

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff met in-person at
Scappoose Fire District Main Station
Also held electronically via GoToMeeting and telephone call-in number
Thursday, November 11, 2021 7:00 PM

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/992103885>

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Access Code: 992-103-885

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 October 14, 2021 Regular meeting
- Approve 10.31.21 Expense Account activity
- 10.31.21 Budget vs. Actual

Statistical Data:

- Ambulance Activity Report
- Response Activity Report

Staff Reports:

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

Old Business:

1. Policy Manual Updates (*This will be ongoing over the next several months*)
2. Discussion on Board Goals
3. Architectural design update

Committee Reports:

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

Miscellaneous:**New Business:**

- Ambulance purchase request

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

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

PREVIOUS MEETING MINUTES

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff met in-person at
Scappoose Fire District Main Station
Also held electronically via GoToMeeting and telephone call-in number
Thursday October 14, 2021 7:00 PM

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

<https://global.gotomeeting.com/join/692487701>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 692-487-701

Call to Order & Flag Salute

Public Comment: No Public Comment

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

Consent Agenda:

- Approve minutes from the September 16, 2021 Regular meeting
- Approve 9.30.21 Expense Account activity
- 9.30.21 Budget vs. Actual

Director Graham moved to approve the consent agenda. Director Kriek seconded the motion.

Discussion: Director Kriek asked about Klienberg tech. Chief Pricher informed the board that Klienberg tech is the outside company that produces monthly reports. Director Sorenson inquired about Wilcox and Flegel bill. Chief Marks explained the situation and the 3 months without bills. No additional questions. Vote was called, **motion carried unanimously.**

Statistical Data:

- Ambulance Activity Report - Chief Pricher explained the transports and the current trend. He discussed how ambulance billing works.

- Response Activity Report – The Board held a discussion on the report and the things the board would like to see included in it. Discussion was held on consolidating the two reports. Discussion on Good intent calls. Director Kriek inquired about MDA Calls and whether the District receives any revenue from these. Chief Pricher explained Medicare billing and its challenges to the organization.

Staff Reports:

- Chief's Report – Chief Pricher informed the board of the upcoming hiring's and hiring process. Chief Pricher led discussion on EMS boundaries and explained they are being examined due to challenges with dispatch and the multiple jurisdictions involved. Chief Pricher explained the strategic planning process and how the district is moving along. Chief Pricher informed the board about the Multi-Jurisdictional training coordination. Director Gift asked about chief examiner and the current process. Chief Pricher updated the board on the current process. Director Gift asked about MOU with 1660 and new part time hires. Discussion on when the new engine will be placed in service. Director Gift inquired about when the NIFF would start. Chief Pricher indicated end of November.
- Fire Marshal Report – Chief Pricher informed the board of all the plan reviews ongoing.
- Operations Report – Director Sorenson inquired if the 1993 ladder truck was back in service. Chief Pricher explained the fix and what the current work around is for the time being. Director Sorenson inquired about the All Hands meeting on Wednesday 10/13/21. Chief Pricher explained his approach to replacing equipment and building solid partnerships with the city.
- Training Report – Division Chief Marks updated the board on his training back east at NFA, and the value it brings to SRFD. Discussed NFA's concerns about ongoing education. DC Marks informed the board that the volunteer academy will be in February with county wide cooperation.
- Chief Bautista Report – Discussion on Division Chief Bautista's report
- Financial Report - Discussion on OT and potential personal costs

Old Business:

1. Policy Manual Updates (*This will be ongoing over the next several months*) – no discussion was held on this topic.
2. Discussion on board policy 4.21 Residency Requirement - Discussion on proposal. Director Sorenson pointed out the main difference in the policy is the 6 mile air radius. Chief Pricher advised the board that the policy is based on best practices. Director Gift reiterated SDAOS stance on being able to enforce a mileage requirement. Director Kriek expressed his gratitude for the positive changes. Director Gift moved to approve the policy changes as presented. Director Graham seconded the motion. **The motion carried unanimously to change the policy.**
3. Discussion on Board Goals – No update since September meeting.

Committee Reports:

- Management Team – update will be in executive session

- Long Range Planning Committee –
- Awards & Incentives – no meeting was held

Miscellaneous:

New Business:

- Approve Director Mark Gift to lead labor negotiations on behalf of the board. – Director Sorenson clarified that the board needs to give Director Gift permission to work with staff on labor negotiations. Director Graham inquired as to the process and if this was new. Director Gift explained to the board that this request was made in order to do fact finding to help provide perspective for negotiations and long-range planning. Director Graham expressed a desire for outside consulting. Director Reeves motioned to authorize director Gift to work with Chief Pricher to gather information for labor negotiations on behalf of the board. Director Kriek seconded the motion. **The motion carried unanimously**
- Purchase Request for radio upgrades – Chief Pricher explained the new radios and upgrades request. He explained this is a sole source process. Director Kriek moved to approve purchasing radios not to exceed 190k. Director Reeves seconded the motion. **Motion carried unanimously**
- Authorization to retain the services of an architect – Chief Pricher asked the board for authority to spend up to 25k on the architectural services. Chief Pricher updated the board on his request to the city for urban renewal funds to help upgrade the station. The board had a discussion on desired goals of station upgrades. Director Graham moved to approve Chief Pricher to spend up to \$25,000 for architectural designs for station. Director Gift seconded the motion. **The motion carried unanimously.**

Communications: Oregonian Article about Ambulance service and lift assists - Discussion on out of district patients and new legislation that prohibits billing.

Good of the Order:

Director Reeves brought forward board commitments. She expressed a desire to implement them, or something like them.

Director Reeves inquired about the November 1st joint work session between the City of Scappoose and The District. Chief Pricher informed the board that the district had been invited to participate in a joint planning session with the city, and that information would be forth coming.

Executive Session: Director Sorenson called the board into Executive Session under ORS 192.660 (2)(I) personnel at 9:35pm. The board came out of Executive Session at 10:02pm with no action taken.

Adjourn – Director Gift moved, and Director Reeves seconded to adjourn the meeting. **Motion carried unanimously.** The meeting was adjourned at 10:03pm

SCAPPOOSE FIRE DISTRICT

SAFETY COMMITTEE MEETING

Date: October 13 @ 1803 Hrs

Members Present: Logistics Stewart, Logistics Laney, B/C Greisen, F/F Firth, Lt. Anderson, D/C Marks

September Minutes: Amended the start time from 1900 to 1800 on the September meeting minutes. Approved with the correction.

Accident Reports: Trailer Incident from September meeting: Still have not received Accident Report.

Backing Incident: Report for review. Committee reviewed the backing accident report. Appears a backer was present during the incident.

Committee recommendation: When backing apparatus into a bay or area where clearances are tight, use one main backer and a secondary backer to watch the other side. A second option would be to have the backer stop the vehicle prior to breaking the plain of the opening to ensure spacing on the far side of the apparatus. Cameras were discussed. The committee agreed that cameras would not be able to see down the side of the apparatus which is what struck the building.

Safety Action Generator: One safety action generator was discussed. The topic was on Water Tenders and limited visibility especially when backing. These apparatus often respond with one, so always having a backer is difficult. Camera ideas were discussed and will be evaluated for the two water tenders in the fleet.

Station Inspections: Boat house station inspection was completed by Greisen and Stewart. General clean up of the boat house was discussed. Walkways are cluttered with construction material. The ladder is partially blocked by a tool box. Eye wash station fluid needs to be replaced and a first aid kit needs to be added. Chief Marks will work on this.

Near Miss: None reported

Old Business:

Covid-19 Oregon OSHA Rules are still in effect. Refer to General Order dated 06/29/2021 regarding mask wearing and response.

Covid: State Mask Mandate: New masks are on order and should be here within a few weeks. They have the district logo on them. They also have a neck lanyard for easy on and off along with loss prevention.

Station inspections: Holbrook-Dietz, Chapman-Laney, Scappoose-Henry, Boat-Greisen

New Business:

Clean PPE: General reminder for members to keep their PPE clean. Products of combustion left on firefighting gear can increase the occurrence of cancers.

Discussion on cleaning procedures.

Winter Driving: Be cautious of upcoming winter driving conditions while responding to the station for incidents, or actually responding to the incident.

Misc: Safety committee will begin to review safety SOP's. This will be for recommendations for changes or updates on safety related SOP's. Policies for November were discussed and Chief Marks will send them to the safety committee for preparation for the November meeting.

Safety Message: Watch out for leaves and ice on roadways. They can be slick and cause accidents.

Adjourned – 1831

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire District

Itemized Account Activity

October 2021

Date	Name	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance				
10/05/2021			Refund Workers Comp	-159.15
10/08/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	70.00
10/13/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	298.00
10/14/2021	health insurance	Special Districts In...	Health Benefits	22,310.70
10/14/2021	life insurance	Standard Insurance	Life & LTD Insurance	1,190.33
10/21/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	75.00
10/26/2021	health insurance	Paychex Payroll	Flex spend health ins c...	9,762.09
10/26/2021	workers comp	Paychex - tax	ER Work Benefit	44.95
10/26/2021	audit & PR svcs	Paychex Invoice	October PR	185.80
10/28/2021	health insurance	HRA VEBA Trust	District contributions	7,533.31
10/28/2021	workers comp	Special Districts In...	Policy 35W52191-296	48,643.12
Total 550 Insurance				89,954.15
560 Personnel Salaries				
10/13/2021	salaries	P.E.R.S.	Employee 6% IAP plus...	10,159.09
10/14/2021	salaries	American Heritage ...	Case # 84457 PR Ded...	136.90
10/14/2021	salaries	Principal Financial ...	Life Ins policy 480983...	52.24
10/14/2021	salaries	Special Districts In...	Sec 125 Deductions	1,488.55
10/14/2021	salaries	Standard Insurance	STD staff PR deductions	524.40
10/19/2021			J salisbury October ins...	-751.03
10/26/2021	other wages	Paychex Payroll	Deferred comp	3,849.59
10/26/2021	OT Salaries	Paychex Payroll	FLSA Overtime	1,925.52
10/26/2021	other wages	Paychex Payroll	FF incentives	1,839.63
10/26/2021	other wages	Paychex Payroll	Longevity	920.35
10/26/2021	data communicat...	Paychex Payroll	Phone Pay	100.00
10/26/2021	salaries	Paychex Payroll	Shift Diff	419.32
10/26/2021	OT Salaries	Paychex Payroll	Overtime	20,065.67
10/26/2021	salaries	Paychex Payroll	Balance of net pay	72,922.83
10/26/2021	salaries	Paychex - tax	Employee taxes withheld	42,785.31
10/27/2021	salaries	P.E.R.S.	Employee 6% IAP plus...	332.45
10/28/2021	salaries	Tualatin Valley Fire...	Union Dues - PR dedu...	1,637.28
10/28/2021	salaries	Voya-State of Oreg...	Oregon Savings & Gro...	9,455.99
10/28/2021	salaries	Inroads Credit Union	Staff food fund-- Octob...	715.00
10/28/2021	salaries	HRA VEBA Trust	Employee PEHP contri...	2,602.00
10/28/2021	salaries	Principal Financial ...	Life Ins policy 480735...	42.41
10/28/2021	salaries	Transamerica Life I...	Employee Life #42462...	93.81
10/28/2021	salaries	Department of Just...	October PR deduction	805.00
Total 560 Personnel Salaries				172,122.31
570 SocSec/Medicare(FICA)				

Scappoose Rural Fire District

Itemized Account Activity

October 2021

Date	Name	Source Name	Memo	Paid Amount
10/26/2021	social security	Paychex - tax	Emplry FICA	13,741.52
Total 570 SocSec/Medicare(FICA)				13,741.52
590 Personnel Benefits				
10/13/2021	PERS	P.E.R.S.	Employer PERS	44,606.79
10/27/2021	PERS	P.E.R.S.	Employer PERS	1,042.48
Total 590 Personnel Benefits				45,649.27
Total 1.1 GENERAL FUND PERSONNEL SVCS				321,467.25
1.2 GENERAL FUND MATERIAL & SVC				
740 Uniforms				
10/14/2021	Northwest Safety...	Northwest Safety C...	Turnout advanced clea...	1,619.45
Total 740 Uniforms				1,619.45
750 Maintenance on Equipment				
10/14/2021	maintenance	Curtis	Dust Cover, Extendair...	66.45
10/14/2021	SeaWestern Fire...	SeaWestern Fire A...	Fire Hunter Xtreme	409.60
10/14/2021	SeaWestern Fire...	SeaWestern Fire A...	invoice 12809	572.20
10/14/2021	maintenance	Sunset Auto Parts	Oil Dry	43.81
10/14/2021	maintenance	Sunset Auto Parts	Oil Dry	106.90
10/28/2021	maintenance	Pro Automotive & ...	2015 GMC - Transmis...	4,486.07
10/28/2021	maintenance	Pro Automotive & ...	2008 GMC C4500 - tir...	1,618.96
10/28/2021	fuel	Wilcox & Flegel	B5 Diesel 200 gals	572.21
10/28/2021	fuel	Wilcox & Flegel	Unleaded 100 gals @ ...	353.48
Total 750 Maintenance on Equipment				8,229.68
760 Administration				
10/01/2021	Admin Oper	Elavon Visa Proce...	September Visa proce...	279.04
10/14/2021	Admin Oper	Daily Dispatch	NIFF job announcement	405.00
10/14/2021	dues	International Assoc...	Marks Dues 12/01/202...	285.00
10/14/2021	dues	Special Districts As...	Annual Dues	4,020.21
10/15/2021	US Bank	US Bank	September Service Ch...	15.95
10/28/2021	Admin Oper	Chronicle	1 yr subscription (12/2...	60.00
10/28/2021	Admin Oper	FlashAlert Newswire	Annual Subscription 2...	180.00
10/28/2021	dues	IAFC Membership	membership dues 202...	285.00
10/28/2021	office supplies	Pacific Office Auto...	B&W billing	47.92
10/29/2021			Reimbursement for Jp ...	-233.99
Total 760 Administration				5,344.13
765 Information Technology				
10/14/2021	IT Service Provid...	Centerlogic, Inc.	Network Consultant - n...	287.50

Scappoose Rural Fire District Itemized Account Activity

October 2021

Date	Name	Source Name	Memo	Paid Amount
10/14/2021	IT Service Provid...	Centerlogic, Inc.	Monthly billing for Octo...	670.50
10/14/2021	IT Service Provid...	Centerlogic, Inc.	Network Consultant - n...	460.00
10/14/2021	IT Service Provid...	Comcast	Acct#8778 10 202 063...	243.35
10/14/2021	data communicat...	Verizon Wireless	ACCT 342023411-000...	574.74
10/14/2021	data communicat...	Verizon Wireless	ACCT 672550930-0001	7.72
10/14/2021	IT Service Provid...	Comcast	Acct#8778 10 202 016...	30.72
10/28/2021	IT Service Provid...	AT&T Mobility	FirstNet Acct# 287287...	451.39
10/28/2021	IT software	AVG Technologies...	3 yr anti-virus for 20 co...	966.98
10/28/2021	IT Service Provid...	Centerlogic, Inc.	Network Consultant - n...	517.50
10/28/2021	IT Service Provid...	CenturyLink	Chapman phone charge	74.95
10/28/2021	data communicat...	City of Portland	800 MHz access Sept...	151.92
10/28/2021	IT	OCV	Cost for Public info Sy...	1,500.00
10/28/2021	IT software	Emergency Reporti...	21-22 report access	500.00
10/28/2021	IT Service Provid...	Apple Inc.	monthly apple subscrip...	2.99
Total 765 Information Technology				6,440.26
770 Operating Materials/Suppli				
10/14/2021	maintenance	Ace Hardware - Sc...	hose washing machine...	11.99
10/14/2021	maintenance	Ace Hardware - Sc...	Nozzle twist	2.97
Total 770 Operating Materials/Suppli				14.96
775 Emerg. Operating Supplies				
10/14/2021	operation	Life Safety Corp.	Rae Quad 58 LTR	170.00
10/14/2021	Bob Booth	Bob Booth	Conflag Trailer Reimb...	744.42
Total 775 Emerg. Operating Supplies				914.42
780 Building & Grounds Maint.				
10/14/2021	grounds maint	Alonzo Yard Maint...	Holbrook fire station S...	200.00
10/14/2021	grounds maint	Alonzo Yard Maint...	Chapman fire station S...	200.00
10/14/2021	grounds maint	Columbia Feed & ...	Stihl oil 6 pack	15.95
10/14/2021	maintenance	Systems Managem...	maintain Co-Ray Vac ...	1,257.59
10/28/2021	grounds maint	Beaver Bark	1 yds debris removal	15.00
Total 780 Building & Grounds Maint.				1,688.54
810 Utilities				
10/14/2021	water/sewer	City of Scappoose	water/sewer acct#000...	35.52
10/14/2021	water/sewer	City of Scappoose	Water/Sewer acct#000...	350.67
10/14/2021	telephone	Graybar Financial ...	VOIP phone rental	299.25
10/14/2021	electricity	P.G.E.	electricity for Holbrook ...	118.39
10/14/2021	garbage	Waste Manageme...	monthly Garbage/Recy...	127.45
10/28/2021	telephone	CenturyLink	Main station fax & Cha...	123.50
10/28/2021	water/sewer	City of Scappoose	water/sewer acct#000...	35.52

