

**Scappoose Rural Fire District
Scappoose, Oregon
BOARD OF DIRECTORS**

REGULAR BOARD MEETING AGENDA

June 11, 2020 After 7 pm Budget Committee

Members of the public may attend the open portion of the meeting by electronic means. The audio access information is posted under About Us/Board Members on the District website @ www.srfd.us. Please email jsalisbury@srfd.us for complete login information.

***Please note:** Members of the Board of Directors will be attending the meeting in person at the Scappoose Senior Center. Public comment will be taken. All attendees should mute their mics when not called on for comment.*

Call to Order & Flag Salute

Public Comment

SRFD Consent Agenda (needs motion)

- **Minutes for 5.07.20 Special Meeting**
- **Minutes for 5.14.20 Regular Meeting**
- **Minutes for 5.29.20 Special Meeting**
- **5.2020 Itemized Account Activity**
- **5.31.20 Budget Vs Actual**

Staff Reports

Old Business

- **Committee Reports**
- **Property tax measure – choose type & election date (needs motion)**
- **Miscellaneous**

New Business:

- **Update bank signers & credit cards**
- **Detail position for vacant division chief slot**
- **Authorization to backfill vacant Lieutenant position**
- **Board retreat date to consider SWOT (Strengths, Weaknesses, Opportunities, and Threats)**
- **Duty Officer Expectations**

Executive Session: Pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Public Comment

Good of the Order

Adjourn

Scappoose Rural Fire District
52751 Columbia River Hwy., Scappoose, OR 97056
Special Meeting of the Board of Directors
May 7, 2020 7:00 pm

Special Meeting: After due and legal notice the Special 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 Graham, David Sorenson, Andy Kriek, Mark Gift, Ron Cairns

Absent: None

Others: Chief Hoke, FD Salisbury

Call to Order: President Graham called the meeting to order at 7:00 pm.

Flag Salute: President Graham led the flag salute.

New Business:

A: Consider modification to the Fire Chief's contract. President Graham referred to a letter from Chief Dennis Hoke, saying that Chief Hoke agreed to a modification to his contract. The Board has decided to accept his resignation. He has voluntarily resigned effective July 1, 2020 due to family reasons. As part of the modification, Chief Hoke will receive three months severance pay, thus modifying the contract dated Sept 3, 2019 to terminate on July 1, 2020. Chief Hoke will take vacation June 11, 2020 to June 30, 2020. Chief Hoke agreed to return all fire district equipment and uniforms prior to June 11, 2020. He will be available via phone or email to assist in transition issues for a period of six months at no cost to the District. By accepting this agreement Chief Hoke agrees not to bring any litigation against SRFD. Written approval binds the Board of Directors and Chief Hoke in agreement not to make negative comments about any member of the agreement or the District. Media inquiries will be directed to the Board President. President Graham wished Chief Hoke the best in all future endeavors and thanked Chief Hoke for his work with the district.

Director Sorenson moved to accept Chief Hoke's resignation. Director Kriek seconded. Motion passed unanimously.

All Board members thanked Chief Hoke for his work here.

Chief Hoke wished the Board the best success in the future. He proposed that Division Chief Jeff Pricher be promoted to Deputy Chief, saying he had agreed to do that at no additional salary increase, then moved to Interim Chief, saying both Division Chiefs Pricher and Marks are well equipped to move the district forward.

Director Gift said he would like to wait until the next regular board meeting to make the appointment to Deputy Chief.

President Graham agreed to wait to appoint the Deputy Chief/Interim Chief until May 14th regular board meeting.

Director Sorenson asked how much work it will be to unwind the IGA. Chief Hoke stated that the issue of Duty Officer needs to be worked out, Battalion Chief tone, and materials owned by each district sorted. Columbia River Fire and Rescue's executives would like to begin the separation on a trial basis June 1, 2020 so they have a month to work out issues. If there is conflict, Chief Hoke stated the Boards of Directors will need to sort it out.

Director Gift asked that Chief Hoke keep both DC Pricher and DC Marks fully informed regarding all discussions of IGA termination until the Board makes their decision for the Interim Chief position.

Director Graham asked for further comments. He then asked if they needed to go into Executive Session to discuss union negotiations.

Director Gift asked to see the proposed budget figures with a possible retirement in December. He wanted to know how that will affect the budget figures due to the trickle-down effects of a returning employee, FMLA leaves, and savings associated with six months fewer fire chief salary.

President Graham mentioned that he attended the retirement celebration in the engine bays for Angie Meres' 18 years of service to SRFD.

Chief Hoke mentioned the first round of COVID-19 money was received. He followed up with the 19% increase SDW will charge due to the increased workload billing is seeing due to COVID-19 requirements. He said there would be internal discussion to move to another company for billing.

Director Gift mentioned that there seems to be a lack of communication regarding the recoupment of GEMT funds and when to expect them. They may not be disbursed by the end of the fiscal year. Chief Hoke said that money from conflagrations will be in before the end of the fiscal year.

Director Gift asked DC Pricher and DC Marks that if further reductions were to be made, where should they come from? He asked that they present their ideas in writing by the next board meeting. He then asked if there were any grant applications we could apply for. DC Pricher mentioned that a \$100,000 reimbursement grant that is a pass-through grant will start this fiscal year and be on the books next fiscal year.

Director Kriek said that SAFER grants tend to have a number of restrictions. DC Marks mentioned that he had begun working on a recruitment and retention grant for SRFD, which is due Friday, May 15, 2020.

President Graham called for good of the order.

The Board entered Executive Session at 7:37 pm.

Being no further business, the meeting was adjourned at 8:55 pm.

Scappoose Fire District Regular Board Meeting
Held in person for Board Members, Chiefs, and FD.
Held electronically for call-in participants.
52751 Columbia River Hwy., Scappoose, OR 97056
May 14, 2020 at 7:00 PM

Regular Meeting: After due and legal notice the Regular Board Meeting of the Scappoose Rural Fire District was called to order at 7:00 PM by Board President David Graham. President Graham led the attendees in the flag salute.

Public Comment: FF Maginn thanked the Board and Division Chiefs for including Local 1660 in the budget discussions.

SRFD Consent Agenda: Director Sorenson moved to approve the Consent Agenda. Director Cairns seconded. President Graham mentioned that it was good to see the list of accounts payable once again. President Graham called for the vote and the motion carried unanimously.

Old Business:

Chief Hoke: Director Sorenson mentioned the reimbursement from FEMA for COVID purchases. Chief Hoke mentioned the SAFER grants currently being written for recruitment/retention and student/intern programs at SRFD. President Graham mentioned the work with Northwest Trail Alliance on Rocky Point Road. SRFD now has access to trails in the event there is need for an extraction.

DC Holsey's EMS Report: Chief Holsey was available by phone. Director Kriek asked if the community paramedic program would end for SRFD with the end of the IGA. Chief Hoke said the program will continue. There has been a donation of a fog machine to disinfect areas and equipment used for possible COVID cases.

DC Marks' Training Report: Mentioned that there three SRFD Volunteer Recruits currently in academy. The last class will be held July 11, 2020. Clatskanie Fire has a scheduled Burn-to-Learn on May 30, 2020.

Fire Marshal's Report: President Graham said it looked like there were a number of inspections. DC Pricher mentioned that there were a number of new construction projects that needed inspections. Director Sorenson asked if driveway inspections were considered new construction. DC Pricher said that any time a change is made to a property, new inspections are required to meet code. Director Gift asked what major projects are currently in Scappoose. DC Pricher said PCC, OMIC, apartment complexes where the red barn currently sits, and the hangar at the airport.

DC Smythe's Operations Report: Director Sorenson asked for an update on the new engine. DC Smythe said that Freightliner had a slowdown. The chassis payment is due by mid-July. We should see the new apparatus in the spring of 20-21.

Recruitment and Retention Report: Director Gift mentioned to DC Marks that he appreciated the fact that the new recruits were encouraged to remain involved in the organization during the recent slow-down.

Old Business:

Second Reading and Board Adoption of Ordinance 20-01 To Establish a Master Fee Schedule:

President Graham asked for a motion to adopt Ordinance 20-01. Director Kriek motioned. Director Gift seconded. Chief Hoke mentioned that SRFD would continue to use Systems Design West as the EMS billing agency. Director Gift asked when the community paramedic would become involved. Chief Hoke mentioned that all crews will refer recurring issues to the community paramedic upon their discretion. President Graham called for the vote to adopt Ordinance 20-01. Motion carried unanimously.

Executive Session: (pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated to carry on labor negotiations) at 7:36:06 PM.

Regular Meeting resumed at 8:32:46 PM.

Miscellaneous: None

New Business:

1) Appoint Interim Fire Chief: Two people are under consideration. Discussion regarding appointing an interim chief. President Graham said he prefers the appointee be someone from inside the district. Directors discussed the pros and cons of appointing someone within the organization or accepting an interim appointment from SDAO. Director Gift expressed his concern on principle, saying he disagreed with the process because having an inside candidate as interim would discourage applicants for the permanent position. Director Cairns moved to appoint DC Pricher Acting Fire Chief for 6 months effective June 5, 2020, with the option to extend if necessary. DC Pricher asked the Board to provide him with their expectations. In return, the Board asked DC Pricher for his vision for the role of Acting Fire Chief. Director Sorenson seconded. Voting Aye: President Graham, Directors Sorenson, Cairns, and Kriek. Voting Nay: Director Gift. Motion carried.

