of Imagetrend (Location/Occupancy/Inspections)

We are no longer going to continue service with Raxar

Intterra Implementation and REGIS participation

REGIS is Regional Enterprise Geographical Information System (sample next page)

Fire Code Guide Update

TV Dashboards (On Hold)

sUAS Regional COA (*Waiting for county to sign paperwork or go direct with the city of Portland*)

Special Operations

READY Set GO (Both Districts)

Plan Reviews

5

Driveway Inspections

7

System Tests

5

General Inspections

8

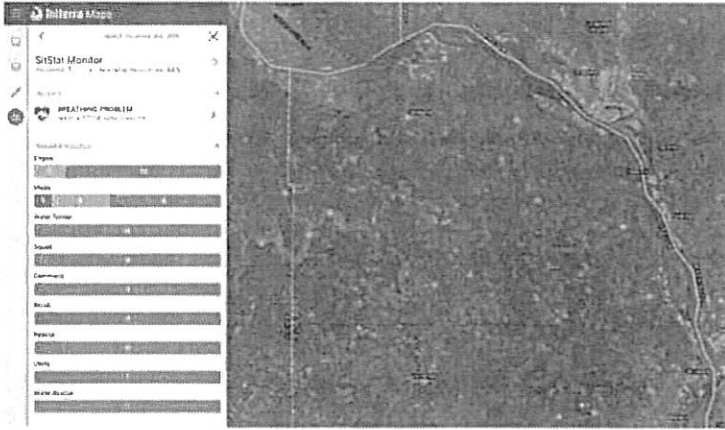
Fire Investigations

3

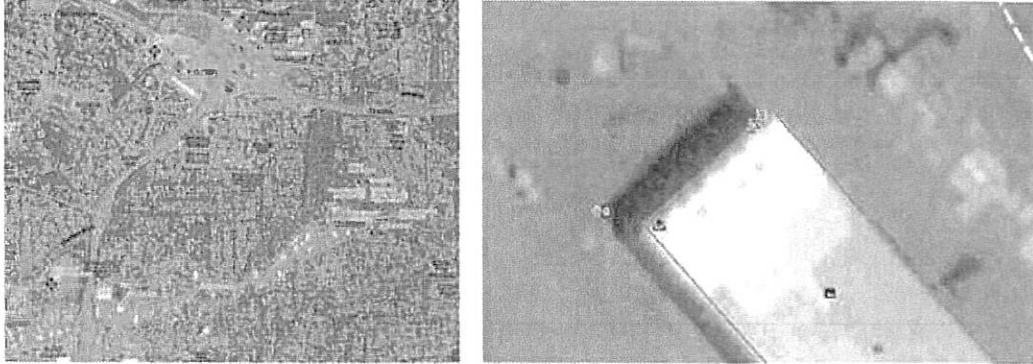
UAS (Drone) Missions

1

Intterra Situational Awareness



Intterra Realtime Information / Prefire Planning



Intterra Tools



December 2019
Training Report
Chief Marks

LARGE PROJECTS:

- 2020 Volunteer Academy Prep work.
 - o Setting Schedule.
 - o Working with other agencies on students
 - o Instructor Coordination
 - o EMR Scheduling
 - o Orientation

