Scappoose Rural Fire District Scappoose, Oregon BOARD OF DIRECTORS

REGULAR BOARD MEETING AGENDA

7 p.m. Thursday August 13, 2020

Members of the public may attend the open portion of the meeting by electronic means. The access information is posted under About Us/Board of Directors on the District website @ www.srfd.us.

Please note: Members of the Board of Directors will attend the meeting in person at the Scappoose Fire District Main Station in the Training Room. Total in-person attendance is limited due to social distancing rules and masks must be worn. Public comment will be taken. All online attendees should mute their mics when not called on for comment.

Call to Order & Flag Salute

Public Comment

SRFD Consent Agenda

- Minutes for 7.09.20 Regular Meeting
- Minutes for 8.01.20 Special Meeting
- 7.2020 Account Activity (payments totaling \$371,852.73)
- 7.31.20 Budget Vs Actual
- ODF EMS Contract change pay unit from 'day' to 'shift'

Staff Reports

Old Business

- Committee Reports
- Drone grant contract
- Job Descriptions
- Miscellaneous (Holbrook & scoping process update)

New Business:

- Plan to hire permanent chief
- Lexipol First reading of Sections 1 & 2
- Miscellaneous

Public Comment

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

Good of the Order

Adjourn

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING Board Members and Required Staff met in-person at the Scappoose Fire Station Also held electronically via GoToMeeting and telephone call-in number July 9, 2020

Regular Meeting: After due and legal notice the Regular Board meeting of the Scappoose Rural Fire District was called to order at 7:00 p.m.

The following directors were in attendance: D. Graham, D. Sorenson, R. Cairns, A. Krieck, and M. Gift.

Others in attendance: Interim Chief Pricher, D/C Marks, FD Salisbury, Lt Nielson, FF Booth, FF Maginn, NIFF Quinn and NIFF Still.

Call to order and flag salute: President Graham called the meeting to order at 7:00 pm and led the flag salute.

Public Comment: No comments.

Organizational Meeting Election of Officers –

Vice President Cairns opened the floor for nominations for President. Mr. Gift made a motion to nominate David Sorenson for Board President and to close nominations. Mr. Krieck seconded the motion.

The motion electing David Sorenson as Board President carried unanimously.

Vice President Cairns opened the floor for nominations for Vice President. Mr. Sorenson made a motion to nominate Mark Gift for Vice President and to close nominations. Mr. Krieck seconded the motion.

The motion electing Mark Gift as Vice President carried unanimously.

Vice President Cairns opened the floor for nominations for Secretary/Treasurer. Mr. Graham made a motion to nominate Andy Krieck for Secretary/Treasurer and to close nominations. Mr. Sorenson seconded the motion.

The motion electing Andy Krieck as Secretary/Treasurer carried unanimously.

President Sorenson then took the gavel.

Official Newspaper – Mr. Graham made a motion to maintain the Spotlight as the District's official newspaper of record. Mr. Cairns seconded the motion.

The motion to retain the Spotlight as the official newspaper carried unanimously

Regular Board meeting – Mr. Graham made a motion to continue holding the regular Board meeting on the second Thursday of every month at the Main Station. Mr. Krieck seconded the motion.

The motion to hold the regular board meeting at 7 pm on the second Thursday of every month carried unanimously.

District Legal Counsel – Mr. Graham made a motion to retain Speer Hoyt LLC as the District's legal counsel. Mr. Gift seconded the motion.

The motion to retain Speer Hoyt LLC as legal counsel carried unanimously.

Employee evaluation date - Mr. Gift made a motion to maintain March as the employee evaluation month. Mr. Cairns seconded the motion.

The motion to maintain March as the employee evaluation month carried unanimously.

Current Contracts – The current list of contracts was reviewed. Ms. Salisbury gave the board an updated list in which the Occupational Safety Health & Wellness contract was added and the expiration date on the D.P.S.S.T. contract was updated.

Annual Ethics Disclosure – The Board annually identifies existing or possible conflicts of interest, including related party transactions between Board member(s) and the District. Mr. Graham stated that he owns Crow Water, a business which does work for the District. Mr. Krieck stated that his son Justin Krieck is an employee of the District.

SRFD Consent Agenda

Mr. Graham moved to approve the consent agenda. Mr. Gift seconded. Mr. Krieck asked about the COVID surcharge on the Systems Design West bill. Mr. Sorenson expressed concern about the expenses associated with Holbrook and Chapman stations.

The motion to approve the consent agenda carried unanimously.

Staff Reports:

- **Chief/Fire Marshal:** Chief Pricher said that the PCC construction was progressing rapidly. The sprinkler system is in. More of the Dutch Canyon subdivision will start soon. The road extended on the east side of the airport is being graded all the way around to Ring Ring and should be almost done by the time it gets wet. President Sorenson recognized Katy Curio for her work in getting the two child seats.
- **Training:** Chief Marks said he had been working with CRFR staff on the transition out of the IGA. He has finished the majority of the recruit academy and noted that we have had good volunteer response on fires this last month.
- **FD Salisbury**: Mr. Sorenson noted that total 2019-20 EMS revenues were much less than 2018-19, and also much more than the 2020-21 budget amount. Ms. Salisbury agreed and said that the District always budgets revenue conservatively because payroll depends on it. This year it was much more difficult to determine what was conservatively certain in context of the sudden drop-off of EMS calls and related revenues. Mr. Gift thanked staff for the sacrifices they made to save on payroll and operational expenses in order to prevent employee layoffs.

Old Business

Committee Reports: Mr. Graham said that the Management Team met with Chief Pricher. The meeting agenda and expectations were discussed.

True North contract for Sutphen truck repairs. Chief Pricher explained that the primary problem is failure of the communication system between the truck and the bucket. The ladder truck is critical to our lowered ISO rating of 3. The estimate is for \$15,000, and the request is for a not-to-exceed amount of \$20,000 in case they uncover something else. Mr. Graham made a motion to approve repairs to the Sutphen truck as outlined in True North's estimate up to a maximum of \$20,000. Mr. Cairns seconded the motion.

The motion to approve the Sutphen truck repairs passed unanimously.

Minor changes to Rosenbauer engine specs. Chief Pricher said that there is no tank fill gauge on the outside of the apparatus (\$1,155) and no LED compartment lighting (\$3,143) for a total of \$4,298. Option 1: we can pay for these items. Option 2: If we don't paint the roll-up doors, we will get a \$5,000 credit which will offset the 2 additions. Mr. Gift moved to accept Option 2 and not paint the roll-up doors. Mr. Krieck seconded the motion. The motion to approve Option 2 carried unanimously.

Miscellaneous: Chief Pricher demonstrated the dashboard station communication project funded by Senator Betsy Johnson's \$5,000 donation in honor of Chief Greisen.

Chief Pricher then requested direction from the Board on how to recognize David Grant's many years of service as a Board member. The suggestions included a card, gift card, Spotlight article, plaque, and a fire boat clock. Chief Pricher will research options and keep the Board informed by email.

New Business

Committee Appointments by President:

Management Team: David Sorenson and Mark Gift Planning: Andy Krieck and Ron Cairns Awards & Incentives: David Graham and Mark Gift

Surplus Property Resolution 2020-05: Mr. Graham moved to adopt Surplus Property Resolution 2020-05. Mr. Cairns seconded the motion. The District currently has no potential buyers or donees for this property. The SCBAs must be given away by the terms of the grant. The District will publish their availability on Daily Dispatch.

The motion to adopt the Surplus Property Resolution carried unanimously.

Contract with Life Flight for FireMed membership services: Mr. Graham made a motion for the District to contract with Life Flight for FireMed membership services. Mr. Krieck seconded the motion. FireMed is a service to the community and the District does not offer it to make money. The price has not been increased before and the increase will help cover costs.

The motion to contract with Life Flight for FireMed membership services carried unanimously.

Increase FireMed annual membership fee: Mr. Krieck made a motion to increase the FireMed annual membership fee to \$60. Mr. Gift seconded the motion. No discussion. The motion to increase the FireMed fee to \$60 passed unanimously.

Miscellaneous – Chief Pricher presented a \$5,250.91 quote from Pro Automotive to repair the old ambulance. He explained that this work needs to be done whether it is used as a flatbed truck or for the Oregon Department of Forestry wildland EMS contract. Mr. Gift requested that questions be asked about parts markup and an additional quote from another company obtained before the District moves forward with Pro Automotive. Chief Pricher agreed to do so.

Chief Pricher updated the Board on the Holbrook station water and mold damage caused by the gutters overflowing. He said there is black mold in the wall and water in the roofing insulation. Repairs and restoration could cost between \$15,000 and \$20,000. He will have more information at the next meeting.

Strengths, Weaknesses, Opportunities and Threats Analysis (SWOT) - The staff SWOT analysis will be July 23rd from 10 a.m. to 2 p.m. The Board SWOT analysis will be August 1 from 9 a.m. to 1 p.m. Chief Pricher will schedule the scoping interviews with local citizens, businesses and government partners and inform the Board. No more than 2 Board members can attend at one time so that it does not become a public Board meeting.

Executive Session - President Sorenson adjourned the public meeting at 8:25 pm and the Board went into Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by governing body to carry on labor negotiations.

Executive Session was adjourned and the Board returned to public session at 8:47 p.m.

In response to Board questions, Chief Pricher briefly discussed the following topics:

- Staff return from military leave
- July all-staff meeting
- Concerns about the new phone system
- The acting chief and acting lieutenant positions

Public Comment: No comment.

Good of the Order: Chief Pricher displayed a picture donated by Chief Hoke to the District. The Board expressed their appreciation and asked that a thank you note be written.

The meeting was adjourned at 9:09 p.m.

Scappoose Rural Fire District

BOARD OF DIRECTORS SPECIAL MEETING Board Members and Required Staff met in-person at the Scappoose Fire District Also held electronically via GoToMeeting and telephone call-in number Saturday, August 1, 2020 9:00 a.m.

After due and legal notice, President Sorenson called to order the Special Board meeting of the Scappoose Rural Fire District at 9:00 a.m. and led the flag salute.

The following members were in attendance: D. Sorenson, A. Krieck, R. Cairns and M. Gift. D. Graham arrived about 10:45 a.m.

Others in attendance: Interim Chief Pricher, City Manager Michael Sykes, S. Booth and FD Salisbury.

Mr. Sykes led the Board members in an analysis of the Fire District's Strengths, Weaknesses, Opportunities and Threats (SWOT). The diagrams from this meeting are attached as a summary of the discussion and are integral to these notes. The dots next to the topics each indicate that a Board member selected it as having greater weight and/or a higher priority than the other topics.

The Scappoose Urban Renewal District was discussed. Mr. Sykes encouraged the Board members to submit eligible projects for funding from this source on behalf of the District. He said that unfortunately a fire truck does not fall within the legal definition of eligible projects.