2) Consider property tax measures & District borrowing: DC Pricher delivered a presentation on historical information about the district's finances, call volume, employment history, and future needs, including options for funding those needs. No decision was expected; the presentation was an effort toward laying the groundwork for future funding and operational decision-making.

3) Miscellaneous: President Graham asked if the Budget Committee Meeting was scheduled. After discussion, it was decided the Budget Committee meeting be held at the next regularly scheduled board meeting scheduled for June 11, 2020.

Good of the Order: Director Gift asked for follow-up on discussions with Local 1660, and the need for dates to be finalized. DC Pricher presented a copy of his co-authored book Wildland Fire Fighter Principles and Practice to the Board.

Meeting adjourned at 9:39 pm.

Scappoose Rural Fire District
52751 Columbia River Hwy., Scappoose, OR 97056
Special Meeting of the Board of Directors
Friday, May 29, 2020 7:00 pm

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

Board Members Present: David Graham, David Sorenson, Andy Kriek, and Mark Gift.

Absent: Ron Cairns had an excused absence.

Others: D/C Pricher, D/C Marks, FD Salisbury, FF DuBois, EMR Quinn, and Ms. Booth.

Flag Salute: President Graham led the flag salute.

New Business: Mr. Sorenson moved to appoint Jeff Pricher to be the acting-in-capacity Fire Chief beginning June 5, 2020 so that he has the exclusive authority of the Fire Chief position, specifically including the authority to enter into Memorandums of Agreement and other agreements related to the Collective Bargaining Agreement between the District and the IAFF Local 1660. Mr. Kriek seconded the motion.

Discussion: Chief Pricher said the Union was postponing final discussions affecting the budget and resolution of grievances until June 6, and it would be helpful if that date could be moved forward. There was brief discussion and general agreement that it would be helpful to resolve these matters as soon as possible.

Mr. Sorenson amended his motion so that Chief Pricher would become acting-in-capacity Fire Chief on May 29th instead of June 6th. Mr. Kriek seconded the amended motion.

No further discussion. President Graham called for the vote.

The motion to appoint Jeff Pricher as acting-in-capacity Fire Chief beginning May 29th carried unanimously.

President Graham called for Good of the Order. Chief Pricher said the District expects to invoice the City of St. Helens next week for about \$40,000 in Fire & Life Safety Plan Review fees. This will bring Fire Marshal fees to over \$70,000 for the 2019-20 fiscal year.

Being no further business, the meeting was adjourned at 7:10 pm.

Scappoose Rural Fire District
Itemized Account Activity
 May 2020

Date	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
05/13/2020	Special Districts In...	health insurance	28,730.58
05/13/2020	Standard Insurance	Life & LTD Insurance	1,463.26
05/18/2020	Benefit Help Soluti...	Flex Savings Acct fee	75.00
05/22/2020	Benefit Help Soluti...	Flex Savings reimb	158.40
05/28/2020	HRA VEBA Trust	District contributions	9,016.63
05/28/2020	HRA VEBA Trust	convert vacation pay to PEHP	9,550.80
05/28/2020	Paychex - tax	ER Work Benefit	51.23
05/28/2020	Paychex Payroll	Flex spend health ins cashout	11,926.42
Total 550 Insurance			60,972.32
560 Personnel Salaries			
05/13/2020	American Heritage ...	Case # 84457 PR Deduc: R And...	217.44
05/13/2020	Principal Financial ...	Life Ins policy 4807353--Nielson	205.21
05/13/2020	Special Districts In...	section 125 EE contrib	1,214.58
05/13/2020	Standard Insurance	STD staff PR deductions	604.32
05/13/2020	Inroads Credit Union	Staff food fund--Apr PR deductio...	735.00
05/13/2020	Tualatin Valley Fire...	2020 union dues from PR deduc...	1,789.14
05/14/2020	P.E.R.S.	Employee 6% IAP plus unit contr...	10,297.32
05/26/2020	Oregon Dept. of Ju...	PR deduction	805.00
05/28/2020	HRA VEBA Trust	Employee contributions	2,263.33
05/28/2020	Voya-State of Oreg...	Oregon Savings & Growth Plan	13,099.95
05/28/2020	Paychex - tax	Employee taxes withheld	40,536.91
05/28/2020	Paychex Payroll	Deferred compensation	4,176.67
05/28/2020	Paychex Payroll	FLSA OT	2,226.24
05/28/2020	Paychex Payroll	FF incentives	1,885.56
05/28/2020	Paychex Payroll	Longevity	995.58
05/28/2020	Paychex Payroll	Phone Pay	200.00
05/28/2020	Paychex Payroll	Shift differential	601.65
05/28/2020	Paychex Payroll	Overtime	2,858.94
05/28/2020	Paychex Payroll	Balance of net pay	79,703.40
Total 560 Personnel Salaries			164,416.24
570 SocSec/Medicare(FICA)			
05/28/2020	Paychex - tax	Emplr FICA	13,214.66
Total 570 SocSec/Medicare(FICA)			13,214.66
580 Volunteer Services			
05/13/2020	Greenup, Cade	reimb cell phone	34.00

Scappoose Rural Fire District
Itemized Account Activity
 May 2020

Date	Source Name	Memo	Paid Amount
Total 580 Volunteer Services			34.00
590 Personnel Benefits			
05/13/2020	Corporate Security ...	Background check- C.Brehm	254.50
05/13/2020	Oregon Occupatio...	labs-C.Brehm & K.Lawrenson	236.00
05/14/2020	P.E.R.S.	Employer PERS	42,396.01
05/28/2020	Occup.Safety Heal...	C.Brehm lab svcs	117.00
Total 590 Personnel Benefits			43,003.51
Total 1.1 GENERAL FUND PERSONNEL SVCS			281,640.73
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
05/13/2020	CRFR	Apr2020-50% VolCoord	655.00
05/13/2020	Sasek, Dean MD	physician advisor services	691.67
05/28/2020	Systems Design	66 transports + postage	1,522.95
05/28/2020	Systems Design	EMS COVID processing surcharge	145.20
Total 670 Contract Services			3,014.82
720 Public Fire Services			
05/28/2020	Traffic Safety Supp...	address sign supplies	657.80
Total 720 Public Fire Services			657.80
740 Uniforms			
05/13/2020	Galls, LLC	2 pr Mens TacLite EMS pants--Still	119.98
05/13/2020	Tumalo Gear & Ta...	uniform items for 6 staff	732.00
Total 740 Uniforms			851.98
750 Maintenance on Equipment			
05/13/2020	Fast Lube and Oil	Oil change - '05 Chevy Suburban	45.95
05/13/2020	National Hose Test...	hose testing @ \$0.265/ft	4,346.53
05/13/2020	National Hose Test...	ladder testing @ \$2.50/ft	902.50
05/13/2020	National Hose Test...	20 heat sensors installed	40.00
05/13/2020	Sunset Auto Parts	blister pk miniatures	6.99
05/13/2020	Wilcox & Flegel	306.2 gal diesel	248.58
05/13/2020	Amazon	2 batteries for Novatel mobile ho...	35.98
05/26/2020	Ace Hardware - Sc...	bldg & equipment supplies	-5.00
05/26/2020	Ace Hardware - Sc...	bldg & equipment supplies	5.00
05/28/2020	Batteries Plus Bulbs	3 CAM10065 batteries & Rayova...	129.96
05/28/2020	FinishLine Graphics	110 blk decals for SCBAs	45.00
05/28/2020	Northwest Safety C...	Turnout advanced cleaning & ins...	954.45
05/28/2020	Sunset Auto Parts	AP 3306 - 3 batteries	329.70
05/28/2020	Sunset Auto Parts	diesel exhaust fluid	39.96

06/04/20

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

May 2020

Date	Source Name	Memo	Paid Amount
05/28/2020	Wilcox & Flegel	251.4 gal diesel	284.01
05/28/2020	Wilcox & Flegel	300 gal unleaded	648.07
05/28/2020	Ace Hardware - Sc...	bldg & equipment supplies	10.80
05/28/2020	Fast Lube and Oil	Oil change - '15 GMC Sierra pick...	89.90
05/28/2020	Sunset Auto Parts	supplies	19.98
Total 750 Maintenance on Equipment			8,178.36

760 Administration

05/01/2020	Elavon Visa Proce...	Apr Visa processing fees	47.65
05/09/2020	Amazon	paper - 11 X 17	10.60
05/09/2020	Amazon	upgrade to Business Prime	79.00
05/13/2020	Flora Designs	Laura Smythe flowers	40.00
05/13/2020	Speer Hoyt LLC	1.9 hr labor legal work-MAW	351.50
05/13/2020	Heath, Maria	RT mileage Traffic Safety Supply	31.05
05/13/2020	U.S. Postal Service	4 rolls forever stamps(100/roll)	220.00
05/26/2020	Paychex Invoice	2020 PR svcs	170.90
05/28/2020	Heath, Maria	restore petty cash to \$300	273.00
05/28/2020	CRFR	Fire Defense Brd--food & coffee	42.95
05/28/2020	Pacific Office Auto...	qtrly color copy charges	336.71
Total 760 Administration			1,603.36