Scappoose Rural Fire District Itemized Account Activity

October 2021

Date	Name	Source Name	Memo	Paid Amount
10/28/2021	water/sewer	City of Scappoose	Water/Sewer acct#000...	361.29
10/28/2021	electricity	CRPUD	boathouse electricity	98.65
10/28/2021	electricity	CRPUD	main station electricity	596.47
10/28/2021	telephone	Spectrum VoIP	VOIP internet backup	27.06
10/28/2021	other heating fuel	Wilcox & Flegel	Furnace Oil	1,007.50
Total 810 Utilities				3,181.27
870 EMS Operations				
10/14/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN ...	212.00
10/14/2021	EMS Supplies	Bound Tree Corp.	Ibuprofen	13.89
10/14/2021	EMS Supplies	Life-Assist, Inc.	medical supplies IN 11...	275.56
10/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	263.90
10/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	543.77
10/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	324.81
10/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	644.25
10/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	42.65
10/14/2021	EMS Contracts	Systems Design	August	1,928.20
10/14/2021	EMS Technology	TriZetto Provider S...	EMS billing fee	106.10
10/28/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN ...	293.82
10/28/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	184.39
10/28/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	166.11
10/28/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	429.18
10/28/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	153.03
10/28/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	75.73
10/28/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	22.71
10/28/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - In 9...	228.76
10/28/2021	EMS Supplies	Life-Assist, Inc.	medical supplies IN 11...	137.50
10/28/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	60.60
10/28/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	309.78
10/28/2021	EMS Contracts	Systems Design	July	1,763.80
10/28/2021	EMS Supplies	Skedco, inc	refund from - Spine Sp...	-30.00
Total 870 EMS Operations				8,150.54
Total 1.2 GENERAL FUND MATERIAL & SVC				35,583.25
Total 1...				357,050.50
Total 1..GENERAL FUND EXPENDITURES				357,050.50
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES				
10/14/2021	Near space Corp...	Near space Corpor...	training Module "UAS ...	10,775.16
10/14/2021	Near space Corp...	Near space Corpor...	Training Module " Disc...	10,775.16

2:28 PM

11/04/21

Cash Basis

Scappoose Rural Fire District
Itemized Account Activity

October 2021

Date	Name	Source Name	Memo	Paid Amount
	Total 2.3 MATERIALS & SERVICES			21,550.32
	Total 2. GRANT FUND EXPENSE			21,550.32
TOTAL				378,600.82

BUDGET VS ACTUAL

11/04/21
Cash Basis

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

	Jul - Oct 21	Budget	\$ Over Bud...	% of Budget
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,882,876.16	1,625,103.00	257,773.16	115.9%
Conflagration	7.07	30,000.00	-29,992.93	0.0%
EMS Receipts	241,555.41	532,963.00	-291,407.59	45.3%
Fire Marshal	375.00	10,000.00	-9,625.00	3.8%
FireMed	375.00	36,000.00	-35,625.00	1.0%
G.E.M.T. (Medicaid)	0.00	30,000.00	-30,000.00	0.0%
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	2,015.17	5,000.00	-2,984.83	40.3%
Miscellaneous Revenue	316.65	20,000.00	-19,683.35	1.6%
Property Taxes				
Taxes - Current				
Local Option Levy	19,213.85	2,779,127.00	-2,759,913.15	0.7%
Permanent Rate Levy	17,269.23	1,556,451.00	-1,539,181.77	1.1%
Total Taxes - Current	36,483.08	4,335,578.00	-4,299,094.92	0.8%
Taxes - Prior Years	20,813.28	92,069.00	-71,255.72	22.6%
Total Property Taxes	57,296.36	4,427,647.00	-4,370,350.64	1.3%
Total 1. GENERAL FUND REVENUES	2,223,532.64	6,732,713.00	-4,509,180.36	33.0%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	34,360.43	0.00	34,360.43	100.0%
Grant Award	0.00	100,000.00	-100,000.00	0.0%
Total 2. GRANT FUND REVENUE	34,360.43	100,000.00	-65,639.57	34.4%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	161,205.57	154,668.00	6,537.57	104.2%
Interest Earned on Investments	215.14	0.00	215.14	100.0%
Transfers In	0.00	63,539.00	-63,539.00	0.0%
Total 3. PROPERTY FUND REVENUES	161,420.71	218,207.00	-56,786.29	74.0%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	88,208.84	58,128.00	30,080.84	151.7%
Interest Earned on Investments	117.43	0.00	117.43	100.0%
Transfers In	0.00	50,000.00	-50,000.00	0.0%
Total 4. PERSONNEL SVCS FUND REVEN	88,326.27	108,128.00	-19,801.73	81.7%
Total Income	2,507,640.05	7,159,048.00	-4,651,407.95	35.0%
Gross Profit	2,507,640.05	7,159,048.00	-4,651,407.95	35.0%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	217,618.09	643,584.00	-425,965.91	33.8%
560 Personnel Salaries	729,367.48	2,460,425.00	-1,731,057.52	29.6%
570 SocSec/Medicare(FICA)	58,412.90	197,775.00	-139,362.10	29.5%
580 Volunteer Services	136.00	20,000.00	-19,864.00	0.7%
590 Personnel Benefits	200,151.25	751,740.00	-551,588.75	26.6%
Total 1.1 GENERAL FUND PERSONNEL...	1,205,685.72	4,073,524.00	-2,867,838.28	29.6%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	5,376.50	52,000.00	-46,623.50	10.3%

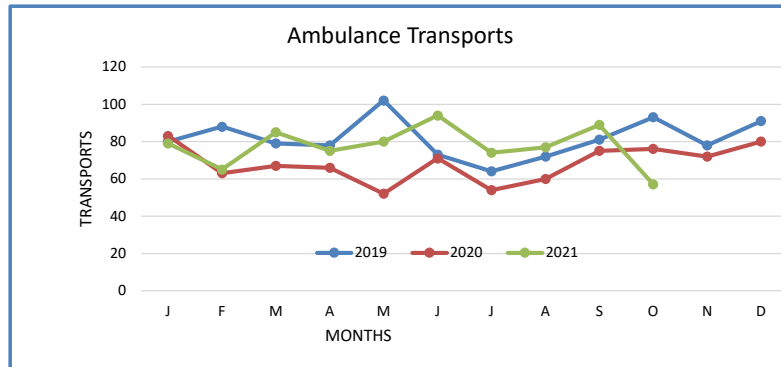
11/04/21
Cash Basis

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

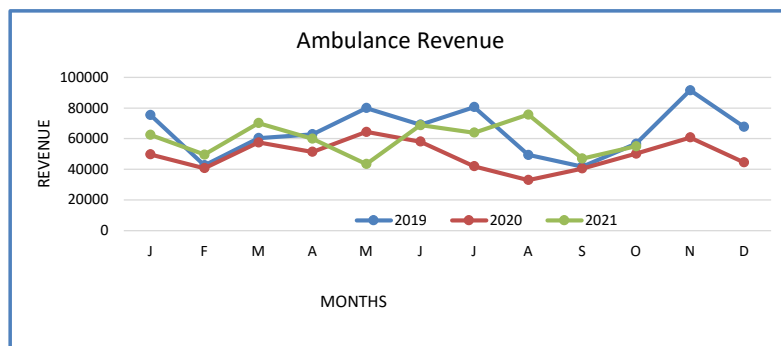
	Jul - Oct 21	Budget	\$ Over Bud...	% of Budget
680 Communications Maintenance	5,599.41	15,000.00	-9,400.59	37.3%
720 Public Fire Services	1,361.33	15,000.00	-13,638.67	9.1%
730 Property & Liability Insur.	82.00	63,000.00	-62,918.00	0.1%
740 Uniforms	7,265.26	15,000.00	-7,734.74	48.4%
750 Maintenance on Equipment	28,808.62	130,000.00	-101,191.38	22.2%
760 Administration	22,766.05	50,500.00	-27,733.95	45.1%
765 Information Technology	33,029.38	115,000.00	-81,970.62	28.7%
770 Operating Materials/Suppli	1,370.89	5,000.00	-3,629.11	27.4%
775 Emerg. Operating Supplies	12,172.37	65,000.00	-52,827.63	18.7%
780 Building & Grounds Maint.	8,004.65	94,000.00	-85,995.35	8.5%
790 Training	7,970.47	70,000.00	-62,029.53	11.4%
810 Utilities	11,125.49	36,150.00	-25,024.51	30.8%
870 EMS Operations	35,786.64	155,000.00	-119,213.36	23.1%
Total 1.2 GENERAL FUND MATERIAL &...	180,719.06	880,650.00	-699,930.94	20.5%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	0.00	200,000.00	-200,000.00	0.0%
Total 1.3 GENERAL FUND CAPITL OUT...	0.00	200,000.00	-200,000.00	0.0%
1.4 GENERAL FUND DEBT				
930 Debt	0.00	65,000.00	-65,000.00	0.0%
Total 1.4 GENERAL FUND DEBT	0.00	65,000.00	-65,000.00	0.0%
Total 1...	1,386,404.78	5,219,174.00	-3,832,769.22	26.6%
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0.00	50,000.00	-50,000.00	0.0%
Transfers to Property Fund	0.00	63,539.00	-63,539.00	0.0%
Total 1.5 GENERAL FUND TRANSFER OUT	0.00	113,539.00	-113,539.00	0.0%
1.6 GENERAL FUND CONTINGENCY	0.00	400,000.00	-400,000.00	0.0%
1.7 GENERAL RESERVED FOR FUTURE	0.00	1,000,000.00	-1,000,000.00	0.0%
Total 1..GENERAL FUND EXPENDITURES	1,386,404.78	6,732,713.00	-5,346,308.22	20.6%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	21,550.32	100,000.00	-78,449.68	21.6%
Total 2. GRANT FUND EXPENSE	21,550.32	100,000.00	-78,449.68	21.6%
3. PROPERTY FUND CAPITAL OUTLAY				
EMS Apparatus & Equipment	0.00	87,000.00	-87,000.00	0.0%
Fire Apparatus & Equipment	0.00	126,207.00	-126,207.00	0.0%
Miscellaneous Real Property	0.00	5,000.00	-5,000.00	0.0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	0.00	218,207.00	-218,207.00	0.0%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	10,978.51	100,000.00	-89,021.49	11.0%
Reserved for Future Expenses	0.00	8,128.00	-8,128.00	0.0%
Total 4. PERSONNEL SVC FUND EXPENSE	10,978.51	108,128.00	-97,149.49	10.2%
Total Expense	1,418,933.61	7,159,048.00	-5,740,114.39	19.8%
Net Income	1,088,706.44	0.00	1,088,706.44	100.0%

AMBULANCE BILLING & TRANSPORT REPORT

	2019	2020	2021
J	80	83	79
F	88	63	65
M	79	67	85
A	78	66	75
M	102	52	80
J	73	71	94
J	64	54	74
A	72	60	77
S	81	75	89
O	93	76	57
N	78	72	
D	91	80	



	2019	2020	2021
J	75406	49,639	62,433
F	42641	40,764	49,564
M	60274	57,548	70,213
A	62786	51,391	59,929
M	80009	64,340	43,379
J	69047	58,014	68,789
J	80583	42,023	63,882
A	49376	33,007	75,612
S	41784	40,574	47,015
O	56713	50,250	55,047
N	91565	60,727	
D	67635	44,503	



MONTHLY RESPONSE & ACTIVITY REPORTS

MONTHLY REPORT

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



OCTOBER 2021

For the month of October, the ratio of EMS incidents to Fire incidents was 68% to 32% respectively. There were 108 EMS related calls for the month, where 119 patients were treated. COVID-19 was suspected or confirmed in 11 patients.

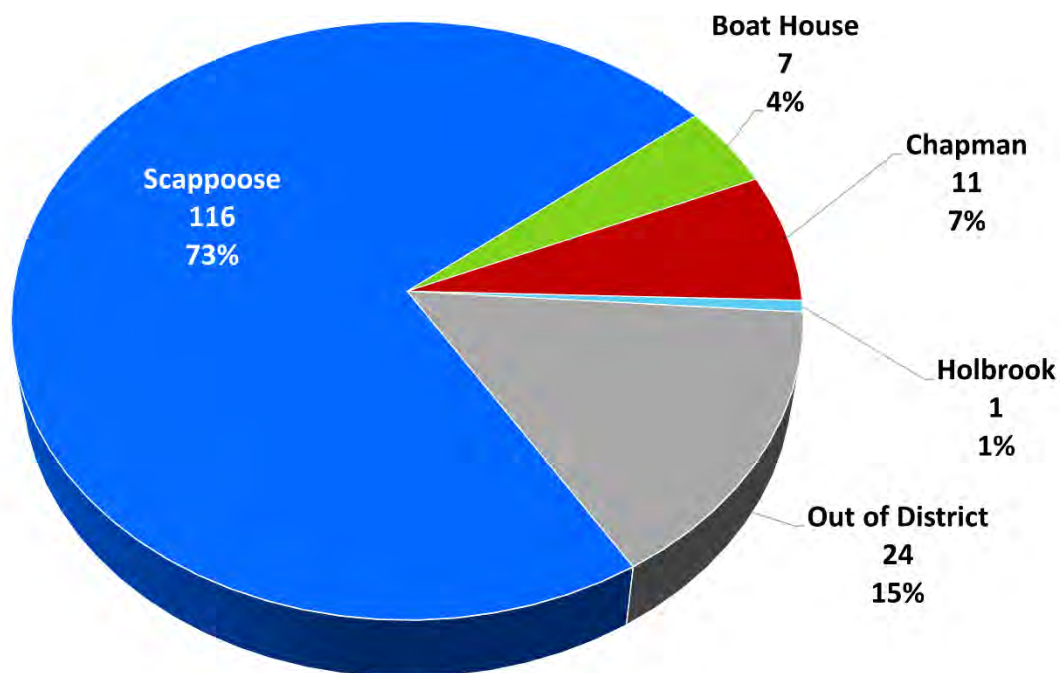
Approximately 35% of the total call volume (56 incidents) represents overlapping calls (at least one other call in progress). There was 1 incident where unit(s) were deployed for more than two days. Either of these situations could require units to respond to areas outside their base districts, which 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 159, with a total of 329 apparatus responses spending 186 hours and 36 minutes of time.

For the month of October, SRFD averaged 1.65 Fire calls per day and 3.48 EMS calls per day for an overall daily average of 5.13 calls per day.