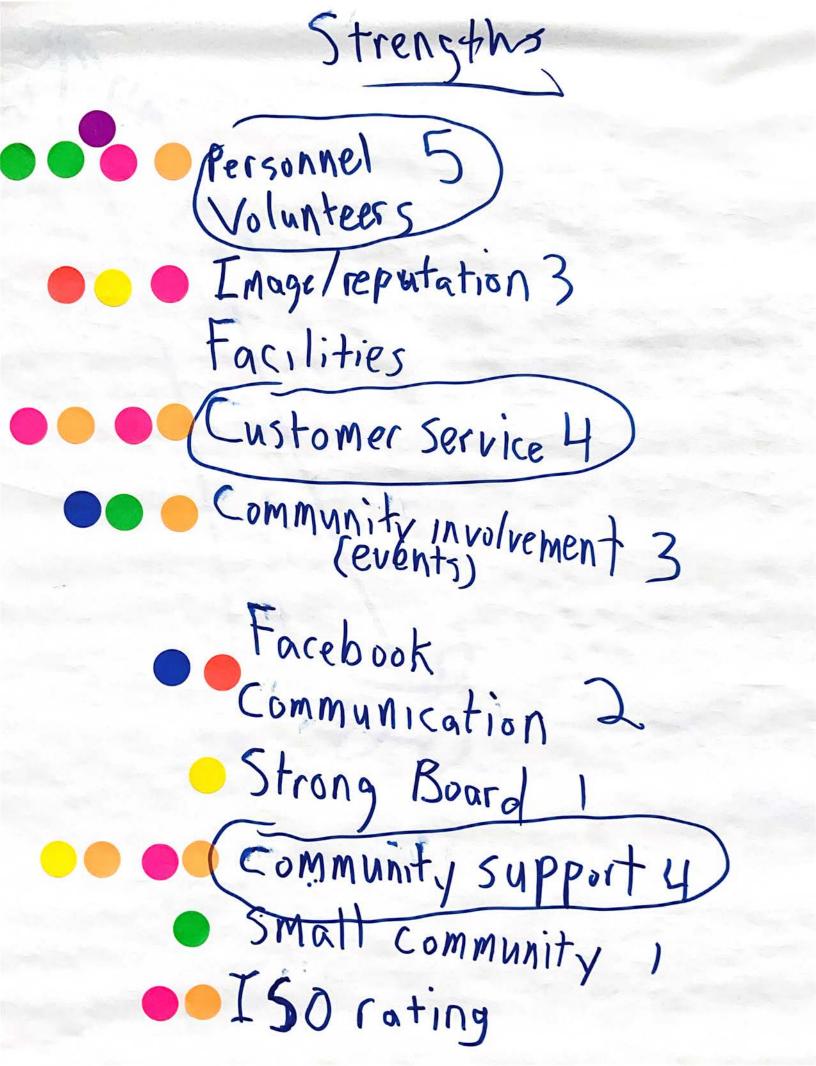
COVID reimbursement funding was discussed. Cities and counties, but not special districts, have been awarded funding. Mr. Sykes encouraged the Board members to submit requests to both the City of Scappoose and Columbia County asking for a share of this funding.

After Mr. Sykes finished his presentation, Chief Pricher reviewed the diagrams from the staff's SWOT analysis meeting with the Board members. These diagrams are also attached and follow the diagrams from the Board's meeting. Chief Pricher discussed the many similarities between the Board and staff responses which indicate agreement between the two groups. The differences can generally be attributed to the different perspectives that naturally occur between a 30,000 foot high viewpoint compared to those on the ground.

Chief Pricher discussed funding and communication strategies and the scoping process and said he would have more information for the Board at the next meeting.

The meeting was adjourned at 11:50 a.m.

Stakeholder Analysis Electies Police Mentalth Bysinesser Citizens property tomeless Employees= SRFPD povit Agencies Families Wer Forest com Volunteers Care ix () Facilities Medical Emergencies



Weaknesses City Council OURD 2 tax base 4 Reconstruent Volunteers 4) 8 Innited staff 3 Old equipment 3 Aging Facilities No long term Plan 4) • 5 year levy 3-- loss historical Knowledge) - COVID exposure) - Natural disaster

Opportunities - Community Education 3 - City support (URD, could) 5 Hydrant insp. - Board education-urb 0 - 1 Stabilze Tax Base 3 Expand Fire Dist boundary @
 IT Partnership
 INCrease Syr. levy 4.* - Community Sarviers Succession Planning - Newsletter Strat - Develop Syr CIPG* Strat - Communication Plan Plan Develop Facility plan Staff Analysis

Threats - Covid Pandemic (-4)" - Disasters - Loss of Funding 3 Volunteer recruitment 4 - Economic uncertomy - 4 - Eroding taxbase 3 Loss of community support 5*

Strategic Actions

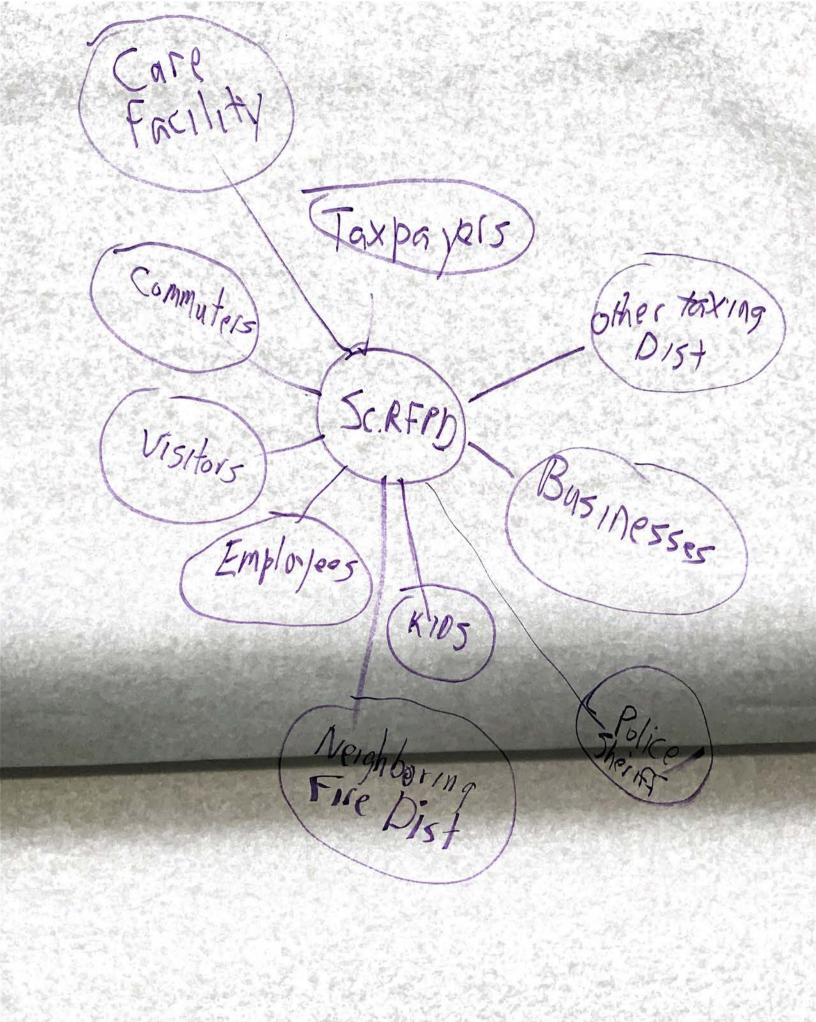
- Develop Funding Strategy - Develop Communication Plan-- Develop 5 yr CIP (equip. + facilities) - Develop Volunteer retention Strategy

Communication Plan

- Faceback, social Media - Newsletter -Artarget stakeholders

Develop Funding Strategy 1) Staffing needs Equipment, facilities 2). Budget review # 3) identify funding options -Boundary tax base = Spr. levy ~ URD

4)_communication strategy Funding * Story



Strengths

High Standards . Commitment to community 3 Community Support 2000 tacilities/Equipment Relationships City/otc. Team oriented • full service Dept • • 4 leadership Board low turnover

Weaknesses

18 Outdated equip/maint. 12 -outgrowing facility . 7 facility updates Advancement or Portunity Management turnover 21 • funding 3 Staffing Shortage 2 Decliming volunteer/setention . 3 Internal/external communication ••• 2 No long term plan/strategy•• Project Accountability/Follow

Opportunities 22 Develop a longterm/strategic plan () Community outreach () () 4000 Grants 1. Mentorship 1) • Succession planning tormal replacement IT 170CIPO - Utilize Individuals Strength 2 - Training - Resional partnerships

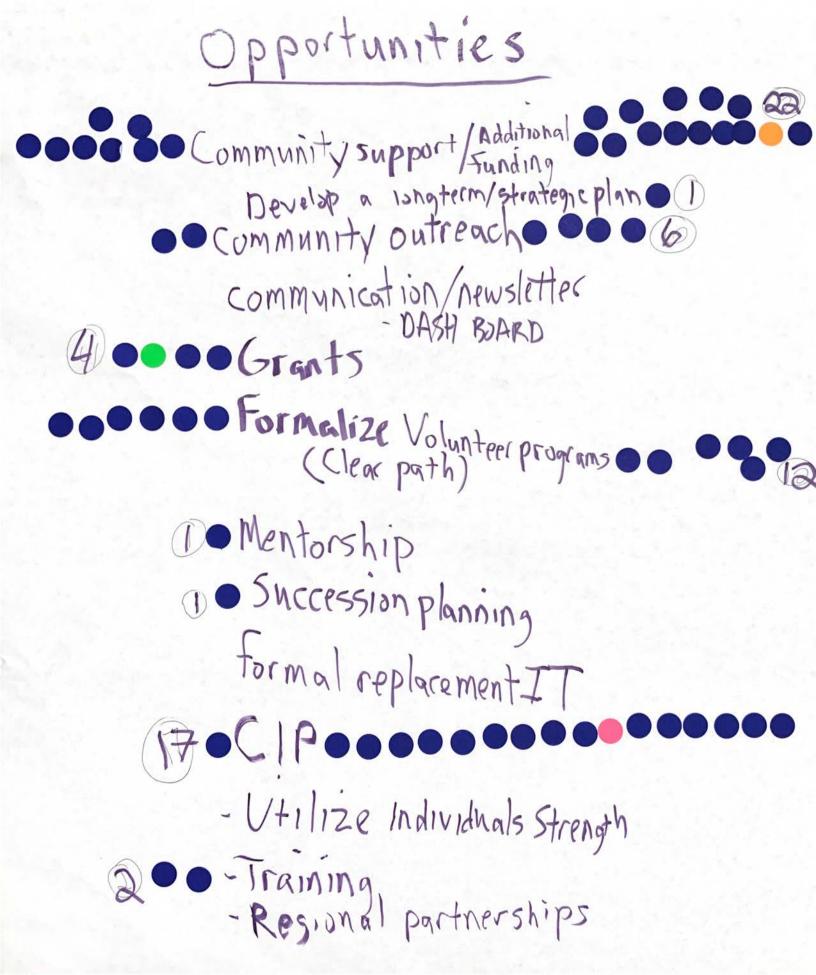
Threats Clear message - COVID - Econom) - loss of tax revenues - lack of strategy/Plan - Poor leadership - lass of inst. Knowledge (R) - I ack of Funding - loss of community support. 5 broken relationships fiming • trust/buyin. poor morale . . Turnover