765 Information Technology

05/02/2020	Apple iTunes	iCloud storage	2.99
05/08/2020	DAS Operations	50 users G Suite Basic (6 mo)	1,700.00
05/08/2020	DAS Operations	16 licenses (6 mo)	376.00
05/08/2020	DAS Operations	6 mo. Google storage	85.00
05/09/2020	CenturyLink	Holbrook station internet	60.00
05/09/2020	CenturyLink	Main Station backup internet	70.00
05/13/2020	Centerlogic, Inc.	5.75 hrs - phone install	475.00
05/13/2020	Centerlogic, Inc.	May maint billing	552.00
05/13/2020	Comcast	Acct#8778 10 202 0633936	243.35
05/13/2020	EMS Technology S...	24 fleet mgmt licenses	120.00
05/13/2020	City of Portland	800 MHz access	131.70
05/13/2020	TriTech Emergenc...	5/15-6/14/20 Tri-Tech billing prof...	250.00
05/13/2020	TriZetto Provider S...	EMS billing fee	101.00
05/13/2020	Verizon Wireless	Acct# 672550930	10.02
05/13/2020	Verizon Wireless	Acct# 342023411	506.40
05/28/2020	Centerlogic, Inc.	Onsite 4/25/19 - 4 hrs--Westre	460.00
05/28/2020	CenturyLink	Chapman internet charge	69.95
05/28/2020	TriTech Emergenc...	5/15-6/14/20 Tri-Tech billing prof...	250.00
Total 765 Information Technology			5,463.41

775 Emerg. Operating Supplies

Scappoose Rural Fire District
Itemized Account Activity
 May 2020

Date	Source Name	Memo	Paid Amount
05/13/2020	Curtis	3 facepieces w/ 4 pt harness & r...	1,059.14
05/13/2020	Curtis	safety wipes	28.86
05/13/2020	Rinella Produce	20 cs water bottles (40/cs)	82.19
Total 775 Emerg. Operating Supplies			1,170.19
780 Building & Grounds Maint.			
05/11/2020	Amazon	phone cables	17.81
05/11/2020	Amazon	phone install supplies	61.26
05/13/2020	Alonzo Yard Maint...	Chapman & Holbrook yard maint	400.00
05/13/2020	Crow Water Systems	3 backflow tests	135.00
05/13/2020	Clow Roofing & Sid...	clean Holbrook gutters-sm repairs	685.00
05/28/2020	S.V.F.A.	2 dbl mats for 8x10 photo frames	35.16
05/28/2020	FinishLine Graphics	11"x8" sign engraved w/ mission ...	39.75
05/28/2020	FinishLine Graphics	4 ft X 5 ft Corex sign	135.00
05/28/2020	Paramount Pest C...	Chapman Station pest control	105.00
Total 780 Building & Grounds Maint.			1,613.98
790 Training			
05/28/2020	S.V.F.A.	25 blk face masks for academy u...	134.95
Total 790 Training			134.95
810 Utilities			
05/13/2020	N.W. Natural Gas	Acct 447881-4	68.34
05/13/2020	P.G.E.	electricity for Holbrook station	38.33
05/13/2020	Waste Manageme...	Garbage/Recycling	123.73
05/13/2020	Comcast	Acct#8778 10 202 0162514	33.51
05/13/2020	W.O.E.C.	Chapman electricity	357.00
05/28/2020	Spectrum VoIP	FCC Req. E911 Registration Fee	32.52
05/28/2020	CenturyLink	Chapman phone	59.82
05/28/2020	CRPUD	boathouse electricity	50.35
05/28/2020	CRPUD	main station electricity	827.98
05/28/2020	City of Scappoose	water and sewer	339.44
05/28/2020	Wilcox & Flegel	200 gal furnace oil	312.00
Total 810 Utilities			2,243.02
870 EMS Operations			
05/06/2020	Amazon	6 pr knee pads	35.85
05/08/2020	Amazon	10 pr knee pads	89.80
05/08/2020	Hellofax	hellofax	9.99
05/13/2020	Airgas - USA, LLC	cylinder rental	182.30
05/13/2020	Environmental Co...	2 biohazard containers	75.00
05/13/2020	EMS Technology S...	5 inventory & asset mgmt licenses	150.00

Scappoose Rural Fire District
Itemized Account Activity
 May 2020

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
05/13/2020	Life-Assist, Inc.	Med & Sm SE Nitrile exam gloves	63.18
05/13/2020	Life-Assist, Inc.	medical supplies	63.96
05/13/2020	Life-Assist, Inc.	medical supplies	3.99
05/13/2020	Life-Assist, Inc.	medical supplies	3.99
05/13/2020	Life-Assist, Inc.	medical supplies	8.41
05/13/2020	Life-Assist, Inc.	medical supplies	33.64
05/13/2020	Life-Assist, Inc.	medical supplies	240.00
05/13/2020	Life-Assist, Inc.	medical supplies	503.79
05/13/2020	Life-Assist, Inc.	temp probe covers	9.33
05/13/2020	Curtis	towelettes	60.00
05/13/2020	Life-Assist, Inc.	medical supplies	10.50
05/13/2020	Life-Assist, Inc.	medical supplies	104.96
05/28/2020	Life-Assist, Inc.	medical supplies	7.98
05/28/2020	Life-Assist, Inc.	medical supplies	23.40
05/28/2020	Life-Assist, Inc.	medical supplies	167.93
05/28/2020	Airgas - USA, LLC	cylinder maint fees	72.10
05/28/2020	Airgas - USA, LLC	medical oxygen	421.00
05/28/2020	Life-Assist, Inc.	medical supplies	48.59
Total 870 EMS Operations			2,389.69
Total 1.2 GENERAL FUND MATERIAL & SVC			27,321.56
Total 1...			308,962.29
Total 1..GENERAL FUND EXPENDITURES			308,962.29
TOTAL			308,962.29

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 2019 through May 2020

	Jul '19 - Ma...	Budget	\$ Over B...	% of ...
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	651,339	700,000	-48,661	93%
Fire Marshal	34,997	40,000	-5,003	87%
FireMed	43,355	41,175	2,180	105%
G.E.M.T. (Medicaid)	37,440	30,000	7,440	125%
Gas Royalties	6,343			
Grant Awards	12,423	5,000	7,423	248%
Interest Earned on Investments	41,340	45,000	-3,660	92%
Intergovernmental	87,000	105,000	-18,000	83%
Miscellaneous Revenue	18,419	15,000	3,419	123%
Property Taxes				
Taxes - Current				
Local Option Levy	1,565,950	1,668,964	-103,014	94%
Permanent Rate Levy	1,407,908	1,480,025	-72,117	95%
Total Taxes - Current	2,973,858	3,148,989	-175,131	94%
Taxes - Prior Years	103,733	125,000	-21,267	83%
Total Property Taxes	3,077,591	3,273,989	-196,398	94%
Total 1. GENERAL FUND REVENUES	6,020,085	6,260,141	-240,056	96%
2. GRANT FUND REVENUE				
Grant Award	31,039	165,000	-133,961	19%
Total 2. GRANT FUND REVENUE	31,039	165,000	-133,961	19%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	334,328	337,252	-2,924	99%
Grant Income	333,333	333,333	0	100%
Interest Earned on Investments	6,263	4,500	1,763	139%
Transfers In	0	55,463	-55,463	0%
Total 3. PROPERTY FUND REVENUES	673,924	730,548	-56,624	92%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	86,261	133,644	-47,383	65%
Interest Earned on Investments	1,275	2,900	-1,625	44%
Transfers In	0	100,000	-100,000	0%
Total 4. PERSONNEL SVCS FUND REVEN	87,536	236,544	-149,008	37%
Total Income	6,812,584	7,392,233	-579,649	92%
Gross Profit	6,812,584	7,392,233	-579,649	92%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	552,983	668,572	-115,589	83%
560 Personnel Salaries	1,972,275	2,338,641	-366,366	84%
570 SocSec/Medicare(FICA)	156,943	188,121	-31,178	83%
580 Volunteer Services	26,826	52,175	-25,349	51%
590 Personnel Benefits	494,660	716,199	-221,539	69%
Total 1.1 GENERAL FUND PERSONNEL...	3,203,687	3,963,708	-760,021	81%
1.2 GENERAL FUND MATERIAL & SVC				

06/04/20
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 2019 through May 2020

	Jul '19 - Ma...	Budget	\$ Over B...	% of ...
670 Contract Services	97,457	143,000	-45,543	68%
680 Communications Maintenance	7,198	23,700	-16,502	30%
720 Public Fire Services	11,551	14,800	-3,249	78%
730 Property & Liability Insur.	53,986	56,000	-2,014	96%
740 Uniforms	10,901	20,000	-9,099	55%
750 Maintenance on Equipment	74,049	143,500	-69,451	52%
760 Administration	40,091	56,500	-16,409	71%
765 Information Technology	86,875	71,900	14,975	121%
770 Operating Materials/Suppli	3,520	5,000	-1,480	70%
775 Emerg. Operating Supplies	10,133	65,000	-54,867	16%
780 Building & Grounds Maint.	54,477	101,500	-47,023	54%
790 Training	51,113	100,000	-48,887	51%
810 Utilities	26,888	35,570	-8,682	76%
870 EMS Operations	64,016	90,000	-25,984	71%
880 FireMed	18,779	23,000	-4,221	82%
Total 1.2 GENERAL FUND MATERIAL &...	611,033	949,470	-338,437	64%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	93,603	341,500	-247,898	27%
Total 1.3 GENERAL FUND CAPITL OUT...	93,603	341,500	-247,898	27%
Total 1...	3,908,323	5,254,678	-1,346,355	74%
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	3,908,323	6,260,141	-2,351,818	62%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	30,975	165,000	-134,025	19%
Total 2. GRANT FUND EXPENSE	30,975	165,000	-134,025	19%
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	376,005	540,548	-164,543	70%
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	376,005	730,548	-354,543	51%
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	4,355,303	7,392,233	-3,036,930	59%
Net Income	2,457,281	0	2,457,281	100%