OCTOBER 2021 - INCIDENTS BY STATION

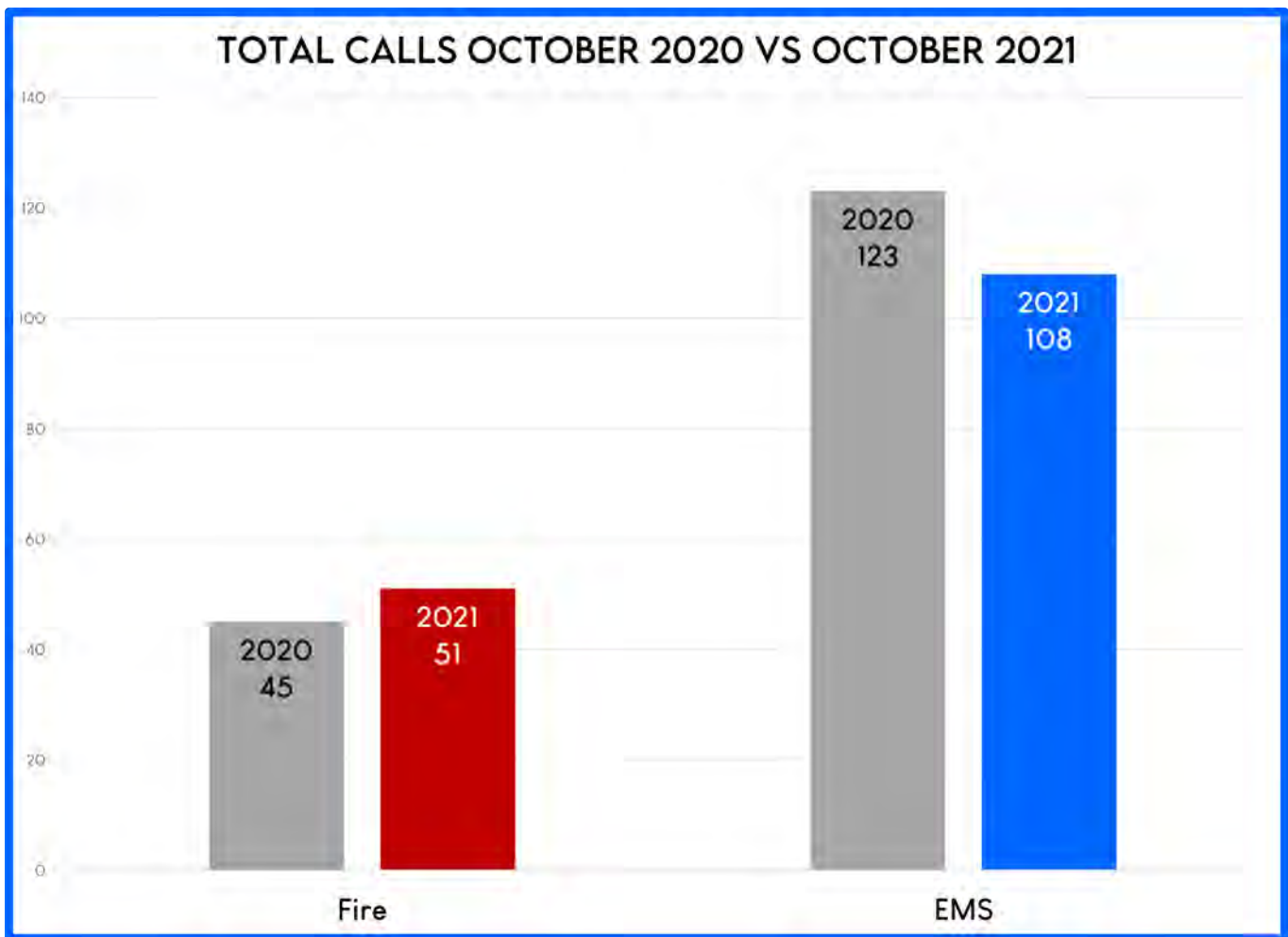
159 Incidents with 329 Apparatus Responses



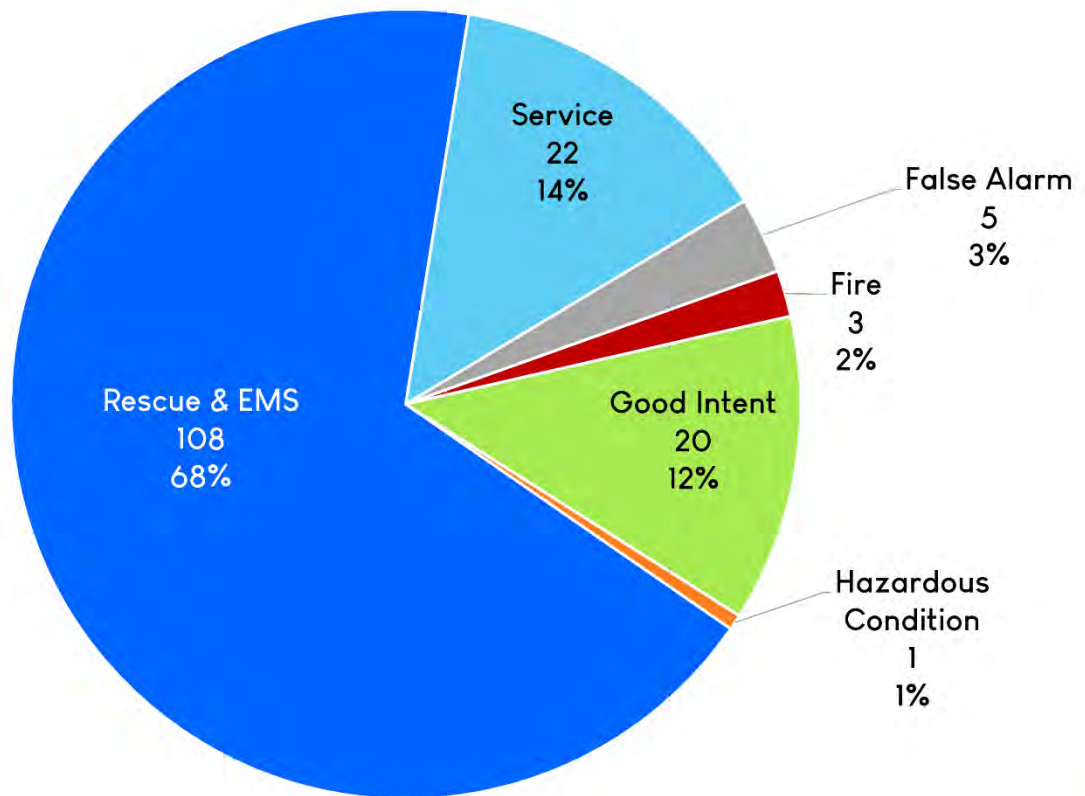
FIRE AND EMS CALL BREAKDOWN FOR OCTOBER 2021

Fires	3
Hazardous Condition	1
Service Call	22
Good Intent	20
Other Assistance	0
False Alarm	5
FIRE CALLS TOTAL	51

ALS Provided	70
BLS Provided	34
Investigate	3
Cancelled	0
Other Assistance	1
EMS CALLS TOTAL	108

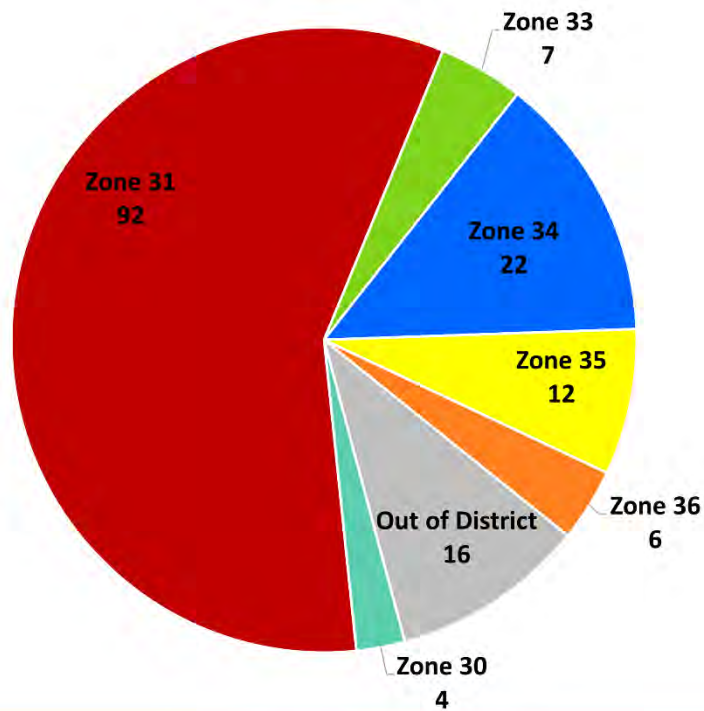


OCTOBER 2021 - 159 CALLS BY TYPE

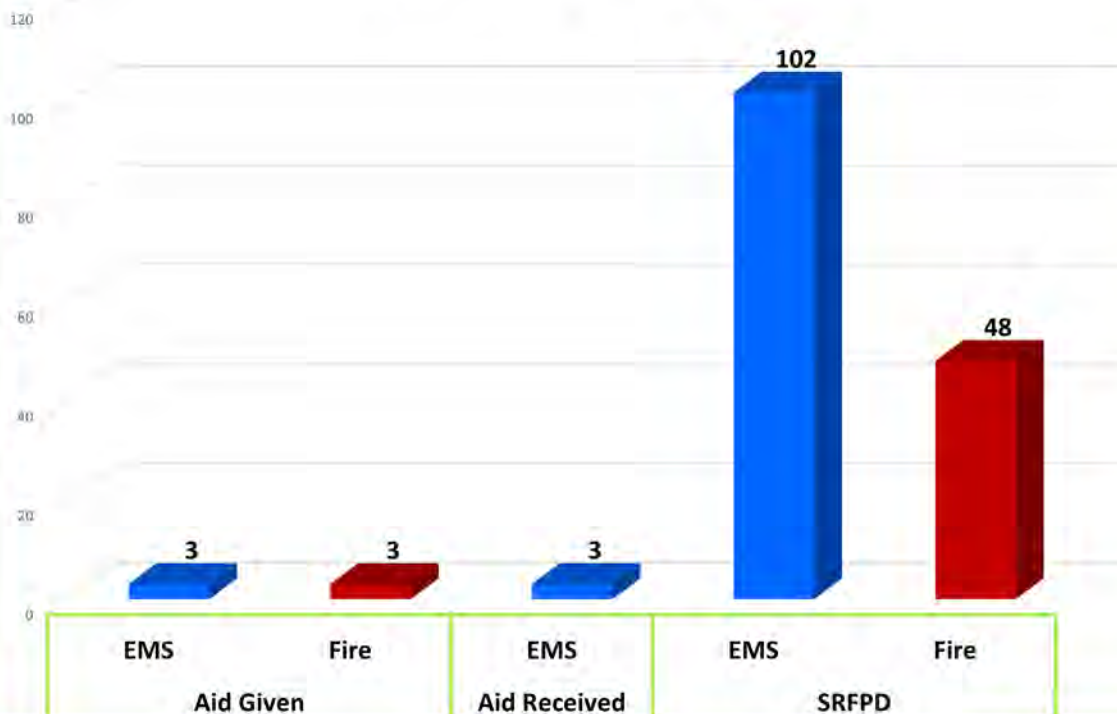


	Average Calls Per Day	Total Number of Calls	Percentage
Fire	1.65	51	32%
EMS	3.48	108	68%
TOTAL	5.13	159	100%