Develop a Funding Strategy

- Identify funding priorities (Staff + Capital) - Communications plan

- Team building - Develop Strategic Plan

Care Facility Jaxpa yers Commuters) 6ther taxing Dist Sc.RFPh Visitors Bysinesser Employees K105 Police Neighboring Fire Dist



11:55 AM 08/03/20 Cash Basis

Date	Date Source Name Memo		Paid Amount		
1GENER	1GENERAL FUND EXPENDITURES				
1					
	NERAL FUND PERSO	NNEL SVCS			
	nsurance				
07/06/2020	Benefit Help Soluti	Flex Savings reimb	851.10		
07/07/2020	Benefit Help Soluti	Flex Savings reimb	43.26		
07/09/2020	Special Districts In	health insurance	22,494.82		
07/09/2020	Special Districts In	Policy 35W52191-296	49,726.46		
07/09/2020	Standard Insurance	Life & LTD Insurance	1,437.78		
07/09/2020	Benefit Help Soluti	Flex Savings reimb	419.70		
07/10/2020	Benefit Help Soluti	Flex Savings reimb	70.00		
07/13/2020	Benefit Help Soluti	Flex Savings reimb	26.20		
07/14/2020	Benefit Help Soluti	Flex Savings reimb	172.00		
07/16/2020	Benefit Help Soluti	Flex Savings reimb	75.00		
07/29/2020	Paychex - tax	ER Work Benefit	54.91		
07/29/2020	Paychex Payroll	Flex spend health ins cashout	12,076.11		
07/31/2020	HRA VEBA Trust	District contributions	8,124.97		
Total	550 Insurance		95,572.31		
	Personnel Salaries				
07/09/2020	Hoke, Dennis	refund 6% PERS on severance	2,010.00		
07/09/2020	P.E.R.S.	Employee 6% IAP plus unit contr	10,311.05		
07/09/2020	COSTCO Wholesale	7 PR deductions (Nielson, Marks	420.00		
07/09/2020	Special Districts In	section 125 EE contrib	1,214.58		
07/09/2020	Inroads Credit Union	Staff food fundJune PR deducti	735.00		
07/09/2020	Tualatin Valley Fire	2020 union dues from PR deduc	1,789.14		
07/09/2020	Principal Financial	Life Ins policy 4807351DuBois	42.41		
07/09/2020	Standard Insurance	STD staff PR deductions	604.32		
07/29/2020	Paychex - tax	Emplyee taxes withheld	43,481.95		
07/29/2020	Paychex Payroll	Deferred comp	3,730.00		
07/29/2020	Paychex Payroll	FLSA Overtime	2,256.00		
07/29/2020	Paychex Payroll	FF incentives	1,885.56		
07/29/2020	Paychex Payroll	Longevity	1,077.38		
07/29/2020	Paychex Payroll	Phone Pay	150.00		
07/29/2020	Paychex Payroll	Shift differential	94.80		
07/29/2020	Paychex Payroll	Overtime	20,864.89		
07/29/2020	Paychex Payroll	Balance of net pay	66,723.99		
07/29/2020	Oregon Dept. of Ju	PR deduction	805.00		
07/31/2020	American Heritage	Case # 84457 PR Deduc: R And	217.44		
07/31/2020	Voya-State of Oreg	Oregon Savings & Growth Plan	12,199.95		
07/31/2020	Principal Financial	Life Ins policy 4807350Heuer	109.99		
07/31/2020	Transamerica Life I	Emplyee Life #42462357-Ahlers	93.81		
07/31/2020	Transamerica Life I	Emplyee Life #42462353Gand	123.23		

Date	Source Name	Memo	Paid Amount
07/31/2020	HRA VEBA Trust	Employee PR contributions	2,040.00
Total	560 Personnel Salaries	8	172,980.49
	SocSec/Medicare(FICA	•	
07/29/2020	Paychex - tax	Emplyr FICA	13,760.51
Total	570 SocSec/Medicare(FICA)	13,760.51
580 \ 07/09/2020	/olunteer Services Greenup, Cade	reimb cell phone	34.00
Total	580 Volunteer Services	3	34.00
590 F 07/09/2020 07/09/2020 07/09/2020 07/31/2020 07/31/2020	Personnel Benefits P.E.R.S. Legacy Laboratory Rebound Occup.Safety Heal Occup.Safety Heal	Employer PERS K.Asplund tests injury mgmt medical service prov J.Davis lab svcs 2020-21 Exposure Access Servi	42,631.48 139.00 5,700.00 151.50 1,050.00
Total	590 Personnel Benefits	6	49,671.98
Total 1	.1 GENERAL FUND PE	RSONNEL SVCS	332,019.29
	NERAL FUND MATER	IAL & SVC	
07/09/2020	Lexipol LLC	policy manual & training bulletins	4,130.00
07/09/2020 07/09/2020	Lexipol LLC Lexipol LLC	supplemental manuals procedures	733.50 302.50
07/31/2020	Systems Design	71 transports + postage	1,620.85
07/31/2020	Systems Design	EMS COVID processing surcharge	156.20
Total	670 Contract Services		6,943.05
680 (07/09/2020	Communications Main PayPal	tenance 2 Motorola programming cables	35.70
Total	680 Communications N	laintenance	35.70
750 M 07/02/2020 07/09/2020 07/09/2020 07/31/2020 07/31/2020	Maintenance on Equip Gas Station Wilcox & Flegel Wilcox & Flegel Columbia Feed & Fast Lube and Oil	ethanol free gas 343.7 gal diesel 300 gal unleaded	58.58 475.14 758.32 54.00 157.90
07/31/2020	Heath, Maria	4 \$500 wildland fire Visa cards	2,020.00

Date	Source Name	Memo	Paid Amount
07/31/2020	Curtis	MAKO non-ambient air check	165.00
07/31/2020	Sunset Auto Parts	AP3105turn signals	12.23
07/31/2020	Sunset Auto Parts	AP3105rear rotator	9.99
Total	750 Maintenance on E	quipment	3,711.16
760 4	Administration		
07/01/2020		LGIP transfer fee	0.05
07/01/2020	Elavon Visa Proce	June Visa processing fees	75.76
07/02/2020	Oregon Fire Chiefs	Pricher & Marks membership ren	150.00
07/07/2020	Amazon	office supplies	16.68
07/09/2020	COSTCO Wholesale	District membership	60.00
07/09/2020	Pacific Office Auto	monthly copy kit	43.56
07/12/2020		US Bank Service Charge	15.95
07/28/2020	Paychex Invoice	2020 PR svcs	167.90
07/31/2020	Speer Hoyt LLC	4.1 hr labor legal work	758.50
07/31/2020	Speer Hoyt LLC	1 hr personnel legal work	235.00
Total	760 Administration		1,523.40
765 I	nformation Technolog	v	
07/01/2020	TaskWorld Inc.	task tracking license	62.28
07/02/2020	Apple iTunes	iCloud storage	2.99
07/08/2020		website training calendar	14.95
07/09/2020	TriTech Emergenc	6/15-7/14/20 Tri-Tech billing prof	250.00
07/09/2020	Centerlogic, Inc.	monthly billing for July	552.00
07/09/2020	Centerlogic, Inc.	Dell server warranty extension	523.61
07/09/2020	CrewSense LLC	6/019/30/20: 66 Users Pro	770.22
07/09/2020	EMS Technology S	24 fleet mgmt licenses	120.00
07/09/2020	ArchiveSocial	7/1/20-12/31/21 Econo-199-10 b	2,388.00
07/09/2020	Centerlogic, Inc.	1 hr 6/30 firewall trouble - Westre	115.00
07/09/2020	Centerlogic, Inc.	.25 hr 6/23 firewall - Westre	28.75
07/09/2020	Centerlogic, Inc.	.5 hr 6/30 install Veeam backup	57.50
07/09/2020	Verizon Wireless	Acct# 672550930	10.02
07/09/2020	Verizon Wireless	Acct# 342023411	508.12
07/24/2020	Wix.Com	ccfiremarshal.com website	360.00
07/31/2020	Comcast	Acct#8778 10 202 0633936	243.35
07/31/2020	CenturyLink	Chapman internet charge	69.95
07/31/2020	City of Portland	800 MHz access	131.70
Total	765 Information Technol	ology	6,208.44
			,
07/02/2020	Dperating Materials/S Amazon	••	79.61
		kitchen paper towels	
07/02/2020 07/03/2020	Amazon Amazon	picture frame 3 recliner slipcovers	15.99 88.47
01103/2020			00.47

Date	Source Name	Memo	Paid Amount
07/04/2020	Amazon	TP and laundry detergent	83.20
Total	770 Operating Materia	ls/Suppli	267.27
775 I	Emerg. Operating Sup	plies	
07/07/2020	Amazon	6 Princeton Tec Fuel headlamps	125.58
07/23/2020	Mountainsmith	NIFF travel equipment	564.58
07/23/2020	Oregon Freezedry	NIFF travel food	219.98
07/31/2020	Complete Safety	Oberbarnscheidt safety eye wear	105.00
Total	775 Emerg. Operating	Supplies	1,015.14
780 I	Building & Grounds M	aint.	
07/02/2020	Amazon	picture mounting squares	14.97
07/09/2020	Ace Hardware - Sc	bldg supplies	4.35
07/09/2020	Ace Hardware - Sc	bldg supplies	9.59
07/09/2020	Ace Hardware - Sc	bldg supplies	10.34
07/09/2020	Alonzo Yard Maint	Chapman & Holbrook yard maint	400.00
07/31/2020	Ace Hardware - Sc	dashboard screen cord	19.99
07/31/2020	Ace Hardware - Sc	USB wall charger	14.99
07/31/2020	Ace Hardware - Sc	HDMI cable	19.99
07/31/2020	Ace Hardware - Sc	misc fasteners	8.93
07/31/2020	Columbia NW Heat	diagnostic chgcooling system 3	159.95
07/31/2020	Paramount Pest C	Chapman Station pest control	110.00
Total	780 Building & Grounds	s Maint.	773.10
790	Fraining		
07/09/2020	Heath, Maria	reimb social media training class	50.00
Total	790 Training		50.00
810 l	Jtilities		
07/09/2020	Comcast	Acct#8778 10 202 0162514	30.85
07/09/2020	Graybar Financial	VOIP phone rental & \$95 doc fee	394.25
07/09/2020	P.G.E.	electricity for Holbrook station	34.64
07/09/2020	Waste Manageme	Garbage/Recycling	123.73
07/09/2020	W.O.E.C.	Chapman electricity	357.00
07/31/2020	CenturyLink	Chapman phone	60.98
07/31/2020	City of Scappoose	water/sewer acct#000421000	340.20
07/31/2020	CRPUD	boathouse electricity	34.43
07/31/2020	CRPUD	main station electricity	793.29
07/31/2020	Comcast	Acct#8778 10 202 0162514	30.85