Fire Marshal / Interim Chief Report

June 2020

Meetings Attended

31 meetings (Various topics and subjects)

Training

UAS operations in controlled airspace

CO2 use for cannabis cultivations and operations

Incident Commander Refresher USFS

Legal Aspects of Contract Negotiation

International Code Council Certified Fire Marshal (1 of 6 in the state)

Projects

Fire Code Guide Update

TV Dashboards

sUAS Regional COA

Special Operations

Transition to Interim Fire Chief

Plan Reviews

9

Driveway Inspections

12

System Tests

6

General Inspections

7

Fire Investigations

5

UAS (Drone) Missions

3

May was a very busy month in the Fire Marshal realm in addition to getting up to speed to taking over the new Fire Chief duties. This included union negotiations and grievance resolutions. All staff has been working incredibly hard to make the transitions as effective as possible.

EMS Division Chief Erick Holsey

June 9, 2020

June Board Report

- Board Goals
 - Board goals continue to be on radar, in focus, and on track.
- Community Paramedic
 - Community Paramedic
 - Mobile health care is still being continued and social distancing practice where practical PPE still in effect.
 - CPCCO Meetings
 - Grant of 121,000 has been awarded to fund community paramedic program for 9 months to bridge gap to a PMPM permanent funding model.
 - Additional chronic disease protocols are being developed along with workflows to provide more opportunity to referral.
 - Development and review of CP Diabetic Protocol is complete.
- Compliance
 - CQI Update- QA process so far is well received working on CQI process for NPI (no patient identified) and refusals as they are the Districts greatest liability
 - ASA-
 - Meeting is set up this month to discuss the Portland/Scappoose boundary
 - ASA committee is scheduled for Friday
 - OHA- Guidance for EMS has currently remained Steady for potential COVID responses. Operational protocols and reporting have been adjusted to meet new requirements.
 - EMS Files- Files have been checked for compliance and list has been developed of needed updates. No further action has been taken on this
 - Licensing- Currently will be assessing needs for EMT's and Paramedic re-licensing requirements.
- EMS Medical Director- Have continued to evaluate operations and procedures for COVID 19 and addressed protocol issues. Will be attempting to schedule training when restrictions lift.
- Single Role EMS
 - CRFR- Under normal operations, is a high-risk unit for exposure.
 - Scappoose- Single role EMT's have completed FTEP and functioning well
- Public Health Updates
 - Burn rates are low due to use of P100 masks and early implementation.
 - Potential COVID reports have been accepted and provided with follow up where necessary.
 - Corona Virus (As of 6/2/2020)
 - 6,302,318 (total) 1,811,277 (US) confirmed cases
 - 376,210 (total) 105,147 (US) deaths
 - 2,716,924 (Total) 458,231 (US) recovered
 - Number cases in Oregon
 - 4302 positive

- 154 Deaths
 - 16 positive Columbia County 0 Deaths
 - All Deaths have been older than 40 at this point
 - Almost equal distribution of male vs female in cases and death
 - Hospital capacity slowly returning to normal
 - Majority of hospitals are showing minimal to no impact at this point.
 - Requires use of contact, droplet, and airborne precautions for EMS
 - Requires reduction of personnel to minimize possible exposures
 - Requires disinfectants that are effective against corona virus
 - Will require reporting and follow up if potential exposure exists
 - So far, no transports have been positive for Covid 19
 - In summary it is a virus that normally transmits from animal to human but has mutated to human to human transition in airborne droplets currently. Symptoms of fever and lower respiratory. Has produced more than one strain
 - Have developed High Risk Exposure SOG for crews responding to emergencies that have exposure risks. Additional Protocols for COVID 19 responses have been developed and distributed. Protocol training has been given.
 - EMS alarm volumes are beginning to come back to normal.
 - Crews are continuing to wear P100 masks for all medical alarm contacts.
- Compliance Officer
 - Offer has been accepted by Tim Hennigan we anticipate putting him on-line as soon as we can back fill his position.
- Capital Projects
 - Video Laryngoscopes PO has been submitted and waiting for delivery and training.
 - Working on Narcotics compliance programs and equipment for DEA requirements
- Additional Grants
 - Will be working with the HPO steering committee for use of regional COVID funding award of 360,625 to support preparedness and response needs of our regions health systems.
 - Have submitted grant for child restraint systems for our medic units (both agencies special thanks to Katy Curio)
- Civil Unrest
 - Currently assessing our ability to provide service and what SOP's and guidelines are in place.
 - MCI plan is from 2005 and drastically outdated will be looking to update plan.
 - Often tied to unemployment rates
 - Rates: US 14.7% Oregon 9.8% Columbia County 8.8%
 - Around 25% becomes problematic
 - Accommodation and Food Services hardest hit
 - Great Recession had 11.7% unemployment rate
 - Burgerville is planning furloughs, Walmart is increasing its staff

Chief of Operations – Smythe
May Board Report

- **Lexipol** – Chief Greenup and I have correlated the policies for review and discussion with the Fire Board Presidents on June 8, 2020. Once we have a plan to move forward with review by the Local Unions, we can begin rolling out policies soon. A complete list and access for Board Members, Career and Volunteer will be discussed at the meeting on the 8th.
- **Rosenbauer Apparatus** – No updates currently, awaiting Chassis delivery to the factory.
- **Union/Management Negotiations**: We are in the final stages of negotiations with Local 3215 for a two-year contract. There are some final points to discuss regarding some policies including the Drug/alcohol policy and the overtime call back. Ops was not involved in Local 1660 discussions and cannot comment on those topics.
- **Fire Defense Board** – Fire Defense Board have begun meeting face to face utilizing social distancing. We continue to discuss Covid 19 response and planning for the next pandemic event. Discussions regarding the upcoming fire season and response from the County.
- **CORVID 19** –OSFM and OEM are currently working with the State on the phasing in or returning to normal operations throughout State. Phase II was set to begin at the beginning of the month. We continue to monitor local EMS and personal protective equipment for our personnel. Vendors are starting to have stock to replenish our used assets.
- **Fire Marshal and Battalion Chief Job Description**: Operations has been working on a Fire Marshal and Battalion Chief job description for CRFR and SRFD. The B/C JD has been distributed to the Fire Boards for review and comment. The Fire Marshal JD will be given to the Fire Boards for review this month. Both are in DRAFT form and are subject to change. It is important that both Districts have Job Descriptions that are current and relevant in the Lexipol system as we roll it out to the Departments.

- 2019/20 Run Calls to date: CRFR –4999, SRFD –2656
Trend for the Fiscal Year 19/20 – CRFR 5453 SRFD 2897
- Combined District Projected Total: 8350 for FY 19/20

Columbia 9-1-1 Communications District
Calls for Service - By Department*
Fiscal Year July 2019 - June 2020

Agency	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals	
CFD	104	93	114	99	86	101	101	100	126	83	92	0	1099	2.1%
CPD/CSO	373	358	306	261	253	235	43	296	296	233	302	0	2956	5.7%
CCPD	88	109	74	81	49	77	69	80	75	62	66	0	830	1.6%
CCSO	1164	1304	1296	1266	1083	1018	1136	1010	1029	933	870	0	12109	23.4%
CRFR	486	506	484	495	465	487	447	390	447	348	414	0	4969	9.6%
MBFD	17	20	20	18	10	18	15	12	12	16	12	0	170	0.3%
MWA	46	43	38	45	40	33	24	36	33	46	37	0	421	0.8%
RPD	691	389	442	544	486	501	460	454	689	711	717	0	6084	11.7%
SHPD	1461	1425	1299	1270	1116	1063	1153	1214	1060	981	1086	0	13128	25.3%
SFD	241	252	270	280	246	245	282	211	249	190	190	0	2656	5.1%
SPD	500	474	464	466	399	397	369	429	443	320	451	0	4712	9.1%
VFD	17	21	8	15	18	14	18	21	15	20	15	0	182	0.4%
VPD	299	288	210	220	205	158	183	160	162	149	153	0	2187	4.2%
ODF	43	44	46	27	35	11	7	10	21	17	24	0	285	0.6%
TOTAL	5530	5326	5071	5087	4491	4358	4307	4423	4657	4109	4429	0	51788	100.0%

Traffic Stops - By Department

CPD/CSO	55	41	38	49	29	41	9	29	40	14	24	0	369	6.1%
RPD	43	35	35	56	41	61	42	64	36	26	26	0	465	7.7%
CCPD	42	44	44	40	72	57	50	45	19	6	21	0	440	7.3%
CCSO	170	166	147	125	142	145	147	116	88	46	92	0	1384	22.8%
SHPD	237	254	246	180	278	340	260	174	207	48	148	0	2372	39.1%
SPD	95	116	103	67	60	64	82	63	68	28	59	0	805	13.3%
VPD	27	49	21	39	37	18	6	14	6	2	5	0	224	3.7%
TOTAL	669	705	634	556	659	726	596	505	464	170	375	0	6059	100.0%

Activity Summary

L. Enf.	4576	4347	4091	4108	3591	3449	3413	3643	3754	3389	3645	0	42006	72.6%
Trf. Stops	669	705	634	556	659	726	596	505	464	170	375	0	6059	10.5%
Fire	374	412	376	355	349	257	301	291	288	204	264	0	3471	6.0%
EMS	580	567	604	624	551	652	593	489	615	516	520	0	6311	10.9%
TOTAL	6199	6031	5705	5643	5150	5084	4903	4928	5121	4279	4804	0	57847	100.0%

* These statistics reflect the calls for service for each agency received by C9-1-1CD, but do not necessarily mirror the actual number of incidents handled by each individual agency.