OCTOBER 2021 - INCIDENTS BY ZONE 159 Incidents

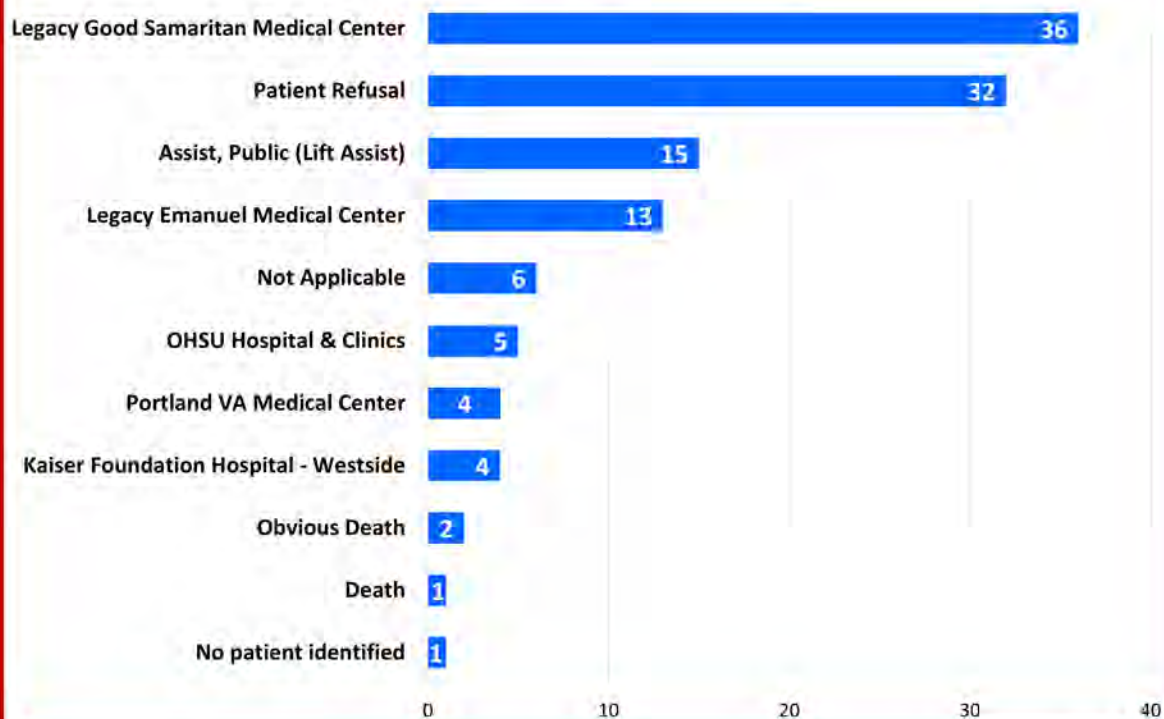


INCIDENTS BY RESPONDING JURISDICTION October 2021 - 159 Incidents

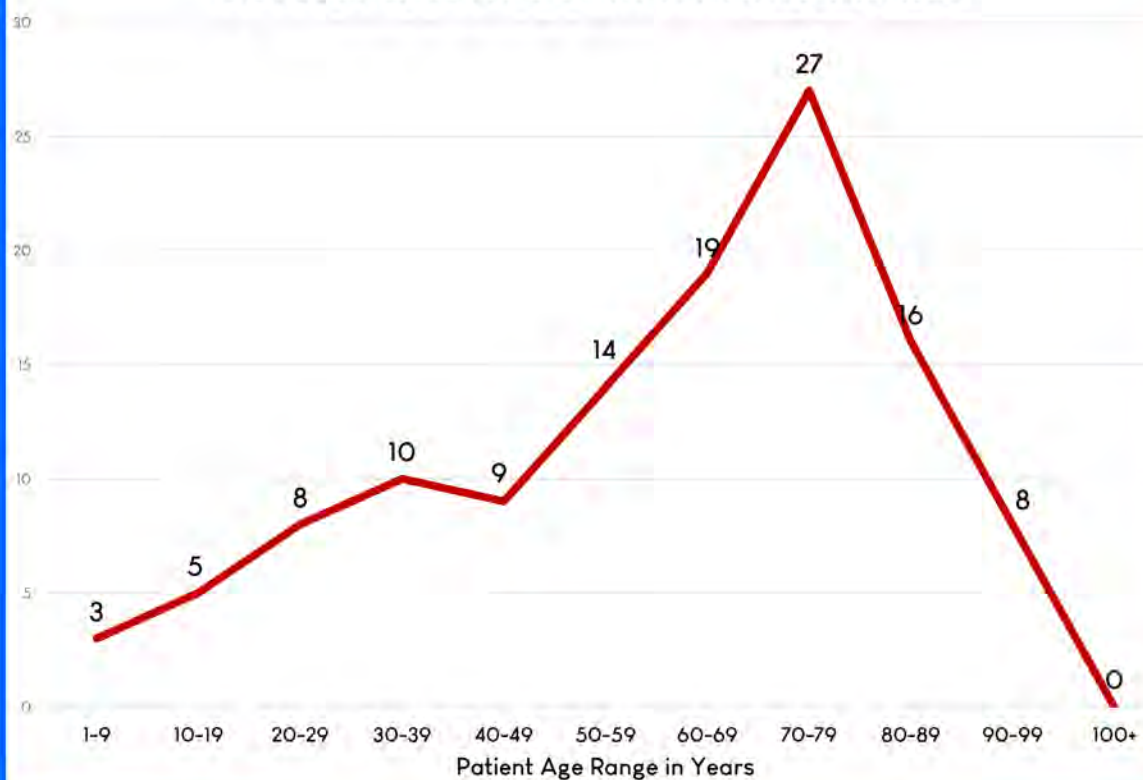


OCTOBER 2021 - PATIENT DISPOSTION

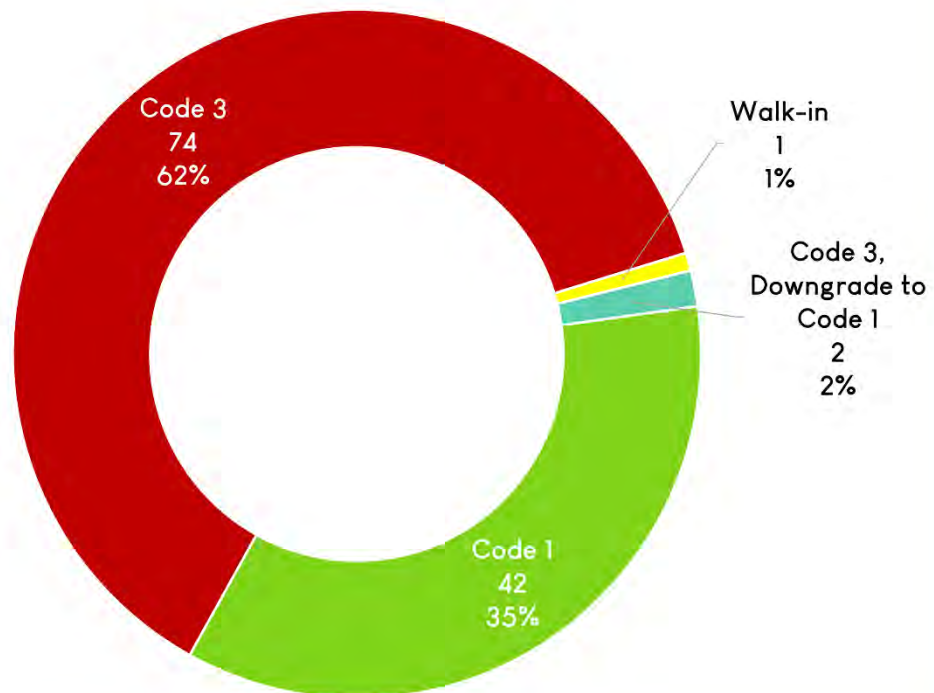
119 Patients



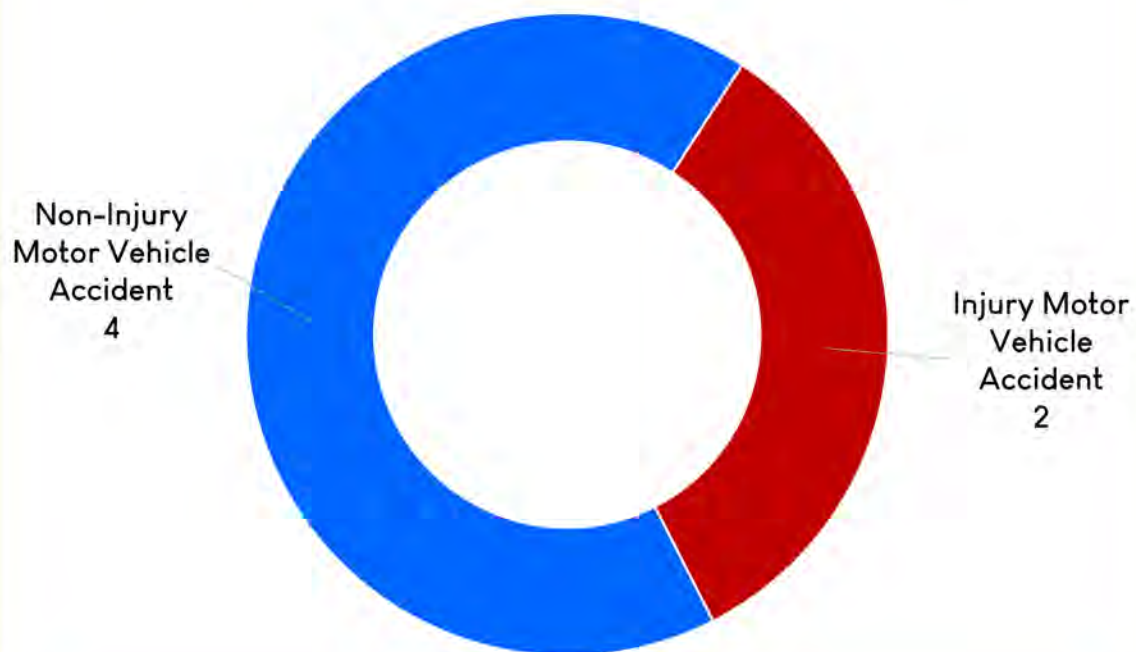
OCTOBER 2021 AGE OF 119 PATIENTS TREATED

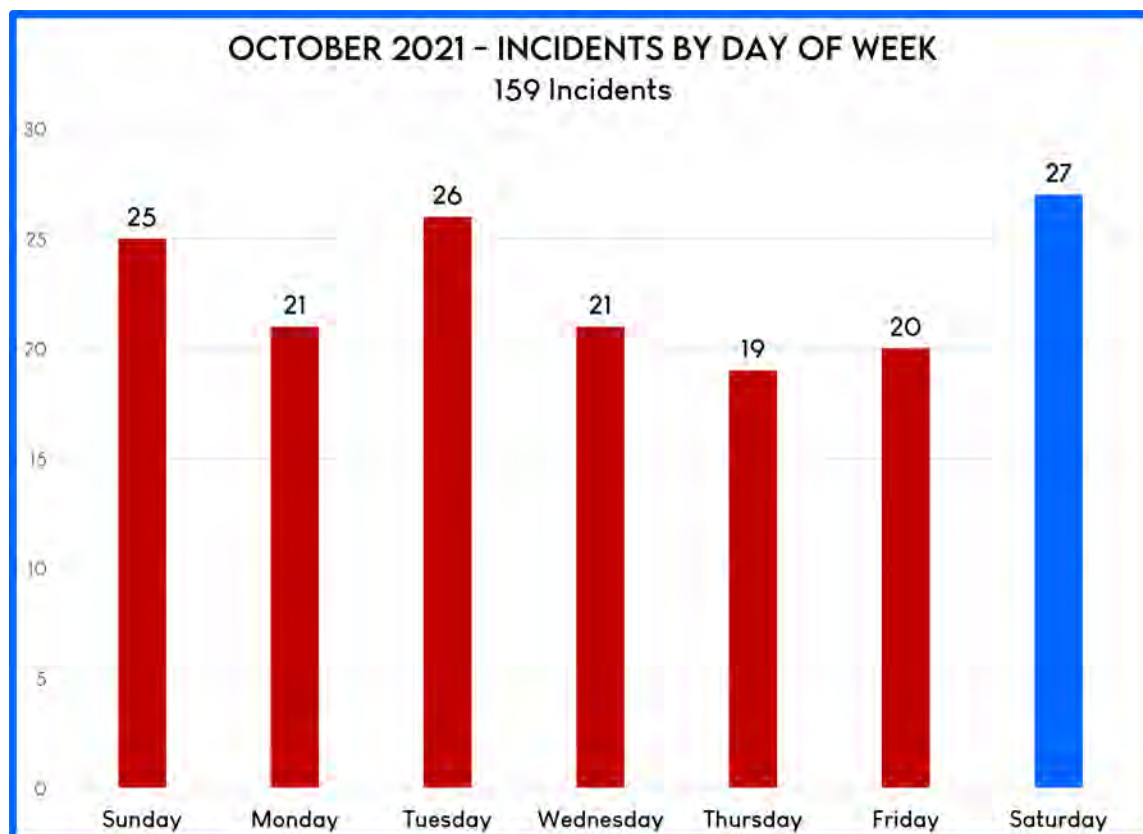
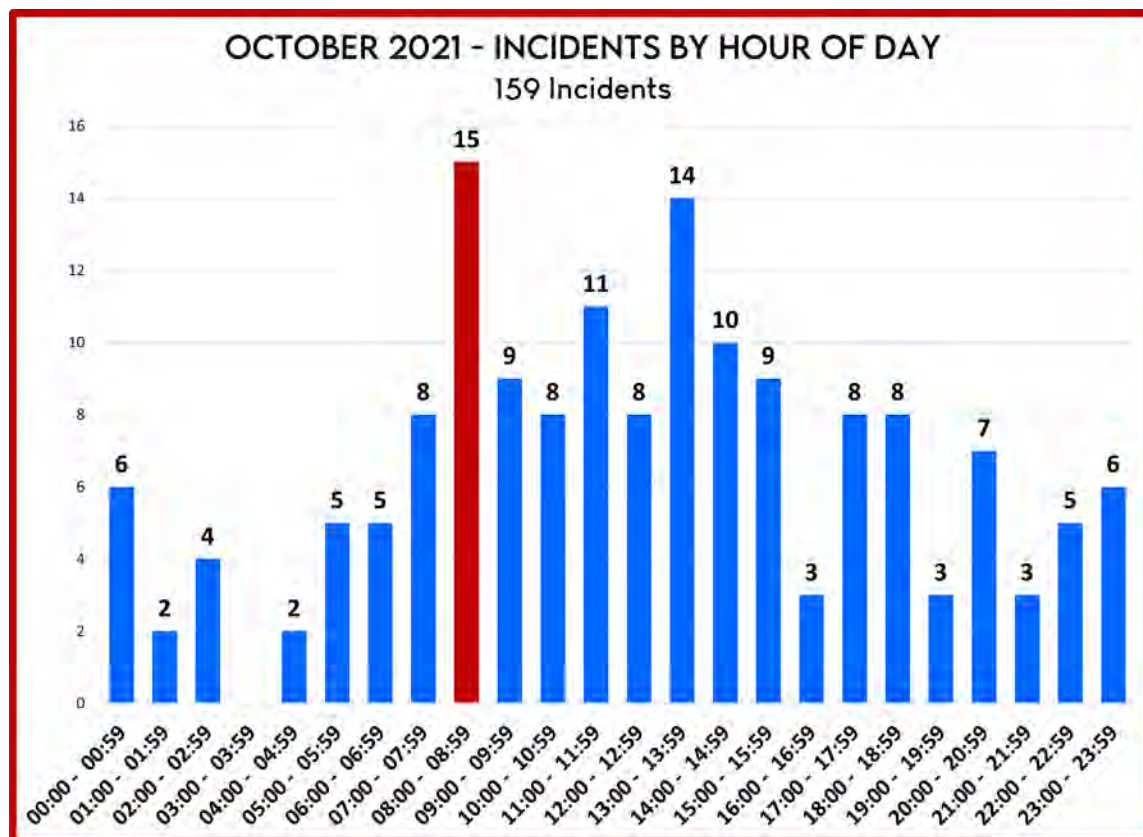


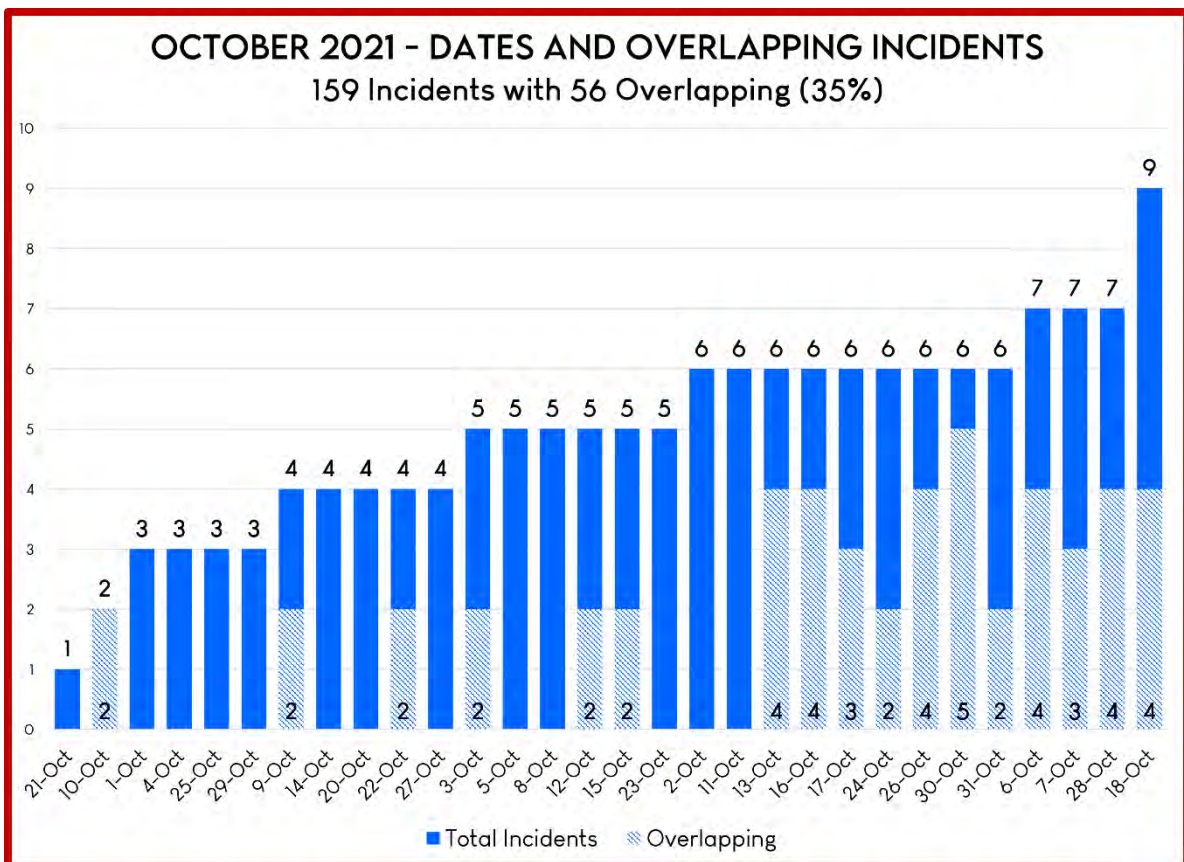
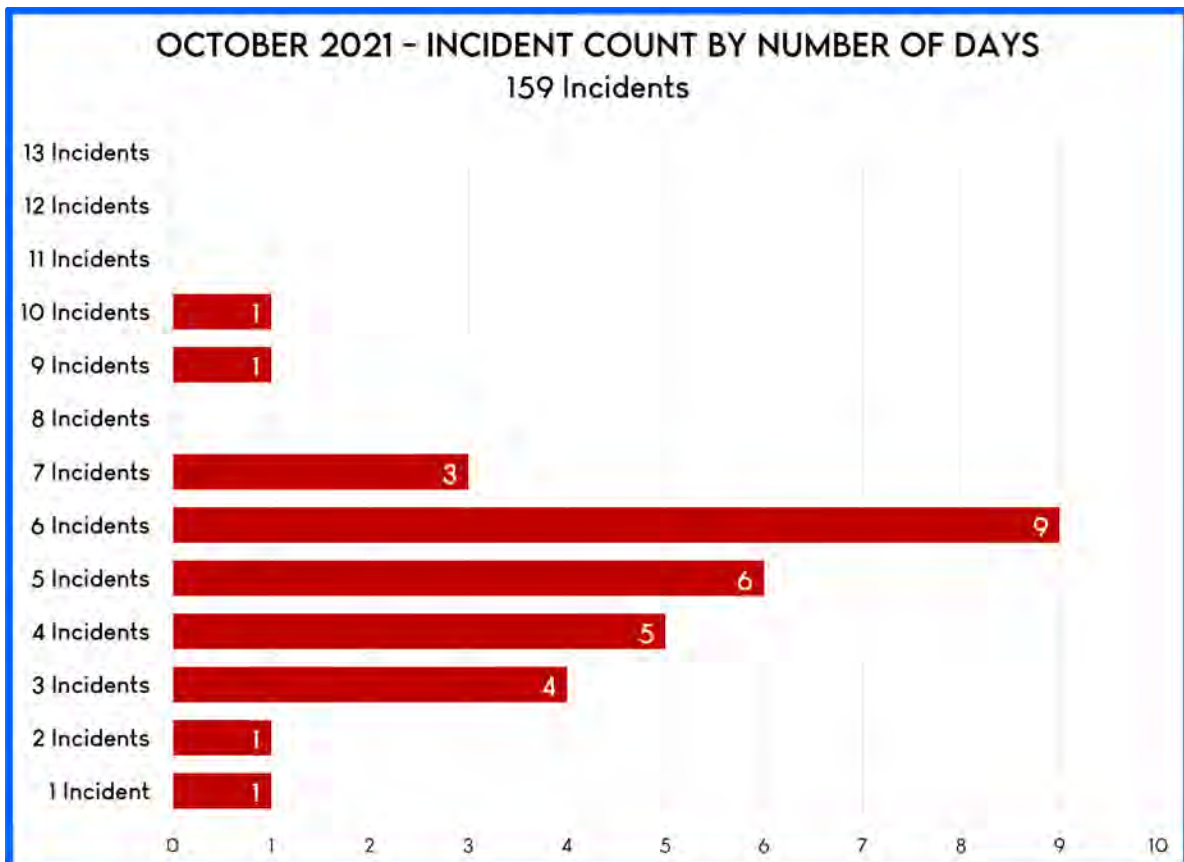
OCTOBER 2021 - EMS RESPONSE MODE
119 Patients



