

## **March Regular Board Meeting**

Thu, Mar 10, 2022 7:00 PM - 10:00 PM (PST)

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### **Call to Order & Flag Salute**

### **Public Comment:**

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

### **Consent Agenda:**

- Approve minutes from the February 10, 2022 Regular meeting
- Approve 2.28.22 Expense Account activity
- 2.28.22 Budget vs. Actual

### **Staff Reports:**

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

### **Ambulance Billing & Transport**

### **Monthly Responses**

**Old Business:**

- Policy Manual Updates (*This will be ongoing over the next several months*)
- Hiring Processes update.
- Columbia County Communications Radio System Replacement

**Committee Reports:**

- Management Team
- Long Range Planning Committee
- Awards & Incentives – Funding for SVFA LOSAP

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

1. Budget discussion – major budget items
2. Executive Session: ORS 192.660(2)(D) to discuss Labor negotiations

**Good of the Order****Adjourn**

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

# **PREVIOUS MEETING MINUTES**

# Scappoose Rural Fire District

## BOARD OF DIRECTORS REGULAR MEETING

February Regular Board Meeting  
Thu, Feb 10, 2022 7:00 PM - 10:00 PM (PST)

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

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United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Access Code:** 375-172-389

In attendance: President Sorenson, Vice President Reeves, Director Kriek, Chief Pricher, Chief Bautista, Lt. Anderson, FF Kriek, FF Chaffeur, FF Mathews, NIFF Wenner, M Heath  
Absent: Director Gift, Director Graham

**Call to Order & Flag Salute – 7:05 pm call to order.**

**Public Comment:**

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

**Consent Agenda:** Director Reeves moved to approve the consent agenda.

Director Kriek seconded the motion.

Director Sorenson inquired about the payment to Special Districts, confirming it was for liability and property taxes.

Director Sorenson and Director Kriek would like to schedule a meeting with Jeff Wilson regarding insurance before March 16, 2022.

Lt. Anderson explained why payments for maintenance on equipment have been higher than normal recently. This is due to DOT inspection updates and missed annual inspections due to dissolution of the IGA.

**Motion carried unanimously.**

- Approve minutes from the January 13, 2022 Regular meeting
- Approve 1.31.22 Expense Account activity
- 1.31.22 Budget vs. Actual

**Statistical Data:**

- Ambulance Activity Report – Comparisons were made between 2020-2021 and the beginning of 2022.
- Response Activity Report – All data reports were discussed, including the comparison report for overlapping calls between 8:00 pm and 8:00 am.

**Staff Reports:**

- Chief's Report – Discussion on hiring and grant submissions.
- Operations Report – Chapman did not have a leak; but the generator is still out. Main station HVAC upgrades may take place at the end of the fiscal year depending on whether finances are stable. The new engine goes into service by the end of the month.
- EMS/Safety Chief – ASA may be adjusted on the northern boundary of our service area. Discussions to be held on this in the next few months. We expect Columbia County to do a review of data regarding our ASA.
- Training/Fire Marshal Chief- Chief Bautista has started working on pre-fire plans and review of Intterra with a goal of 2 pre-fire plan inspections per month. He has also started taking over driveway inspections, the prevention program and assigning tasks in both career and volunteer ranks. DPSST audit and certification reviews are underway. Chief Bautista is also forecasting upcoming training needs. Uniform updates along with demos were shared with board. Fittings and order placement should begin next week.
- Financial Report – No questions.

**Old Business:**

- Policy Manual Updates (*This will be ongoing over the next several months*)
- Hiring Processes – FF/Para hiring- phone calls will be made next week to extend offers. Interviews for Finance Director to be held Feb. 16, 2022.
- Budget Meeting Feb. 4 – Chief Pricher recapped the budget workshop held Feb. 4, 2022.

**Committee Reports:**

- Management Team – Met prior to the board meeting.
- Long Range Planning Committee – Director Kriech would like to meet with Chief Pricher, form a committee to begin work on a strategic plan.
- Awards & Incentives – Questions regarding LOSAP funding schedule; the hope to return to hosting the pancake breakfast

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

- Budget discussion – major budget items. Chief Pricher reviewed the major budget items detailed in the memorandum (pg 44 of board packet).

- Moorage Fee for Lighthouse Marina – Changes to the moorage agreement for the boathouse are currently under review. This may be a new budget item in the future. Chief Pricher will update the board when the review has been completed.
- Columbia County Communication Radio System Replacement – SRFD has been asked for input on an updated radio system. Chief Pricher asked the board to read through the engineering report sent out prior to making a recommendation on which system will best serve SRFD in the future. Director Sorenson asked that any further information gathered on this replacement be forwarded to board members during the month, as this will be on the March agenda for a decision.

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

Entered Executive Session at 8:52 pm. Executive Session ended at 8:59 pm

**Good of the Order** – Nothing to share.

**Adjourn** – VP Reeves moved to adjourn, Director Kriech seconded. The meeting ended at 9:00 pm. **Motion carried unanimously.**

# EXPENSE ACCOUNT ACTIVITY

# Scappoose Rural Fire District

## Itemized Account Activity

February 2022

| Date                                   | Name               | Source Name             | Memo                       | Paid Amount |
|--|--------------------|-------------------------|----------------------------|-------------|
| <b>1..GENERAL FUND EXPENDITURES</b>    |                    |                         |                            |             |
| <b>1...</b>                            |                    |                         |                            |             |
| <b>1.1 GENERAL FUND PERSONNEL SVCS</b> |                    |                         |                            |             |
| <b>550 Insurance</b>                   |                    |                         |                            |             |
| 02/02/2022                             |                    |                         | J. Salisbury insurance     | -751.03     |
| 02/10/2022                             | health insurance   | Special Districts As... | Health Benefits            | 28,905.40   |
| 02/10/2022                             | life insurance     | Standard Insurance      | Life & LTD Insurance       | 1,254.36    |
| 02/16/2022                             | health insurance   | Benefit Help Soluti...  | Flex Savings reimb         | 75.00       |
| 02/25/2022                             | health insurance   | HRA VEBA Trust          | District contributions     | 7,333.31    |
| 02/25/2022                             | health insurance   | Paychex Payroll         | Flex spend health ins ...  | 9,762.09    |
| 02/25/2022                             | workers comp       | Paychex - tax           | ER Work Benefit            | 41.55       |
| Total 550 Insurance                    |                    |                         |                            | 46,620.68   |
| <b>560 Personnel Salaries</b>          |                    |                         |                            |             |
| 02/02/2022                             |                    |                         | Reimbursement short t...   | -5,301.00   |
| 02/10/2022                             | salaries           | Standard Insurance      | STD staff PR deductions    | 531.96      |
| 02/25/2022                             | salaries           | American Heritage ...   | Case # 84457 PR Ded...     | 136.90      |
| 02/25/2022                             | salaries           | HRA VEBA Trust          | Employee PEHP contri...    | 2,695.00    |
| 02/25/2022                             | salaries           | Voya-State of Oreg...   | Oregon Savings & Gro...    | 10,834.80   |
| 02/25/2022                             | salaries           | Tualatin Valley Fire... | Union Dues - PR dedu...    | 1,882.64    |
| 02/25/2022                             | salaries           | Inroads Credit Union    | Staff food fund-- Febru... | 805.00      |
| 02/25/2022                             | other wages        | Paychex Payroll         | Deferred comp              | 3,515.74    |
| 02/25/2022                             | OT Salaries        | Paychex Payroll         | FLSA Overtime              | 2,314.56    |
| 02/25/2022                             | other wages        | Paychex Payroll         | FF incentives              | 1,894.79    |
| 02/25/2022                             | other wages        | Paychex Payroll         | Longevity                  | 947.54      |
| 02/25/2022                             | data communicat... | Paychex Payroll         | Phone Pay                  | 50.00       |
| 02/25/2022                             | other wages        | Paychex Payroll         | Shift differential         | 80.16       |
| 02/25/2022                             | OT Salaries        | Paychex Payroll         | Overtime                   | 23,515.78   |
| 02/25/2022                             | salaries           | Paychex Payroll         | Balance of net pay         | 75,058.58   |
| 02/25/2022                             | salaries           | Paychex - tax           | Empleyee taxes withheld    | 45,188.95   |
| 02/25/2022                             | salaries           | Department of Just...   | FEB PR deduction           | 805.00      |
| Total 560 Personnel Salaries           |                    |                         |                            | 164,956.40  |
| <b>570 SocSec/Medicare(FICA)</b>       |                    |                         |                            |             |
| 02/25/2022                             | social security    | Paychex - tax           | Emplyr FICA                | 14,468.30   |
| Total 570 SocSec/Medicare(FICA)        |                    |                         |                            | 14,468.30   |
| <b>580 Volunteer Services</b>          |                    |                         |                            |             |
| 02/25/2022                             | volunteer services | Greenup, Cade           | reimb cell phone Febr...   | 34.00       |
| Total 580 Volunteer Services           |                    |                         |                            | 34.00       |
| Total 1.1 GENERAL FUND PERSONNEL SVCS  |                    |                         |                            | 226,079.38  |



## Scappoose Rural Fire District

## Itemized Account Activity

February 2022

| Date                                       | Name                | Source Name            | Memo                       | Paid Amount |
|--|---------------------|------------------------|----------------------------|-------------|
| <b>1.2 GENERAL FUND MATERIAL &amp; SVC</b> |                     |                        |                            |             |
| <b>670 Contract Services</b>               |                     |                        |                            |             |
| 02/10/2022                                 | other contracted    | Kleinberg Tech         | ImageTrend Inventory       | 850.00      |
| 02/10/2022                                 | other contracted    | Kleinberg Tech         | Data Existing Inventory    | 1,100.00    |
| 02/10/2022                                 | other contracted    | DRC Consulting         | FEMA AFG Applicatio...     | 2,000.00    |
| 02/25/2022                                 | other contracted    | Carroll Consulting ... | Wenner background c...     | 649.05      |
| 02/25/2022                                 | other contracted    | Carroll Consulting ... | Bernier background ch...   | 566.75      |
| Total 670 Contract Services                |                     |                        |                            | 5,165.80    |
| <b>720 Public Fire Services</b>            |                     |                        |                            |             |
| 02/25/2022                                 | Public Ed Progra... | Traffic Safety Supp... | address sign supplies      | 493.30      |
| Total 720 Public Fire Services             |                     |                        |                            | 493.30      |
| <b>740 Uniforms</b>                        |                     |                        |                            |             |
| 02/10/2022                                 | Uniforms            | Bernier, Kyle          | Danner Boots               | 281.70      |
| 02/10/2022                                 | Uniforms            | beyond uniforms &...   | Face masks, straps, & ...  | 1,347.01    |
| 02/25/2022                                 | West Coast Sho...   | West Coast Shoe Co     | Boots for Curio            | 464.25      |
| 02/25/2022                                 | West Coast Sho...   | West Coast Shoe Co     | Boots for Oberbarnsch...   | 364.25      |
| Total 740 Uniforms                         |                     |                        |                            | 2,457.21    |
| <b>750 Maintenance on Equipment</b>        |                     |                        |                            |             |
| 02/10/2022                                 | maintenance         | Ace Hardware - Sc...   | Cord Starter               | 0.92        |
| 02/10/2022                                 | maintenance         | Ace Hardware - Sc...   | Cord Starter               | 2.62        |
| 02/10/2022                                 | maintenance         | SeaWestern Fire A...   | Vulcan 180 vehicle mo...   | 637.50      |
| 02/10/2022                                 | maintenance         | True North Emerge...   | Pierce Pumper repair       | 6,405.58    |
| 02/10/2022                                 | maintenance         | True North Emerge...   | 6 female edge - black      | 21.90       |
| 02/10/2022                                 | maintenance         | True North Emerge...   | Pierce Pumper repair ...   | 4,845.04    |
| 02/10/2022                                 | maintenance         | Amazon                 | Antifreeze                 | 59.80       |
| 02/10/2022                                 | Amazon              | Amazon                 | Hose bender for fuel ta... | 9.99        |
| 02/10/2022                                 | maintenance         | Amazon                 | Fuel jugs                  | 144.95      |
| 02/10/2022                                 | fuel                | Wilcox & Flegel        | Bio Diesel 500 Gal @ ...   | 1,644.22    |
| 02/10/2022                                 | maintenance         | Fast Lube and Oil      | Oil Change 2019 Ford ...   | 55.95       |
| 02/10/2022                                 | maintenance         | Pro Automotive & ...   | Fuel Tank Selector Val...  | 1,065.54    |
| 02/25/2022                                 | maintenance         | Pro Automotive & ...   | DIAG charging system       | 525.00      |
| 02/25/2022                                 | maintenance         | True North Emerge...   | Western States Pump...     | 10,711.58   |
| 02/25/2022                                 | maintenance         | True North Emerge...   | Sutphen NFPA Inspect...    | 2,060.00    |
| 02/25/2022                                 | fuel                | Wilcox & Flegel        | Unleaded 150 gal @ \$...   | 574.19      |
| 02/25/2022                                 | fuel                | Wilcox & Flegel        | Bio Deisel 150 gal @ 3...  | 462.24      |
| Total 750 Maintenance on Equipment         |                     |                        |                            | 29,227.02   |
| <b>760 Administration</b>                  |                     |                        |                            |             |
| 02/01/2022                                 | Admin Oper          | Elavon Visa Proce...   | January Visa processi...   | 228.77      |