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	3	2	3	6	3	0	47
AB1 - ABDOMINAL PAIN C1	EMS	1	1	1	2	1	2	2	1	3	1	0	0	15
AL - ALLERGIC REACTION	EMS	1	1	1	4	0	2	1	0	1	1	3	0	15
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	1	0	0	1	0	4
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	1	0	0	1	0	5
BA - BACK PAIN	EMS	0	1	0	1	1	1	1	0	1	0	0	0	6
BA1 - BACK PAIN C1	EMS	0	1	0	0	0	1	3	1	1	1	1	0	9
BHI - BEHAVIORAL HEALTH	EMS	1	2	0	2	4	5	2	3	3	2	2	0	26
BL - BLEEDING PROBLEM	EMS	3	1	4	4	4	4	3	1	1	4	0	0	29
BL1 - BLEEDING PROBLEM C1	EMS	1	0	1	1	2	1	2	2	3	0	0	0	13
BR - BREATHING PROBLEM	EMS	15	14	10	16	11	21	13	11	27	15	8	0	161
BR1 - BREATHING PROBLEM C1	EMS	1	0	0	1	1	1	0	1	1	1	0	0	7
BU - BURNS	EMS	0	3	1	0	0	0	0	2	0	0	0	0	6
CH - CHEST PAIN/HEART	EMS	15	16	22	13	13	22	19	18	16	19	14	0	187
CK - CHOKING	EMS	0	0	2	0	0	2	0	0	0	1	1	0	6
CPR - CARDIAC ARREST	EMS	6	3	11	7	11	9	5	5	10	6	6	0	79
CVA - STROKE	EMS	5	3	7	7	5	7	5	5	6	7	2	0	59
DI - DIABETIC PROBLEMS	EMS	2	2	3	6	1	1	0	2	0	3	3	0	23
FA - FALL	EMS	8	13	17	15	12	18	15	10	12	10	13	0	143
FA1 - FALLS C1	EMS	5	5	4	9	10	0	10	7	2	3	3	0	58
HCE - HEAT/COLDS EXPOSURE	EMS	0	1	0	0	0	0	1	0	0	0	0	0	2
HED - HEADACHE	EMS	1	2	0	0	0	1	1	1	1	0	1	0	8
HED1 - HEADACHE C1	EMS	0	1	0	0	0	0	1	0	0	0	0	0	2
HRI - HIT AND RUN INJ	EMS	0	0	0	1	0	0	0	0	1	0	0	0	2
HRU - HIT AND RUN UNK INJ	EMS	0	0	0	0	0	0	0	0	0	0	1	0	1
LA - LIFT ASSIST	EMS	5	11	5	12	15	10	6	7	21	11	9	0	112
OVD - OVERDOSE/POISON	EMS	0	2	2	2	1	1	1	3	1	2	1	0	16
PR - PREG/CHILDBIRTH/MISCAR	EMS	1	0	0	0	1	0	3	0	0	0	0	0	5
SK - SICK PERSON	EMS	16	15	24	21	16	19	15	12	18	14	9	0	179
SK1 - SICK PERSON C1	EMS	10	5	7	8	11	9	9	8	15	5	6	0	93
SZ - SEIZURES	EMS	4	2	3	1	2	4	2	0	2	4	4	0	28
TAI - TRAFFIC ACCIDENT INJURY	EMS	8	3	1	10	4	6	11	5	12	8	10	0	78
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	7	8	3	8	11	0	88
TR1 - TRAUMA C1	EMS	3	1	3	4	3	1	3	1	2	1	3	0	25
UN - UNCONSCIOUS/FAINTING	EMS	4	6	7	5	1	4	8	1	2	2	3	0	43
AIR3** - AIRCRAFT CRASH 3	Fire	0	0	0	0	0	0	0	0	1	0	0	0	1
ALFC - COMMERCIAL FIRE ALAR	Fire	10	15	14	8	13	8	9	13	8	5	4	0	107
ALFR - RESIDENTIAL ALARM	Fire	3	2	4	1	2	0	0	1	1	2	1	0	17
ALFS - SCHOOL FIRE ALARM	Fire	0	0	0	0	0	0	0	1	0	0	0	0	1
ALM - MEDICAL ALARM-1	Fire	2	0	6	3	7	9	8	7	1	3	0	0	46
AMB1 - MEDICAL TRANSPORT CODE	Fire	8	12	4	9	6	8	6	7	11	3	4	0	78
AMB3 - MEDICAL TRANSPORT CODE	Fire	2	1	3	1	0	2	3	1	1	0	1	0	15
BARK - BARK DUST FIRE	Fire	2	0	0	2	0	0	0	0	0	0	0	0	4

BARN - BARN FIRE	Fire	0	0	0	0	0	0	0	0	0	3	0	0	3
BRUSH - BRUSH FIRE	Fire	6	10	6	4	2	1	0	0	1	1	5	0	36
BURN - ILLEGAL BURN	Fire	15	12	22	8	14	1	3	2	1	7	3	0	88
CAR - CAR FIRE	Fire	2	2	3	2	2	3	1	0	4	0	0	0	19
CFIRE - COMMERCIAL FIRE	Fire	2	1	2	1	2	0	2	3	0	0	2	0	15
CHIM - CHIMNEY FIRE	Fire	0	0	0	1	3	2	2	1	3	1	0	0	13
HAZMAT - HAZMAT INCIDENT	Fire	4	4	1	1	2	1	3	4	1	1	1	0	23
INFF - INFORMATION FIRE	Fire	3	3	1	4	5	1	1	1	2	1	0	0	22
MISCELLANEOUS - FIRE	Fire	9	9	6	12	3	8	11	11	5	0	7	0	81
MISCN - MISC NON FIRE	Fire	2	5	7	5	1	2	4	4	0	0	1	0	31
MOVEUP - MOVE UP	Fire	0	0	0	1	0	1	2	1	0	1	1	0	7
MR2** - MARINE RESCUE EMRGENCY	Fire	2	0	1	0	0	0	0	0	1	0	0	0	4
MUA - MUTUAL AID	Fire	0	0	1	1	0	1	1	0	0	0	0	0	4
NGAS - NATURAL GAS LEAK	Fire	0	0	2	2	1	0	0	1	2	1	0	0	9
ODOR - ODOR INVESTIGATION	Fire	2	2	0	0	2	2	2	1	2	5	2	0	20
PA - PUBLIC ASSIST	Fire	3	4	4	3	9	1	9	5	4	2	2	0	46
RFIRE - RESIDENTIAL FIRE	Fire	2	3	1	4	3	4	3	5	4	3	4	0	36
SEND1 - SEND MEDICAL CODE 1	Fire	7	6	5	4	4	4	2	1	2	0	2	0	37
SEND3 - SEND MEDICAL CODE 3	Fire	0	2	1	1	0	2	0	0	0	0	0	0	6
SERV - SERV	Fire	3	3	3	3	0	0	2	0	2	3	5	0	24
SHT - SHOOTING	Fire	1	0	0	1	0	1	0	1	0	0	0	0	4
SMOKE - SMOKE IN THE AREA	Fire	6	5	7	5	6	1	1	1	1	6	4	0	43
SUA - SUICIDE ATTEMPT	Fire	3	3	3	6	5	3	6	7	3	2	8	0	49
TAF - TRAFFIC ACCIDENT ON FIRE	Fire	0	0	0	0	0	0	0	1	0	0	0	0	1
TAT - TRAFFIC ACCIDENT ENTRAPM	Fire	0	0	0	0	0	0	0	1	0	0	0	0	1
TAU - TRAFFIC ACCIDENT UNK INJ	Fire	7	14	12	16	13	12	18	10	19	4	14	0	139
TECHR - TECHNICAL RESCUE	Fire	0	0	0	0	0	0	0	1	0	0	0	0	1
TRUCK - TRUCK FIRE	Fire	2	0	0	0	0	0	0	0	1	1	0	0	4
Total EMS	EMS	133	134	151	171	141	167	152	119	168	135	119	0	1590
Total Fire	Fire	108	118	119	109	105	78	99	92	81	55	71	0	1035
Total	All	241	252	270	280	246	245	251	211	249	190	190	0	2625