Total 810 Utilities

2,221.54

11:55 AM 08/03/20 Cash Basis

Date	Source Name	Memo	Paid Amount
870 I	EMS Operations		
07/03/2020	Amazon	iPad keyboard case	45.59
07/03/2020	Amazon	universal adapter kit	69.95
07/03/2020	Amazon	3 military log books	21.79
07/08/2020	Hellofax	hellofax	9.99
07/09/2020	Airgas - USA, LLC	cylinder rental	182.30
07/09/2020	Airgas - USA, LLC	medical oxygen	145.86
07/09/2020	Airgas - USA, LLC	medical oxygen	75.16
07/09/2020	Airgas - USA, LLC	medical oxygen	145.86
07/09/2020	EMS Technology S	5 inventory & asset mgmt licenses	150.00
07/09/2020	EMS Technology S	Op IQ narcotics tracking system	3,360.00
07/09/2020	EMS Technology S	Op IQ narcotics tracking labels	95.00
07/09/2020	Life-Assist, Inc.	SAFETEC towelettes	110.20
07/09/2020	Oregon Health Aut	OHA admin fee pd by District	4,500.36
07/09/2020	Sasek, Dean MD	physician adviser services	691.67
07/09/2020	Life-Assist, Inc.	medical supplies	352.00
07/12/2020	Amazon	wireless mouse	13.99
07/31/2020	Airgas - USA, LLC	medical oxygen	161.10
07/31/2020	Airgas - USA, LLC	medical oxygen	382.14
07/31/2020	Curio, Kathryn	reimb wildland amb OTC supplies	136.52
07/31/2020	Environmental Co	2 biohazard containers	75.00
07/31/2020	Life-Assist, Inc.	medical supplies	54.60
07/31/2020	Life-Assist, Inc.	nitrile gloves	962.88
07/31/2020	Life-Assist, Inc.	medical supplies	1,114.44
07/31/2020	Life-Assist, Inc.	disinfectant spray	79.44
07/31/2020	Life-Assist, Inc.	2 N95 masks	39.60
07/31/2020	Life-Assist, Inc.	2 ADSCOPE stethoscopes	68.30
07/31/2020	Life-Assist, Inc.	medical supplies	727.76
07/31/2020	Life-Assist, Inc.	medical supplies	94.10
07/31/2020	Life-Assist, Inc.	medical supplies	11.40
07/31/2020	Life-Assist, Inc.	medical supplies	101.70
07/31/2020	EMS Technology S		500.00
07/31/2020	TriZetto Provider S	•	101.00
Total	870 EMS Operations		14,579.70
	FireMed		
07/09/2020	Life Flight Member	1 Life Flight membership fee	65.00
Total	880 FireMed		65.00
Total 1	.2 GENERAL FUND MA	TERIAL & SVC	37,393.50
Total 1			369,412.79

Date	Source Name	Memo	Paid Amount
Total 1G	ENERAL FUND EXPEN	DITURES	369,412.79
	ONNEL SVC FUND EXP / & Service State of Oregon	ENSE unemplymt for 2 part time emplo	2,439.94
Total Lia	ability & Service		2,439.94
Total 4. P	ERSONNEL SVC FUND	EXPENSE	2,439.94
TOTAL			371,852.73

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

08/03/20 Cash Basis

	Jul 20	Budget	\$ Over Bud	% of Budget
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,950,734	1,876,467	74,267	104%
Conflagration	0	30,000	-30,000	0%
EMS Receipts Fire Marshal	42,023 120	640,000 10,000	-597,977 -9,880	7% 1%
FireMed	215	42,000	-41,785	1%
G.E.M.T. (Medicaid)	-25,002	30,000	-55,002	-83%
Gas Royalties	19,576	5,000	14,576	392%
Grant Awards	0	1,000	-1,000	0%
Interest Earned on Investments	1,664	1,000	664	166%
Intergovernmental	8,974	0	8,974	100%
Miscellaneous Revenue	26	20,000	-19,975	0%
Property Taxes Taxes - Current				
Local Option Levy	0	1,578,911	-1,578,911	0%
Permanent Rate Levy	0	1,419,110	-1,419,110	0%
Total Taxes - Current				0%
	0	2,998,021	-2,998,021	
Taxes - Prior Years	44,080	105,000	-60,920	42%
Total Property Taxes	44,080	3,103,021	-3,058,941	1%
Total 1. GENERAL FUND REVENUES	2,042,410	5,758,488	-3,716,078	35%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	2,554	0	2,554	100%
Grant Award	0	100,000	-100,000	0%
Total 2. GRANT FUND REVENUE	2,554	100,000	-97,446	3%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	298,225	298,278	-53	100%
Interest Earned on Investments	296	0	296	100%
Transfers In	0	97,122	-97,122	0%
Total 3. PROPERTY FUND REVENUES	298,521	395,400	-96,879	75%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	47,585	47,817	-232	100%
Interest Earned on Investments	45	0	45	100%
Transfers In	0	50,000	-50,000	0%
Total 4. PERSONNEL SVCS FUND REVEN	47,629	97,817	-50,188	49%
Total Income	2,391,114	6,351,705	-3,960,591	38%
Gross Profit	2,391,114	6,351,705	-3,960,591	38%
Expense 1GENERAL FUND EXPENDITURES 1				
1 1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	95,572	658,155	-562,583	15%
560 Personnel Salaries	172,980	2,277,956	-2,104,976	8%
570 SocSec/Medicare(FICA)	13,761	178,978	-165,217	8%
580 Volunteer Services	34	20,000	-19,966	0%
590 Personnel Benefits	49,672	710,834	-661,162	7%
Total 1.1 GENERAL FUND PERSONNEL	332,019	3,845,923	-3,513,904	9%

1.2 GENERAL FUND MATERIAL & SVC

08/03/20			
Cash	Basis		

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

	Jul 20	Budget	\$ Over Bud	% of Budget
670 Contract Services	6,943	45,000	-38,057	15%
680 Communications Maintenance	36	15,000	-14,964	0%
720 Public Fire Services	0	14,800	-14,800	0%
730 Property & Liability Insur.	0	58,050	-58,050	0%
740 Uniforms	0	15,000	-15,000	0%
750 Maintenance on Equipment	3,711	110,000	-106,289	3%
760 Administration	1,523	56,500	-54,977	3%
765 Information Technology	6,208	95,000	-88,792	7%
770 Operating Materials/Suppli	267	5,000	-4,733	5%
775 Emerg. Operating Supplies	1,015	50,000	-48,985	2%
780 Building & Grounds Maint.	773	93,264	-92,491	1%
790 Training	50	55,000	-54,950	0%
810 Utilities	2,222 14,580	35,570 155,000	-33,348 -140,420	6% 9%
870 EMS Operations 880 FireMed	65	23,000	-140,420 -22,935	9% 0%
Total 1.2 GENERAL FUND MATERIAL &	37,394	826,184	-788,791	5%
1.3 GENERAL FUND CAPITL OUTLAY 910 CO Equipment	0	25,000	-25,000	0%
			·	
Total 1.3 GENERAL FUND CAPITL OUT	0	25,000	-25,000	0%
1.4 GENERAL FUND DEBT 930 Debt	0	64,259	-64,259	0%
Total 1.4 GENERAL FUND DEBT	0	64,259	-64,259	0%
Total 1	369,413	4,761,366	-4,391,953	8%
1.5 GENERAL FUND TRANSFER OUT Transfers to Personnel Services Transfers to Property Fund	0	50,000 97,122	-50,000 -97,122	0% 0%
Total 1.5 GENERAL FUND TRANSFER OUT	0	147,122	-147,122	0%
1.6 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.7 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1GENERAL FUND EXPENDITURES	369,413	5,758,488	-5,389,075	6%
2. GRANT FUND EXPENSE 2.3 MATERIALS & SERVICES	0	100,000	-100.000	0%
Total 2. GRANT FUND EXPENSE	0	100,000	-100,000	0%
3. PROPERTY FUND CAPITAL OUTLAY	0	100,000	-100,000	070
Fire Apparatus & Equipment	0	389,400	-389,400	0%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	Ő	1,000	-1,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	0	395,400	-395,400	0%
	0	000,400	-030,400	070
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	2,440	96,817	-94,377	3%
Reserved for Future Expenses	0	1,000	-1,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	2,440	97,817	-95,377	2%
Total Expense	371,853	6,351,705	-5,979,852	6%
Net Income	2,019,261	0	2,019,261	100%

Interim Chief Report August 2020

July seems as though it flew by. Staff has been working on various projects related to efficiency and streamlining operations. We are still working out a few details with CRFR with the transition, but for the most part everything is starting to get into a manageable rhythm. One thing we will need to discuss at the September board meeting is what to do with the \$150,000 we are carrying over in old ambulance billings. Staff will be providing you with a couple of suggestions. We have made a few COVID changes to beef up the safety of the employees and their families. A 17-page guidance document was instituted. We have been working to implement Microsoft Teams to try to evaluate if we should continue to pay and keep our Office 365 contract. The Detail position was posted and sent out to all persons meeting the Lieutenant qualifications. The deadline for responses is the 19th of August.

One of the big requests for the next couple of board meetings will be the implementation of the SOPs that you will be given at this meeting. There are several to go over. I would encourage a couple of you to come in for a visit to go over them if you have any questions. We have given a copy to 1660 for their review.

We sent out over 60 letters to members of the community to ask for their participation in our scoping process. We are hoping that we will get at least 20 replies. In the letter was a QR code that is linked to a 5-question survey. The potential dates are August 17,18, 24 or 25. Each one of the board members should have received the letter. If you are all able to attend, please let us know so we can notice the meeting accordingly.

Date	Topic	Date	Topic
7/7/20	All Hands Meeting (Staff)	7/20/20	Meeting with Greisen
7/8/20	IC Meeting in Clatskanie	7/20/20	Officers Meeting
7/9/20	Labor MGT Meeting	7/20/20	IFUAS Conference Call
7/9/20	Intterra analytics meeting	7/20/20	Attended City Council MTG (Tax)
7/9/20	Board Meeting	7/21/20	Life flight meeting
7/13/20	Met with IT to fix security issues	7/22/20	Meeting with CC911
7/14/20	Columbia County Transportation MTG	7/22/20	Attended Fire Academy Graduation
7/14/20	FIT Meeting	7/23/20	Meeting with City Engineer
7/14/20	HS EM Committee meeting	7/23/20	Staff and Volunteer SWOT
7/14/20	Executive Staff Meeting	7/27/20	IT system security training
7/15/20	Fire Defense Board Meeting	7/28/20	Columbia 911 advisory meeting
7/15/20	Team Wendy Meeting	7/29/20	ASA boundary mtg with Mult. Co.
7/17/20	Century Link Contract Signing	7/29/20	Master Fee Schedule Meeting
		7/31/20	Meeting with OSP and CC Sheriff

Meetings Attended

Hours Worked in July:

250.7 Hours (63 hrs/wk)

Hours On Call in July:

359 Hours (15 Days)

Training

Taught S-130 (Wildland Firefighter training July 11 and 12) AIRT Public Safety Survey Release Office 365 Training (Provided by IT contractor) Making Remote Work Safe Co-instructed a Fire Investigation class with OSP to CCSO

Projects

Fire Code Guide Update TV Dashboards sUAS Regional COA Special Operations Contract with ODF SWOT Analysis x2 Finish Grievances with L1660 Job Descriptions Organizational Chart Intterra Image Trend (Analytics) Scoping Process

FIRE MARSHAL REPORT

Thankfully, July was not as busy as previous months. Most of this can be attributed to the split between the two agencies. We are still actively involved in several projects in the CRFR area and have been requested to help with a few projects. We have started to spend more time with the OMIC project, PCC and the new airport hanger project. We have also received preliminary plans for the 2-building apartment complex to be built near the Peace Candle. Building activity is steady and we continue to receive inquiries from various builders about different prospective projects.