OCTOBER 2021 - 6 MOTOR VEHICLE ACCIDENTS

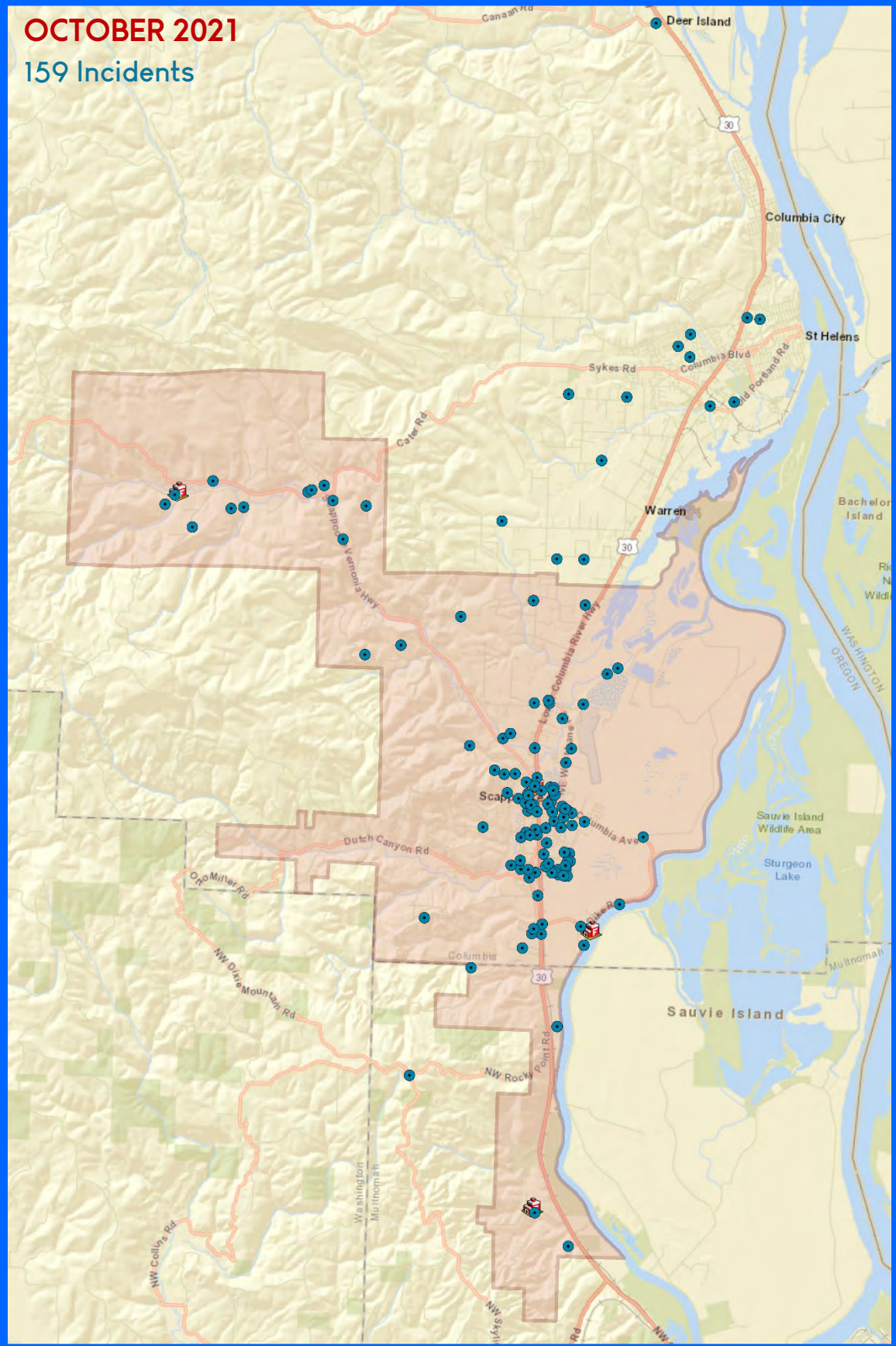






OCTOBER 2021

159 Incidents



STAFF REPORTS

Fire Chief Report November 2021

Meetings Attended

Date	Topic	Date	Topic
10/4/21	Point Monitor	10/14/21	IFUAS MTG
10/4/21	Civil Service	10/14/21	Board MTG
10/4/21	Work Session with City Council	10/18/21	Officers MTG
10/5/21	Admin Meeting	10/18/21	C-Shift MTG
10/6/21	Traffic Safety Meeting	10/19/21	Dashboard MTG
10/6/21	Labor MGT Meeting	10/19/21	MTG with FDB Chief from Cowlitz Co.
10/6/21	A-205	10/21/21	Meeting in Mist with Chief & EM
10/7/21	Finance Check In	10/25/21	Mountain View Apts MTG with BO
10/7/21	Calls to finalists from hiring process	10/26/21	Wildland AAR MTG in Clatskanie
10/11/21	Fire Defense Board MTG	10/27/21	EMS MTG in Mist
10/12/21	Road Advisory MTG	10/28/21	ODOT Fast Act MTG
10/12/21	FIT Meeting		
10/13/21	All Hands Meeting		
10/13/21	PCC Meeting		
10/13/21	All Hands MTG Evening		
10/14/21	Driveway Meeting		

Hours Worked October: 292 Hours (72.5 hrs/wk)

On Call in October: 312 Hours (13 Days)

TOTAL HOURS: 604

Training

Attended A-205 and completed 30 hours of UAS training
ODOT bridge training

Projects

Hiring – *In Progress*

Mutual Aid Agreement with Cowlitz County – *In Progress*

Driveway standard update with FDB and County – *In Progress*

EMS Boundaries Multnomah County – *In Progress* Multnomah

County CWPP Participation – *In Progress*

Draft Strategic Plan – *In Progress*

Operations Manual – *Draft to print next month*

RDPO UAS Grant ~ *80% complete*

Jamf – *Managing over 40 devices*

Fire Code Guide Update - *Tabled*

Special Operations – *Tabled*

October seemed to be a very intensive meeting and administrative month. There were several reasons for this, but mostly, as we prepare to realign the talents, of our staff vs the needs of the organization, a lot of time was put into surveys and creating platforms to better information sharing. An example includes greater usage of our MS365 platform to integrate Lists, forms, spreadsheets and other components of Teams to do our best with respect to transparency for all staff and information flow. This will be an ongoing process, but ultimately will help streamline our processes and productivity.

We have set a future date of hiring the next three Firefighter Paramedics for the 4th of April. This is necessary as a result of the current challenge we are having filling the Chief Examiner position with civil service, the lag time that will create for certifying a list (November or December), interviews, physical, background investigation and other onboarding logistics. Plus, with the return of one of our members who has been out for more than a year, this will provide relief for Chief Marks with all of the required training that will have to occur during this period.

The draft Strategic Plan process experienced a bit of a slow down due to staff in training, on deployments and other district priorities that surfaced. We will be going through other examples of Strategic Plans in the coming weeks as we form the initial draft.

Civil Service will pose a significant challenge in the very near future as our recruitment efforts are not producing the results, we used to experience 1-2 years ago. We are experiencing a local and national shortage of paramedics.

Staff is still involved in the Columbia 911 project as an advisory board member and will continue to provide input when the need arises as we work to help Columbia 911 move this project forward.

FIRE MARSHAL REPORT

October was a busy month for plan reviews as well as referrals. Between the City of Scappoose and the County, we were very busy looking at properties being divided up, new subdivisions and new commercial developments in Scappoose. This has been the same for most of the fire agencies and county as recent laws have changed and Warehouse has been spending a lot of time planning to divide and sell properties.

Staff has been participating in the upcoming fire code changes and participating with the statewide code development committee.

There has been a significant increase in plan reviews for the month of October, which made for significant challenges in time management.

Plan Reviews

6

Driveway Inspections

4

System Tests

0

General Inspections

0

Fire Investigations

1

UAS (Drone) Missions

1

OPERATIONS REPORT

New engine training is ongoing. Our goal is to get this in service by mid-December. Staff has been spending an incredible amount of time training with the pump, new features and deciding on the best places to mount new equipment and current equipment.

The Rescue re-chassis is still in flux. We hope to bring a recommendation to the board at the next meeting for action.

Staff meticulously decided on the best approach for purchasing new portables and mobile radios. In total we ordered 43 portable radios and 18 mobiles. We expect them to arrive between January and February.

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

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

The boat House station: Chief Marks will be working to get this scheduled in the next couple weeks. We still need to make some adjustments to the chains that secure the structure to the dock.

Scappoose station: We have moved forward and signed an agreement with an architect. Our kickoff meeting will be on the 29th of November. Invites to members of the planning committee have gone out so they can participate in the process. More to come on this in the future.

Staffing continues to be our biggest challenge with several mandates. Staff is working with Local 1660 to identify potential resolutions to this issue.

We have moved forward with NTN and setting up a new account to hire part time employees. We are hoping that this will go live in the next 4-10 days. We do have one part time employee, but need more.

Significant challenges have occurred with our mutual aid borders and other dispatch centers. The most significant concern was on two incidents, due to a dispatch error, patients in the mountain bike area had delays of over an hour in receiving patient care. When we were called, our REMS platform worked very well. We have had several meetings with BOEC, WCCCA, Columbia 911, TVF&R and Hillsboro fire to remedy this situation. We have been proactive with adding GIS layers of the trails into CAD and Intterra for faster responses.

**Training Report
Chief Marks
November 2021**

October Projects:

Duty Shifts	NIFF Training
Probationary Test building	Safety Program Review
Task Performance Testing	Accident Investigations

Drills / Activities / Meetings in October included

Admin and Officers Meetings
Safety Meeting
Civil Service Meeting
Fire Training

In October I attended my normally scheduled meetings. I also have been working on On-Board Training for the recently hired NIFF personnel.

Scappoose Fire hosted an Advanced Tactical Casualty Care course in October. Students from across the region attended this class to improve response and treatment of victims of violent attacks. The instructors commented on how easy it was to work with the members of Scappoose Fire and how the logistics were taken care of. They are excited at the potential for future training opportunities with our organization. F/F Booth was a huge help in coordinating and working on this project. I would like to thank him, and the role players involved in the course for their time.

My Time Worked in October 2021	160.33 hours
Call Time in October 2021 office time)	257 Hours (call shifts minus 80 hours
Total Hours	417.33 Hours
Total October 2021 Training Hours	318 Hours
Total Volunteer Hours in October 2021	262.75 hours between 15 individuals

A. Tardif Finance Director November 2021 Meeting

On October 31, the District completed the fourth month of the 21-22 fiscal year, or 33% of the year.

Personnel salaries and payroll taxes are at 29.6%. This fund is currently under budget. However, I am anticipating the account to be right on budget or slightly over by 11.30.21 when contract obligations have been met and all positions are filled. The district has begun recruitment for 1 NIFF-EMT and 1 NIFF-Paramedic, those positions are expected to begin late November.

Materials & Services overall is at 20.5% of the budget. At this time 33% would be equal to 4 months, if allocated evenly. The district expects to spend more on materials and services in Q2, Q3, and Q4 based on when revenue is received. Three sub accounts are higher than 33%. The first is Communications Maintenance at 37.3% of budgeted expense, which has not changed from October. The other is Administration which is at 45.1%. The third account is Uniforms which is at 48.4% of budgeted expense. The District needs to pay close attention to the Uniform account. With the unanticipated new hires this sub account is likely to be over expended by year end.

EMS receipts to date total \$241,555 or 45% of what was budgeted. The Monthly average for EMS receipts is \$60,388.93. To meet this year's budgeted revenue of \$532,963, the district needs to collect \$44,414 a month. Currently the district is on track to meet this amount. For the month of October, the district had 57 transports and billed \$68,489.40. Based on October's transports and billing the district averaged \$1,201.57 per billing, which is \$416.66 less per billing than September. This indicates the district had higher Medicare and Medicaid transports in October. Due to Medicaid, other insurance, and financial hardships, part of this amount will be written off and the rest collected over the next year.

Chief Bautista Report

November 2021

October Projects:

Uniform Project

- Beyond Uniform has completed the design of the fire district patch and orders have been placed. Digital artwork was also received from the vendor for district records.
- Demos for Class B uniform shirts, Job shirts (duty sweatshirts), soft shell jacket, and t-shirts are being finalized in the next week.

Fire Alarm Upgrade Security Grant Application

- Received quote from Point Monitor Corp. for fire alarm upgrade and grant application was submitted. Decisions on grant awards will be communicated at the end of November 2021.

Fire Prevention and Investigation training courses:

- Youth Fire Setter Program Manager – Met with the National Fire Academy program managers, working to coordinate this course in 2022.
- Marine Fire Investigation Course – Course costs received, waiting for funding to schedule.
- Wildland Fire Investigator – Meeting with primary instructor at the end of the wildfire season.
- Advance Arson Investigation – Course costs received, on hold for now.

Meetings in October:

Date	Topics
10/4/2021	Point Monitor Fire Alarm Review
10/13/2021	All Hands Meeting Evening Session
10/14/2021	District Board Meeting
10/25/2021	Mountain View Apartments Inspection
10/27/2021	2022 Fire Code Adoption Sub-Committee

October Activities:

I continue to work with Chief Pricher and Chief Marks on preparing for entering the duty officer rotation. Since returning from the National Fire Academy, I have been acting as Duty Officer during my regular scheduled shifts. I will begin my 7-day Duty Officer rotation at the station beginning Friday November 12, 2021. This schedule will continue every 3rd week going forward until first quarter of 2022.

Training:

Successfully passed the required three exams through the International Code Council to obtain the Certified Fire Marshal and Fire Code Specialist credentials.

Completed the six-day course, Command and Control of Incident Operations, at the National Fire Academy in Emmitsburg, MD.

Continuing to through FTEP task book as time allows.

Working on Rope Rescue Operations task books for myself and district members.

Will work to complete Blue Card training, currently at 50% completion. My goal is to complete this training before the end of 2021.

Four members were registered for the upcoming Introduction to Incident Information (S-203) course being held virtually December 6 – December 10. FF Schoof, PIO Heath, Chief Pricher and I will be attending. This course is required for Wildland deployments and part of the development plan for our district's public information program. This course is rarely offered in our region and being offered virtually allows us to avoid travel fees.

Total hours worked 225 hours



OLD BUSINESS

Petty Cash Management

211.1 PURPOSE AND SCOPE

Best Practice

This policy provides for the establishment and administration of a district petty cash fund.

211.2 POLICY

Best Practice

The District will establish, administer, and maintain the petty cash fund according to this policy.

211.2.1 DEFINITIONS

Best Practice

Custodian - The individual designated by the Fire Chief as having custody of and responsibility for maintaining the petty cash fund.

Petty cash fund - A reserve of money established to make small purchases when payment by purchase order or voucher is not practical.

211.3 RESPONSIBILITIES

Best Practice

211.3.1 FIRE CHIEF RESPONSIBILITIES

Best Practice MODIFIED

The Fire Chief or the authorized designee is responsible for establishing and maintaining protocols for the operation of a petty cash fund. The protocols should include but are not limited to:

- (a) Designation of a petty cash custodian.
- (b) Initial and replenishment fund amounts. The petty cash fund should not exceed the amount established by the District.
- (c) Maximum dollar amount for purchases. Petty cash expenditures should be limited to no more than \$100.
- (d) ~~A sample petty cash voucher for use by members to request cash from the custodian. The petty cash vouchers should be sequentially numbered and include space for the following information:~~
 1. ~~The date of the disbursement~~
 2. ~~The amount disbursed or reimbursed~~
 3. ~~The budget expense account~~
 4. ~~The vendor name~~
 5. ~~The signature of the member receiving the cash~~
- (e) An approved petty cash ledger for use by the custodian. The ledger may be maintained electronically or by hand and should require the following information for all transactions:

Scappoose Fire District

Policy Manual

Petty Cash Management

1. The name of the member receiving cash
 2. The amount disbursed to the member
 3. The reason for the disbursement
 4. The amount of any cash returned
 5. The amount of any cash received to replenish the account
 6. A copy of any purchase receipt
 7. [The date of the disbursement](#)
 8. [The amount disbursed or reimbursed](#)
 9. [The vendor name](#) ~~The -amount disbursed or reimbursed~~
- (f) A requirement that the custodian provides a full accounting and reconciliation of all fund transactions to the Fire Chief, which should then be reviewed and approved according to the Petty Cash Procedure before authorizing replenishment of the petty cash fund.
- (g) A requirement that the petty cash fund is audited by the Fire Chief's authorized designee at least quarterly and that the results of the audit are provided to the Fire Chief.
- (h) Established disciplinary guidelines for situations where the custodian has violated this policy or the Petty Cash Procedure, or where a member is found to have provided false information to obtain petty cash funds, including referral to law enforcement when the facts indicate that a crime may have occurred.
- (i) Designation of a physical location for the petty cash fund. The fund should be secured in the following manner:
1. Use a lockbox with a key or combination lock.
 2. The lockbox should then be stored in a safe, securable drawer, cabinet, or locker.
 3. The safe, securable drawer, cabinet, or locker should be located in a securable room or office with restricted access.