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	8	9	9	12	16	0	117
AB1 - ABDOMINAL PAIN C1	EMS	3	1	3	5	2	3	0	3	1	6	3	0	30
AL - ALLERGIC REACTION	EMS	1	4	2	2	2	4	5	2	2	2	3	0	29
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	1	0	0	0	0	8
ANB1 - ANIMAL BITES/ATTACKS-1	EMS	2	0	0	0	0	0	0	0	1	0	1	0	4
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	7	2	0	21
BA - BACK PAIN	EMS	6	3	7	3	4	8	2	3	2	4	1	0	43
BA1 - BACK PAIN C1	EMS	0	2	1	0	3	3	3	1	2	1	0	0	16
BHI - BEHAVIORAL HEALTH	EMS	4	10	7	9	7	12	11	12	8	6	10	0	96
BL - BLEEDING PROBLEM	EMS	5	3	6	6	3	10	10	11	6	1	3	0	64
BL1 - BLEEDING PROBLEM C1	EMS	2	1	5	2	4	1	3	0	3	2	0	0	23
BR - BREATHING PROBLEM	EMS	23	27	26	23	30	44	28	26	47	26	34	0	334
BR1 - BREATHING PROBLEM C1	EMS	0	1	0	3	1	2	0	3	1	1	0	0	12
BU - BURNS	EMS	0	1	1	1	0	0	0	0	1	0	0	0	4
BU1 - BURNS C1	EMS	0	0	0	0	0	0	1	0	0	0	1	0	2
CH - CHEST PAIN/HEART	EMS	38	37	38	35	38	40	52	36	34	40	32	0	420
CK - CHOKING	EMS	0	1	0	2	3	1	1	3	0	0	2	0	13
CK1 - CHOKING C1	EMS	0	0	0	1	1	0	1	0	2	0	0	0	5
CPR - CARDIAC ARREST	EMS	6	2	11	4	10	6	6	4	8	4	3	0	64
CVA - STROKE	EMS	12	12	6	7	10	15	13	9	9	8	4	0	105
DI - DIABETIC PROBLEMS	EMS	9	7	12	11	6	8	9	4	7	3	8	0	84
DI1 - DIABETIC C1	EMS	0	1	1	0	0	0	3	0	0	0	2	0	7
FA - FALL	EMS	40	44	32	36	26	33	20	26	29	22	38	0	346
FA1 - FALLS C1	EMS	12	11	9	17	6	6	11	9	9	9	8	0	107
HCE - HEAT/COLDS EXPOSURE	EMS	1	1	0	0	0	0	0	0	0	0	1	0	3
HED - HEADACHE	EMS	0	2	0	1	2	1	4	1	2	1	2	0	16
HED1 - HEADACHE C1	EMS	0	0	0	1	0	0	1	0	1	0	0	0	3
HRI - HIT AND RUN INJ	EMS	0	0	0	1	0	0	0	0	1	0	0	0	2
HRU - HIT AND RUN UNK INJ	EMS	0	0	0	0	0	0	0	0	0	0	1	0	1
LA - LIFT ASSIST	EMS	25	17	18	24	22	26	25	8	22	8	14	0	209
OVD - OVERDOSE/POISON	EMS	2	6	7	6	6	9	9	8	7	8	4	0	72
PR - PREG/CHILDBIRTH/MISCAR	EMS	4	2	0	0	1	1	1	2	0	2	0	0	13
SICK PERSON ALPHA	EMS	0	0	0	0	0	0	1	0	0	0	0	0	1
SK - SICK PERSON	EMS	39	50	48	48	47	50	52	35	47	36	50	0	502
SK1 - SICK PERSON C1	EMS	36	29	33	21	16	32	28	18	15	27	14	0	269
SZ - SEIZURES	EMS	13	8	7	9	11	11	7	4	13	4	8	0	95
TAI - TRAFFIC ACCIDENT INJURY	EMS	8	3	1	10	4	7	9	6	12	8	10	0	78
TOX1 - TOXIC EXPOSURE C1	EMS	0	0	0	0	0	0	0	1	0	0	1	0	2
TR - TRAUMA	EMS	8	6	8	10	6	7	5	6	4	7	8	0	75
TR1 - TRAUMA C1	EMS	4	7	4	6	7	7	6	3	5	3	2	0	54
UN - UNCONSCIOUS/FAINTING	EMS	2	8	11	17	7	6	7	8	8	5	4	0	83
ALFC - COMMERCIAL FIRE ALAR	Fire	8	12	9	4	10	6	5	8	6	1	2	0	71
ALFR - RESIDENTIAL ALARM	Fire	2	3	3	2	2	0	0	1	4	1	5	0	23
ALM - MEDICAL ALARM-1	Fire	11	9	19	16	24	15	8	9	11	13	6	0	141
AMB1 - MEDICAL TRANSPORT CODE	Fire	7	12	2	5	5	6	5	4	9	2	5	0	62

AMB3 - MEDICAL TRANSPORT CODE	Fire	3	6	4	7	5	6	5	3	1	2	1	0	43
BARK - BARK DUST FIRE	Fire	0	2	1	0	0	0	0	0	0	0	1	0	4
BARN - BARN FIRE	Fire	0	0	0	0	0	0	0	0	1	3	0	0	4
BRUSH - BRUSH FIRE	Fire	6	9	6	2	3	0	0	0	1	1	6	0	34
BURN - ILLEGAL BURN	Fire	10	9	15	14	17	9	5	5	15	8	12	0	119
CAR - CAR FIRE	Fire	1	2	2	1	0	3	2	0	2	0	0	0	13
CFIRE - COMMERCIAL FIRE	Fire	2	1	2	1	2	0	3	3	0	0	2	0	16
CHIM - CHIMNEY FIRE	Fire	0	0	0	1	2	2	2	1	1	1	0	0	10
HAZMAT - HAZMAT INCIDENT	Fire	2	0	0	0	2	0	3	1	1	1	1	0	11
INFF - INFORMATION FIRE	Fire	1	0	0	1	0	0	0	0	1	0	0	0	3
MISCELLANEOUS - FIRE	Fire	6	6	5	9	1	6	10	8	3	1	5	0	60
MISCN - MISC NON FIRE	Fire	2	4	8	3	1	0	2	3	0	0	1	0	24
MOVEUP - MOVE UP	Fire	12	12	11	6	4	9	12	3	6	3	5	0	83
MR2** - MARINE RESCUE EMRGENCY	Fire	1	0	1	0	0	0	0	0	1	0	0	0	3
MUA - MUTUAL AID	Fire	0	0	0	1	0	0	0	0	0	0	0	0	1
NGAS - NATURAL GAS LEAK	Fire	0	0	1	1	0	0	0	1	1	0	0	0	4
ODOR - ODOR INVESTIGATION	Fire	2	1	0	1	1	2	2	1	2	4	2	0	18
PA - PUBLIC ASSIST	Fire	37	33	24	41	49	32	35	33	26	17	20	0	347
RFIRE - RESIDENTIAL FIRE	Fire	3	5	2	4	3	3	4	5	5	4	5	0	43
SEND1 - SEND MEDICAL CODE 1	Fire	23	27	17	10	5	6	7	14	5	6	11	0	131
SEND3 - SEND MEDICAL CODE 3	Fire	2	6	2	3	0	1	0	3	2	1	1	0	21
SERV - SERV	Fire	3	2	7	3	0	1	1	1	2	2	2	0	24
SHT - SHOOTING	Fire	1	0	0	0	0	1	0	0	0	0	0	0	2
SMOKE - SMOKE IN THE AREA	Fire	5	4	3	4	3	1	1	0	1	4	4	0	30
SUA - SUICIDE ATTEMPT	Fire	1	3	3	6	3	2	6	7	3	1	6	0	41
TAT - TRAFFIC ACCIDENT ENTRAPM	Fire	0	0	0	0	0	0	0	1	0	0	0	0	1
TAU - TRAFFIC ACCIDENT UNK INJ	Fire	14	16	17	17	17	13	17	12	18	8	21	0	170
TECHR - TECHNICAL RESCUE	Fire	0	0	0	0	0	0	0	1	0	0	0	0	1
TRUCK - TRUCK FIRE	Fire	2	0	1	0	0	0	0	0	1	1	0	0	5
Total EMS	EMS	319	322	319	332	306	363	342	262	318	263	290	0	3436
Total Fire	Fire	167	184	165	163	159	124	135	128	129	85	124	0	1563
Total	All	486	506	484	495	465	487	477	390	447	348	414	0	4999

Training Report Chief Marks June 2020

Projects:

- Continued work with O'Connor on transition
- 2020 Volunteer Recruit Academy Re-Start Planning
- Duty Shifts
- New Career Academy Planning
- Training Calendar Updates
- DPSST Re-certification work
- Prep Work for 12 month probationary testing

Hands on training resumed in May. The four weeks consisted of hands on time with the new SCBA units to ensure our members were trained properly on the equipment. These training sessions included;

- RIT packs
- Donning and Doffing
- Usage under working conditions
- Live Fire Training

With the training, our crews have become well versed in the usage of the new equipment. Although they are the same brand, the new equipment is just different enough that it could cause issues with personnel. This training was completed by all members to ensure members knew the new equipment.