# Scappoose Rural Fire District Itemized Account Activity

February 2022

| Date                                     | Name                 | Source Name            | Memo                        | Paid Amount |
|--|----------------------|------------------------|-----------------------------|-------------|
| 02/10/2022                               | dues                 | O.V.F.A.               | 2021 annual dues            | 112.50      |
| 02/10/2022                               | Admin Oper           | D.P.S.S.T.             | Fingerprint fees for Cu...  | 92.50       |
| 02/10/2022                               | maintenance          | Amazon                 | Label Maker Tape            | 15.97       |
| 02/10/2022                               | Admin Oper           | Amazon                 | 10 pack flash drives        | 26.99       |
| 02/10/2022                               | other contracted     | Pacific Office Auto... | monthly B&W billing         | 47.92       |
| 02/15/2022                               | US Bank              | US Bank                | February Service Char...    | 15.95       |
| 02/25/2022                               | audit & PR svcs      | Paychex Invoice        | 2020 PR svcs - FEB          | 189.10      |
| Total 760 Administration                 |                      |                        |                             | 729.70      |
| <b>765 Information Technology</b>        |                      |                        |                             |             |
| 02/07/2022                               | IT                   | Wix.Com                | Annual renewal - webs...    | 47.88       |
| 02/10/2022                               | IT Service Provid... | Centerlogic, Inc.      | .IT billable hours 4 @ ...  | 460.00      |
| 02/10/2022                               | IT Service Provid... | Centerlogic, Inc.      | Monthly Billing for Febr... | 682.50      |
| 02/10/2022                               | EMS Technology...    | EMS Technology S...    | IN 43058 Monthly man...     | 270.00      |
| 02/10/2022                               | IT software          | JAMF Software, LLC     | JAMF Software - Janu...     | 164.00      |
| 02/10/2022                               | IT Service Provid... | Apple Inc.             | monthly apple subscri...    | 2.99        |
| 02/10/2022                               | IT software          | Firms App Ltd          | Recurring payment for ...   | 7.14        |
| 02/25/2022                               | IT Service Provid... | Centerlogic, Inc.      | .IT billable hours 5 @ ...  | 575.00      |
| 02/25/2022                               | IT Service Provid... | CenturyLink            | Chapman phone charge        | 74.95       |
| 02/25/2022                               | data communicat...   | City of Portland       | 800 MHz access Febr...      | 151.92      |
| 02/25/2022                               | IT Service Provid... | Comcast                | Acct#8778 10 202 063...     | 248.85      |
| 02/25/2022                               | data communicat...   | Verizon Wireless       | ACCT 342023411-000...       | 555.60      |
| 02/25/2022                               | data communicat...   | Verizon Wireless       | ACCT 672550930-000...       | 7.72        |
| Total 765 Information Technology         |                      |                        |                             | 3,248.55    |
| <b>770 Operating Materials/Suppli</b>    |                      |                        |                             |             |
| 02/10/2022                               | COSTCO Whole...      | COSTCO Wholesale       | Clorox wipes                | 101.94      |
| 02/25/2022                               | grounds maint        | Ace Hardware - Sc...   | Disinfectant spray          | 6.99        |
| Total 770 Operating Materials/Suppli     |                      |                        |                             | 108.93      |
| <b>775 Emerg. Operating Supplies</b>     |                      |                        |                             |             |
| 02/10/2022                               | fire equipment       | Columbia Feed & ...    | Stihl oil 6 pack            | 21.98       |
| 02/10/2022                               | fire equipment       | Columbia Feed & ...    | 2 Stihl Chainsaws           | 2,501.98    |
| 02/10/2022                               | Drake's Towing ...   | Drake's Towing & ...   | Tow for 4303                | 300.00      |
| 02/10/2022                               | Admin Oper           | Amazon                 | Safety glasses              | 7.87        |
| Total 775 Emerg. Operating Supplies      |                      |                        |                             | 2,831.83    |
| <b>780 Building &amp; Grounds Maint.</b> |                      |                        |                             |             |
| 02/07/2022                               | maintenance          | Amazon                 | Sunlite Flourescent 36...   | 9.17        |
| 02/10/2022                               | maintenance          | Ace Hardware - Sc...   | Boathouse drywall/wal...    | 29.47       |
| 02/10/2022                               | maintenance          | Ace Hardware - Sc...   | Boathouse drywall/wal...    | 10.27       |
| 02/10/2022                               | maintenance          | Ace Hardware - Sc...   | Boathouse HP Good R...      | 15.56       |

# Scappoose Rural Fire District

## Itemized Account Activity

February 2022

| Date                                | Name                 | Source Name           | Memo                         | Paid Amount |
|-------------------------------------|----------------------|-----------------------|------------------------------|-------------|
| 02/10/2022                          | maintenance          | Ace Hardware - Sc...  | Boathouse HP Good R...       | 5.42        |
| 02/10/2022                          | Ace Hardware - ...   | Ace Hardware - Sc...  | credit                       | -0.92       |
| 02/10/2022                          | Ace Hardware - ...   | Ace Hardware - Sc...  | credit                       | -5.42       |
| 02/10/2022                          | Ace Hardware - ...   | Ace Hardware - Sc...  | credit                       | -10.27      |
| 02/10/2022                          | maintenance          | William Jones Glas... | 3 office window tinting      | 500.00      |
| 02/10/2022                          | maintenance          | William Jones Glas... | 2015 GMC Window Tint         | 250.00      |
| 02/10/2022                          | maintenance          | Amazon                | Adhesive Vinyl Letters ...   | 41.19       |
| 02/10/2022                          | maintenance          | Amazon                | Cleaning Supplies - fa...    | 19.48       |
| 02/10/2022                          | grounds maint        | Amazon                | Coat hook                    | 7.98        |
| 02/10/2022                          | grounds maint        | Amazon                | Toilet Paper                 | 52.12       |
| 02/10/2022                          | grounds maint        | Amazon                | Utility Jug Lid              | 65.76       |
| Total 780 Building & Grounds Maint. |                      |                       |                              | 989.81      |
| <b>790 Training</b>                 |                      |                       |                              |             |
| 02/10/2022                          | American Heart ...   | American Heart As...  | BLS Healthcare Provid...     | 120.00      |
| 02/10/2022                          | training office      | NAR Training LLC      | AEMT Online Hybrid C...      | 2,000.00    |
| Total 790 Training                  |                      |                       |                              | 2,120.00    |
| <b>810 Utilities</b>                |                      |                       |                              |             |
| 02/07/2022                          | IT Service Provid... | CenturyLink           | internet - Holbrook          | 75.00       |
| 02/10/2022                          | electricity          | P.G.E.                | electricity for Holbrook ... | 143.62      |
| 02/10/2022                          | garbage              | Waste Manageme...     | monthly Garbage/Recy...      | 127.45      |
| 02/10/2022                          | telephone            | Graybar Financial ... | VOIP phone rental - F...     | 299.25      |
| 02/10/2022                          | IT Service Provid... | CenturyLink           | internet                     | 60.00       |
| 02/10/2022                          | grounds maint        | Wilcox & Flegel       | Fuel Oil 350 Gal @\$3.93     | 1,375.50    |
| 02/25/2022                          | telephone            | CenturyLink           | Main station fax & Cha...    | 122.43      |
| 02/25/2022                          | electricity          | CRPUD                 | boathouse electricity        | 132.05      |
| 02/25/2022                          | electricity          | CRPUD                 | main station electricity     | 755.67      |
| 02/25/2022                          | Natural Gas          | N.W. Natural Gas      | Acct 447881-4 February       | 484.38      |
| 02/25/2022                          | telephone            | Spectrum VoIP         | VOIP internet backup         | 27.06       |
| 02/25/2022                          | grounds maint        | Wilcox & Flegel       | Unleaded 150 gal @ \$...     | 574.19      |
| 02/25/2022                          | electricity          | W.O.E.C.              | Chapman electricity - ...    | 282.00      |
| Total 810 Utilities                 |                      |                       |                              | 4,458.60    |
| <b>870 EMS Operations</b>           |                      |                       |                              |             |
| 02/10/2022                          | EMS Supplies         | Airgas - USA, LLC     | Cylinder Rental- IN 99...    | 180.02      |
| 02/10/2022                          | EMS Supplies         | Airgas - USA, LLC     | Medical Supplies - IN ...    | 309.68      |
| 02/10/2022                          | EMS Supplies         | Knox Company          | shackle non-shrouded         | 130.00      |
| 02/10/2022                          | EMS Supplies         | Life-Assist, Inc.     | medical supplies IN 11...    | 118.80      |
| 02/25/2022                          | EMS Supplies         | Airgas - USA, LLC     | Medical Supplies - IN ...    | 236.75      |
| 02/25/2022                          | EMS Supplies         | Airgas - USA, LLC     | Medical Supplies - IN ...    | 170.96      |
| 02/25/2022                          | EMS Supplies         | Environmental Co...   | 2 biohazard containers       | 75.00       |
| 02/25/2022                          | EMS Supplies         | Life-Assist, Inc.     | medical supplies IN 11...    | 204.53      |

# Scappoose Rural Fire District Itemized Account Activity

February 2022

| Date                                  | Name           | Source Name            | Memo                      | Paid Amount       |
|---------------------------------------|----------------|------------------------|---------------------------|-------------------|
| 02/25/2022                            | EMS Supplies   | Life-Assist, Inc.      | medical supplies IN11...  | 2,274.34          |
| 02/25/2022                            | EMS Supplies   | Life-Assist, Inc.      | medical supplies IN 11... | 96.87             |
| 02/25/2022                            | EMS Supplies   | Life-Assist, Inc.      | medical supplies IN 11... | 147.40            |
| 02/25/2022                            | EMS Supplies   | Life-Assist, Inc.      | medical supplies IN 11... | 79.73             |
| 02/25/2022                            | EMS Supplies   | Life-Assist, Inc.      | medical supplies IN 11... | 28.68             |
| 02/25/2022                            | EMS Technology | TriZetto Provider S... | EMS billing annual m...   | 110.20            |
| 02/25/2022                            | EMS Contracts  | Sasek, Dean MD         | FEB 22 Contract           | 691.67            |
| Total 870 EMS Operations              |                |                        |                           | 4,854.63          |
| Total 1.2 GENERAL FUND MATERIAL & SVC |                |                        |                           | 56,685.38         |
| Total 1...                            |                |                        |                           | 282,764.76        |
| Total 1..GENERAL FUND EXPENDITURES    |                |                        |                           | 282,764.76        |
| <b>2. GRANT FUND EXPENSE</b>          |                |                        |                           |                   |
| <b>2.3 MATERIALS &amp; SERVICES</b>   |                |                        |                           |                   |
| 02/25/2022                            | grant          | Ace Hardware - Sc...   | Fasteners for drone pr... | 31.34             |
| Total 2.3 MATERIALS & SERVICES        |                |                        |                           | 31.34             |
| Total 2. GRANT FUND EXPENSE           |                |                        |                           | 31.34             |
| <b>TOTAL</b>                          |                |                        |                           | <b>282,796.10</b> |

# BUDGET VS ACTUAL

03/04/22  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 2021 through February 2022