211.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

Best Practice

The custodian's responsibilities should include but are not limited to:

- (a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.
- (b) Requesting replenishment funds from the Finance Director when the funds on the account fall below the established replenishment amount or requesting funds needed to bring the petty cash fund back to the maximum allowable amount. Requests should be made at any regular membership meeting. No "emergency" requests should be permitted or approved.
- (c) Receiving funds for replenishment only from funds approved and allocated from department accounts or by the return of unused funds properly issued to members.

Petty Cash Management

- (d) Maintaining the petty cash ledger according to this policy and the Petty Cash Procedure.
- (e) When someone other than the custodian will be handling the petty cash fund, accounting for all petty cash and vouchers before transferring petty cash responsibilities to an alternate custodian.

211.4 PETTY CASH VOUCHERS

Best Practice

The Fire Chief should maintain an appropriate stock of petty cash vouchers and provide them to the custodian as requested from time to time.

Petty cash vouchers should be sequentially numbered.

Physical Asset Management

212.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the [department_agency]'s physical assets.

212.1.1 DEFINITIONS

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and maintaining the [department_agency]'s physical assets.

212.2 POLICY

It is the policy of the [department_agency] to accurately inventory, track, maintain, and dispose of its physical assets owned by the [Department_Agency] in a manner that controls costs, avoids waste, and promotes the [department_agency]'s mission.

212.3 RESPONSIBILITIES

The [Administrator] or the authorized designee should be responsible for the inventory, maintenance, and disposal of [department_agency] physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all [department_agency]-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.

Physical Asset Management

4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the [department_agency]'s physical assets and maintain accurate and complete records related to these assets. The plan should include:
 1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the [department_agency]'s physical assets.
 3. Routine internal and external audit practices.
 4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

212.4 IDENTIFICATION AND TAGGING

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
 1. Make, model, and serial number
 2. Physical dimensions and weight
 3. Color, material, and other physically distinct qualities
 4. Warranty and/or recall information, if any
- (b) The specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

212.5 SURPLUS OR OBSOLETE ASSETS

When the [department_agency] no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

Physical Asset Management

212.5.1 STORAGE

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the [Department_Agency] should pursue disposal of the item in accordance with this policy.

212.5.2 TRANSFERS

When a physical asset is transferred from one [department_agency] to another, the value of the physical asset should transfer with the asset. Inter[department_agency] transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

212.6 LOSS, DAMAGE, OR DESTRUCTION

Loss, damage, or destruction of [department_agency] physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of [Department_Agency]-Owned and Personal Property Policy, as applicable.

212.7 USAGE MONITORING

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the [department_agency]'s physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

212.8 MAINTENANCE

Routine maintenance of physical assets should be proactive to limit interruption of the [department_agency]'s daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The [Executive Board] or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

212.9 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

212.10 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

Physical Asset Management

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

212.11 TRAINING

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all [department_agency] physical assets should receive training regarding their responsibilities under the physical asset management plan.

Purchasing and Procurement

213.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

213.2 POLICY

It is the policy of the [department_agency] to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the [department_agency] and maintain public trust.

213.3 PURCHASING COORDINATOR

The [Administrator] should designate a member to coordinate [department_agency] purchases. The member's responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- (b) Obtaining authorization from the [agencyHead] or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (f) Forwarding all contracts and purchase orders to the [agencyHead] or the authorized designee for review, approval, and execution.

213.4 REVIEWS

The [Administrator] should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

NEW BUSINESS



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Purchase New Ambulance

DATE: November 11th 2021

Requested Action: Authorize staff to order and purchase a new ambulance with a not to exceed amount of \$278,000.

Critical date for action: This should be completed in the next 30 days. The schedule for chassis availability and construction is over 300 days. The faster we get our order in, the better off we will be with forecasted supply chain challenges.

Purpose:

Replace one of our aging and well used ambulance. Ambulance 3306 has close to 200,000 miles on it. By the time we receive our new ambulance, this number will increase. This requested ambulance purchase will be a sole source purchase based upon our current fleet, spare parts and need for standardization. Also, the builder is a local company to the Pacific North West.

Impact:

This request is to order and purchase a new Type 1 ambulance (Truck Chassis with 4-wheel drive). Our current ambulance has cost us a significant amount in maintenance in recent years. Some of this is due to wear and tear and some of this is due to an ambulance that was not really right for our rural community and response area. Our new ambulance will be identical to our last purchase.

Our long-term plan has us standardizing our box configuration. A new ambulance will allow us to realize this goal and need for standardization.

Availability of funding:

We budgeted \$87,000 for the purchase of a new ambulance in FY20/21. This funding has been allocated in the capitol outlay fund for ems apparatus of the 20/21 budget. In addition, the City of Scappoose, graciously allocated \$200,000 in ARP stimulus funding to go towards the purchase of a new ambulance.

Staff will optimize the best way to allocate these funds for the final design and build out of the new ambulance as well as the additional upfit costs. We will have to upgrade two ambulances with the new cot loaders. We will have to wait to complete the third cot loader next fiscal year.

Coordination:

This project to be coordinated by finance and staff assigned to this project.

Contact person(s):

Jeff Pricher

Alex Tardif

Robert Anderson

Attachments: Bid from Braun NW and Stryker

Recommendations:

1. Allow staff to start the purchase process for this sole source purchase.
2. Take no action.
3. Table this for another month.

Conclusion:

Knowing that delivery take over 300 days, now is the time to place the order. The majority of the staff was passionate that we do not deviate from our current platform. With the increase in transports we have experienced, the majority of other rolling stock that need to be replaced, this purchase will allow us to focus other dollars on other needed purchases and upgrades.

With the gracious assistance from the city, we need to act accordingly as a community partner in showing the public about the importance of this equipment. The full specification document was withheld from this proposal, only to reduce the number of pages of the packet. The full specifications are available for your viewing in the Board, MS Team channel. Any member of the public that will not have access to the Team site, can request this if needed.

r.f.
c file



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

HGAC PROPOSAL

October 22nd, 2021

Scappoose Fire District
Attn: Rob Anderson
57251 Columbia River Hwy.
Scappoose, OR 97056
randerson@srfd.org

RE: One (1) 2022 North Star 149-1 Ambulance

Braun Northwest is pleased to offer the following proposal which is based upon HGAC contract AM10-20:

One (1) 2022 North Star 149-1 Ambulance on a 2022 Ford F-350 4x4 ambulance prep diesel chassis per enclosed NS # 2633-1 As built specifications dated 3/23/18 and drawings dated 4/13/18, with the following modifications:

- 2022 Ford F350 4x4 model year chassis with associated changes
- Install "Customer Supplied" Stryker PowerLoad
- Delete aftermarket seat covers

Base price HGAC CA01.....	\$164,754.00
Published/Unpublished options taken.....	\$ 31,810.00
HGAC Fee.....	\$ 1,000.00
Total F.O.B. Chehalis, WA	<u>\$197,564.00*</u>

Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Approximately 300-320 days ARO.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

**Note: Pricing above is based upon 2022 stock Ford F-350 4x4 diesel chassis, which is based upon first come, first serve basis.*

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.

Respectfully Submitted by:
Braun Northwest, INC.

We agree to accept the above proposal:
Scappoose Fire District


Tami McCallum, V.P. Sales

Date: 

Signature

Date

Printed Name

Title



EMERGENCY VEHICLES

TM
cc DW
Enclosures: Options page, specifications, drawings.

www.braunnw.com

53

**OPTIONS
FOR
*Scappoose Fire District
Scappoose, Oregon***

Please indicate if you want the following options by initialing in the space provided and checking the appropriate "yes" or "no" box, then sign where indicated below. After completion, please return this original form to our office along with the original proposal.

Thank you!

1. Utilize 2022 RAM 3500 4x4 diesel chassis.
DEDUCT PER UNIT (\$500.00)*
Do you want this option? ☐ Yes ☐ No _____initials

**Pricing listed above is estimated based upon model year change. Once order bank is open and pricing is released, final price will be adjusted.*

(NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX.)

APPROVED BY: (Please initial above choice (s) & sign below)

(Signature)

(Date)

(Printed Name)

(Title)

INVOICE



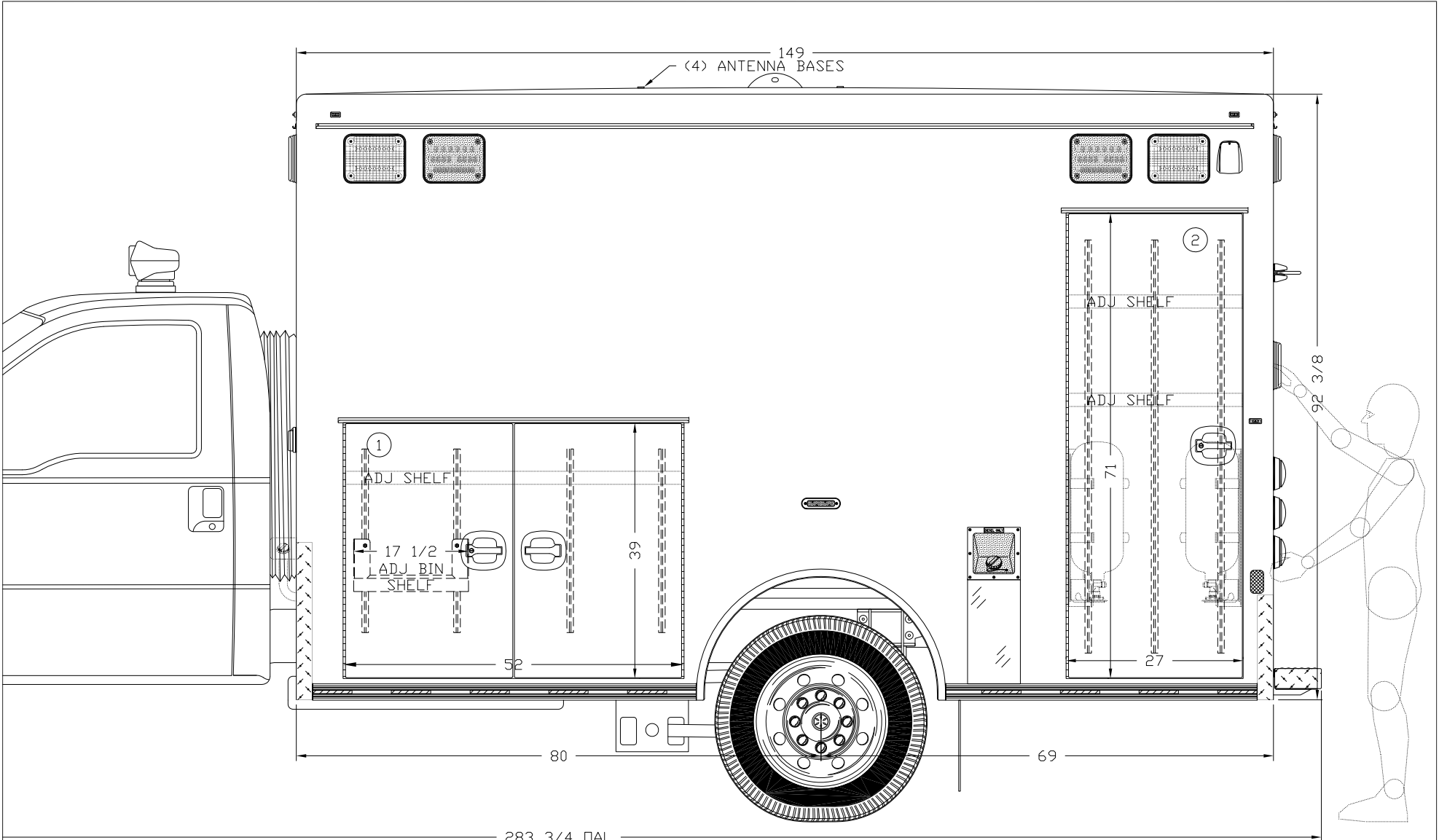
SHIP TO: 1281042	MAKE PAYMENT TO:
SCAPPOOSE RURAL FIRE PROTECTIO 52751 COLUMBIA RIVER HWY SCAPPOOSE OR 97056-3029	STRYKER SALES CORPORATION P.O. BOX 93308 CHICAGO, IL 60673-3308
BILL TO: 1075539	The price shown on this invoice is net of discounts provided at the time of purchase. Some of the products listed on this invoice may be subject to rebates or additional discounts, for which documentation is provided by Stryker. You must properly report and appropriately reflect discounts and rebates in Medicare/Medicaid cost reports and all claims for payment filed with third party payors as required by law or contract, and provide agents of the United States or a state agency with access to all information from Stryker concerning discounts and rebates upon request.
SCAPPOOSE FIRE DEPT PO BOX 625 52751 COLUMBIA RIVER HIGHWAY SCAPPOOSE OR 97056	

CONTACT
STRYKER MEDICAL 1901 Romence Rd Parkway Portage, MI 49002 Phone Number: 800) 327-0770 Fax Number: (866) 551-2618 www.stryker.com

INVOICE NUMBER	DATE	CUSTOMER P.O.	SALES REP			ORDER NUMBER	PAGE
8958787 DM	12/11/20	Stryker PO	WINTERMUTE, BEN J			8958787 SO	1 of 1
TERMS						SHIPPING METHOD	
NET 30							
SHIPPING INSTRUCTIONS							
Deposit Towards an Order							
LINE NO.	DESCRIPTION		ITEM NUMBER	SERIAL NUMBER	QUANTITY SHIPPED	UNIT PRICE	EXTENDED PRICE
1.000	MTS POWER LOAD		639005550001		3	21,714.0700	65,142.21
2.000	6506 MTS PWRPRO COT HIGH CNFIG		650605550003		2	18,485.1900	36,970.38
3.000	6506 PWRLD COMPAT UPGRADE KIT		6506700001		1	1,586.0800	1,586.08
4.000	TR-SYK PCOT TO PPXT		TR-SPCOT-PPXT		2	-2,500.0000	-5,000.00
5.000	Cot Upgrade or Install		77100003		1	310.0000	310.00
CLAIMS FOR SHORT SHIPMENT MUST BE MADE WITH IN 30 DAYS OF RECEIPT. NO MERCHANDISE MAY BE RETURNED TO STRYKER FOR CREDIT WITHOUT OUR EXPRESS PERMISSION IN ADVANCE. Subject to applicable shipping and handling charges.			CURRENCY	SUBTOTAL		SALES TAX	TOTAL
			USD	99,008.67			99,008.67

FINANCE CHARGE OF 1 1/2% (ANNUAL PERCENTAGE RATE IS 18%) IS ADDED TO ALL PAST DUE ACCOUNTS.