C-Shift crews rescuing a trapped dog

J. Salisbury
Finance Administrator
June 2020

- As of May 31, the District is 92% into the fiscal year. General Fund Personnel is at 81% and Materials & Services is at 64% of budget. Last year at this time, Personnel was at 79% and Materials & Services was at 73%. The lower percent in Materials & Services this year reflects purchasing restrictions which were enacted. EMS receipts are at 93% of budget, while the prior year ratio at this time was 104%.
- Cities of Scappoose and St. Helens have been billed about \$30,000 and \$43,000, respectively, for Fire & Life Safety Plan reviews. We have received the Scappoose check and the St. Helens check is expected soon.
- The \$42,000 conflagration check is still pending, but we have reliable information that it will arrive shortly. We have not heard anything further about the GEMT (Medicaid transport reimbursement) check. Since this payment requires an upfront payment from the District prior to distribution, we are unlikely to see this finalized until the next fiscal year.
- A gutter problem at Holbrook Station was not addressed in a timely fashion, and water got into the building. Now we have black mold on the interior walls and serious concerns about what we cannot see within the walls. We are getting an estimate on this next week.
- Just a reminder – the District's large year end cash carryover this year is because the \$210,000 down payment on the Freightliner chassis was delayed by a COVID-caused factory shutdown. We expect to make this payment in July.
- Thank you for all your hard work on the budget. This is an extraordinary year, and the District needed your help. Please don't hesitate to call or email me with questions, especially about the budget. That way I can prepare answers before the meeting. Doing this will increase the chances of needing only one budget meeting to resolve all questions and concerns.

Recruitment & Retention Coordinator Report – Motherway May 2020

May

- Attended both Board Meeting meetings/May 5th, 13th and 14th
- Attended CRFR budget committee meeting – May 12th
- Wrote and submitted SAFER grant for R&R for Scappoose Fire District – information was gather between Chief Marks & Chief O'Connor
- Executive staff meeting – attended – May 5th
- Facebook updates for incidents/etc.
- Keeping up to date with internal and external Covid-19 PIO details/releases
- PR with crews in both districts for videos to share via YouTube of read alouds, fire training and more (this will be an ongoing project) – worked with Kelly @ ODF this month and Nina at CRFR
- Finalized vehicle wrap with FinishLine Graphics and Dan Rocha Design for a recruitment message on the Tahoe
- Reader board sign quotes - install at St. Helens station for the SAFER grant award – in progress
- Continued coordination of birthday drive by's within the community for both districts
- PIO response on multiple events (car into building/Rainier house fire/etc.)
- Interviewed an EMS Only volunteer candidate
- Wrote a R&R SAFER grant for CRFR for specific item requests (not R&R position) – collaboration with Chief O'Connor
- Recruit Academy zoom meetings – Monday's
- Community partner PR requests
- Staycation vacation – May 25th-29th

Continuous Work:

- Uniforms for all staff - ongoing (includes ordering, delivery, pickup, etc.)
- Website updates for both Scappoose Fire District and CRFR
- Continued involvement in the Oregon Fire Recruitment Network
- Constant communication via email, Facebook groups, Active911 to ask for help, send out upcoming dates to remember/etc. for volunteers.
- Social Media/PIO, keeping the community up to date
- Respond to calls for PIO purposes/photos/etc.
- Writing and posting press releases and weekly media reports
- Assist Chief Officers - run errands, send emails on behalf/etc.
- Assist with FF PPE gear collection/turning items in to the uniforms dept.
- Attend weekly morning/evening drills to answer questions, participate on any level needed and be a face for the organization for volunteer firefighters
- Ongoing Firefighter recruitment & retention

Scappoose

ANNUAL COLLECTION STATISTICS

Company	Scappoose
Date Of Service	5/1/2019
Date Of Service	4/30/2020
Invoices	0
Provider	Scappoose

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
May 19	102	223,940.40	-81,558.01	36 %	-700.00	0 %	-129,129.19	58 %	-7,891.01	4 %	4,662.19	2 %
Jun 19	73	160,251.80	-50,744.32	32 %	-4,831.61	3 %	-97,904.45	61 %	-6,532.09	4 %	239.33	0 %
Jul 19	65	142,537.20	-44,934.57	32 %	-1,257.52	1 %	-79,549.03	56 %	-8,391.35	6 %	8,404.73	6 %
Aug 19	71	155,251.60	-42,455.38	27 %	-3,150.78	2 %	-100,810.51	65 %	-2,639.56	2 %	6,195.37	4 %
Sep 19	81	178,025.40	-59,756.14	34 %	-1,225.00	1 %	-109,918.37	62 %	-3,258.80	2 %	3,867.09	2 %
Oct 19	93	202,695.00	-73,593.53	36 %	-1,785.17	1 %	-110,652.23	55 %	-6,522.17	3 %	10,141.90	5 %
Nov 19	78	168,792.40	-43,784.73	26 %	-3,173.44	2 %	-102,243.34	61 %	-503.60	0 %	19,087.29	11 %
Dec 19	91	197,649.00	-52,615.16	27 %	-2,031.63	1 %	-117,638.22	60 %	0.00	0 %	25,363.99	13 %
Jan 20	83	179,080.80	-41,954.55	23 %	-4,305.19	2 %	-100,920.06	56 %	0.00	0 %	31,901.00	18 %
Feb 20	63	136,112.00	-38,824.00	29 %	-5,566.94	4 %	-62,242.85	46 %	0.00	0 %	29,478.21	22 %
Mar 20	67	145,725.60	-24,344.77	17 %	-2,600.00	2 %	-63,588.72	44 %	0.00	0 %	55,192.11	38 %
Apr 20	66	143,396.80	-13,704.27	10 %	-525.00	0 %	-32,943.56	23 %	0.00	0 %	96,223.97	67 %

933

2,033,458.00

-568,269.43

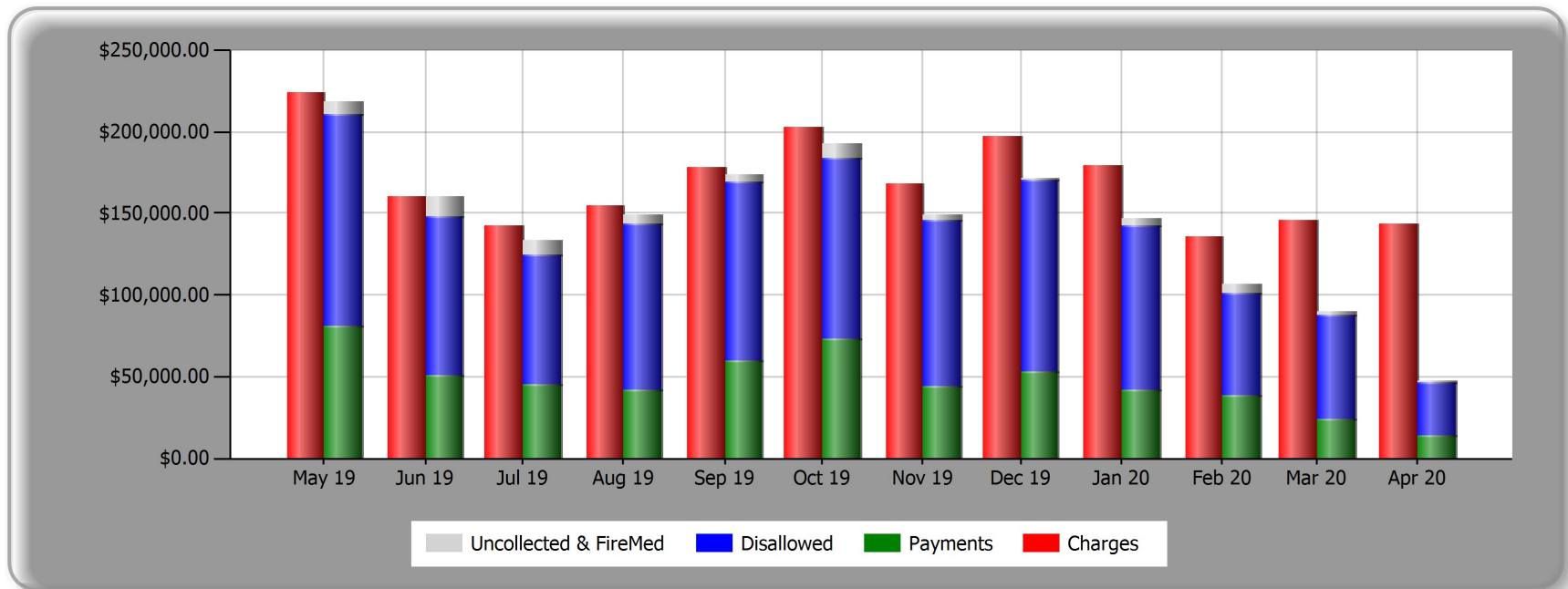
-31,152.28

-1,107,540.53

-35,738.58

290,757.18

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



MEMO

TO: Scappoose Fire Board Members

DATE: June 4, 2020

FROM: Janine Salisbury, Finance Admin

RE: Banking & credit card changes

We need to update signers & credit card holders with both US Bank and InRoads Credit Union. Naturally Chief Hoke's card has already been cancelled. The other three updates require board action.

