

Scappoose Rural Fire District
Board of Directors Regular Meeting

Thursday, March 9, 2023

Microsoft Teams meeting

In attendance: President Reeves, Vice-President Gift, Director Sorenson, Director Graham, Director Krieck, Chief Pricher, Chief Bautista, Lt. DuBois, FF Liebig, FF Chaffeur, FF Booth, FF Dietz, FF Hughes, NIFF Curio, David Grant, Steve Toler, FA Heath

- I. **Call to Order & Flag Salute:** President Reeves call the meeting to order and led the Pledge of Allegiance at 7:02 pm.

- II. **Public Comment:** No audience participation

- III. **Consent Agenda Discussion:**
 - A. Minutes from 2-9-2023 regular meeting:
 - B. February 2023 Profit & Loss Detail: Director Krieck asked about a large check which was for the purchase of the new ambulance. Director Sorenson asked about the expense for a boot deposit. It was explained that we had credit on the West Coast Shoe Co. account and Quickbooks split the payment, only paying the amount owed.
 - C. February 2023 Budget vs. Actual: No comment.Director Graham moved to approve the consent agenda. Director Krieck seconded.
Motion carried unanimously.

- IV. **Statistical Data Discussion:**
 - A. Ambulance Activity Report: Director Sorenson noted that the revenue from transports lags the number of transports by approximately 2 months. Chief Pricher noted that revenue from EMS transports is unpredictable.
 - B. Response Activity Report: No comments.
 - C. UAS Flight Summary: No comments.

- V. **Staff Reports**
 - A. **Chief's Report:** Director Sorenson asked about a meeting on the Chief's report with Boston Dynamics and testifying on SB812 regarding UAS in Oregon parks.
 - B. **Operations Report:** Director Sorenson asked if the electrical at the boathouse has been mitigated. Chief Pricher said the upgrades have not been completed yet, but we are not out of code. Chief Bautista and Chief Pricher met with city planners in a pre-application meeting regarding the proposed annex and modifications to the main station. The property behind the main station is not part of the Urban Renewal District, therefore, the plan of requesting assistance from the city to build the training tower

will not happen, because only urban renewal funds can be spent in an urban renewal districts. Other recommendations included moving buildings to meet building code. The District is moving forward and final drawings should be available in the next few months.

Director Sorenson asked if the Chapman station roof had been mitigated. Chief Pricher said that it had not been mitigated to date, but the goal is to complete this project this year.

- C. **EMS Operations Report:** Director Sorenson asked if there was any update on the Access Control project. This project will become a priority, as members are having difficulty accessing the building.
- D. **Fire Marshal & Training Report:** Director Sorenson asked how company inspections are going. Chief Bautista reviewed the progress of this project. He said he is hoping to schedule more company inspections/pre-plans in March.
- E. **Member Outreach/Battalion Aide Report:** Director Graham asked if the Awards Banquet was scheduled for April 1, 2023.
- F. **Finance Report:** Director Sorenson asked if the audit was complete. FA Heath said it was still on-going. The report from Baker-Tilly was provided to the auditors and access to the detailed spreadsheet would be made available via Local Government Law Group is necessary.

Chief Pricher explained the noticeable difference in the finance report regarding revenue reporting. He explained that FY 22-23 was developed on 92% of actual imposed taxes.

VI. **Old Business**

- A. **Major Budget Item Discussion:** A discussion on the electronics purchase for the fireboat. The process for attaining the government discount took time, and by the time we attained the discount, the board-approved model had changed. This will move forward, possibly with other vendors.

The side-scan sonar component will move forward. The only change has been the model available. The purchase will not exceed the total amount approved by the board at an earlier board meeting.

No significant changes or additions are suggested to the list of major budget items.

- B. **Lexipol Policy Updates:** No new updates.

VII. **Committee Reports**

- A. **Management Team:** The committee met prior to the board meeting. Chief Pricher shared that the administration felt the overpayments to 15 employees totaling just

over \$16,241 noted in the Baker Tilly report would be difficult to repay. Director Gift said his opinion is to seek repayment from those who were overpaid. He suggested asking counsel for guidance regarding this issue. Director Sorenson asked if any overpayments that would be paid back would need to be separated into the different category/accounts from which they originally occurred. If so, that may cost the district more to compute repayments. Director Graham asked if underpayments would be repaid. The District will make up all underpayments to the affected employees.

Director Sorenson moved to send to counsel the following questions for review:

- 1) Are we legally obligated to request overpayments back from employees?
- 2) If we are legally obligated, do the overpayments have to be returned to specific line items from which they originally came?
- 3) What are the associated costs of seeking repayments?
- 4) Are we legally bound to request overpayment back from separated employees?

Director Graham seconded.

Directors Reeves, Gift, Graham, and Sorenson voted to approve the motion.

Director Kriek abstained.

B. Awards & Incentives: Awards Banquet is scheduled for April 1, 2023.

VIII. **Miscellaneous**

IX. **New Business**

A. Presentation by Steve Toler: Mr. Toler, with Baker Tilly, presented the findings of the executive summary of our payroll practices. Although there were some errors made in payroll, there were no pervasive errors made during the period of study (1/1/2020-8/30/22). There were individual issues, primarily when employees moved from one position to another, or classifications changed. The detailed report was given to the District's attorneys. The net total of payroll errors was 0.2%. A review of the recommendations that evolved from the study was given. These included clarifying payroll practices, CBA contract language specific to 457 plans, and researching use of payroll and HR software used specifically by government agencies that could better serve our agency.

B. Replacement and purchase of eight (8) TIC's (Thermal Imaging Cameras): Chief Pricher requested approval of the budgeted \$50,000 purchase of 8 Thermal Imaging Cameras. Director Gift moved to authorize staff to purchase 8 TIC for the proposed price of \$51,000 + shipping. Director Kriek seconded the motion.

Motion carried unanimously.

C. Financial Hardship Write-off: The board referred to the current policy which states that SRFD accepts the medical facility's decision to accept no or reduced payment. No vote was taken by the board.

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D. Community Survey: The thought process for completing the survey was an opportunity to reach out to the community to better inform our efforts to serve the community. Findings were discussed. President Reeves asked if there were planned Open House activities at the different stations this year, now that COVID restrictions were removed. The District continues to involve and inform the community in various ways.

E. Appoint budget committee members: Board members appointed Mary Hales to the open position #8 on the budget committee. They also re-appointed Trish Brown to position 6 and Aaron Schrotzberger to position 10.

Director Sorenson moved to appoint Mary Hales, Aaron Schrotzberger, and Trish Brown to the budget committee. Director Graham seconded.

The motion carried unanimously.

X. **Communication:** Empact Northwest wrote to thank-you letter to the District for allowing Chief Bautista to deploy to Turkey to help in after the recent earthquake.

XI.

XII. **Adjourn:** Director Graham motioned to adjourn. Director Kriek seconded. President Reeves adjourned the meeting at 8:34 pm.

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.


Susan Reeves, Board President


Submitted by Maria Heath