|  | Jul '21 - Fe...     | Budget              | \$ Over Bud...       | % of Budget   |
|--|---------------------|---------------------|----------------------|---------------|
| <b>Income</b>                              |                     |                     |                      |               |
| <b>1. GENERAL FUND REVENUES</b>            |                     |                     |                      |               |
| Begin Available Cash on Hand               | 1,883,049.16        | 1,625,103.00        | 257,946.16           | 115.9%        |
| Conflagration                              | 84,560.59           | 30,000.00           | 54,560.59            | 281.9%        |
| EMS Receipts                               | 479,322.96          | 532,963.00          | -53,640.04           | 89.9%         |
| Fire Marshal                               | 2,891.64            | 10,000.00           | -7,108.36            | 28.9%         |
| FireMed                                    | 19,688.50           | 36,000.00           | -16,311.50           | 54.7%         |
| G.E.M.T. (Medicaid)                        | -14,850.13          | 30,000.00           | -44,850.13           | -49.5%        |
| Gas Royalties                              | 38,715.82           | 15,000.00           | 23,715.82            | 258.1%        |
| Grant Awards                               | 0.00                | 1,000.00            | -1,000.00            | 0.0%          |
| Interest Earned on Investments             | 2,929.11            | 5,000.00            | -2,070.89            | 58.6%         |
| Miscellaneous Revenue                      | 9,440.30            | 20,000.00           | -10,559.70           | 47.2%         |
| <b>Property Taxes</b>                      |                     |                     |                      |               |
| <b>Taxes - Current</b>                     |                     |                     |                      |               |
| Local Option Levy                          | 2,675,095.49        | 2,779,127.00        | -104,031.51          | 96.3%         |
| Permanent Rate Levy                        | 1,505,198.37        | 1,556,451.00        | -51,252.63           | 96.7%         |
| <b>Total Taxes - Current</b>               | <b>4,180,293.86</b> | <b>4,335,578.00</b> | <b>-155,284.14</b>   | <b>96.4%</b>  |
| <b>Taxes - Prior Years</b>                 | <b>46,262.20</b>    | <b>92,069.00</b>    | <b>-45,806.80</b>    | <b>50.2%</b>  |
| <b>Total Property Taxes</b>                | <b>4,226,556.06</b> | <b>4,427,647.00</b> | <b>-201,090.94</b>   | <b>95.5%</b>  |
| <b>Total 1. GENERAL FUND REVENUES</b>      | <b>6,732,304.01</b> | <b>6,732,713.00</b> | <b>-408.99</b>       | <b>100.0%</b> |
| <b>2. GRANT FUND REVENUE</b>               |                     |                     |                      |               |
| Begin Available Cash on Hand               | 34,360.43           | 0.00                | 34,360.43            | 100.0%        |
| Grant Award                                | 0.00                | 100,000.00          | -100,000.00          | 0.0%          |
| <b>Total 2. GRANT FUND REVENUE</b>         | <b>34,360.43</b>    | <b>100,000.00</b>   | <b>-65,639.57</b>    | <b>34.4%</b>  |
| <b>3. PROPERTY FUND REVENUES</b>           |                     |                     |                      |               |
| Begin Available Cash On Hand               | 161,205.57          | 154,668.00          | 6,537.57             | 104.2%        |
| Interest Earned on Investments             | 304.90              | 0.00                | 304.90               | 100.0%        |
| Transfers In                               | 0.00                | 63,539.00           | -63,539.00           | 0.0%          |
| <b>Total 3. PROPERTY FUND REVENUES</b>     | <b>161,510.47</b>   | <b>218,207.00</b>   | <b>-56,696.53</b>    | <b>74.0%</b>  |
| <b>4. PERSONNEL SVCS FUND REVEN</b>        |                     |                     |                      |               |
| Begin Available Cash On Hand               | 88,208.84           | 58,128.00           | 30,080.84            | 151.7%        |
| Interest Earned on Investments             | 160.44              | 0.00                | 160.44               | 100.0%        |
| Transfers In                               | 0.00                | 50,000.00           | -50,000.00           | 0.0%          |
| <b>Total 4. PERSONNEL SVCS FUND REVEN</b>  | <b>88,369.28</b>    | <b>108,128.00</b>   | <b>-19,758.72</b>    | <b>81.7%</b>  |
| <b>Total Income</b>                        | <b>7,016,544.19</b> | <b>7,159,048.00</b> | <b>-142,503.81</b>   | <b>98.0%</b>  |
| <b>Gross Profit</b>                        | <b>7,016,544.19</b> | <b>7,159,048.00</b> | <b>-142,503.81</b>   | <b>98.0%</b>  |
| <b>Expense</b>                             |                     |                     |                      |               |
| <b>1..GENERAL FUND EXPENDITURES</b>        |                     |                     |                      |               |
| <b>1...</b>                                |                     |                     |                      |               |
| <b>1.1 GENERAL FUND PERSONNEL SVCS</b>     |                     |                     |                      |               |
| 550 Insurance                              | 404,349.76          | 643,584.00          | -239,234.24          | 62.8%         |
| 560 Personnel Salaries                     | 1,447,639.72        | 2,460,425.00        | -1,012,785.28        | 58.8%         |
| 570 SocSec/Medicare(FICA)                  | 117,068.95          | 197,775.00          | -80,706.05           | 59.2%         |
| 580 Volunteer Services                     | 422.00              | 20,000.00           | -19,578.00           | 2.1%          |
| 590 Personnel Benefits                     | 305,268.91          | 751,740.00          | -446,471.09          | 40.6%         |
| <b>Total 1.1 GENERAL FUND PERSONNEL...</b> | <b>2,274,749.34</b> | <b>4,073,524.00</b> | <b>-1,798,774.66</b> | <b>55.8%</b>  |
| <b>1.2 GENERAL FUND MATERIAL &amp; SVC</b> |                     |                     |                      |               |
| 670 Contract Services                      | 11,812.30           | 52,000.00           | -40,187.70           | 22.7%         |

03/04/22  
Cash Basis

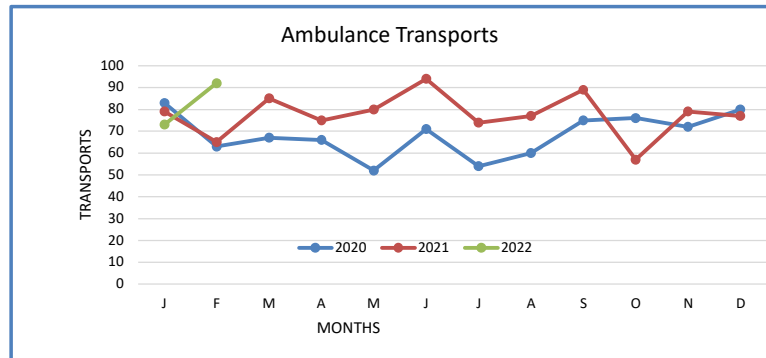
Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 2021 through February 2022

|   | Jul '21 - Fe...     | Budget              | \$ Over Bud...       | % of Budget   |
|---|---------------------|---------------------|----------------------|---------------|
| 680 Communications Maintenance                  | 5,699.68            | 15,000.00           | -9,300.32            | 38.0%         |
| 720 Public Fire Services                        | 2,118.16            | 15,000.00           | -12,881.84           | 14.1%         |
| 730 Property & Liability Insur.                 | 61,716.00           | 63,000.00           | -1,284.00            | 98.0%         |
| 740 Uniforms                                    | 9,154.45            | 15,000.00           | -5,845.55            | 61.0%         |
| 750 Maintenance on Equipment                    | 90,876.87           | 130,000.00          | -39,123.13           | 69.9%         |
| 760 Administration                              | 38,171.54           | 50,500.00           | -12,328.46           | 75.6%         |
| 765 Information Technology                      | 65,829.19           | 115,000.00          | -49,170.81           | 57.2%         |
| 770 Operating Materials/Suppli                  | 2,213.41            | 5,000.00            | -2,786.59            | 44.3%         |
| 775 Emerg. Operating Supplies                   | 22,243.01           | 65,000.00           | -42,756.99           | 34.2%         |
| 780 Building & Grounds Maint.                   | 14,779.02           | 94,000.00           | -79,220.98           | 15.7%         |
| 790 Training                                    | 24,797.67           | 70,000.00           | -45,202.33           | 35.4%         |
| 810 Utilities                                   | 23,949.82           | 36,150.00           | -12,200.18           | 66.3%         |
| 870 EMS Operations                              | 78,141.61           | 155,000.00          | -76,858.39           | 50.4%         |
| <b>Total 1.2 GENERAL FUND MATERIAL &amp;...</b> | <b>451,502.73</b>   | <b>880,650.00</b>   | <b>-429,147.27</b>   | <b>51.3%</b>  |
| <b>1.3 GENERAL FUND CAPITL OUTLAY</b>           |                     |                     |                      |               |
| 910 CO Equipment                                | 7,399.00            | 200,000.00          | -192,601.00          | 3.7%          |
| <b>Total 1.3 GENERAL FUND CAPITL OUT...</b>     | <b>7,399.00</b>     | <b>200,000.00</b>   | <b>-192,601.00</b>   | <b>3.7%</b>   |
| <b>1.4 GENERAL FUND DEBT</b>                    |                     |                     |                      |               |
| 930 Debt  | 63,652.72           | 65,000.00           | -1,347.28            | 97.9%         |
| <b>Total 1.4 GENERAL FUND DEBT</b>              | <b>63,652.72</b>    | <b>65,000.00</b>    | <b>-1,347.28</b>     | <b>97.9%</b>  |
| <b>Total 1...</b>                               | <b>2,797,303.79</b> | <b>5,219,174.00</b> | <b>-2,421,870.21</b> | <b>53.6%</b>  |
| <b>1.5 GENERAL FUND TRANSFER OUT</b>            |                     |                     |                      |               |
| Transfers to Personnel Services                 | 0.00                | 50,000.00           | -50,000.00           | 0.0%          |
| Transfers to Property Fund                      | 0.00                | 63,539.00           | -63,539.00           | 0.0%          |
| <b>Total 1.5 GENERAL FUND TRANSFER OUT</b>      | <b>0.00</b>         | <b>113,539.00</b>   | <b>-113,539.00</b>   | <b>0.0%</b>   |
| <b>1.6 GENERAL FUND CONTINGENCY</b>             | <b>0.00</b>         | <b>400,000.00</b>   | <b>-400,000.00</b>   | <b>0.0%</b>   |
| <b>1.7 GENERAL RESERVED FOR FUTURE</b>          | <b>0.00</b>         | <b>1,000,000.00</b> | <b>-1,000,000.00</b> | <b>0.0%</b>   |
| <b>Total 1..GENERAL FUND EXPENDITURES</b>       | <b>2,797,303.79</b> | <b>6,732,713.00</b> | <b>-3,935,409.21</b> | <b>41.5%</b>  |
| <b>2. GRANT FUND EXPENSE</b>                    |                     |                     |                      |               |
| 2.3 MATERIALS & SERVICES                        | 21,581.66           | 100,000.00          | -78,418.34           | 21.6%         |
| <b>Total 2. GRANT FUND EXPENSE</b>              | <b>21,581.66</b>    | <b>100,000.00</b>   | <b>-78,418.34</b>    | <b>21.6%</b>  |
| <b>3. PROPERTY FUND CAPITAL OUTLAY</b>          |                     |                     |                      |               |
| EMS Apparatus & Equipment                       | 0.00                | 87,000.00           | -87,000.00           | 0.0%          |
| Fire Apparatus & Equipment                      | 0.00                | 126,207.00          | -126,207.00          | 0.0%          |
| Miscellaneous Real Property                     | 0.00                | 5,000.00            | -5,000.00            | 0.0%          |
| <b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>    | <b>0.00</b>         | <b>218,207.00</b>   | <b>-218,207.00</b>   | <b>0.0%</b>   |
| <b>4. PERSONNEL SVC FUND EXPENSE</b>            |                     |                     |                      |               |
| Liability & Service                             | 31,956.53           | 100,000.00          | -68,043.47           | 32.0%         |
| Reserved for Future Expenses                    | 0.00                | 8,128.00            | -8,128.00            | 0.0%          |
| <b>Total 4. PERSONNEL SVC FUND EXPENSE</b>      | <b>31,956.53</b>    | <b>108,128.00</b>   | <b>-76,171.47</b>    | <b>29.6%</b>  |
| <b>Total Expense</b>                            | <b>2,850,841.98</b> | <b>7,159,048.00</b> | <b>-4,308,206.02</b> | <b>39.8%</b>  |
| <b>Net Income</b>                               | <b>4,165,702.21</b> | <b>0.00</b>         | <b>4,165,702.21</b>  | <b>100.0%</b> |

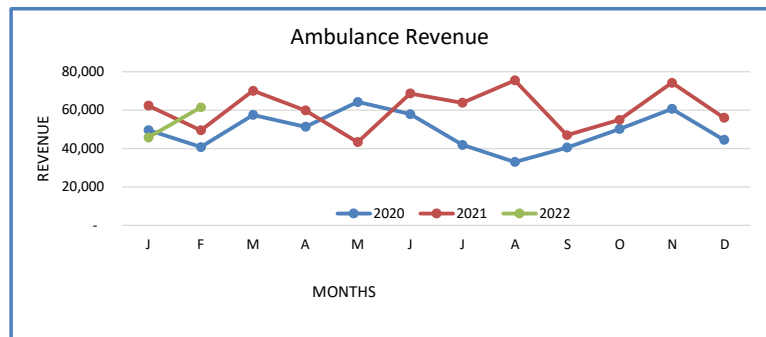
# **AMBULANCE BILLING & TRANSPORT REPORT**



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



|   | 2020   | 2021   | 2022   |
|---|--------|--------|--------|
| J | 49,639 | 62,433 | 45,861 |
| F | 40,764 | 49,564 | 61,525 |
| M | 57,548 | 70,213 |        |
| A | 51,391 | 59,929 |        |
| M | 64,340 | 43,379 |        |
| J | 58,014 | 68,789 |        |
| J | 42,023 | 63,882 |        |
| A | 33,007 | 75,612 |        |
| S | 40,574 | 47,015 |        |
| O | 50,250 | 55,047 |        |
| N | 60,727 | 74,287 |        |
| D | 44,503 | 56,095 |        |