We received requests from the Columbia County Sheriff office and Vernonia Fire to assist with 2 prospective arson fires involving vehicles. During the investigation, it was determined that the fires were accidental and not arson. Earned the Vehicle Investigator credential through the International Association of Arson Investigators (IAAI). We are now the only agency in the county that has this specialty and one of three in the state.

We are in the beginning stages of setting up the Occupancy / Inspection module in Image trend. More to report on that as we get more information. Our first meeting with Image trend is the 10th of August.

Plan Reviews
5
5
Driveway Inspections
8
System Tests
6
General Inspections
5
Fire Investigations
5
UAS (Drone) Missions
1

Operations Report

July has been a busy month for the fire district with calls, transition, training and working on the station. The station cleaning project is in full swing and the crews have been doing an incredible job of thinning and cleaning out accumulations of broken and unusable stuff. Crews have been preparing for wildland fire response, getting the trailer ready for deployment and acquiring equipment for the NIFF (Non IDLH Fire Fighters). We have been maintaining the lockdown of the station as a result of COVID-19.

Tower 431 is still out of service but being close to completion. There was trouble sourcing the electrical cable that spans the length of the boom. The Tower, once completed will be given its UL test. All other major repairs have been completed.

Engine 431/AP3106 still has a problem with its foam system. When Tower 431 is ready to be picked up at True North in Hillsboro, we will be taking Engine 431 to them for the repair.

Fire Boat 43 is still out of service with a blown gasket on the fuel filter. Replacement and backup filters are on order and shipped on 8/4 from Alaska.

All of the Dashboards have been installed.

Holbrook station is being worked on by Complete Carpet Solutions. We received 2 bids. One from CCS and Servpro. We went with the local business based upon the bid results.

The Air Conditioner went out at the Scappoose station (#3 Upstairs training room, offices and workout room). We are having a temporary repair being completed on 8/6, but the unit will need to be replaced as soon as funds are available. The unit in addition to two others are original from 1987. We will need to come up with a replacement plan as all of them will need to be replaced. Additionally, we will need to determine if we want to stay with true Air Conditioners or Heat Pumps.

Our IT consultant has been asked to provide us with a replacement report and schedule for all work stations and servers so we can start future planning for upgrades.

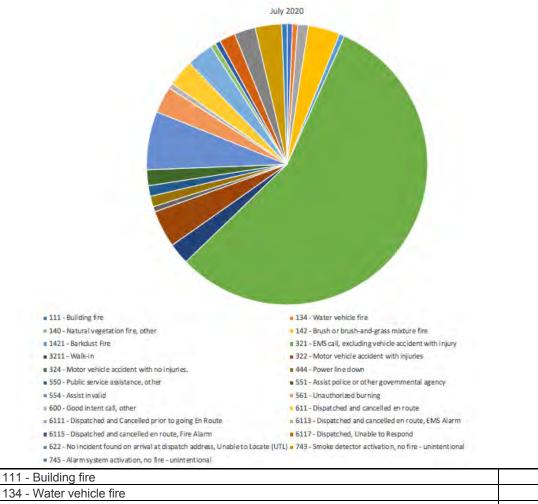
We are actively working on a new iPad/iPhone management solution. We currently have over 20 devices that are managed. We have asked CRFR to continue to allow us to stay on their management platform till January or earlier date. We are looking at two different management solutions that will come with a cost. We need this type of a system so we can wipe devices remotely and update them so the interface is relatively hassle free for the end user.

We have been in communication with Portland fire about receiving a surplus Brush unit that they may donate to us. The unit is a Type 6 engine with a CAFS system (Similar to E431 and 432). If we receive this, we would surplus HB431 which is a split shift manual transmission. Replacing that engine with an automatic transmission will allow for more volunteers to respond as the split shift is very hard to train on. We will only accept the engine if it will not cost us money in costly repairs. Lt. Anderson is very involved in this project.

NIFF Curio has been working hard on our new narcotic tracking system and newer inventory control approach.

NIFF Curio and FF/Paramedic Dubois attended the Image Trend conference for several days to learn more about the integrated report writer and how to better utilize the Image trend system.

Over the last 6 months we have received several complaints from neighbors of the Holbrook fire station about sight distance and vegetation growth on our property. We added extra work to our landscaping contractor to mitigate the overgrowth to do the right thing.



134 - Water vehicle fire	1
140 - Natural vegetation fire, other	2
142 - Brush or brush-and-grass mixture fire	6
1421 - Barkdust Fire	1
321 - EMS call, excluding vehicle accident with injury	92
3211 - Walk-in	4
322 - Motor vehicle accident with injuries	7
324 - Motor vehicle accident with no injuries.	1
444 - Power line down	2
550 - Public service assistance, other	2
551 - Assist police or other governmental agency	3
554 - Assist invalid	11
561 - Unauthorized burning	5
600 - Good intent call, other	1
611 - Dispatched and cancelled en route	5
6111 - Dispatched and Cancelled prior to going En Route	5
6113 - Dispatched and cancelled en route, EMS Alarm	1
6115 - Dispatched and cancelled en route, Fire Alarm	1
6117 - Dispatched, Unable to Respond	3
622 - No incident found on arrival at dispatch address, Unable to Locate (UTL)	4
743 - Smoke detector activation, no fire - unintentional	5
745 - Alarm system activation, no fire - unintentional	1
Total Calls	164

JULY 2020 (164 Calls)

9 days with 5 or more calls per day (5% increase)



JULY 2019 (156 Calls)

6 days with 5 or more calls per day



Training Report Chief Marks August 2020

Projects:

2020 Volunteer Recruit Academy Graduation

Duty Shifts

Training Calendar Updates

DPSST Re-certification work

Phone System Work

Work with Occupational Safety Health and Wellness LLC for transfer of responsibility from Chief O'Conner.

-We have continued training through the month of July. Topics have included more SCBA training, and Wildland refresher training. Our crews have worked with Rural water supply evolutions.

-We have finished all but the Wildland portion of the 2020 Volunteer Academy. The new recruits are finishing up mandatory HIPAA and Blood Bourne Pathogens training to be able to respond.

-Our members have been good with the training re-start post Covid shut down. With this being a re-cert year. Training hours are increasing and we should not have any issue with recertification by year end.

-Took part in the staff SWOT analysis.

-We have had good volunteer response on fires recently.

-Kelly Niles taught a class to all three shifts including a session on volunteer drill night. The class was on Wildland Scene Size-up

-I was on vacation the last week in July

CONTRACT 000020-02

CONTRACT FOR THE DEVELOPMENT OF A REGIONAL UNMANNED AERIAL SYSTEMS PROGRAM AND FAA COA DOCUMENT PREPARATION BETWEEN NEAR SPACE CORPORATION AND THE SCAPPOOSE FIRE DISTRICT

This Contract is entered into by and between the Scappoose Fire District, hereafter called "the District" and GSSL, Inc. d/b/a Near Space Corporation, hereafter called "NSC," individually the "Party", collectively the "Parties".

RECITALS

A. The purpose of this project is to establish a regional Small Unmanned Aerial Systems (sUAS) program (1) establish and create a Concept of Operations Document (CONOPS), and (2) establish and create a uniform governance process that includes an operation manual, and (3) create a comprehensive training program that starts after Part 107 licensing (must include elements of A-450, S-373 and NIST/ASTM), (4) create and establish a framework for tracking of regional pilots and aircraft, (5) establish and create a decision matrix for authorizing UAS for this program, (6) document preparation for submittal of FAA Certificate of Authorization that cover (Night Operations, Flying Above 400 feet in certain circumstances, Flying Beyond Visual Line Of Sight, Flight operations in a Temporary Flight Restricted Area and (7) hold a dissemination workshop for the stakeholders of the Regional Disaster Preparedness Organization (RDPO). This project will aid the stakeholders of the Regional Disaster Preparedness Organization to implement and successfully navigate the National Airspace if each entity decides to embark on a sUAS program.

B. The District desires to enter into a Contract with NSC in an amount not to exceed \$90,232 through June 30, 2021, for the purpose expressed in paragraph A, above (the Project). Funding of \$90,232 is available in the Fiscal Year 2020-21 for the Project.

AGREEMENT:

- I. NSC agrees to perform the work and provide the deliverables in accordance with the Statement of Work (Exhibit A).
- 2. The District agrees to reimburse NSC for services performed in accordance with the Statement of Work in an amount not-to-exceed \$90,232.
- 3. Effective Date and Duration.

This Contract is effective on July 31, 2020. Unless earlier terminated or extended, this Contract shall expire June 30, 2021 or earlier when deliverables have been completed. This Contract may not be extended.

4. <u>Statement of Work</u>

The statement of work is contained in Exhibit A.

5. Project Representatives

Each party has designated a project manager to be the formal representative for this Contract. All reports, notes, and other communications required under or relating to the technical aspects of this Contract shall be directed to the appropriate individual.

<u>The District's Contact:</u> Project Manager: Jeff Pricher Scappoose Fire District Address: 52751 Columbia River Highway / P.O.BOX 625, Scappoose, OR 97056 Phone: 503-543-5026 Email: jpricher@srfd.us NSC Contact: Project Manager: Chuck Bagnato Near Space Corporation 5755 Long Prairie Road Tillamook, OR 97141 Phone: 503-842-1990 Email: charles.bagnato@nsc.aero NSC Contracting Contact: Ahyde Lara, Controller & Contracts Manager Near Space Corporation Phone: 503-842-1990 Email: ahyde@nsc.aero

6. Amendments

The terms of this Contract shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written instrument signed by both parties.

7. Termination

A) This Contract may be terminated for convenience at any time by mutual consent of both parties, or by either party upon twenty (20) days' notice in writing and delivered by certified mail or in person.