- Busy Duty Shifts
 - o Multiple Fires and Large Incidents

- Training Topics Covered
 - o Vehicle Fires
 - o Assist with Toy and Joy

Combine Training Hours: 372.9

Lower than average due to high demands on of the season

EMS Division Chief Erick Holsey

January 9, 2020

January Board Report

- Board Goals
 - Board goals continue to be on radar, in focus, and on track.
- Community Paramedic
 - Community Paramedic
 - No new changes
 - CPCCO Meetings
 - Nothing new to report next meeting January 24 to continue funding model discussions.
- Compliance
 - CQI Update- EMS committee meets on the 14th of January to discuss moving forward with a different process.
 - ASA-
 - Boundary issues have been identified will require meeting with AMR and Metro West to provide adjustments and legal definitions
 - ASA committee met and new plan is under development. The need to formalize boundaries and time zones exists for mapping layer which also has the capacity to provide dispatch advantages.
 - OHA- Have few left to bring SRFD up to date CRFR is current to my knowledge.
 - EMS Files- No further work has been done yet
 - Licensing- All currently up to date
- EMS Medical Director- Will be attempting to set up a training calendar for the year with Dr. Sasek.
- Single Role EMS- Single Role EMT's hiring process has begun and interviews conducted.
- Health Care Partnerships- No new changes
 - Public Health Flu Updates
 - Nationally- Activity levels continue to increase
 - 3.7 million cases, 32,000 hospitalizations, 1800 deaths
 - Locally- Accounts for 3.6% of ER visits
 - 31 hospitalizations
 - 3 outbreaks
 - 1 pediatric death
- Compliance Officer
 - Job Description submitted and approved by board last month would like to move forward and fill position.
- Capital Projects
 - SRFPD- LP 15 Monitors- Project Complete
 - CRFR- Lucas Devices- PO submitted
 - CRFR Maniquins- Research for new EMS training manequinns will begin this month.

S&R CHIEFS REPORT

DECEMBER 2019

- Toy n Joy for nearly all of December
 - Served both St. Helens and Rainier communities
 - 418 families
 - 1009 children

- Volunteer Hours
 - CRF&R 377 hrs
 - SRFD 309 hrs

- Assisted with new volunteer orientation and pre-NFPA physicals
- Attended Incident Management Team Operations Group meeting 12/2 - 3 in Redmond

CRFR Director of Finance/HR Nelson

January 2020

- November 2019 financials included in the Board packet. ~42% of the fiscal year is complete. Overall General Fund expenses are at 32%. No major red flags. All other funds trending normally as compared to previous years. We will have a budget adjustment for the RSVP grant in February or March to account for additional funds awarded for outreach programs.
- I was notified by our auditor that they have had some turnover during the month of November, and we lost one of our team members. They have filed an extension of our audit to be completed before February 29, 2020.
- The District received 95% of its budgeted current year taxes in November. Based off of previous years' average receipts, we should receive 100% of budgeted funds by June.
- GEMT funds for FY 2017-18 were received on December 31st.
- Draft Special Notice Budget Calendar for FY 2020-21 included in reports. Updates will be made in the month of January and it will be sent out in early February with Budget Request forms to all staff.
- Funding for Community Paramedic Oct-Mar received in early December. Interim funding through June has been verbally approved by Care Oregon. Will be working on new funding model in January/February with DC Holsey and Care Oregon team.
- Copy of current CRFR Harassment policy included in report per VP Niles request. Policy meets all current standards except for non-disclosure agreements. This requirement does not go into effect until October 2020. All required language will be reflected in Lexipol before that date.
- Supervisors were to complete evaluations for their staff by December 31, 2019. Most were able to get them complete. I will be following up with those needed to complete by February.
- CRFR Admin office will be closed for MLK, Jr. day on Monday, January 20th.
- I will be out of the office February 12-14, 2020 on vacation and March 12-23, 2020 for training.



Columbia River Fire & Rescue

ADMINISTRATION OFFICES

270 Columbia Blvd * St Helens, Oregon * 97051
Phone (503)-397-2990 * www.crrf.com * FAX (503)-397-3198

SPECIAL NOTICE

Date of Origin: February 3, 2020

Destruction Date: June 30, 2020

To: All Staff
From: Marit Nelson, Director of Finance & HR
Subject: 2020-21 Budget Calendar

Please find below an outline of the FY 2020-21 budget process. A reminder that any budget request considerations should be approved and submitted to the appropriate Division Chief by March 23, 2020. Please let me know if you have any questions.