US Bank

First, David Grant must be removed and Mark Gift must be added as a signer. US Bank said they only require a signed letter from a current signer that requests this change. All names in the letter must have middle initials included. Then I will email the letter to the address they gave me. I will prepare this letter for the Board meeting and set it up for President Graham's signature.

The District's process for this should include official board action even if the bank does not require it. I will have a motion ready for use at the Board meeting.

InRoads Credit Union

Second, David Grant must be removed and Mark Gift must be added as a signer. InRoads requires board minutes which include this board action. The motion will be ready at the Board meeting.

Third, David Grant's name must be removed from the District's card with \$8,000 available credit. This card stays in-house in a locked drawer for which only chiefs and office staff have a key. It is used for general online purchasing and also facilitates the occasional large purchase that requires a credit card (i.e., the Department of Defense Email purchases). This card is helpful to the District and has only the same few problems that the other cards have. I recommend we keep it. Doing so will require board minutes specifying the new card holder's name, which would be decided at the meeting. I will have a motion ready for use.

Thank you for your attention to this. Please let me know if you have any questions.



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Interim Fire Chief Pricher

SUBJECT: Detail Position for Division Chief

DATE: June 3rd 2020

Requested Action: Allow staff to pursue a process to fill the vacant Division Chief Position

Critical date for action: Position needs to be filled in the next 30 days.

Purpose:

Additional manpower is needed to fill critical mission specific deliverables. One that is generally filled by our 3 chief officer positions.

Impact:

As a result of the termination of the IGA, the retirement of the Fire Chief, several duties that need to be addressed cannot be completed by the two remaining chief officers. Generally, there are transition periods associated with staff movement, and there really has not been one in this situation.

In order to maintain operations and not overload staff, staff is requesting an opportunity to fill the vacant position in a creative way that helps to reduce the workload while also providing an opportunity for succession planning via acting in capacity for company officers.

If the board were to make a motion in support of this idea, staff would create a hiring process that would provide two three-month slots for a lieutenant to work up in class.

If this program and process is approved, an agreement would need to be established between 1660 and the district that specifically spells out what the acting in capacity position would do, but most importantly, what the position would not do. There is no intention for a lieutenant to permanently remain in the detailed position and if a lieutenant wishes to return back to their normal position, that would occur without prejudice.

Another impact this would impart is this would generate a vacancy for a lieutenant's spot. Staff anticipates the same process would be used for an acting lieutenant to fill that vacancy.

Availability of funding:

According to our finance director and the Collective Bargaining Agreement, acting in capacity (Detail) would require the district to pay an additional 5% to the salary. This 5% can be absorbed by the budget and will not affect the current plans in place for retaining staff.

Coordination:

This project will need to be coordinated between Local 1660, finance and staff.

Contact person(s):

Jeff Pricher

Janine Salisbury

Attachments: (None)**Recommendations:**

1. Consider the notion of allowing us to creatively fill the vacant division chief's position, while also creating a succession opportunity for officers and aspiring officers to gain needed and valuable experience.
2. Board proposes another option to staff
3. Keep operations normal

Conclusion:

With all of the changes, with all of the additional duties having to be reabsorbed by the Scappoose Fire District as a result of the termination of the IGA, additional help will be needed at the executive officer level. If the board intends to reach out to the community for help in the fall or spring, filling this position will aid in the success of this. Scappoose Fire has always strived to provide educational opportunities for its staff. Scappoose Fire has also talked about wanting to do better for mentoring and succession planning. We believe that this is the best way to accomplish all of these needs with the limited funds and staff that we have.

c file
r.f.



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Interim Fire Chief Pricher

SUBJECT: Detail Position for Lieutenant

DATE: June 3rd 2020

Requested Action: Allow staff to pursue a process to fill the vacant lieutenant position as a result of a potential lieutenant vacancy

Critical date for action: Position needs to be filled in the next 30 days.

Purpose:

Additional manpower is needed to fill critical mission specific deliverables. One that is generally filled by a lieutenant.

Impact:

As a result of the termination of the IGA, the retirement of the Fire Chief, several duties that need to be addressed cannot be completed by the two remaining chief officers. Generally, there are transition periods associated with staff movement, and there really has not been one in this situation.

In order to maintain operations and not overload staff, staff is requesting an opportunity to fill the vacant position in a creative way that helps to reduce the workload while also providing an opportunity for succession planning via acting in capacity for company officers.

If the board were to make a motion in support of this idea, staff would create a hiring process that would provide two three-month slots for an acting lieutenant to work up in class.

If this program and process is approved, an agreement would need to be established between 1660 and the district that specifically spells out what the acting in capacity position would do, but most importantly, what the position would not do.

Another impact this would impart is this would generate a vacancy for a firefighter spot. Staff anticipates this position could be filled with part time employees.

Availability of funding:

According to our finance director and the Collective Bargaining Agreement, acting in capacity (Detail) would require the district to pay an additional 5% to the salary. This 5% can be absorbed by the budget and will not affect the current plans in place for retaining staff.

Coordination:

This project will need to be coordinated between Local 1660, finance and staff.

Contact person(s):

Jeff Pricher

Janine Salisbury

Attachments: (None)**Recommendations / Options:**

1. Consider the notion of allowing us to creatively fill a vacant lieutenant's position for aspiring officers to gain needed and valuable experience.
2. Board proposes another option to staff
3. Keep operations normal

Conclusion:

With all of the changes, with all of the additional duties having to be reabsorbed by the Scappoose Fire District as a result of the termination of the IGA, and creating an opportunity for a lieutenant to work up in class, additional help will be needed to fill the vacant lieutenant slot. If the board intends to reach out to the community for help in the fall or spring, filling this position will aid in the success of this. Scappoose Fire has always strived to provide educational opportunities for its staff. Scappoose Fire has also talked about wanting to do better for mentoring and succession planning. We believe that this is the best way to accomplish all of these needs with the limited funds and staff that we have.

c file
r.f.



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Interim Fire Chief Pricher

SUBJECT: Board Retreat for **S.W.O.T** Analysis (**S**trengths, **W**eaknesses, **O**pportunities and **T**hreats)

DATE: June 3rd 2020

Requested Action:

Establish a date and time for a SWOT analysis

Critical date for action:

Before the 30th of June

Purpose:

There are many challenges facing the Scappoose Fire District, Fire District Board and Volunteer and Career staff. Before any actions are to be directed, we need to have a good understanding of where we are, where we want to be, how to get there and what we need to get there.

Impact:

There is discussion of the board making a determination of reaching out to the fire district residents in the very near future for assistance.

In order for the staff, volunteers, career members and the community to get behind something, a clear picture of where we are and the direction we are headed needs to be established.

Not creating a plan based upon actionable intelligence could prove to be unsuccessful. The board is being asked to provide that direction so that we can move forward in a careful, thoughtful and methodical pace.

Availability of funding:

Staff has reached out to a neutral party that is willing to do this at no cost to the district. Anticipated costs will be between \$100 and \$300 for food and other items needed for a partial day of discussion.

Coordination:

This project will need to be coordinated between staff and the Scappoose Fire Board.

Contact person(s):

Jeff Pricher

Shelly Booth

Attachments: (None)**Recommendations / Options:**

1. Establish a date in which staff can plan for a partial day for a SWOT analysis.
2. Utilize the findings to build and develop a strategic plan
3. Establish new priorities for the board, staff and the fire district
4. Not execute a SWOT and use a different method or approach
5. Hire a consultant to help with creating a strategic plan

Conclusion:

The Scappoose Fire District is in uncharted waters. We have a significant budget challenge ahead of us, we have staffing needs that need to be met, critical infrastructure and rolling stock that needs to be placed on a replacement schedule, anticipated increases to PERS and insurance to name a few. In addition to all of this, the recent termination of the IGA has left Scappoose in a position in which a strategy and plan needs to be developed. Clear direction from the board is needed and all of the board needs to be on the same page with the same message. A S.W.O.T analysis will provide us with the foundation in which we will be able to move forward.

c file

r.f.



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Interim Fire Chief Pricher

SUBJECT: Duty Officer Program

DATE: June 3rd 2020

Requested Action:

Establish expectations for the Duty Officer Program

Critical date for action:

Immediately

Purpose:

Over the years, there has always been a challenge with staffing the Duty Officer role. While emphasis has always been placed on filling the slot, there has never been any documentation to support what the slot is intended to do.

Impact:

With the termination of the IGA, limited staff and a historical mandate to fill a role of duty officer, what is the purpose and need for this position?

Does the district understand the impact to the employees and their families?

While this role is mostly operational and outside of the board's realm, the board does play a significant role in establishing the expectations of what they expect for chief officer coverage with respect to liability, customer service and administrative needs outside of the normal business day.

Availability of funding:

None at this time, however discussion may lead to a need to add funding for this in the future.

Coordination:

This will need to be coordinated between staff and the Scappoose Fire Board.

Contact person(s):

Jeff Pricher

Josh Marks

Attachments: (None)**Options:**

1. Create Simple, Measurable, Attainable, Relevant and Time bound expectations / goals for the Duty Officer Position
2. Assign this to staff to develop and bring back to the board
3. Do nothing

Conclusion:

Staff needs direction from the board on what they expect of the Duty Officer Position to be. Without this, staff will continue to be overworked in trying to accomplish something that is not well identified or documented.

c file
r.f.