B) Termination or modification of this Contract pursuant to the section above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. However, upon receiving a notice of termination, the District and/or NSC shall immediately cease all activities under this Contract, unless expressly directed otherwise by the District and/or NSC in the notice of termination. Further, upon termination, the District and/or NSC shall deliver to the other party all works-in-progress and other property that are or would be deliverables had performance under the Contract been completed. District and NSC may agree upon the whole or any part of the amount to be paid because of the termination.

8. Invoicing

NSC shall submit an invoice within 30 days of successful delivery of services. Invoices shall contain the District Agreement Number and include the services completed by NSC.

Phase and Task	Milestone Deliverable	Invoice Value
Ph 1, Task 1a	Project Work Plan	\$10,304.00
Ph 1, Task 1b	Detail Milestone and Invoice Plan	\$10,304.00
Ph 1, Task 2	Operations Manual	\$16,798.32
Ph 1, Task 3a	Training Module "UAS Operations in the Public Safety, Risk Managem and Emergency Management Sector"	\$10,775.16
Ph 1, Task 3b	Training Module "sUAS Disciplines Flight Training Course"	\$10,775.16
Ph 1, Task 4	Regional UAS database	\$9,504.00
Ph 1, Task 5	Air Worthiness Matrix	\$10,299.96
Ph 2, Task 6	Certificate of Authorization	\$4,752.00
Ph 2, Task 7	Workshop Completion	\$6,719.33

Invoices shall be sent to:

Scappoose Fire District Attn: Janine Salisbury P.O.BOX 625 Scappoose, OR 97056 The District's Project Manager or their designee shall review and approve invoices within ten (10) business days of receipt. The District shall pay all amounts to which no dispute exists within thirty (30) days of receipt of the invoice.

NSC is solely responsible for billing accuracy and timeliness. NSC shall provide invoices for the services to the District in paper form or electronic form. Invoices will not be processed for payment until all invoice items are received and satisfactory performance of NSC has been verified by the District's Project Manager or their designee.

9. Non-Discrimination

In carrying out activities under this Contract, neither party shall discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, age disability, familial status or national origin. Either party shall take affirmative actions to ensure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, age, disability, familial status or national origin.

10. Access to Records

Both parties and their duly authorized representatives shall have access to the books, documents, and records which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts and transcript.

11. Indemnification

Subject to the conditions and limitations of the Oregon Constitution, Article XI, Section 7, and Oregon Tort Claims Act, ORS 30.260 through 30.300, NSC shall indemnify, defend and hold harmless the District from and against all liability, loss and costs arising out of or resulting from the negligent or intentionally wrongful acts of NSC, its officers, employees and agents in the performance of this Contract.

Subject to the conditions and limitations of the Oregon Constitution, Article XI, Section 9, and the Oregon Tort Claims Act (ORS 30.260 to 30.300), the District shall indemnify, defend and hold harmless NSC from and against all liability, loss and costs arising out of or resulting from the negligent or intentionally wrongful acts of the District, its officers, employees and agents in the performance of this Contract.

Neither the District, nor NSC, nor any attorney engaged by NSC shall defend any claim in the name of OEM or any agency of the State of Oregon (collectively "State"), nor purport to act as legal representative of the State or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that NSC is prohibited from defending State or that NSC is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against NSC if State elects to assume its own defense.

12. Insurance

All NSC personnel, officers and employees, acting within the scope of their employment must be covered by insurance. NSC is a subject employer under the Oregon Workers' Compensation law in compliance with ORS 656.017, and will maintain workers' compensation insurance throughout the duration of this Contract. In addition, NSC shall comply with the insurance requirements contained in Exhibit C to the Oregon Military Department Office of Emergency Management Homeland Security Grant Program Urban Area Security Initiative [Grant], CFDA # 97.067, which is attached and incorporated by reference.

13. Subcontracting and Assignment

NSC shall not subcontract its work under this Contract, with the exception of work identified in this Contract or attached Statement of Work, without the written consent of the other party. NSC shall assure that all subcontractors used to perform the services under this Contract, meet the District's ordinances and regulations pertaining to permits, workmen's compensation, licensing, and all other requirements.

14. Disputes

The signatories to this Contract shall expend their best efforts to amicably resolve any dispute that may arise under this Contract. Any dispute that the signatories are unable to resolve shall be submitted to the President of NSC or his/her designee and the District Board President or his/her designee for resolution.

15. Oregon Laws and Forum

This Contract shall be construed according to the laws of the State of Oregon. Any litigation between the District and NSC arising under this contract or out of work performed under this contract shall occur, in the state courts, in the Columbia County Courts having jurisdiction thereof and if in the Federal Courts, in the United States District Court for the State of Oregon in Portland.

16. Funds Available and Authorized

The District certifies that at the time the Contract is written that sufficient funds are available and authorized for expenditure to finance costs of this Contract within current appropriation and limitation. In the event of any extension or non-appropriation, the District shall notify NSC its intent to terminate this Contract.

17. Severability

If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

18. Compliance with Applicable Law

Both parties shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Work under this Contract. Without limiting the generality of the foregoing, parties expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659.425; (iv) all regulations and administrative rules established pursuant to the foregoing laws; (v) Any applicable sections of ORS Chapter 279; and (vi) all other applicable requirements of Federal and State civil rights and rehabilitation statues, rules and regulations. In connection with its activities under this Contract, the Consultant shall comply with all applicable Grant terms and conditions contained in Exhibit B to the Oregon Military Department Office of Emergency Management Homeland Security Grant Program Urban Area Security Initiative Grant.

Scappoose Fire District

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David Sorenson - Board President

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GSSL, Inc. Kevin Tucker - President

3 August 2020

Date

Scope of Work

DEVELOPMENT OF A REGIONAL UNMANNED AERIAL SYSTEMS PROGRAM AND FAA COA DOCUMENT **PREPARATION:** For Scappoose Fire District (SFD)

July 2020

Background

Natural disasters can happen anytime, and the region needs to be prepared to withstand them and to be able to deploy needed small Unmanned Aerial Systems (sUAS). The UAS project will aim to create for the first time, a regional program capable of supporting the 5-county Portland-Vancouver metropolitan region.

This Scope of Work (SOW) defines supporting background work program activities to be completed for the Regional Disaster Preparedness Organization (RDPO) and its project partners by June 2021.

The SOW identifies Regional sUAS project to be completed by the Near Space Corporation (NSC). This assessment is the first step of possibly one or more projects, which will lead to safe and effective use of sUAS during local and regional deployments in the RDPO area.

Project Goals:

TECHNICAL SERVICES

Professional services required shall include:

Strategic planning, program development and implementation, policy development, and engagement with local government entities; various workgroups & committees; and major industry firms within the region. NSC shall perform the tasks listed below for this project, and shall be expected to work closely with designated SFD personnel to accomplish these goals.

Project Management and Coordination Objective:

To manage project organization and delivery of products called for in the Scope of Work. Project management will include printing, travel expenses, meetings, phone and email coordination with RDPO, work tracking and reporting completion of the scope.

Schedule: Months 1-18

NSC shall:

Manage and monitor the project schedule as it relates to the scope; provide timely invoicing and reporting of project progress to meet agreed upon task deadlines.

Participate in bi-weekly Project Management Team meetings conducted via phone call.

Deliverables:

Project work plan for approval by the project managers

Invoice and billing summary describing tasks completed during each billing period

Agency Roles and Responsibilities:

- SFD and RDPO project managers will work closely with the NSC project manager to facilitate and support project activities.
- SFD and RDPO project managers will track timelines, monitor performance, and review and
 provide feedback on deliverables to ensure the project remains on time, on target, and on
 budget.
- SFD project managers will review and validate submitted invoices and process them for payment.
- SFD and RDPO project managers and project team will review and provide timely feedback on the drafts.
- SFD and RDPO project managers and project team will facilitate the review of draft deliverables.

Task 1. Create a Concept of Operations (CONOPS) document and report identifying the current state of UAS use within the region

Complete a review and create a discovery report recommending operational, regulatory, and technical methods to inform Concept of Operations (CONOPS) development. A CONOPS will be developed which defines the UAS activities which will be governed by a COA (to be described later in this project), the training, equipping, and oversight requirements for each type of operation, and the methods that will be used to ensure that all operations conducted under the COA are done so in accordance with the COA.

Task 2. Create A Uniform Governance Process That Includes an Operations Manual

As part of the COA preparation (as described later in this project), the FAA requires that organizations have a comprehensive operation manual. This serves as a risk assessment for sUAS operations and meets federal requirements for aviation safety and operational planning pertaining to recurring aviation missions. NSC will create an interagency Operations Manual, collaborating with representatives from the various agencies. In support of the organization's goals and objectives, there would be reference to these relevant standards to utilize sUAS in a safe, effective, and efficient manner.

Schedule: Months 1-6

NSC shall:

Establish an operations manual.

Guiding documents shall include BLM UAS Operations Documents.

Any other documents that could be described as best practices by other government or private entities.

Research should include attendance at the Drone Responders Conference with SFD project coordinators

Deliverable(s):

Operations Manual

Meeting with key stakeholders to validate the parameters and best practices to be used in the project implementation

Agency Roles and Responsibilities:

SFD and RDPO will provide NSC team with relevant memos and guidance. SFD and RDPO project managers will facilitate the review of draft deliverables.

Task 3. Post Part 107 Training Program

This project will provide two separate, but linked, training program standards: Classroom training (i.e. Public Safety, Risk Management, etc.) and Flight Training (precision flight, aerial photography, etc.) Much of the content should be gleaned from the excellent standard established by the Bureau

of Land Management (BLM), National Wildfire Coordination Group (NWCG) and National Institute of Standards and Technology (NIST).

Schedule: Months 3-9 NSC shall:

Establish classroom curriculums that will cover:

Basic training above Part 107 (use S-373 and A-450 as a guides) Position Specific Training that covers these identified areas: Unmanned Aircraft Systems Pilot (UASP) Unmanned Aircraft Systems Manager (UASM) Unmanned Aircraft Systems Module Leader (UASL) Data use Mapping Airspace deconfliction (when multiple aircraft are used) Aviation Communication

Controlled Airspace procedures Establish a flight training program that covers:

NIST scoring and tracking principals for operator competency

Scalable props that can be used for proficiency training

Proficiency training requirements

Benchmarks with skill proficiency for the different UAS positions:

Unmanned Aircraft Systems Pilot (UASP)

Unmanned Aircraft Systems Manager (UASM)

Unmanned Aircraft Systems Module Leader (UASL)

Deliverable(s):

Scalable training package that meets all of the required components identified above Agency Roles and Responsibilities:

SFD will be available for input, design and content of the training program.

SFD and RDPO project managers will facilitate the review of draft deliverables.

Task 4. Create a framework for tracking regional aircraft and pilots

The FAA requires pilot currency and as a function of this project, there shall be a system to ensure that all pilots are accredited in the standards, certifications and required training.

Schedule: Months 4-8

NSC shall:

Propose a system that will maintain compliance with a FAA COA.

Propose and establish a system that can track all pilots and aircraft that participate and are subject to the requirements established as part of this project.