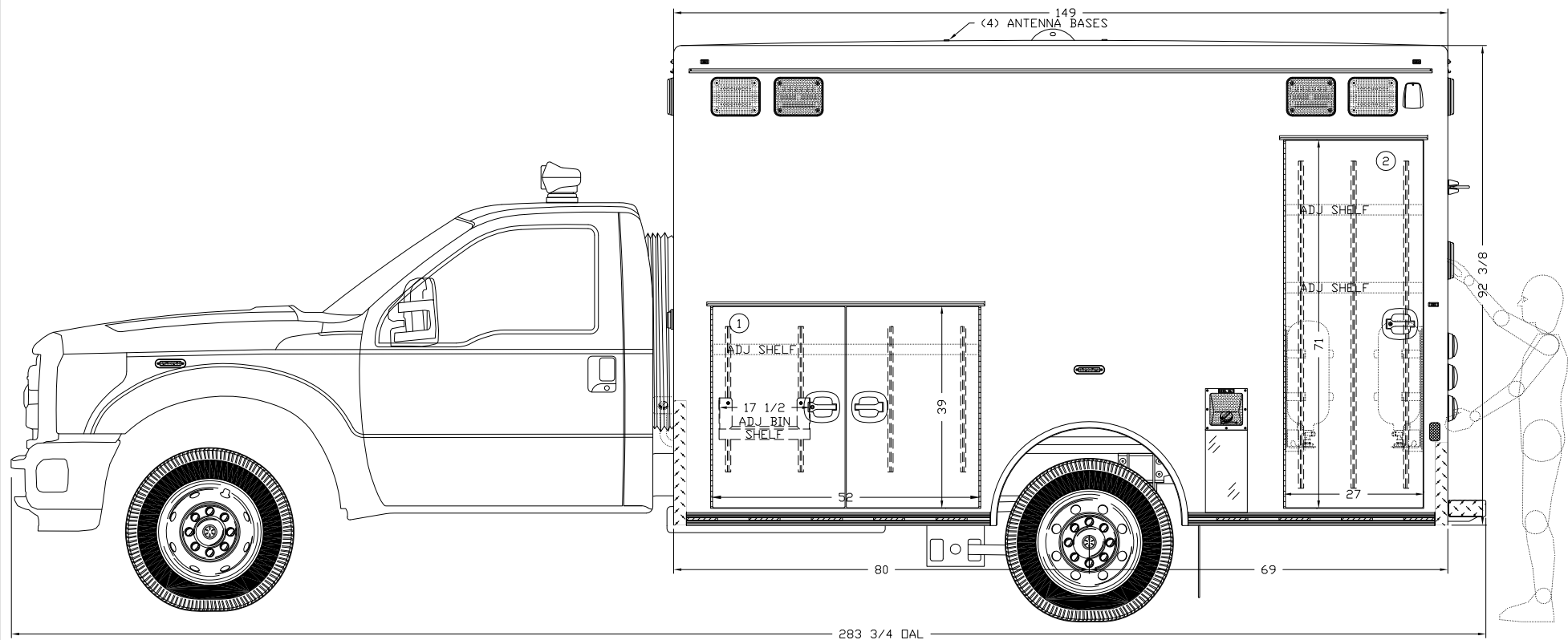
* Lease payment plans are available. If interested, please contact A/R immediately to start the application process.



Braun Northwest, Inc.

Department	SALES		Rev
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Client	SCAPPOOSE FD		BUILT
Date	04/13/2018	Drawing By	R.L.L.

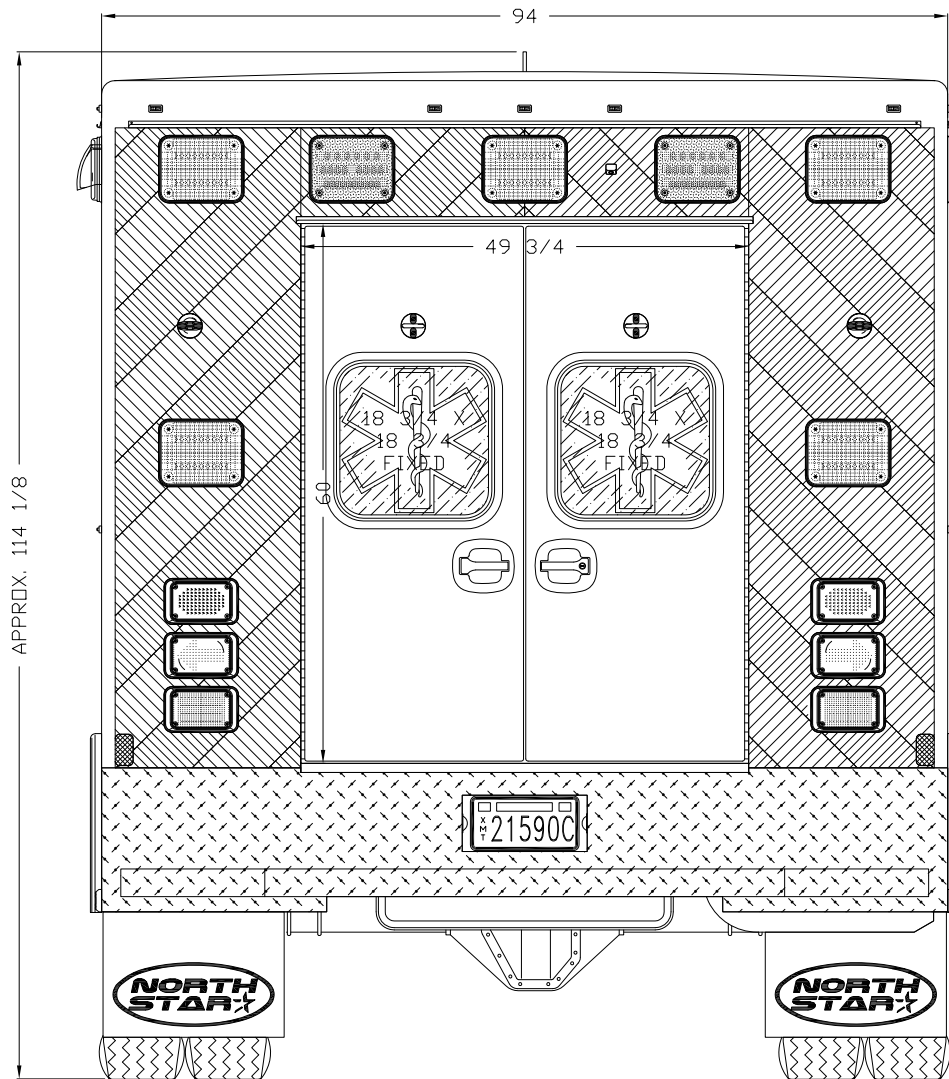
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Braun Northwest, Inc.

Department	SALES		Rev
Dwg. Name	26331		AS
Client	SCAPPOOSE FD		BUILT
Date	04/13/2018	Drawing By	R.L.L.

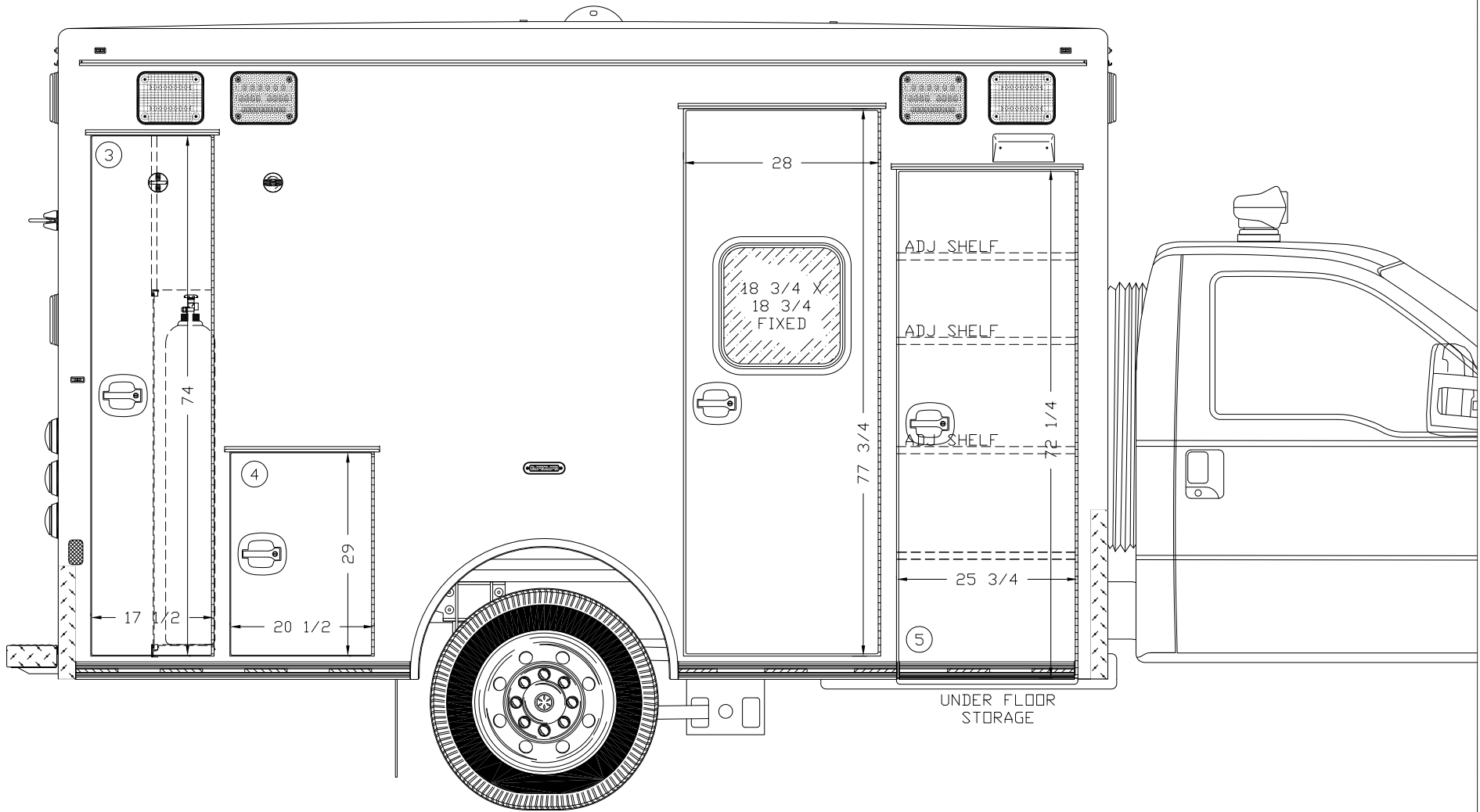
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Braun Northwest, Inc.

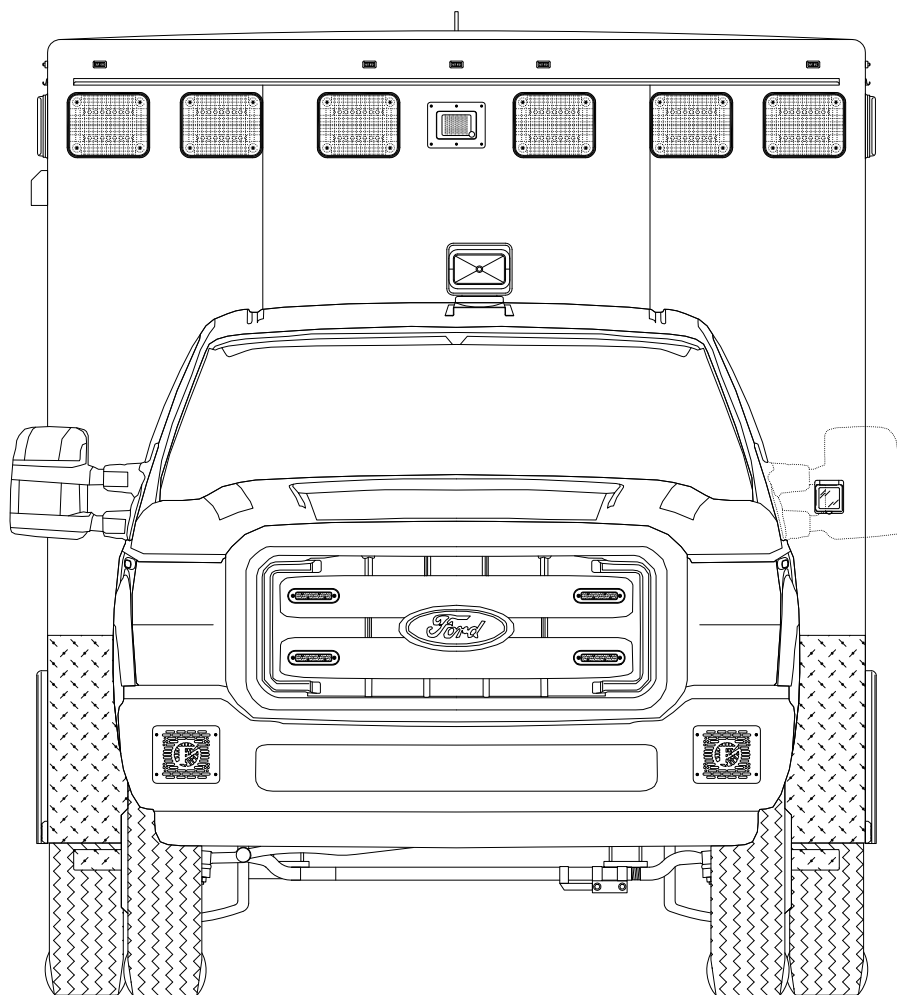
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Dwg. Name	26332		AS BUILT
Client	SCAPPOOSE FD		
Date	04/13/2018	Drawing By	R.L.L.

TITLE: EXTERIOR REAR VIEW



Braun Northwest, Inc.			
Department	SALES		Rev
Dwg. Name	26333		AS BUILT
Client	SCAPPOOSE FD		
Date	04/13/2018	Drawing By	R.L.L.

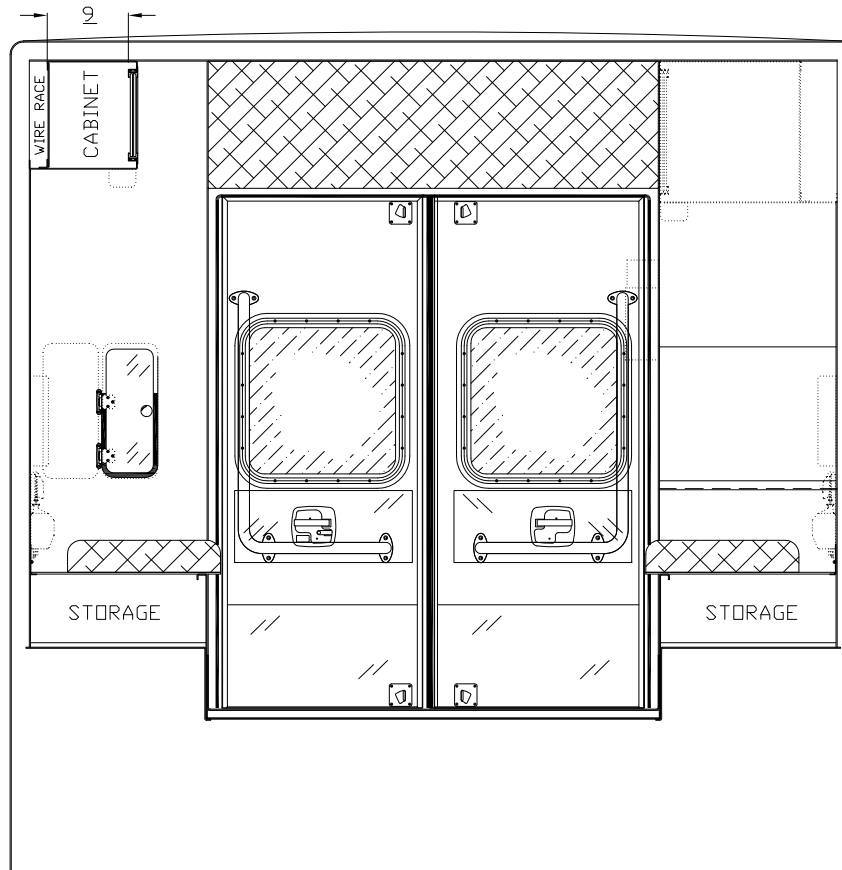
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Braun Northwest, Inc.

Department	SALES		Rev
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Date	04/13/2018	Drawing By	R.L.L.