Board sets District Budget Goals for FY 2020-21	02/13/2020
Budget Consideration Forms Due to Division Chiefs	03/23/2020
Review preliminary budget with Supervisory Staff	04/06/2020
Complete Budget review & prioritization	04/13/2020
Finalize Proposed Budget	04/16/2020
Proposed Budget available to public	04/20/2020
Budget Committee Meeting	05/12/2020
Regular Board Meeting	05/14/2020
Last date to approve budget	05/28/2020
Budget Hearing (Board quorum mandatory)	06/11/2020
Regular Board Meeting (Adopt budget, make appropriation, declare tax levy)	06/11/2020
Submit adopted budget to Assessor and State	07/15/2020
Submit copy of Budget Document to County Clerk	09/30/2020



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Policy PP-5
Adopted 04/11/1988

WORKPLACE DISCRIMINATION AND HARASSMENT

5.0 Introduction

The District is committed to maintaining an environment free of unlawful discrimination and harassment for both members and non-members of the District. Unlawful discrimination or harassment based on a person's protected class will not be tolerated nor condoned. Reported cases of unlawful discrimination or harassment will be investigated immediately and offenders will be subject to immediate discipline as set forth in this policy.

5.1 Responsibility/Authority

Every District member is responsible for preventing, not participating in, and reporting cases of unlawful workplace harassment to his or her supervisor. Supervisors are responsible for preventing workplace harassment at the work group and the department level, and shall contact the Operations Chief when allegations arise. In the case where an individual is uncomfortable with reporting harassment to their Supervisor, he/she may contact the next level of supervision and/or the President of the Board of Directors. An investigation shall immediately be undertaken under the direction of the Assistant Chief and/or the Board of Directors, followed by appropriate action as described within this policy. Should the employee feel that any Fire District contact would put him or her in a compromising position, he or she should seek consultation from the District Employee Assistance Program by calling Reliant Behavioral Health at 1-866-750-1321.

5.2 Definitions

- A. **District Member** – District Members include all individuals affiliated with the District, including employees, volunteers, members of the Board of Directors and all other recognized representatives of the District.
- B. **Protected Class** – The term "protected class" refers to characteristics of individuals that are protected by state or federal law and/or District policy. Discrimination becomes unlawful when it is based on an individual's status in one or more of the following areas, unless otherwise justified by business necessity or a bona fide occupational qualification (BFOQ): race, color, national origin, gender, sexual orientation, religion, disability, age, marital status, pregnancy or other classification as determined by federal and state regulations.
- C. **Bona Fide Occupational Qualification (BFOQ)** – Applied to the District, this is a job qualification that is reasonably necessary in order to meet normal requirements.
- D. **Unlawful Discrimination** – Discrimination in any employment practice (e.g. hiring, firing, promotion, pay, work assignments, schedule, etc.) that is based upon a person's protected class is unlawful and will not be tolerated.
- E. **Unlawful Harassment** – Harassment is a form of discrimination and becomes unlawful when it is based on one or more of an individual's protected class(es). Unlawful harassment will not be tolerated.
- F. **Sexual Harassment** – Harassment that is directed towards an individual because of his/her gender or that is sexual in nature may be considered sexual harassment. This type of harassment generally takes the form of unwelcome verbal or physical conduct of a sexual nature, unwelcome sexual advances or requests for sexual favors. When an individual is required to submit to this behavior as a part of their job, or when their job (or



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some aspect of it) becomes contingent on their acceptance or rejection of the behavior, such behavior becomes unlawful. Furthermore related behavior that unreasonably interferes with an individual's work performance or creates and intimidating, hostile and/or offensive work environment may also be construed as sexual harassment. Sexual harassment in any form will not be tolerated.

- G. **Quid Pro Quo Harassment** – “Quid Pro Quo” is an exchange of something for something. When applied to sexual harassment, quid pro quo harassment takes place when an individual:
1. Has (or appears to have) the ability to affect the terms or conditions of another's employment.
 2. Seeks or obtains sexual favors which are made a condition of employment or
 3. Influences employment decisions which may affect tangible aspects of that person's employment.
- H. **Hostile Environment Harassment** – This form of harassment involves behavior that (1) is motivated by the target's protected class that makes the workplace offensive, hostile or intimidating; (2) unreasonably interferes with an individual's work performance, and (3) alters the condition of an individual's employment.

5.3 Descriptions

Harassment becomes unlawful when it is based upon one or more of an individual's protected class(es). The most common type is “hostile environment” where a work environment is created that becomes intimidating, hostile or offensive due to behavior that is based on one or more protected class(es). Such behavior may include physical conduct or gestures, speech, visual displays, audio presentations or other materials or behavior that is based on one or more protected class(es) and goes beyond accepted workplace behavior. Although the law may not consider isolated instances as creating a hostile environment, the District may do so for purposes of investigation and discipline.