# **MONTHLY RESPONSE & ACTIVITY REPORTS**

# MONTHLY REPORT

## SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



FEBRUARY 2022

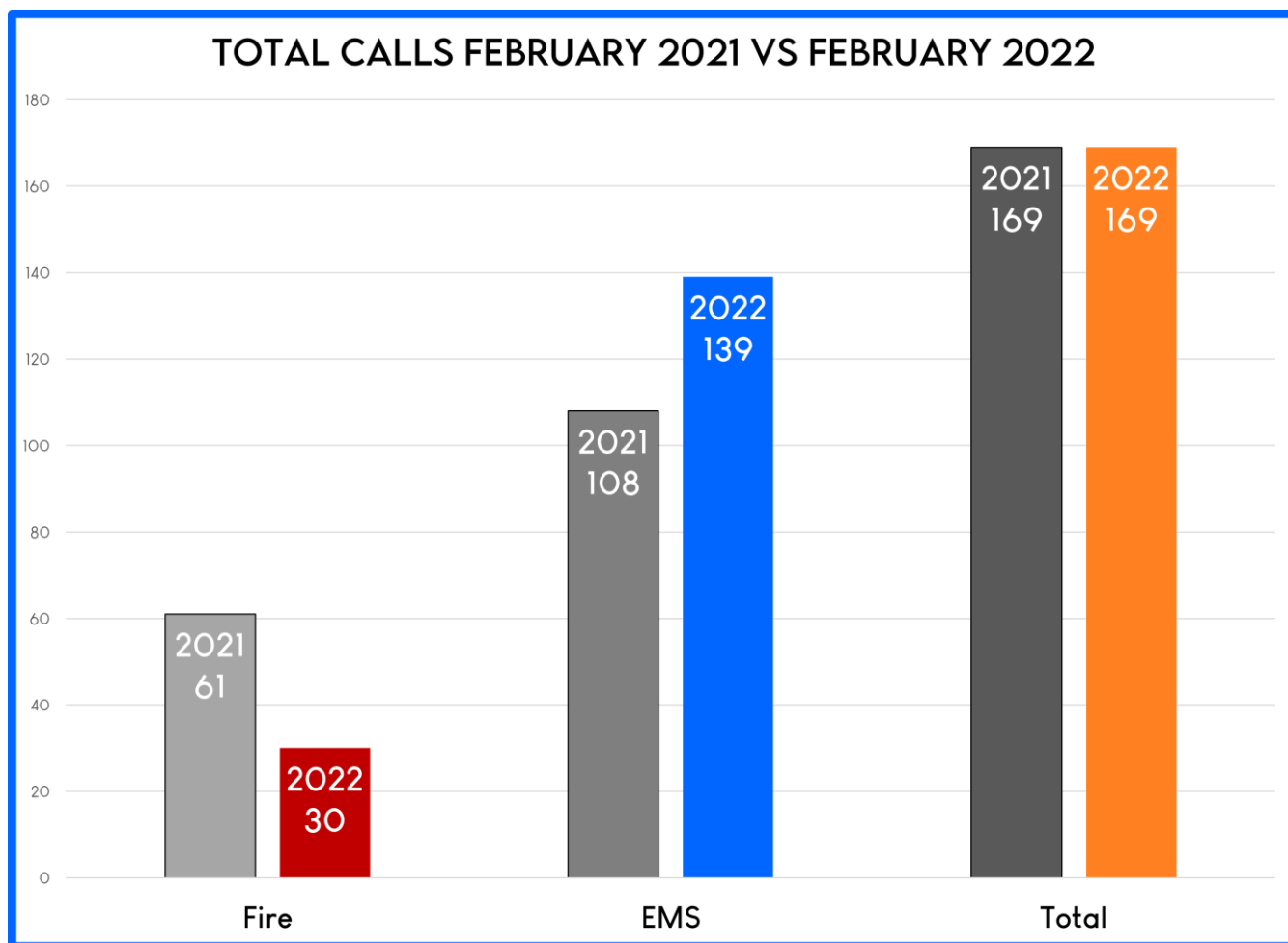
## OPERATIONS

For the month of February, the ratio of EMS incidents to Fire incidents was 82% to 18% respectively. Total EMS related calls for the month were 139, including a total of 140 patients treated, with 93 of those transported to area hospitals. COVID-19 was suspected or confirmed in 8 patients.

Approximately 53% of the total call volume (89 incidents) represents overlapping calls (at least one other call in progress). Approximately 21% of the of the 42 incidents that occurred during the hours of 8 PM to 8 AM (9 incidents) represents overlapping calls. There were no incidents where unit(s) were deployed for more than two days. Either of these situations could require units to respond to areas outside their base districts, which would result in increased response times as well as depleted available resources to respond to emergencies.

Total Fire & EMS calls for service during the month was 169, with a total of 333 apparatus responses spending 190 hours and 57 minutes of time. Total Fire & EMS incidents for the same month in 2021 was 169.

For the month of February, SRFD averaged 1.07 Fire calls per day and 4.96 EMS calls per day for an overall daily average of 6.04 calls per day.

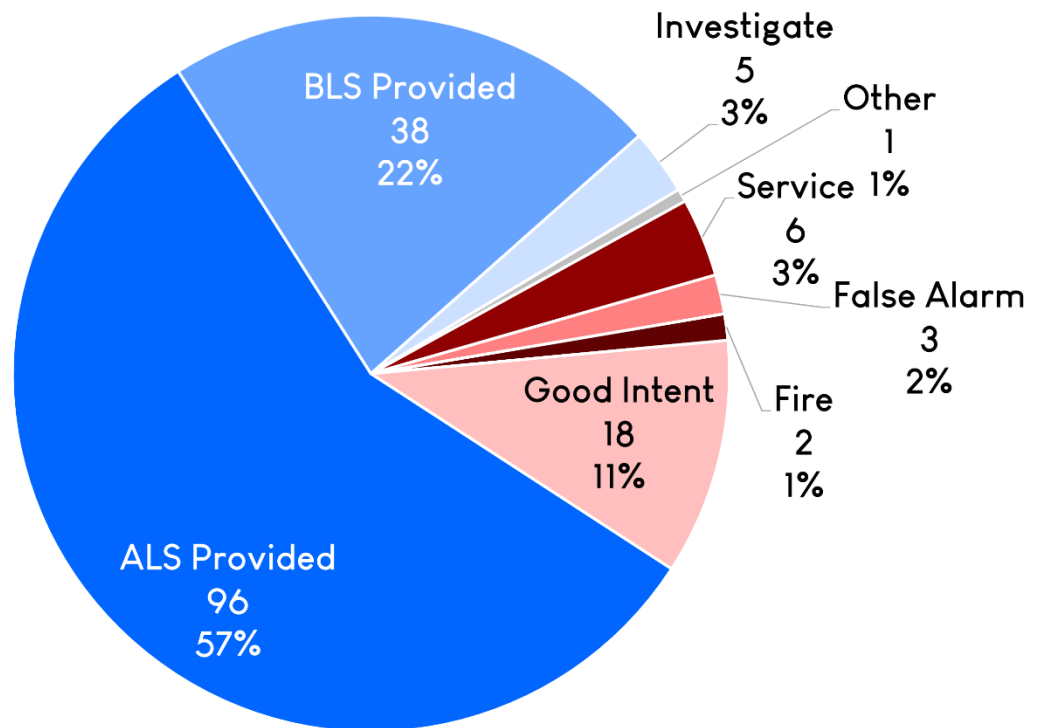


## FIRE AND EMS CALL BREAKDOWN FOR FEBRUARY 2022

|                         |           |
|-------------------------|-----------|
| Fires                   | 2         |
| Hazardous Condition     | 1         |
| Service Call            | 6         |
| Good Intent             | 18        |
| Other Assistance        | 0         |
| False Alarm             | 3         |
| <b>FIRE CALLS TOTAL</b> | <b>30</b> |

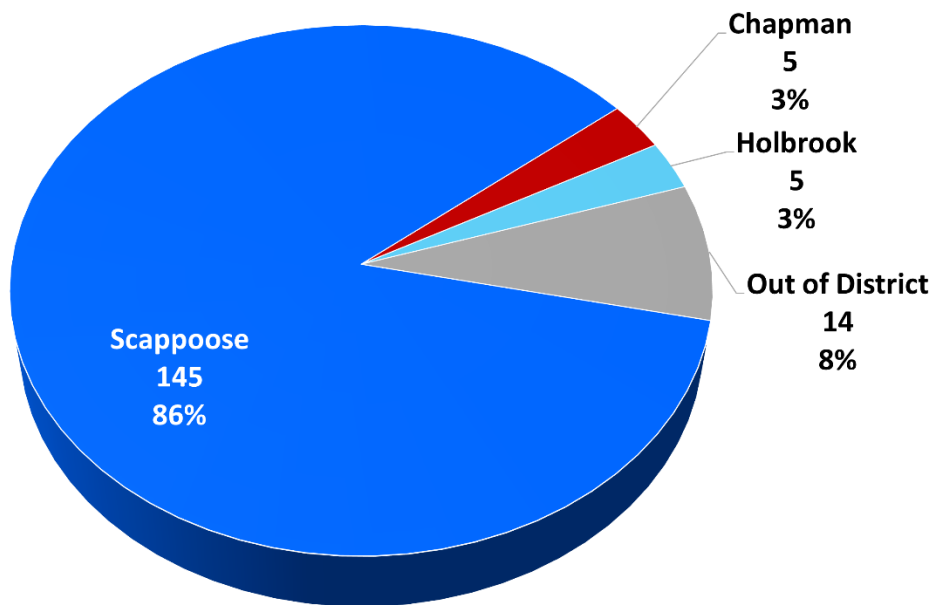
|                        |            |
|------------------------|------------|
| ALS Provided           | 96         |
| BLS Provided           | 38         |
| Investigate            | 5          |
| Cancelled              | 0          |
| Other Assistance       | 0          |
| <b>EMS CALLS TOTAL</b> | <b>139</b> |