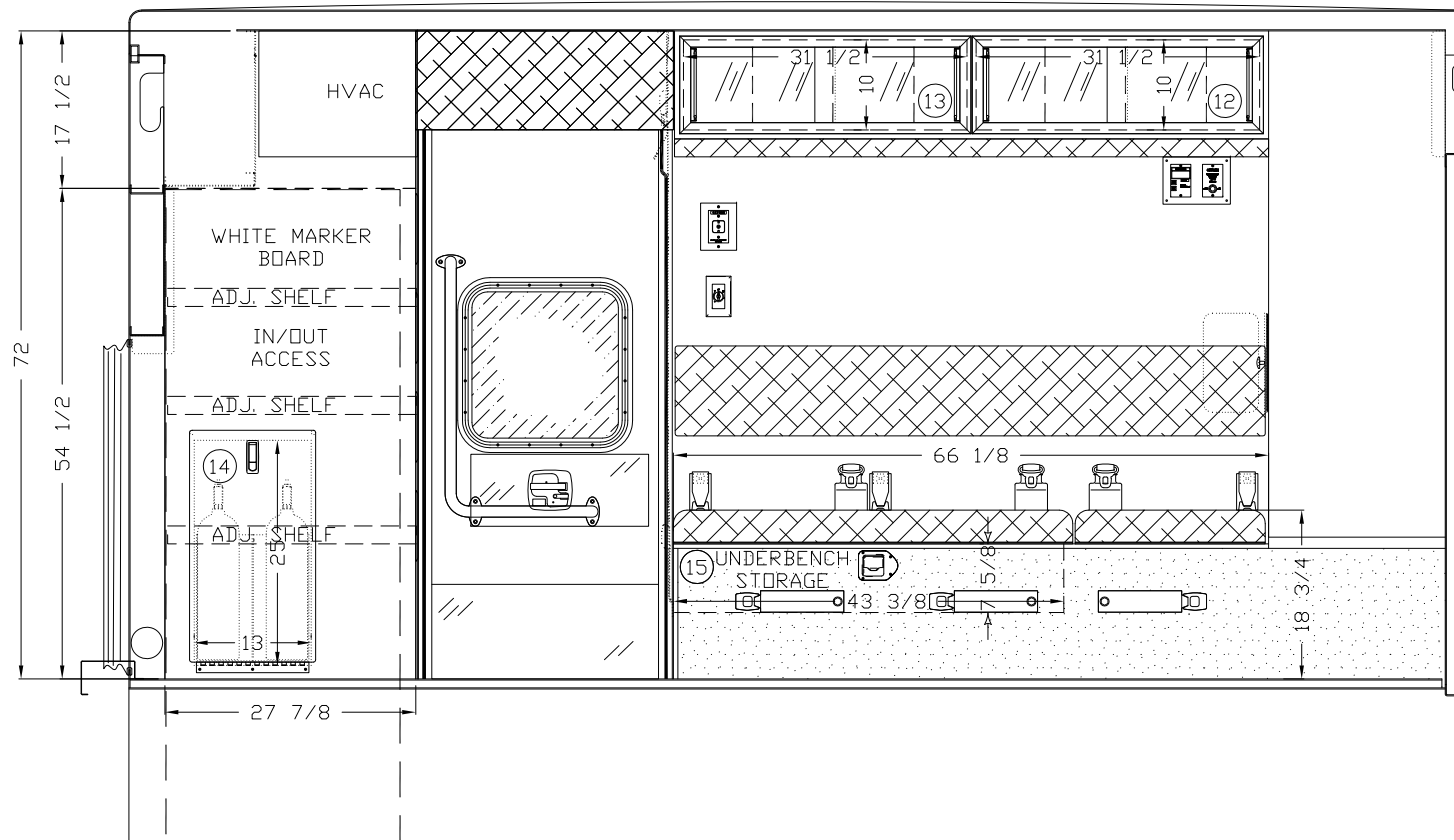
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Braun Northwest, Inc.

Department	SALES		Rev
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Date	04/13/2018	Drawing By	R.L.L.

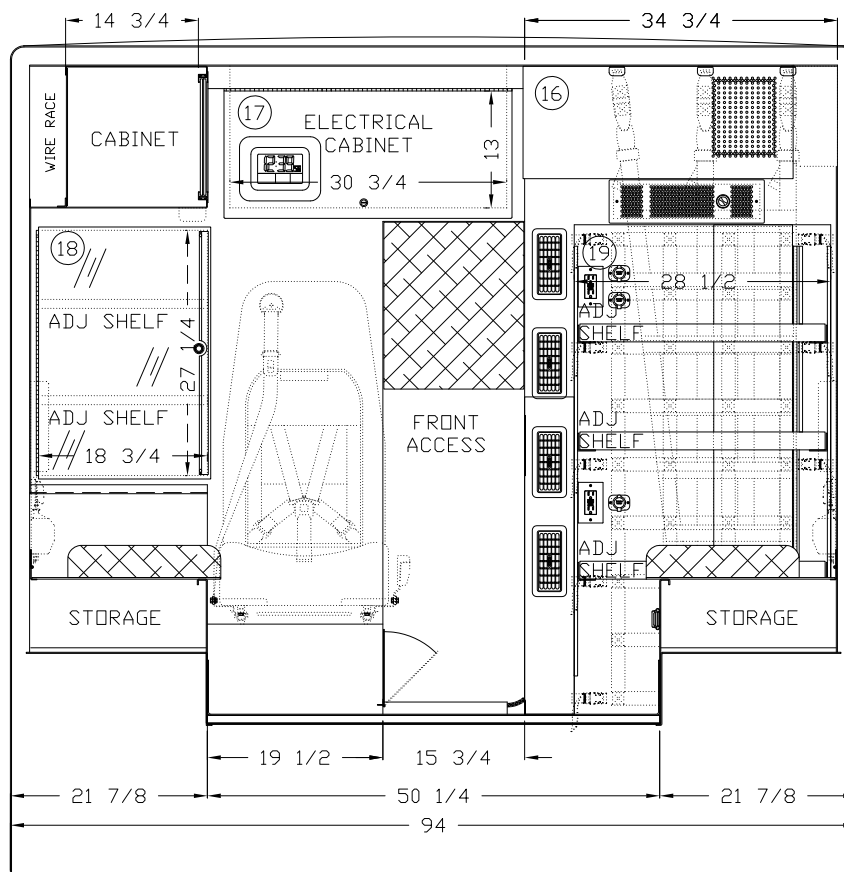
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Braun Northwest, Inc.

Department	SALES		Rev
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Client	SCAPPOOSE FD		BUILT
Date	04/13/2018	Drawing By	R.L.L.

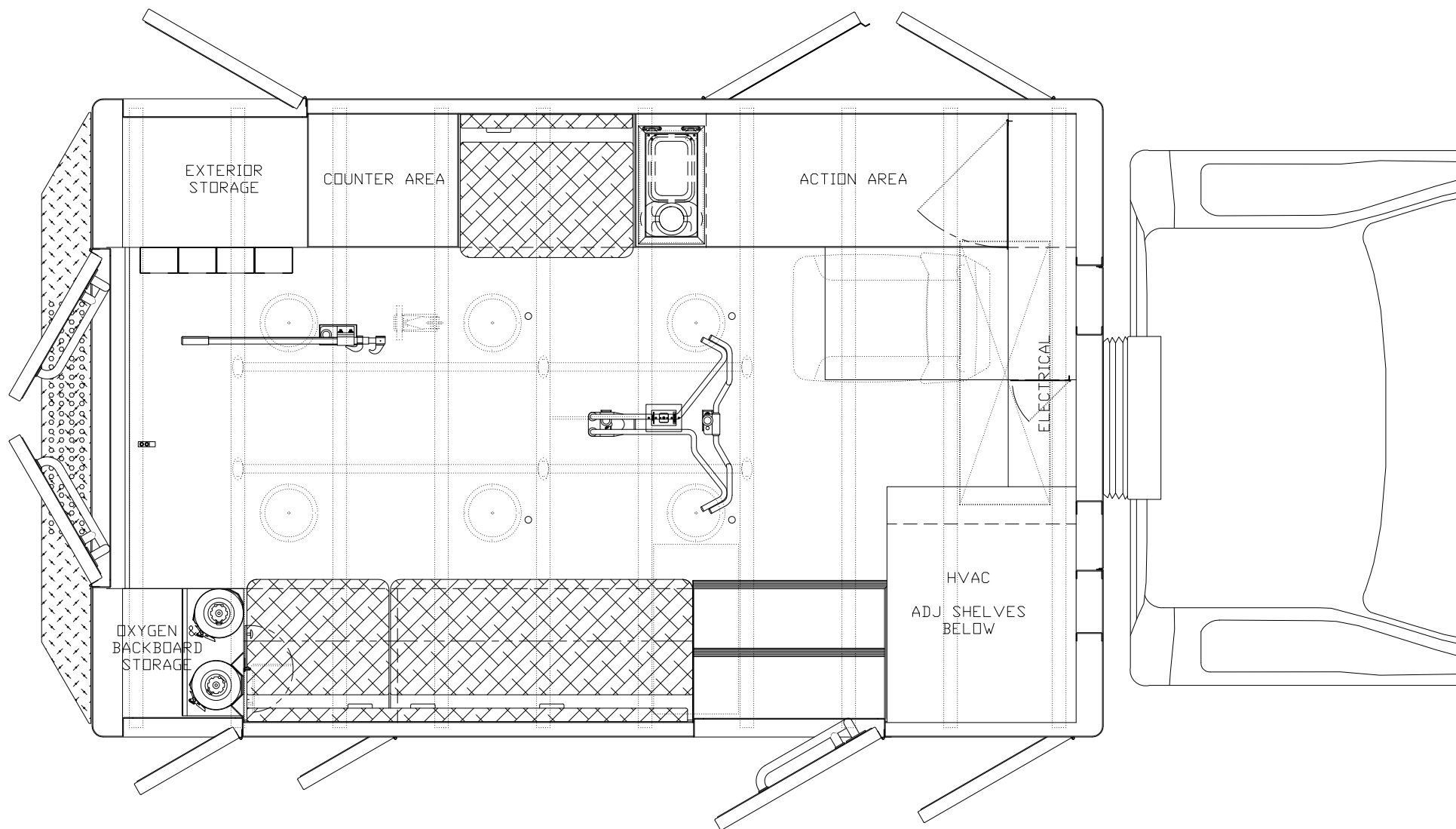
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Braun Northwest, Inc.

Department	SALES		Rev
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Client	SCAPPOOSE FD		BUILT
Date	04/13/2018	Drawing By	R.L.L.

TITLE: INTERIOR FRONT VIEW

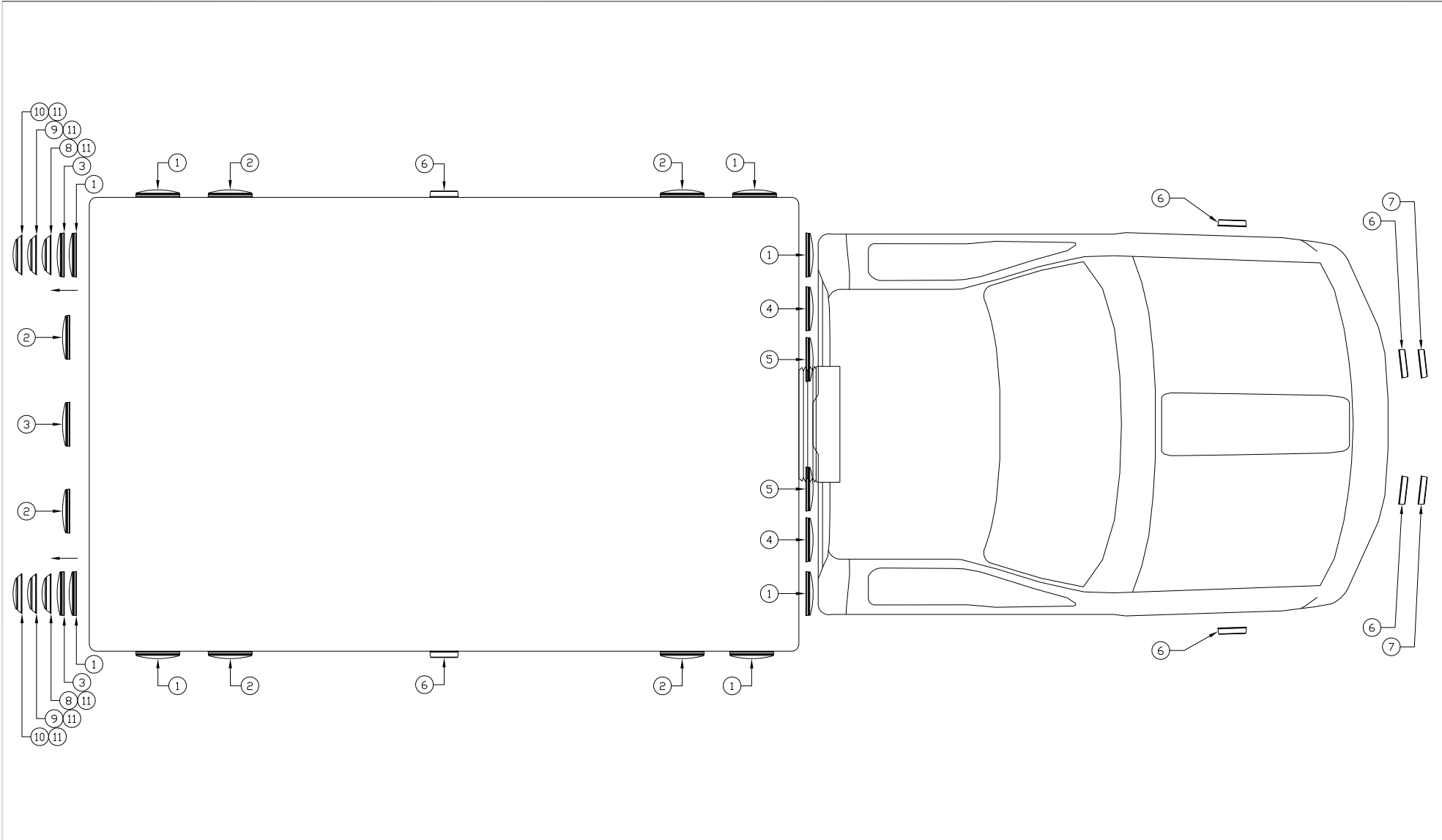


Braun Northwest, Inc.

Department	SALES		Rev
Dwg. Name	26339		AS
Client	SCAPPOOSE_FD		BUILT
Date	04/13/2018	Drawing By	R.L.L.

TITLE:

PLAN VIEW



			6	WHELEN #WIDNSMCR CLR LENS RED FLASHER	6	Braun Northwest, Inc.			
11	WHELEN #60CFLANGE CHROME FLANGE	6	5	WHELEN #90RB5FCR CLR LENS RED/BLUE SPLIT	2				
10	WHELEN #60C00VCR BACK UP LIGHT	2	4	WHELEN #90RC5FCR CLR LENS RED/CLR SPLIT	2	Department	SALES		Rev AS BUILT
9	WHELEN #60A00TAR AMBER TURN SIGNAL	2	3	WHELEN #90RA5FCR CLR LENS RED/AMBR SPLIT	3	Dwg. Name	2633LTS		
8	WHELEN #60BTT BRAKE TAIL TURN	2	2	WHELEN #9SC0ENZR LED SCENELIGHTS	6	Client	SCAPPOOSE FD		
7	WHELEN #WIDNSMCC CLR LENS CLR SUPER LED	2	1	WHELEN #90RR5FCR CLR LNS RED SPR LED FLSHR	8	Date	04/13/2018	Drawing By	R.L.L.
TAG	DESCRIPTION	QTY	TAG	DESCRIPTION	QTY				
TITLE:		EMERGENCY LIGHT LAYOUT							



.. you were here then and
we are glad you are

Thank you for your
continued heroic efforts
to keep your doors open
and the public safe.

The entire comm-
unity is lucky to have
you among us!

Gailor Riker Yankton
Grange
#301

MT. ST. HELENS, WASHINGTON

Mt. St. Helens, the eruption that has captured
everyone's attention since March 1980. The peak
is now altered by the collapse of the summit and
the formation of a new crater as ash, rock, and
steam have been blown from the top.

B9893-Color Photo: Tom Adamson

ANOTHER
ORIGINAL ©

Thinking



the Continental card

Scappoose Rural
Fire District

PO BOX 625

Scappoose, OR 97056

Anderson's Scenic Postcards, Portland, Oregon 97223

Mike Roberts Color Productions
Emeryville, CA 94608



ALOHA

Thank you for being
true servants of your
community!

You answered a call
to help my mom on 8/31
that saved her life.
And you helped me on
9/9 in a precarious
situation - I just needed
my phone charged and
a very nice lieutenant
helped me :)

This is a little
thank you from us
Roberta Searle & Helen Kerr



Dear Mr. Brian D. Paul
and Zach,
Thank you so much
for taking such good
care of me on my
recent chest pain
issue. We really
appreciate you all.
Hope to see you during
share and care.
Sue Tomnick
(Cheryl's mom)