In general, sexual harassment may result from the following:

- A. **Unwanted sexual advances** – Examples include, but are not limited to, unwanted touching, sexual flirtations, unwanted advances, propositions of a sexual nature, or any similar behavior.
- B. **Requests for sexual favors** – Inappropriate requests include, but are not limited to, actual or implied propositions of a sexual nature or requests for sexual favor(s).
- C. **Conduct or speech that is of a sexual nature or based upon gender** – Behavior of a sexual nature or that is gender-based that goes beyond the acceptable workplace behavior includes, but is not limited to, sexually-oriented comments, gestures or similar behavior or speech of a sexual nature; comments regarding an individual's appearance that are of a sexual nature; sexually-oriented jokes; use of sexually degrading words.
- D. **Sexually oriented behavior that unreasonably interferes with work performance** – This includes, but is not limited to, unwanted sexual attention such as ogling, leering, verbal abuse of a sexual nature and/or sexual flirtations where such attention reduces job performance.
- E. **Creating a hostile work environment** – A hostile environment, or any work environment that is hostile, intimidating, or otherwise offensive may develop from unwelcome, sexually-oriented behavior. This behavior may include, but is not limited to, unwelcome sexual advances or physical contact; sexual innuendos, suggestions, requests, or other sexually-oriented statements of an offensive nature; or visual display of pictures, posters or other visible materials of a sexual nature.



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5.4 Complaint Procedure

All District members are required to immediately report any perceived harassment, whether directed towards himself or herself, another District member, or towards a non-member by a District member, while on District property or while representing the District. Reports will be considered and investigated in a timely manner as outlined within this policy. All reports should be filed directly with the member's immediate supervisor who will then oversee the investigation process. However, if the individual feels uncomfortable with reporting the incident to their supervisor, he or she may confide in the next level of supervision, the Finance Director, the Board President, or another responsible District member who will then act upon the report. An appropriate person appointed by the President of the board, and/or Fire Chief would then oversee investigations.

It is recommended that complaints be filed in writing for documentation purposes; however, each reported case, whether verbal or in writing, will be considered serious and investigated thoroughly. A failure by a District member to report cases of harassment could imply a welcome relationship or environment and will not be condoned. Confidentiality will be maintained at all times insofar as possible. Each case will be quickly and confidentially investigated to determine whether harassment has occurred.

5.5 Investigations

An investigation will be completed any time an allegation of harassment occurs. The Director of Finance/HR or a representative appointed by the Board of Directors, shall undertake such investigation with the goal of its completion within thirty (30) days of the date the complaint was filed. In the event that the investigation finds allegations to be substantiated, corrective action will be immediately ordered and communicated to the individual filing the complaint. All investigations will be designed to protect the privacy of, and minimize suspicion toward, all parties involved.

Allegations that are substantiated will result in immediate disciplinary action against the District member engaged in the harassment as defined in this policy. Likewise, maliciously fraudulent accusations may result in equally severe disciplinary action. Where harassment is found to be directed towards a District member by a non-member, the District will take immediate action to remedy the situation.

In any case where facts cannot be substantiated nor allegations proven, the behavior of all parties involved, including the overall behavior of all personnel at the worksite of the affected parties, will be monitored for a period of time. If similar reports of behavior are submitted, the investigation process will re-open. If no further incidents of behavior are observed or reported during the period of review the matter will be considered closed.

In any case where the alleged victim and/or alleged offender(s) in the investigation process are dissatisfied with the investigation or disciplinary procedures used in this process, they may appeal directly to the Fire Chief and/or President of the Board of Directors. Appeals should be received by the office of the Fire Chief or Board President within ten (10) days of the closing of the investigation or the implementation of any discipline, whichever is longer.

5.6 Non-Retaliation Policy



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The District will not tolerate retaliation for any reason. Neither supervisors nor District members are to retaliate against a member in any way for filing charges or reporting harassment. No member should worry about retaliation resulting from the filing of such a charge. Any District member found to wrongfully retaliate against another District member, whether a supervisor or not, will be immediately disciplined up to and including termination.