**FEBRUARY 2022 - CALLS BY TYPE**  
169 Incidents



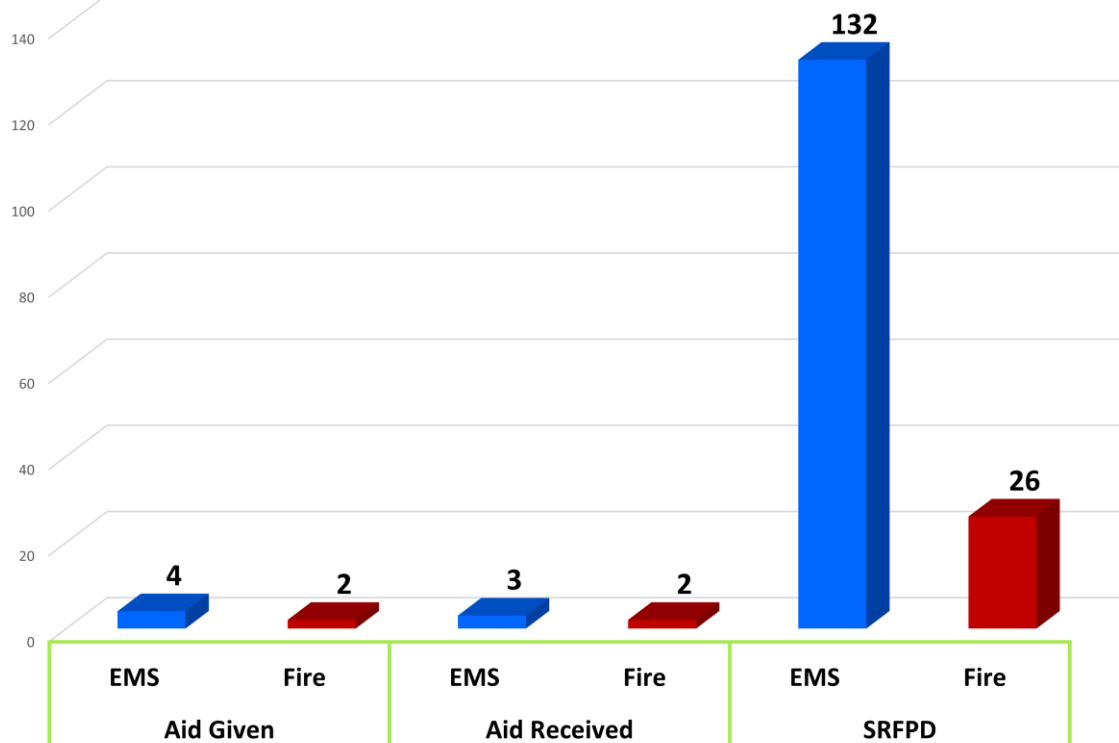
## FEBRUARY 2022 - INCIDENTS BY STATION

169 Incidents with 333 Apparatus Responses

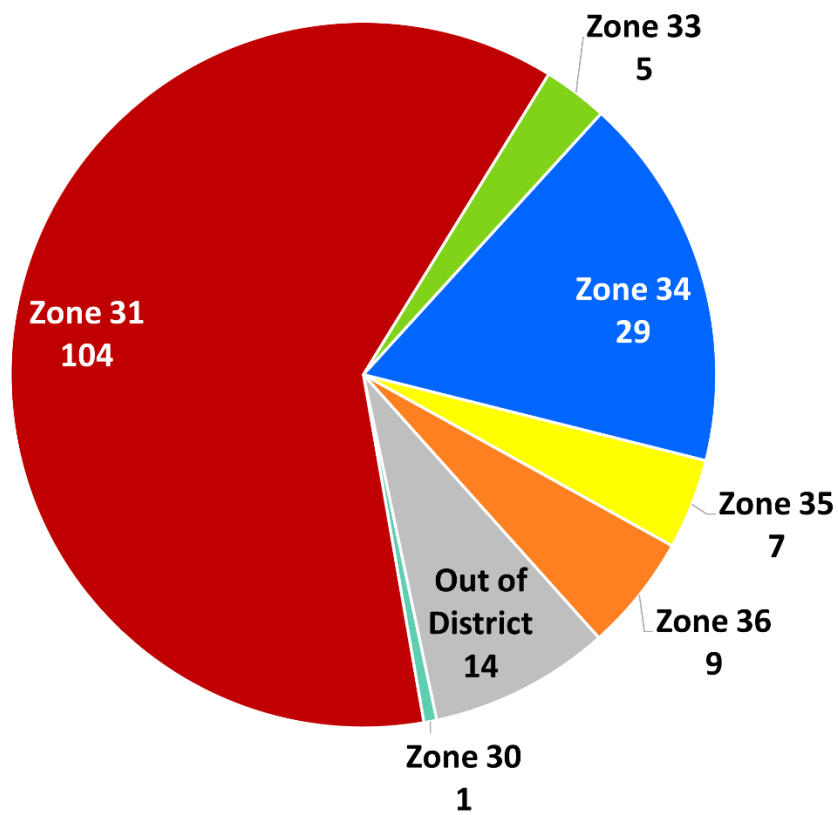


## INCIDENTS BY RESPONDING JURISDICTION

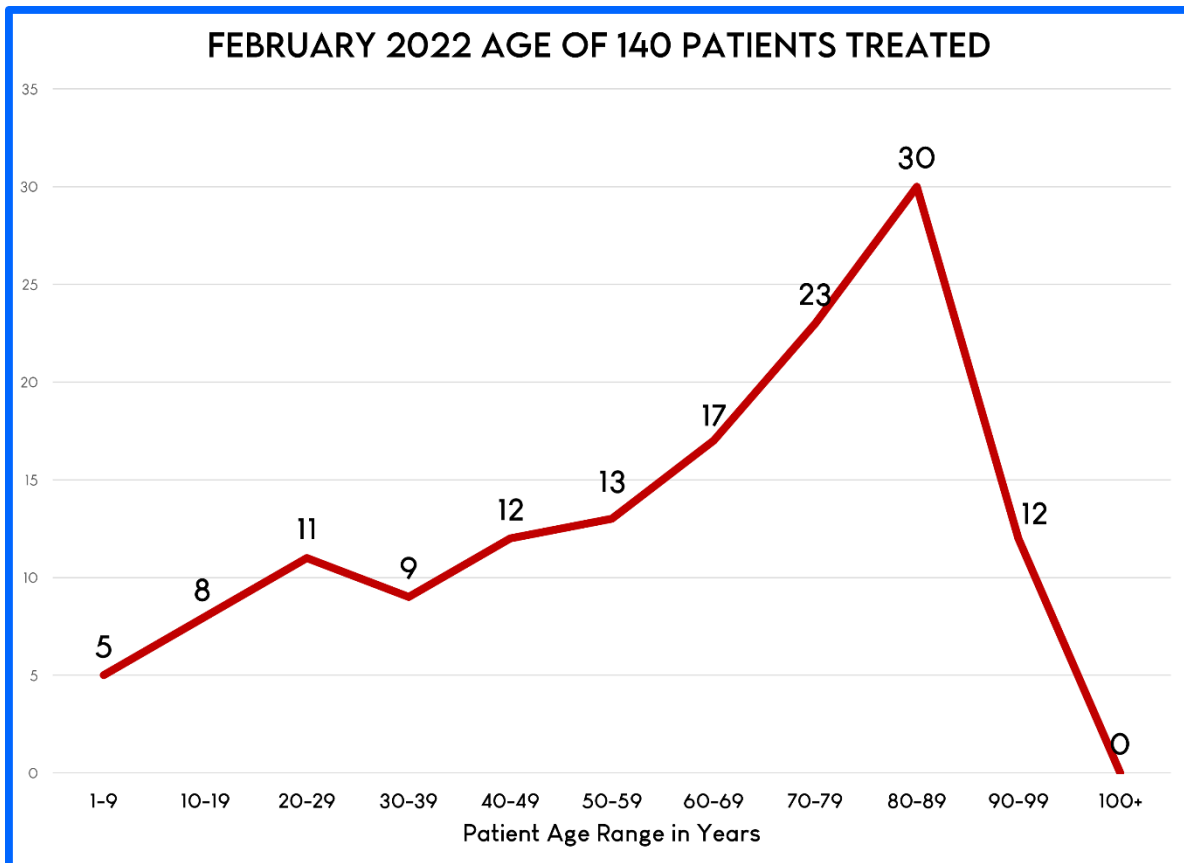
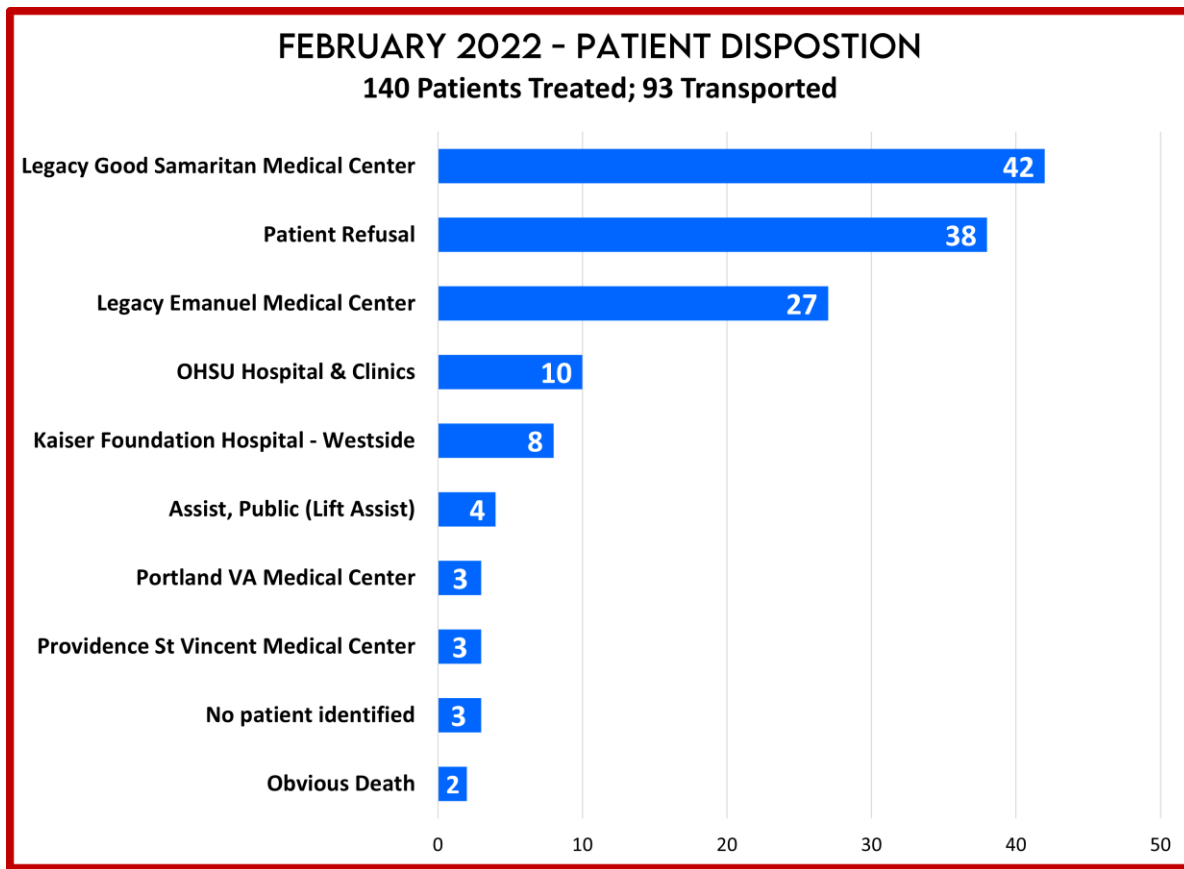
February 2022 - 169 Incidents



FEBRUARY 2022 - INCIDENTS BY ZONE  
169 Incidents



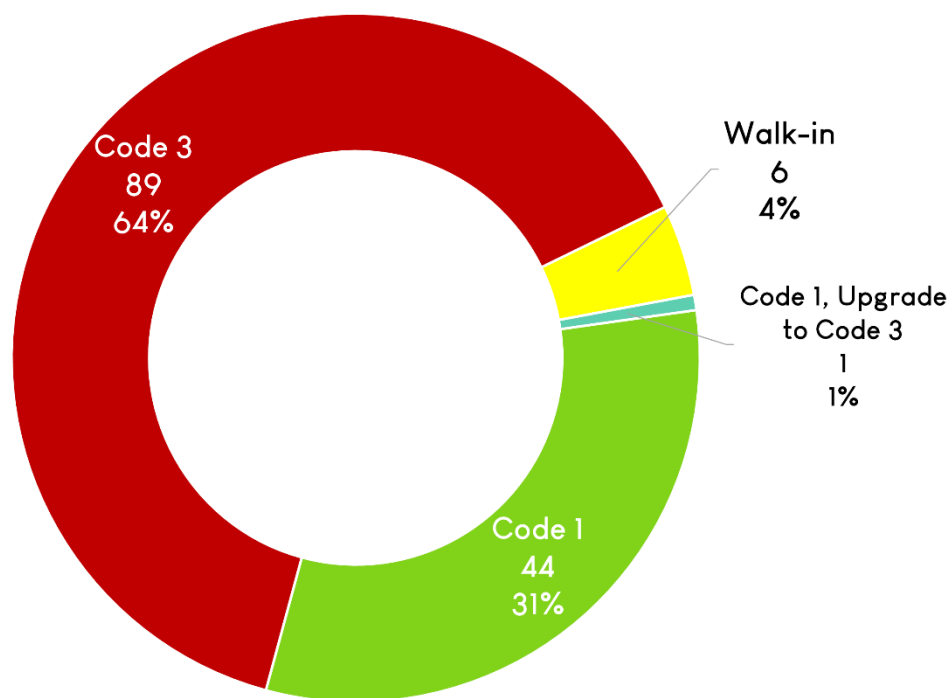
# OPERATIONS



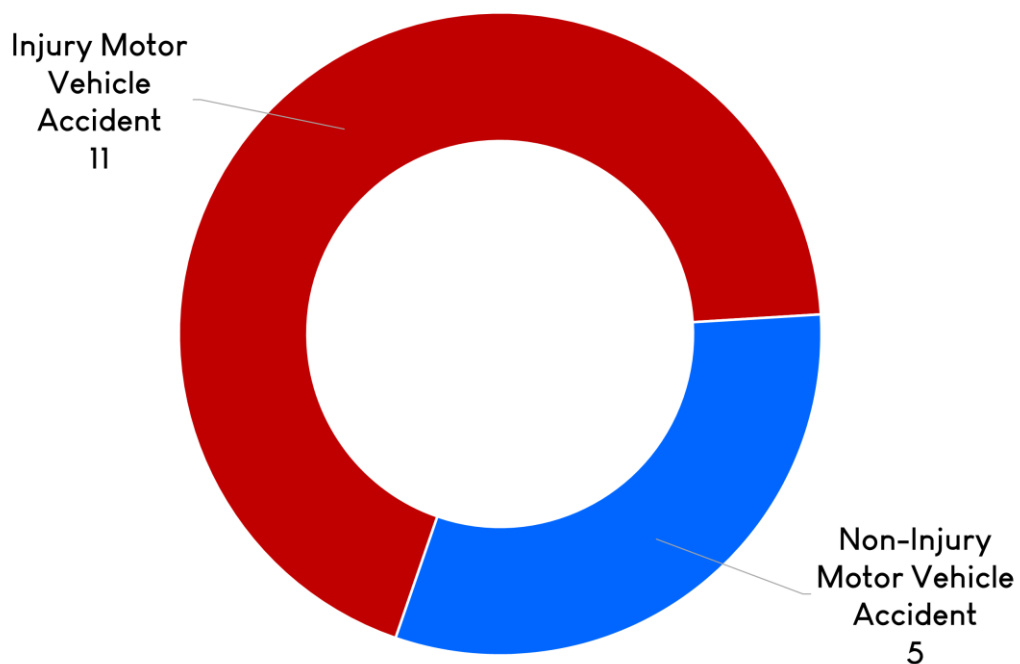


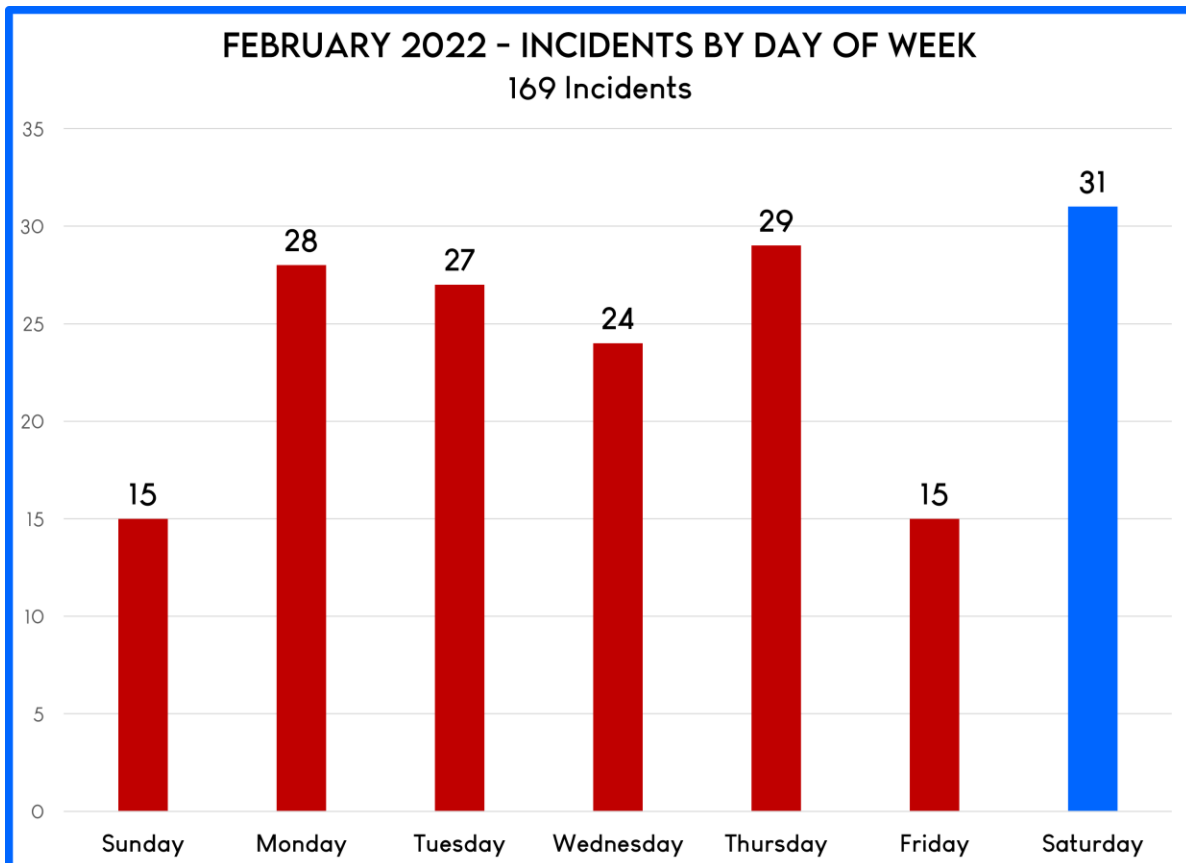
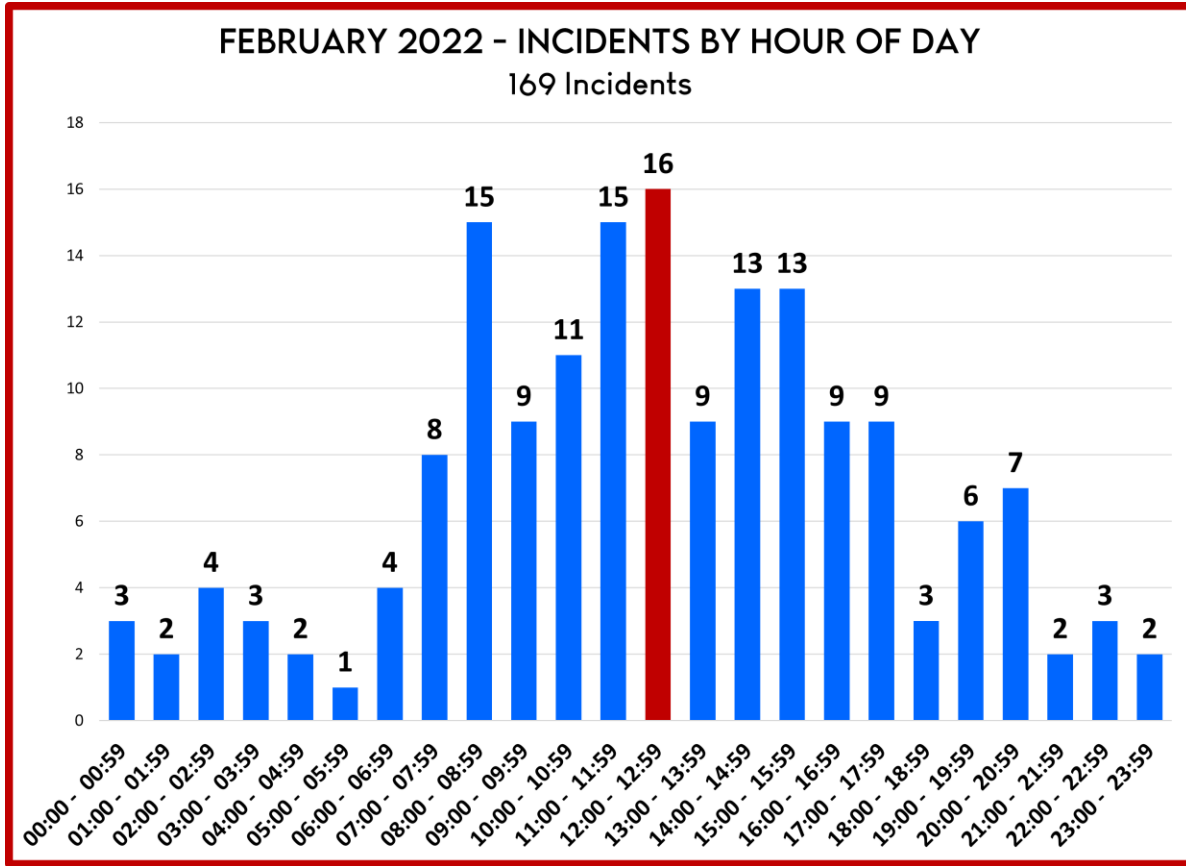
## FEBRUARY 2022 - EMS RESPONSE MODE

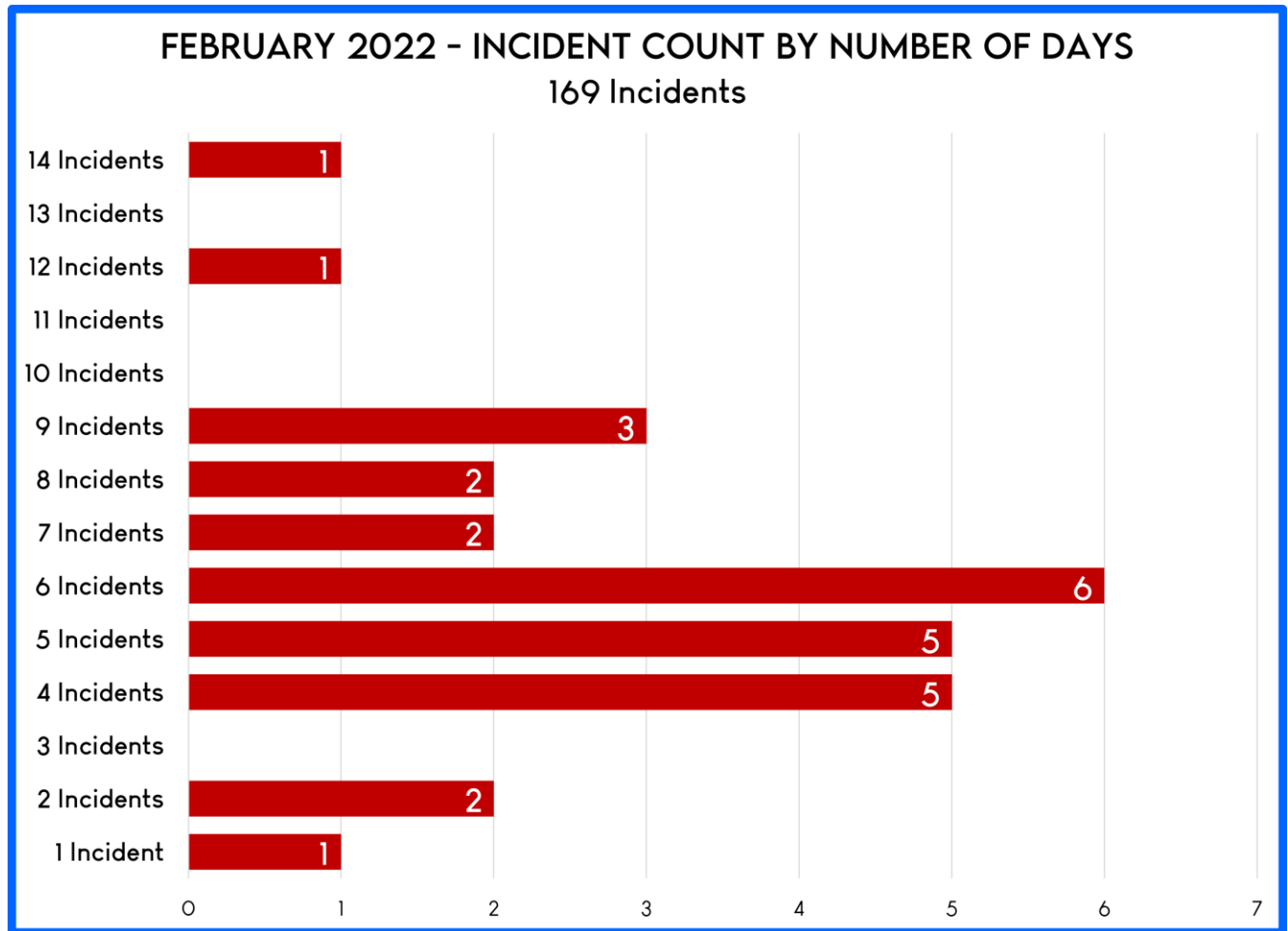
140 Patients

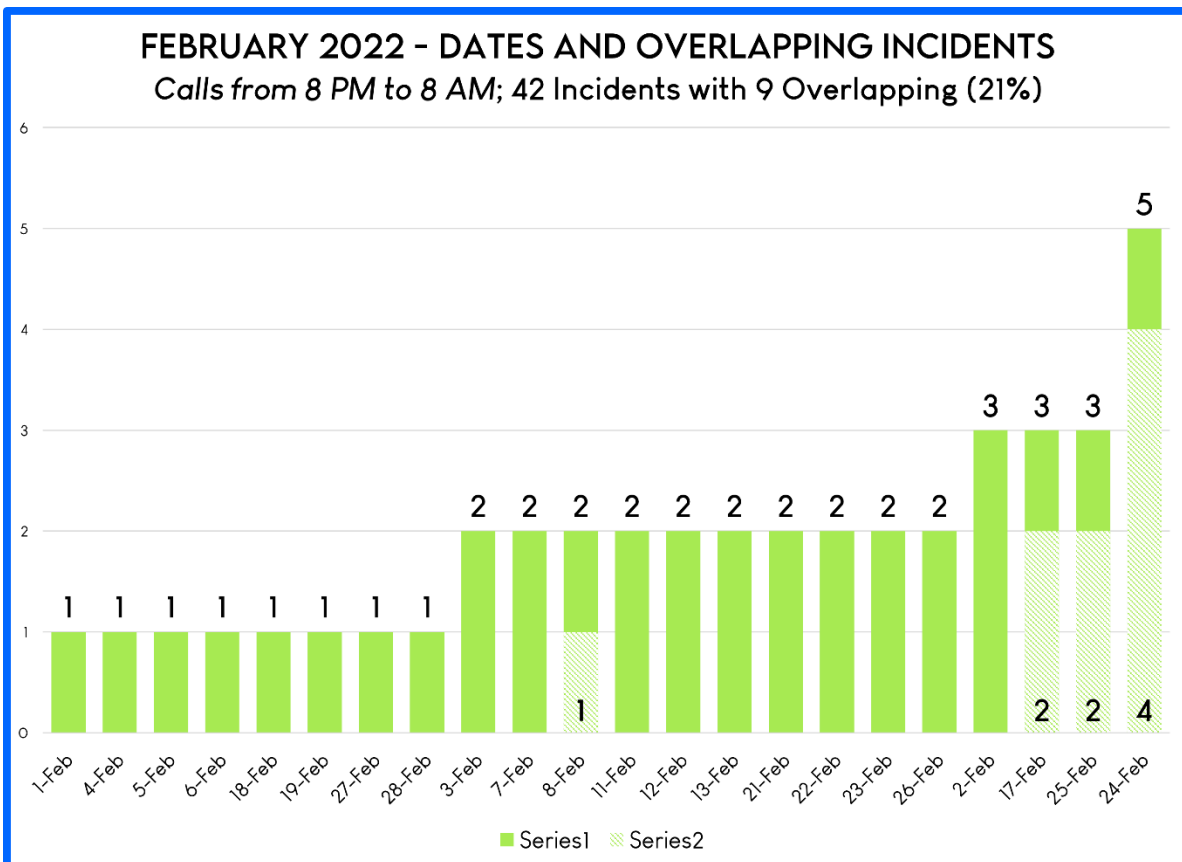
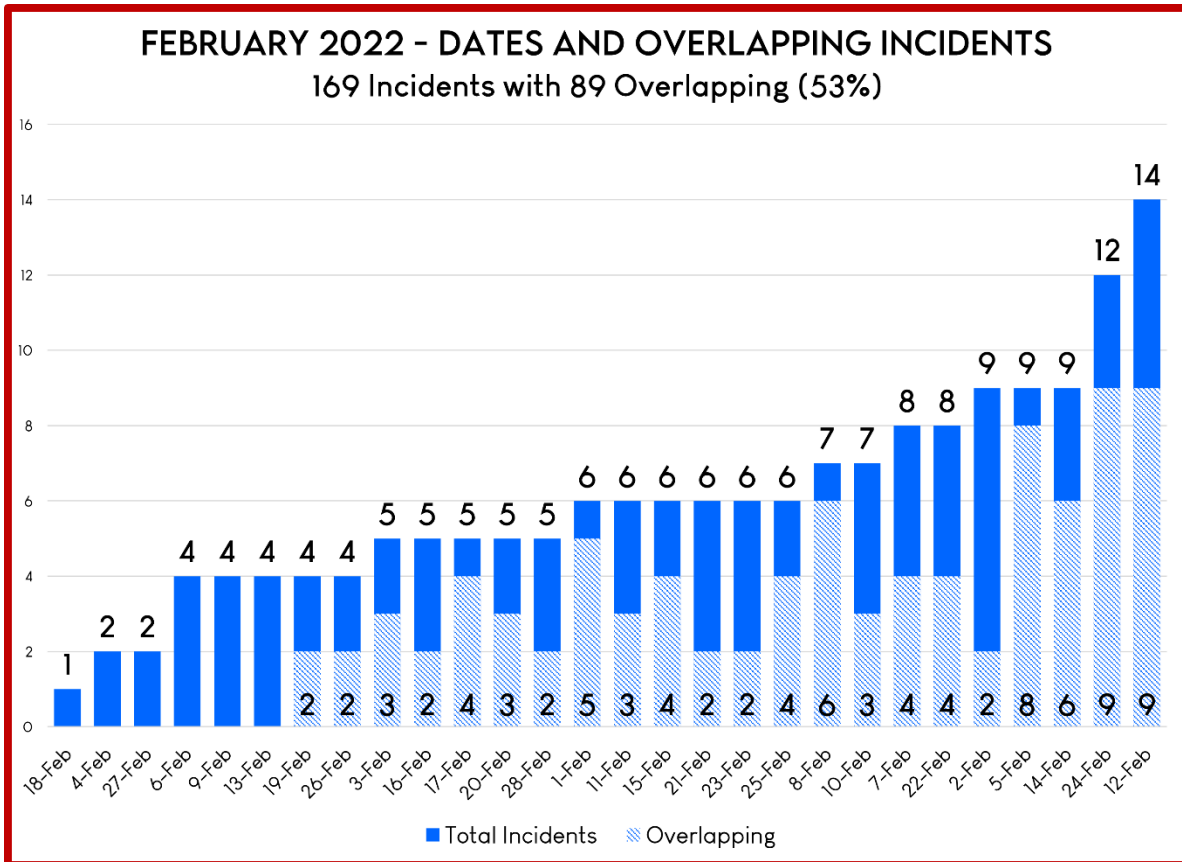