5.7 Disciplinary Action

If a claim of harassment is substantiated, disciplinary action will follow as outlined in the Organization Manual, PP-19. If allegations of harassment are found to be maliciously fraudulent, the same disciplinary procedures will be taken against the member raising the false accusations.

J. Salisbury
Finance Administrator
January 2020

- As of December 31, the District is 50% into the fiscal year. General Fund Expenditures are at 43%, and General Fund Revenues are at 88% primarily because property tax receipts are at 90%. EMS receipts remain slightly ahead at 55% of budget.
- The District received its 2017-18 GEMT Medicaid revenue in late December. We expect the 2018-19 payment in the spring of 2020.
- Scappoose Share & Care had another successful year due to hard work by many people and Shelly Booth's leadership. 206 families were served, totaling 745 people. There were 349 young people ages 0 to 17, and 399 adults. 54 families were adults only. The community generously donated food, gifts and cash. The cash received totaled \$23,610. We have not yet received invoices for all expenses, so that total is not known.
- Second reading of Workplace Harassment Policy – As you know, the districts chose Lexipol in order to accomplish the goals of both updating and synchronizing district policies and practices. Lexipol has updated their Discriminatory Harassment policy to reflect some, but not all, of the changes required by Senate Bill 479. Progress has been made, and it makes sense to work with them to get what we need. Since the corrections do not fall within individual district discretion, Lexipol should make them. If the necessary changes are completed by the board meeting, it will be available for Board members to review.
- In accordance with local budget law, the Property and Personnel Reserve funds must be reviewed at least every ten (10) years. The Board of Directors must decide whether or not to renew them. To preserve future options, I recommend renewal of the status quo and have included a Board Resolution for that purpose. The Board can always change this decision at a later date. If a fund is dissolved, the balance is transferred to the General Fund.
- Per Board policy, the Budget Calendar and Budget Officer are established in January. A draft calendar is attached for your consideration and follows past practice. The Board may wish to consider changes to support a more joint budget process.
- The terms of 3 budget committee members expire 1/31/20. Trish Brown, Jeff Klobes, and Aaron Schrotzberger are willing to renew for additional 3-year terms. This action is on the Board's agenda.

OLD BUSINESS

NEW BUSINESS

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

2020-2021 BUDGET CALENDAR

January 9, 2020	7:00 P.M.	Board Meeting Appoint Budget Officer Approve Budget Calendar
February 13, 2020	7:00 P.M.	Board Meeting Major Budget Item Discussion
March 12, 2020	7:00 P.M.	Board Meeting Major Budget Item Discussion
April 9, 2020	7:00 P.M.	Board Meeting Final Direction on Major Budget Items
April 20, 2020		1 st Notice of Budget Committee Meeting Notice on website www.srfd.us
May 1, 2020		2 nd Notice of Budget Committee Meeting Published in Spotlight
May 14, 2020	7:00 P.M.	Budget Committee Meeting Board Meeting follows
May 29, 2020		Notice of Budget Hearing Published in Spotlight
June 11, 2020	7:00 P.M.	Budget Hearing Board Meeting follows with Budget Adoption, Appropriation, and Tax Imposition
July 15, 2020		Deadline for Budget Documents delivered To County Assessors

**RESOLUTION 2020-01
TO RENEW RESERVE FUNDS**

WHEREAS, under the provisions of Oregon Revised Statute 294.346, a municipal corporation may establish Reserve Funds for future expenditures, and

WHEREAS, the Scappoose Rural Fire Protection District ('District') did establish a Real & Personal Property Reserve Fund and a Personnel Services Reserve Fund in January, 2010, and

WHEREAS, the Board of Directors is required to review these Reserve Funds at least every ten (10) years to determine whether or not to continue the funds, and

WHEREAS, the Board of Directors has completed its review and determined that the Reserve Funds are still useful to the District, so

THEREFORE, be it resolved that the Scappoose Rural Fire Protection District Board of Directors hereby renews the above referenced Reserve Funds for additional ten (10) year terms.

Dated this 9th day of January, 2020.

David Graham, President
Board of Directors

David Sorenson, Secretary/Treasurer
Board of Directors