## FEBRUARY 2022 - 16 MOTOR VEHICLE ACCIDENTS





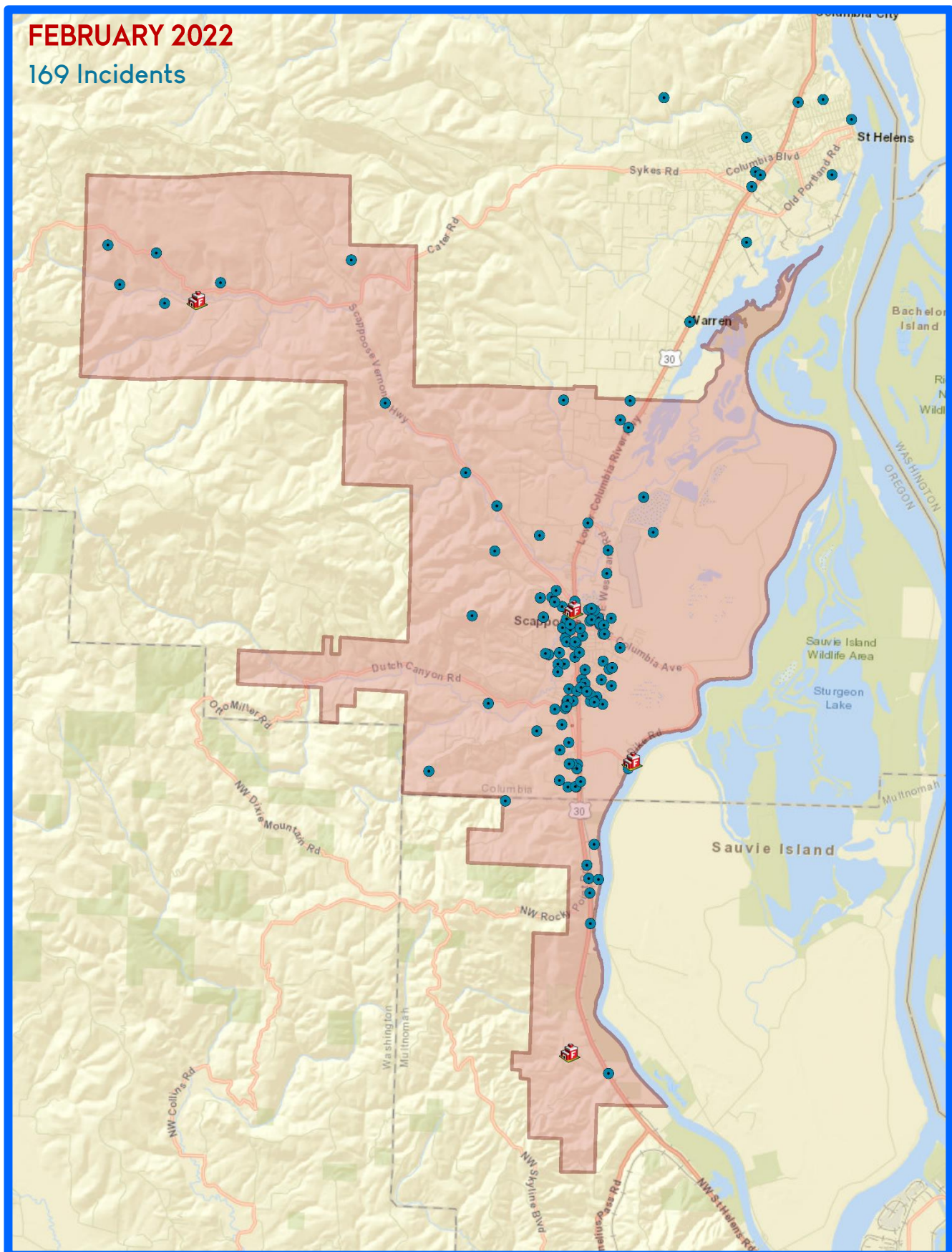




# OPERATIONS

**FEBRUARY 2022**

169 Incidents



# **STAFF REPORTS**

## Fire Chief Report March 2022

### Meetings Attended

| Date    | Topic                            | Date    | Topic                 |
|---------|----------------------------------|---------|-----------------------|
| 2/1/22  | 1660 negotiation ground rule mtg | 2/16/22 | Teams MTG with IT     |
| 2/1/22  | Columbia County Radio Study mtg  | 2/18/22 | AUVSI Board Mtg       |
| 2/2/22  | Meeting with TVF&R               | 2/18/22 | COA Discussion        |
| 2/2/22  | Meeting with Parallel            | 2/18/22 | Off to training in CA |
| 2/2/22  | Pre Fire Plan Meeting            | 2/21/22 | Officers Meeting      |
| 2/2/22  | Task Book MTG                    | 2/28/22 | US Bank Mtg           |
| 2/4/22  | Budget Meeting with Board        | 2/28/22 | Union negotiations    |
| 2/7/22  | RDPO Steering Committee          | 2/28/22 | First Net Meeting     |
| 2/8/22  | FIT Meeting                      | 2/28/22 | Admin Meeting         |
| 2/8/22  | Protocol Update MTG              |         |                       |
| 2/9/22  | Pre Incident Plan Meeting        |         |                       |
| 2/10/22 | Board Meeting                    |         |                       |
| 2/14/22 | Fire Defense Board Mtg           |         |                       |
| 2/14/22 | OFCA Health Insurance Mtg        |         |                       |
| 2/15/22 | COA Detail MTG                   |         |                       |
| 2/15/22 | Mtg with Attorney                |         |                       |
| 2/15/22 | Admin Team Mtg                   |         |                       |

**Hours Worked February: 193 Hours**

**On Call in February: 167.5 Hours**

**TOTAL HOURS: 360.5**

#### Training

24hrs – NIST Standard Test Method (Alameda County Sheriff's Dept in CA)

2hrs – Protocol Update

#### Projects

Hiring – *In Progress for Finance Director*

Mutual Aid Agreement with Cowlitz County – *In Progress*

EMS Boundaries Multnomah County – *In Progress*

Draft Strategic Plan – *In Progress*

Fire Station Project ~ *In Progress*

RDPO UAS Grant ~ *95% complete*

OSFM HMEP Grant ~ *Submitted*

2022 AFG Grants ~ *Submitted*

Fire Code Guide Update - *Tabled*



There were still some transitioning with responsibilities this month. This is still an ongoing process and will likely take a couple of more months before everyone is settled. As we transition, we continue to learn new and important things, as well as constantly tweak our processes and operations to be more efficient.

The radio project continues to be a significant time Challenge. The city is Scappoose is very concerned about this project and has held multiple meetings to go over statistics, information and other probabilities. As the board considers this project, a bit of a pause might be a good idea before we jump on board with a major purchase or sign onto a major overhaul.

We are continuing to have staffing challenges, however, the members of local 1660 have done an incredible job stepping up and feeling vacancies when needed. We currently have one staff member that will be on light duty for a while longer, we will have another staff member on light duty for a couple of months but we should get closer to full staffing here in the next two months.

The firefighter paramedic hiring process was completed by staff and two job offers were made. One of the job offers was to somebody already employed with our district, the paperwork process has been reduced. We are in the beginning stages of the background on one of the new candidates.

In the coming weeks we will be establishing a workgroup to revamp our volunteer program. We will also be starting the process of putting together our annual report. Last year we saw some significant increases in calls and we have areas through our analytics that we will use to improve our service.

We are still in the process of hiring a finance director, but we may be close to a job offer. I will be providing a verbal report on this at the next board meeting.

A considerable amount of my time has been spent working on administrative duties this month where as in the past the majority of these duties were accomplished by the finance director. Until we fill this position I will be spread pretty thin in addition to the office admin staff.

One of the big projects I've been working on for the last two years is nearing completion. In February we had two major successes that are worth sharing. Part of the project includes obtaining a waiver from the federal Aviation administration to be able to fly and conditions that most part 107 pilots are not allowed. As of this Porter part, Scappoose fire has been issued a waiver to fly in controlled airspace and we are the first non-state or federal entity to receive this type of waiver that covers the entire state of Oregon. In addition, we were also notified on 28 February that we were allowed to fly beyond visual line of sight. This is one of the hardest waivers to obtain. We are now waiting on one more waiver and hope to hear about this in the next week or we can a half.



## OPERATIONS REPORT

We received a partial shipment of our large radio order. Unfortunately there was a mistake with the part number on the handheld radios and those will be delayed an additional 3 to 4 months. We have received all of the mobile radios, and staff will be working on the schedule to get those installed and all of the vehicles.

We are still waiting to hear back from two vendors regarding I remount of the box on a new chassis for our older rescue unit. One of the challenges we will have Super caring chassis. With all of the supply and demand challenges posed by Covid, we may be delayed in acquiring a new chassis for that platform.

We are taking a bit of a tactical pause with our vehicle maintenance, as we try to understand where we sit in the budget and forecast through the rest of the year. While we still have some major items that need to get work done, we need to make sure we have enough of a contingency as we write out the rest of this budget year.

A few small purchases occurred to replace outdated equipment I will go on the new fire engine.

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

Chapman station: Nothing to report at this time.

The boat House station: Nothing to report at this time.

Scappoose station: This is a work in progress, most of the information regarding this project will occur in Old Business.

We are continuing to in-service the new engine. We are hoping to have it ready for its in-service ceremony end of March.

Our project with the record management system is going well. We have been starting to roll out the check sheet program shift by shift. The next project will be to build out the training platform.

Uncrewed Aircraft Systems:

57 Flights

3.51 Hours Flown

**Division Chief Marks**  
**February 2022**

**February Projects:**

Duty Shifts   Safety Program   Review Wellness Program  
Protocol Updates   ASA Review   Career Interviews  
Traffic Safety Program

**Drills / Activities / Meetings in February included**

|                             |  |
|-----------------------------|--|
| Admin and Officers Meetings | CCOM Radio Meeting                     |
| Safety Meeting              | Fire Defense Board                     |
| ASA Document Review         | RAWS Weather Station Meeting           |
| Protocol Update Training    | OHA Meeting                            |
| Operative IQ Demo           | Regional Wellness Coordinators Meeting |

In February I attended my normally scheduled meetings. I have continued working with the other county EMS Chiefs on an ASA Document Review / Revision. This document will be presented to the County Commissioners to Adopt and submit to the state for approval. We are on final revisions from our standpoint. We are waiting to hear from the county on a possible Contractor being hired to review the county EMS services.

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

NIFF Curio has been working with Operative IQ regarding issues with their software. Due to these issues, Scappoose was one of six EMS agencies across the country to beta test a new program they are launching. Feedback from crews has mostly been positive with this change. I would like to thank NIFF Curio for helping hold the EMS Division together through the transition period.

F/F Ahlers and I attended a Regional Wellness Coordinator meeting in Kent. The meeting was attended by Coordinators from the area to discuss programs, new information and network. One of the topics was Rebound. I was able to relay the successes we have had with the company. Rebound was also on site for this

meeting. They thanked our organization for being part of their family and for the good words of success we have had with them. Rebound is continuing to roll out new products that will increase our safety and improve capabilities the of our membership. Zach and I are looking into these new programs for possible integration into our organization.

I have attended several meetings with Chief Pricher and other county agencies regarding adding more RAWS stations throughout the county. More RAWS stations would allow the county fire agencies to gather more data regarding fire weather. This would give agencies better data to evaluate burn days and fire potential in the area. Currently the county has one remote weather station which has been in place for more than 20 years. The group is looking at placing two to three more across the county. These units are tied into the National Weather Service which allow better forecasting as well.

|                                 |                                       |
|---------------------------------|---------------------------------------|
| My Time Worked in February 2022 | 181.58 hours                          |
| Call Time in February 2022      | 209 Hours (call shifts minus 40 hours |
| office time)                    |                                       |
| <b>Total Hours</b>              | <b>390.58 Hours</b>                   |

## **Chief Bautista Report**

**March 2022**

### **February Projects:**

New SRFD uniforms should be ordered soon. We provided a few weeks for members to get fitted for Job Shirts (duty sweatshirts). Orders should be expected to be placed soon. Thank you to FF Booth and FF Chaffeur for their work on this project.

### **Fire Marshal:**

This month I conducted 1 fire access consult, 2 new fire agency review application (new driveway) and 1 Referral and Acknowledgement document from the Columbia County Land Development Services Planning Division.

A rising trend is the level of consultation requests coming in. These requests tend to take up much FTE time and involve multiple site visits. Due to this increase in service and the demand of SRFD resources, we may need to discuss a proposal to charge for consultations in an effort to recoup SRFD expenses for these services.

I am working with SRFD members to get pre-incident plans started in Intterra. I would like to get members trained and started by April 2022. Thank you to Chief Greisen for his work at the Scappoose Airport so far.

We are waiting for the Oregon State Fire Marshal's Office to process certificates for our members who participated in the Company Officer course to start business fire inspections.

I am working at identifying some members to get fire investigation training. Due to the financial investment with training and PPE, in addition to the time required to fully train these members, we must have a level of participation commitment from members to proceed.

### **Public Education:**

C Shift conducted live fire extinguisher training at Cascade Tissue on March 15th & 16<sup>th</sup>. Thank you to the personnel on shift that helped support their training and B shift for preparing the fire extinguisher prop for use.

### **Public Information:**

Continuing to work with PIO Heath on her training and assisting with press releases and social media posts. My goal is to meet with the PIO group and develop templates and processes for PIO duties in the future.

February was a busy month with various incidents and events. Thank you to the team for getting press releases, social media posts, and media interviews completed.

Special thanks to Chief Marks for participating with a local radio station interview regarding the rail way incident this month.

### **SRFD Training:**

I conducted an audit of all career and volunteer SRFD members to determine who is missing key certifications for positions currently (e.g., NFPA Driver, NFPA Haz Mat Awareness and Operations, NFPA Firefighter 1 & 2, Wildland FF2, NFPA Fire Officer 1). I will be working with company officers and those members to complete these items over the next months.

I am working with members of the organization on getting F9 approvals from DPSST to instruct fire certifications courses (E.g., Aerial Operator, Vehicle Extrication Rescue, etc.).

We are in beginning communications of forming an internal Firefighter 2 academy and/or series for our career and volunteer members who need these courses.

**Total SRFD Member training hour for the month were 181.25**

### **ISO Course:**

I am in communication with ISO to host a 4-hour course at Scappoose Fire District to review the scheduling guide. This would offer us an opportunity to ask specific questions about the rating process to inform the development of a strategy for our next ISO evaluation. Our goal is to have our Chief Officers, Lieutenants, Board of Director representatives, volunteer representatives, Columbia 911 and Scappoose Water Department personnel attend the course if schedules allow. We would open this course to outside agencies as well.

The course is scheduled for Thursday March 16, 2022, from 1pm to 5pm. The course will be hosted by Scappoose Fire District utilizing the training room.

### **February Meetings:**

| Date       | Topic   |
|------------|---|
| 2/2/2022   | NFPA 410 Committee Appointments Discussion            |
| 2/3/2022   | Columbia Public Health LatinX Outreach Meeting        |
| 2/7/2022   | Firefighter/Paramedic Candidate Interviews            |
| 2/8/2022   | LCRTOA  |
| 2/8/2022   | Columbia County FIT                                   |
| 2/8/2022   | Columbia County Wildland Drill Coordination Meeting   |
| 2/8/2022   | Protocol Update and Case Review                       |
| 2/9/2022   | Firefighter/Paramedic Candidate Interviews            |
| 2/10//2022 | SRFD Board Meeting                                    |
| 2/16/2022  | Finance Director Candidate Interview                  |
| 2/17/2022  | Jury Duty   |
| 2/19/2022  | 30120 Edgewood Dr. Fire Access consult                |
| 2/20/2022  | Pre-Plan Software Review with Chief Greisen           |
| 2/20/2022  | 32725 NW E.J. Smith Road - Fire Service Agency Review |
| 2/21/2022  | Fast Oil & Lube Pre-Plan On Site Survey               |

|                  |   |
|------------------|---|
| <b>2/21/2022</b> | Referral and Acknowledgement - NW Aggregate Temp Permit (Surface Mining Hours of Operation extension) |
| <b>2/22/2022</b> | 32725 EJ Smith Driveway Inspection  |
| <b>2/22/2022</b> | 20245 NW Clark Avenue - Fire Service Agency Review  |
| <b>2/28/2022</b> | Union Negotiations Meeting  |

### **Scheduled Training and Chief Officer Development:**

Continuing to work through duty officer rotations and seeking feedback from Chief Pricher and Chief Marks on critical incidents.

Maria Heath and I will be at the National Fire Academy attending the Youth Firesetting Prevention and Intervention course March 26, 2022, through April 2, 2022. This is a revised curriculum that will cover Youth Firesetter Intervention and Youth Firesetter Program Manager certification requisite knowledge required for certification. In this course, we will be able to create program plan and implement it upon return from the NFA.

Chief Marks and I are planning on attending Oregon Volunteer Firefighter Association Conference in Hermiston, OR on June 9th through June 12th to attend the Live Fire Instructor course. The Live Fire Instructor In Charge course was cancelled due to not having an instructor. This course is the prerequisite for State certification to supervise live fire drills and use of the LBTC burn props.

**Total hours for February 2022: 257.25 hours (Duty officer 192 hours worked at the station).**

# OLD BUSINESS

## Drug- and Alcohol-Free Workplace

### 1232.1 PURPOSE AND SCOPE

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

### 1232.2 POLICY

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

### 1232.3 GENERAL GUIDELINES

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

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

#### 1232.3.1 USE OF MEDICATIONS

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

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

### 1232.4 MEMBER RESPONSIBILITIES

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

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



## *Drug- and Alcohol-Free Workplace*

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

### **1232.4.1 ADDITIONAL MEMBER RESPONSIBILITIES**

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

### **1232.5 EMPLOYEE ASSISTANCE PROGRAM**

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

### **1232.6 WORK RESTRICTIONS**

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

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

### **1232.7 SCREENING TESTS**

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

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

## *Drug- and Alcohol-Free Workplace*

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

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

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

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

### **1232.7.2 DISCIPLINE**

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

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

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

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

### **1232.9 CONFIDENTIALITY**

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

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

# NEW BUSINESS

# COMMUNICATIONS

## MEMORANDUM

**TO:** SDIS Property/Casualty Insurance Program Participants

**FROM:** SDAO Underwriting Department

**SUBJECT:** 2022 SDIS Best Practices Program – *Property/Casualty Insurance Credits*

Did you know that your district can receive credits on its property/casualty insurance contributions? These credits are offered through the Best Practices Program and can take up to 10% off your district's general liability, auto liability, and property insurance contributions for the 2023 policy year. Enclosed is a brochure outlining the five credit opportunities for this year's program.

To receive credit, a district representative must complete the Best Practices Survey (located online on the SDIS Insurance Site). Please note, each district is responsible for completing their own survey online. Instructions to complete the survey are below:

- Visit [www.sdis.org](http://www.sdis.org)
- Enter your login credentials and select Login
- Once on the SDIS Insurance Site homepage, click Insurance on the left
- On the bottom left side of the page click Best Practices
- Then select Take Survey
- Complete the survey, scroll up, and click Save at the upper-right-hand corner of the survey

Credit is only able to be awarded in a category when a box within that section of the survey is checked. If you cannot answer "yes" to at least one question within that category, credit will not be recorded or given. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. Training credits taken by members are not automatically updated in the Best Practices Survey and must be manually checked off by the member.

**Once you have clicked save, the survey has been submitted. There is no need to send confirmation to SDAO; the percentage credit you see is the amount that we see and download into our system.**

The survey will become available this spring (we will email everyone when it opens), and the deadline to complete is **November 4, 2022**. Districts can save the survey multiple times until all fulfilled credits are reported.

If you have any questions, please contact Jaime Keeling at [jkeeling@sdao.com](mailto:jkeeling@sdao.com) or 800-285-5461 ext. 122.





Deadline: November 4, 2022

# 2022 BEST PRACTICES PROGRAM

**Your district can receive up to a 10% discount on your general liability, auto liability, and property insurance contributions for the 2023 policy year.**

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

## 1. Affiliate Organization Membership | Credit: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon Economic Development District Association
- Oregon PRIMA
- Oregon APCO-NENA
- ✦ • Oregon Fire Chiefs Association
- Oregon Public Ports Association
- Oregon Association of Chiefs of Police
- ✦ • Oregon Fire District Directors Association
- Oregon Recreation and Park Association
- Oregon Association of Clean Water Agencies
- Oregon Library Association
- Oregon Rural Health Association
- Oregon Association of Conservation Districts
- Oregon Mosquito & Vector Control Association
- Oregon Transit Association
- Oregon Association of Hospitals/Health Systems
- Oregon People's Utility Districts Association
- Oregon Water Resources Congress
- Oregon Association of Water Utilities

As we have several district types, this is **not** a comprehensive list. If you have any questions, please contact Jaime Keeling at [jkeeling@sdao.com](mailto:jkeeling@sdao.com).



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## 2. Board Duties and Responsibilities Policy | Credit: 2%

In order to receive the 2% credit, your district must have adopted a policy regarding board duties and responsibilities. A sample policy will be available at [www.sdao.com/best-practices-program](http://www.sdao.com/best-practices-program) in the spring.

## 3. Board Duties and Responsibilities Checklist | Credit: 2%

To receive credit in this category, you must complete the self-evaluation checklist that is available within the Best Practices Survey located on the SDIS Insurance Site ([www.sdis.org](http://www.sdis.org)). The checklist can be viewed once you have opened the survey. The survey will go live on the Insurance Site in spring of 2022.

## 4. SDAO/SDIS Training | Credit: 2%

You must certify that ALL members of the board have attended **one** online or in person class regarding board members duties and responsibilities **or** the board can engage in a Board Practices Assessment conducted by an SDAO consultant. The following are some *examples* the trainings that qualify:

- **SDAO Board of Directors and Management Staff Regional Training**
- **Board Duties and Responsibilities Pre-Conference Training** *(This training will be streamed on February 10th during the 2022 SDAO Annual Conference on the virtual conference platform.)*
- **OFDDA/OFCA board trainings sponsored by SDAO**
- **Boardsmanship 301** – *(Online training video viewable at [www.sdao.com/training-videos](http://www.sdao.com/training-videos))*
- **Boardroom Dancing** – *(Online training video viewable at [www.sdao.com/training-videos](http://www.sdao.com/training-videos))*

To sign up for a Board Practices Assessment, please contact Shanta Carter, Consulting Services Administrator, at [scarter@sdao.com](mailto:scarter@sdao.com).

## 5. Board Member Education Program | Credit: 2%

To receive the credit in this category, **at least two (2)** members of the board will need to enroll in the SDAO Board Leadership Academy (all district types) OR in the SDAO/OFDDA Fire District Directors Academy (applicable to fire districts). There is **no cost** to enroll in these board education programs.

Eligible individuals will need to complete an enrollment form located on the SDAO website at [www.sdao.com/sdao-board-leadership-academy](http://www.sdao.com/sdao-board-leadership-academy) or [www.sdao.com/sdao-ofdda-fire-district-directors-academy](http://www.sdao.com/sdao-ofdda-fire-district-directors-academy) and submit it to SDAO Member Services ([memberservices@sdao.com](mailto:memberservices@sdao.com)) to enroll.

## Receiving Credit

To receive credit, a district representative must complete the Best Practices Survey (located online on the SDIS Insurance Site) and click the Save button at the upper right-hand corner of the screen. Credit will only be awarded in a category when a box within that section is checked. If you cannot answer "yes" to at least one question within that category, credit will not be recorded. Your district will be notified by email this spring when the survey becomes available online. The survey **must** be submitted by a district representative who will verify completion of the credit requirements within the survey. Training credits taken by members are not automatically updated in the Best Practices Survey and must be manually checked off by the member. **Please note, each district is responsible for completing their own survey online. The deadline to complete the survey is Nov. 4, 2022.**

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