Deliverable(s):

System that is compliant with the FAA

System that can be used by multiple users / agencies

System that allows for remote access, assuming there is internet connectivity

Agency Roles and Responsibilities:

SFD and RDPO will verify that the system and required deliverables will work with other project stakeholders.

Task 5. Create an air worthiness matrix

Purchasing new drones could require re-application for the COA. Creating a decision matrix would ensure that current & future sUAS purchases would be minimally disruptive to reapplication of the

COA and seamless integration with other federal agencies and properties.

Schedule: Months 4-9

NSC shall:

Prepare a matrix that will be based upon mission use and basic understanding and needs of the regional UAS aviation program.

Deliverable(s):

A process for determining airworthiness and which aircraft will be allowed

Agency Roles and Responsibilities:

SFD and RDPO project managers will facilitate the review of draft deliverables, including the distribution of draft.

Task 6. Certificate Of Authorization (COA) Preparation Objective:

Develop and prepare for submittal a (Certification of Authorization - COA) for the FAA based upon the project parameters described throughout this SOW.

Schedule: Months 9-12

NSC shall:

Develop a COA proposal that will cover several counties in Portland and the surrounding areas. Prepare all documents necessary for a COA submittal.

Prepare answers to all FAA questions that are needed for a COA submittal.

Identify and assist with the submittal of COA.

Make any corrections as identified by the FAA if the COA is returned with requested changes or needed additional information.

Deliverables:

Documents and support for COA submittal with the FAA

Agency Roles and Responsibilities:

SFD will assist NSC with needed information for FAA document preparation.

Task 7. Dissemination Workshop

Share final report and recommendations to ensure all key stakeholders know about the aviation program, understand the designations and how to participate in the program if an agency chooses.

Schedule: Months 15-18

NSC shall:

Design dissemination workshop in consultation with SFD and RDPO project managers to include a two-hour general overview for stakeholders in the region.

Deliver a simple summary document and content stakeholder websites, as well as talking points for regional stakeholders and PIOs (for media inquiries.)

Facilitate the regional dissemination workshop for up to 100 stakeholders.

Deliverables:

Workshop and tools for regional stakeholders

Report documenting workshop

Agency Roles and Responsibilities:

SFD and RDPO will organize and arrange the venue for the workshop, develop the list of invited attendees, closely support NSC development of the communication tools for dissemination, and distribute materials in advance of the workshop.

SFD and RDPO project managers and project team will provide input to the workshop design and will review and provide timely feedback on presentation and other workshop materials.

Reporting:

PROJECT REVIEWS

On a weekly basis, the progress of the work will be managed by the SFD's Project Manager.

DELIVERABLES AND SCHEDULE

Deliverables shall be considered those tangible resulting work products that are to be delivered to the SFD such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings, and reports. Unless otherwise specified by the SFD, NSC shall prioritize submitting applicable deliverables electronically, and any paper-based deliverables shall be printed double-sided and in bindings or report covers that are fully recyclable, preferably using materials containing post-consumer waste (PCW) recycled content.

Timeline: July 2020- June 2021

EXHIBIT B

Federal Requirements and Certifications

I. General. Subrecipient agrees to comply with all federal requirements applicable to this Agreement, including without limitation financial management and procurement requirements and maintain accounting and financial records in accordance with Generally Accepted Accounting Principles (GAAP) and financial, administrative, and audit requirements as set forth in the most recent versions of the Code of Federal Regulations (CFR), Department of Homeland Security (DHS) program legislation, and DHS/Federal Emergency Management Agency (FEMA) program regulations and requirements.

II. Specific Requirements and Certifications

- A. Debarment, Suspension, Ineligibility and Voluntary Exclusion. Subrecipient certifies by accepting funds under this Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this transaction by any Federal department or agency (2 CFR 200.213).
- B. Standard Assurances and Certifications Regarding Lobbying. Subrecipient is required to comply with 2 CFR 200.450 and the authorities cited therein, including 31 USC § 1352 and New Restrictions on Lobbying published at 55 Federal Register 6736 (February 26, 1990.
- C. Compliance with Applicable Federal Law. Subrecipient agrees to comply with all applicable laws, regulations, program guidance, the Federal Government in the performance of this Agreement, including but not limited to:
 - 1. Administrative Requirements set forth in 2 CFR Part 200, including without limitation:
 - a. Using Grant Funds only in accordance with applicable cost principles described in 2 CFR Subpart E, including that costs allocable to this Grant may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations or the terms of federal awards or other reasons;
 - b. Subrecipient must establish a Conflict of Interest policy applicable to any procurement contract or subawards made under this Agreement in accordance with 2 CFR 200.112. Conflicts of Interest must be disclosed in writing to the OEM within 5 calendar days of discovery including any information regarding measures to eliminate, neutralize, mitigate or otherwise resolve the conflict of interest.
 - 2. USA Patriot Act of 2001, which amends 18 USC §§ 175-175c.
 - 3. Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 USC 2225(a).
 - False Claims Act & Program Fraud Civil Remedies, 31 USC 3729, prohibiting recipients of federal payments from submitting a false claim for payment. See 38 USC 3801-3812 detailing administrative remedies for false claims and statements made.
 - 5. Whistleblower Protection Act, 10 USC §§ 2409 and 2324 and 41 USC §§ 4712, 4304 and 4310 requiring compliance with whistleblower protections, as applicable.
 - 6. No supplanting. Grant Funds under this Agreement shall not replace funds that have been budgeted for the same purposes through non-Federal sources. Subrecipient may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than receipt or expected receipt of Federal funds. Any project cost allocable to this Agreement

may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons.

- D. Non-discrimination and Civil Rights Compliance, Equal Employment Opportunity Program, and Services to Limited English Proficient (LEP) Persons.
 - Non-discrimination and Civil Rights Compliance. Subrecipient, and all its contractors and subcontractors, assures compliance with all applicable nondiscrimination laws, including but not limited to:
 - a. Title VI of the Civil Rights Act of 1964, 42 USC § 2000d et seq., as amended, and related nondiscrimination regulations in 6 CFR Part 21 and 44 CFR Part 7.
 - b. Title VIII of the Civil Rights Act of 1968, 42 USC § 3601, as amended, and implementing regulations at 6 CFR Part 21 and 44 CFR Part 7.
 - c. Titles I, II, and III of the Americans with Disabilities Act of 1990, as amended, 42 USC §§ 12101 – 12213.
 - d. Age Discrimination Act of 1975, 42 USC § 6101 et seq.
 - e. Title IX of the Education Amendments of 1972, as amended, 20 USC § 1681 et seq.
 - f. Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC § 794, as amended.
 - g. If, during the past three years, Subrecipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, Subrecipient must provide a letter certifying that all documentation of such proceedings, pending or completed, including outcome and copies of settlement agreements will be made available to OEM upon request. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against Subrecipient, or Subrecipient settles a case or matter alleging such discrimination, Subrecipient must forward a letter to OEM summarizing the finding and making a copy of the complaint and findings available to OEM.
 - 2. Services to Limited English Proficient (LEP) Persons. Subrecipient, and any of its contractors and subcontractors agrees to comply with the requirements Title VI of the Civil Rights Act of 1964 and Executive Order 13166, improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin and resulting agency guidance, national origin discrimination includes discrimination on the basis of LEP. To ensure compliance with Title VI, Subrecipient must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Subrecipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance additional information regarding LEP obligations, please see http://www.lep.gov.

- F. Procurement of Recovered Materials. Subrecipient must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Recovery and Conservation Act and in accordance with Environmental Protection Agency guidelines at 40 CFR Part 247.
- G. SAFECOM. If the Grant Funds are for emergency communication equipment and related activities, Subrecipient must comply with SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
- H. Drug Free Workplace Requirements. Subrecipient agrees to comply with the requirements of the Drug-Free Workplace Act of 1988, 41 USC § 701 et seq., as amended, and implementing regulations at 2 CFR Part 3001 which require that all organizations receiving grants (or subgrants) from any Federal agency agree to maintain a drug-free workplace. Subrecipient must notify this office if an employee of Subrecipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment.
- I. Human Trafficking (2 CFR Part 175). Subrecipient must comply with requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, 22 USC § 7104, as amended and 2 CFR § 175.15.
- J. Fly America Act of 1974. Subrecipient agrees to comply with the requirements of the Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 USC § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, as amended, (49 USC § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to the Comptroller General Decision B138942.
- K. Activities Conducted Abroad. Subrecipient agrees to comply with the requirements that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.
- L. Acknowledgement of Federal Funding from DHS. Subrecipient agrees to comply with requirements to acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.
- M. Copyright. Subrecipient shall affix the applicable copyright notices of 17 USC § 401 or 402 and an acknowledgement of Government sponsorship (including Subgrant number) to any work first produced under an award unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). For any scientific, technical, or other copyright work based on or containing data first produced under this Agreement, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, Subrecipient grants the Government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for Government purposes in all such copyrighted works.

- N. Patents and Intellectual Property Rights. Unless otherwise provided by law, Subrecipient is subject the Bayh-Dole Act, 35 USC § 200 et seq., as amended, including requirements governing the development, reporting and disposition of rights to inventions and patents resulting from financial assistance awards, 37 CFR Part 401, and the standard patent rights clause in 37 CFR § 401.14.
- O. Use of DHS Seal, Logo and Flags. Subrecipient agrees to obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
- P. Personally Identifiable Information (PII). Subrecipient, if it collects PII, is required to have a publically available privacy policy that described what PII they collect, how they use it, whether they share it with third parties and how individuals may have their PII corrected where appropriate.
- Q. Federal Debt Status. Subrecipient shall be non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, benefit overpayments and any amounts due under Section 11.c of this Agreement. See OMB Circular A-129 for additional information and guidance.
- R. Energy Policy and Conservation Act. Subrecipient must comply with the requirements of 42 USC § 6201 which contains policies relating to energy efficiency that are defined in the state energy conservation plan issues in compliance with the Act.
- S. Lobbying Prohibitions. Subrecipient must comply with 31 USC §1352, which provides that none of the funds provided under an award may be expended by the subrecipient to pay any person to influence, or attempt to influence and officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.
- T. Terrorist Financing. Subrecipient must comply with US Executive Order 13224 and US law that prohibits transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of Subrecipients to ensure compliance with the EO and laws

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EXHIBIT C

Subagreement Insurance Requirements

GENERAL.

Subrecipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences, and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to State. Subrecipient shall not authorize work to begin under subagreements until the insurance is in full force. Thereafter, Subrecipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Subrecipient shall incorporate appropriate provisions in the subagreement permitting it to enforce compliance. In no event shall Subrecipient permit work under a subagreement when Subrecipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a subagreement in which Subrecipient is a Party.

TYPES AND AMOUNTS.

i. WORKERS COMPENSATION. Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers' liability insurance with coverage limits of not less than \$500,000 must be included.

ii. COMMERCIAL GENERAL LIABILITY.

Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to State. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following amounts as determined by OEM:

Bodily Injury, Death and Property Damage:

\$500,000 per occurrence, (for all claimants for claims arising out of a single accident or occurrence).

iii. AUTOMOBILE Liability Insurance: Automobile Liability.

Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts as determined by OEM:

Bodily Injury, Death and Property Damage:

\$500,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

ADDITIONAL INSURED. The Commercial General Liability Insurance and Automobile Liability insurance must include OEM, its officers, employees and agents as Additional Insureds but only with respect to the contractor's activities to be performed under the Subcontract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

"TAIL" COVERAGE. If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the Subcontract, for a minimum of 24 months following the later of : (i) the contractor's completion and Subrecipient's acceptance of all Services required under the Subcontract or, (ii) the expiration of all warranty periods provided under the Subcontract. Notwithstanding the foregoing 24-month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then the contractor may request and OEM may grant approval of the maximum "tail " coverage period reasonably available in the marketplace. If OEM approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE. The contractor or its insurer must provide 30 days' written notice to Subrecipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

CERTIFICATE(S) OF INSURANCE. Subrecipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Interim Fire Chief Pricher

SUBJECT: Job Descriptions

DATE: August 6th 2020

Requested Action: Consider the submitted Job Descriptions

Critical date for action: August 13th 2020

Purpose:

Scappoose needs clear and effective Job Descriptions for all employees. Over the last 5 years, we have had some employees working without a Job Description. Staff is requesting the Board to provide input on the submitted Job Descriptions so that we can provide effective management, oversight and clear leaders intent with respect to what positions are supposed to do.

Impact:

Currently, certain positions have not had annual evaluations. This is in large part due to a lack of clear Job Descriptions. Legally, we are not able to provide leaders intent, counseling, improvement plans or discipline as a result of not being able to point to what some employee positions are supposed to do.

In the past we have had job descriptions that have been all inclusive. This has posed a problem when vacancies were filled; the new hires were not able to meet all of the requirements of the previous Job Description. In effect, this invalidates some of the current Job Descriptions as there is no way to hold employees accountable or to provide the leaders intent that is vital to employee success.

Specific to the Non IDLH Fire Fighters (Formerly known as Single Role Providers), in order to meet PERS reporting requirements, the new role of the NIFF needs to accurately reflect what they will now be doing.

Moving forward, we wish to separate all of the functions of the combined job descriptions. When we have employees that will be filling multiple roles, a memo detailing the percentage of time to be spent between the different jobs will better align with oversight and clear leaders intent.

Availability of funding:

No funding is needed for a decision or implementation for the Job Description approvals

Coordination:

Jeff Pricher and Division Chief Cade Greenup

Contact person(s):

Jeff Pricher

Division Chief Cade Greenup

Attachments:

- PIO Job Description
- Fire Inspector Job Description
- Officer Manager Job Description
- Recruitment & Retention Job Description
- Executive Assistant Job Description
- Battalion Chief Job Description
- Non IDLH Job Description

Recommendations / Options:

- 1. Not approve of the Job Descriptions
- 2. Suggest and require additions and or changes
- 3. Approve some and not all of the Job Descriptions
- 4. Approve all of the Job Descriptions

Conclusion:

On the surface, it may appear that staff is asking for more roles than the district can actually fund. That assumption would not be accurate. Between full time staff and volunteers, having clear Job Descriptions provides multiple opportunities for all members of the organization. If during their tenure they wish to try a different role, identifying specific positions call allow for redundancy in people filling roles and prevents us from having to change job descriptions every time someone retires, resigns or is promoted.

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Battalion Chief

Division	Operations
Immediate Supervisor	Division Chief of the Volunteers
Supervision Exercised	

General supervision of the personnel assigned to their stations within the Fire Districts. Direct supervision of the personnel assigned to their shift and the Company Officers assigned to their stations. Reviews the work of their direct subordinates for technical competency, quality of work, volume of acceptable work, compliance with district policy & procedures and ability to operate as a member of a team. Directly supervises all companies who work on programs under their management responsibilities and will review the company's work for quality and volume of acceptable work.

HIPAA Responsibilities: Battalion Chiefs have access to "Protected Health Information" generated by the Fire District's operations. This position must sign a HIPAA confidentiality form.

General Statement of Duties:

General supervision of a shift, this includes the personnel assigned to the shift and the volunteers who staff or respond to an incident. Incumbents are responsible for direction and supervision of the staffed stations for the District, this includes training, staffing, scheduling, fire prevention, Duty Officer and special projects.

The Battalion Chief is distinguished from the Company/Station Officer by its focus on supervision and Duty Officer Responsibility. Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. The Battalion Chief reports to the Division Chief of the Volunteers and is part of the management team. The Battalion Chief makes recommendations for hiring, promoting, as necessary during their duties.

Core Competencies:

- Integrity/Accountability: Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- Vision: Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.

• Leadership/United: Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

Typical Tasks: The intent of this listing of "Typical Tasks" is to describe the principal functions of the job description. This listing shall not, however, be construed to be a complete listing of the miscellaneous, incidental or substantially similar duties that may be assigned.

- Supervises firefighters and volunteers including prioritizing and developing work plans, completing time sheets, interpreting policies and procedures, coordinating and directing work flow, making work assignments, training, mentoring, coaching, making disciplinary and hiring recommendations, and completing performance evaluations.
- Monitors the effectiveness of engine companies to ensure crew and resource readiness and coordinates the assignment of operational support and multiple crew interface with other Chiefs.
- Responds to alarms, fulfills command staff level functions, effectively and efficiently uses the Incident Command System ensuring all responders are aware of the strategic plan and are accounted for, and coordinates overall department coverage procedures.
- Responds to public inquiries and aids the public and fellow employees.
- Performs other duties of a similar nature or level.
- Other job duties as assigned.

Training and Experience (positions in this class require):

An associate degree (minimum) or bachelor's degree (preferred) in fire science and 12 years of firefighting and emergency medical experience are required; 7 years of supervisory related experience is preferred; or an equivalent combination of education and experience enough to successfully perform the essential duties of the job such as those listed above.

Minimum Requirements and Education (positions in this class require):

- This position will meet all the requirements as listed in the Firefighter and Lieutenant job descriptions.
- 12 years or more of firefighting and emergency medical experience
- 7 years supervisory at Company Officer or higher rank
- Valid Driver's License, with the ability to attain a Class C Oregon driver's license within 30 days of employment.
- NFPA Fire Officer II Certificate or equivalent
- NFPA Fire Instructor II Certificate or equivalent
- Incident Safety Officer
- NWCG Engine Boss qualified
- Hazardous Materials Incident Commander Certificate
- Emergency Medical Technician or Paramedic, State of Oregon or ability to obtain reciprocity.

• Incident Command System (ICS) I-300

Preferred Requirements and Education (positions in this class may require):

- NWCG Strike Team/Task Force Leader Qualified
- Incident Command System (ICS) I-400
- FEMA All Hazard Mitigation L954 Course

Knowledge (positions in this class require):

- Major emergency incident command (inclusion of fire, ems, rescue, hazardous materials)
- Firefighting, technical rescue, emergency medical services, hazardous materials, and disaster mitigation principles, practices and appropriate response methods
- Supervision/management theories, principles and practices
- Principles, practices and techniques of fire prevention, inspection and investigation
- Procedures, operations and maintenance of fire facilities, equipment and apparatus
- Emergency vehicle operation, tactical driving methods and defensive driving techniques
- Fire service safety practices
- Effective and efficient public relations and conflict resolution
- Educational methods and instructional techniques
- Technical report writing
- Building construction as related to fire protection and structural fire response and rescue
- Personnel policies and procedures and labor contract provisions
- Personal computers and related software programs

Skills (positions in this class require):

- Firefighting, to include operation of fire apparatus and fire equipment
- Providing emergency medical services
- Advanced incident command inclusive of major strategy, tactics, operations, planning, incident mitigation and recovery;
- Analyzing, prioritizing and organizing tasks under pressure
- Applying supervision/management theories and practices
- Identifying potential fire hazards
- Reading and interpreting maps, diagrams and plans
- Reading, revising and interpreting policies and procedures
- Problem analysis and solution by applying critical thinking methods;
- Providing positive, effective leadership and supervision to staff
- Writing technical reports;
- Instructing classes, and developing and leading training activities
- Appropriate and effective independent decision making
- Using a computer and related software applications
- Building and maintaining effective working relationships with the public, fellow employees, and other agencies

- Communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. enough to exchange or convey information and to give and receive work direction
- Project and budget management practices

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting. Incumbents must be able to successfully complete annual agility testing.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and attend meetings outside of their regular schedule.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the District.

Executive Assistant- Full Time

Primary Purpose

Responsible for all administrative duties in direct support of the Fire Chief and Designees, the Board of Directors, and District personnel.

Supervision Received

The District Full-Time Executive Assistant is a full-time position reporting to the Office Manager.

Supervisory Responsibilities

This position is not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees. This position has no role in operational command or control.

Minimum Qualifications - Education and Experience

Education and Experience

- Associate degree.
- Minimum of three years executive administrative experience.
- Highly proficient computer skills, including the use of Microsoft Office Suite and Acrobat Pro. Ability to become proficient in fire district management applications (Crew Sense, Active911, etc.).
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

Preferred Qualifications- Education and Experience

- Bachelor's Degree.
- Five years of experience in an executive administrative function.
- Previous work experience in a public sector position.

Required knowledge, skills and abilities

- Knowledge of basic report writing, grant writing/administration, and business communication; Ability to prepare reports and maintain accurate records;
- The ability to be bonded and to obtain Notarial Commission;
- Ability to obtain CPR/AED Certification within 6 months of hire;
- Thorough knowledge of state budget law, public meetings/records law and election law as well as District policies and Standard Operating Guides;

- Familiarity with Oregon Revised Statutes applicable to the District;
- Ability to work independently and use discretion in performance of duties within District policy and procedural guidelines;
- General familiarity of fire apparatus, equipment and terminology;
- Ability to effectively communicate in English, both orally and in writing as needed for essential functions of the job;
- Ability to perform those physical activities required for essential functions;
- Ability to apply principles and practices of supervision and coordination of v o l u n t e e r s ;
- Highly proficient in writing and general communications skills;
- Skill in understanding and operation of communication equipment including cellular phones, 1-Pads, computers, and pagers;
- Highly proficient computer skills, including the use of Microsoft office, QuickBooks Pro, and fire district applications;
- Ability to deal with interruptions in the scheduled workday; work harmoniously with other departments and the public.

Primary Responsibilities

The essential functions of the Full Time Executive Assistant include, but are not limited to, the following duties and responsibilities, which are listed in no order of importance or significance:

- Acts as an Executive Assistant to the Fire Chief in all administrative functions of the District;
- Assist with the planning, organizing and overseeing of all District administrative functions;
- Complete forms and compile reports in a timely manner;
- Organizes, coordinates and directs the administrative and office functions of the district per requirements of the Fire Chief, State statutes, district policies and/or Standard Operating Procedures;
- Provide recommendations to the Fire Chief regarding administrative and business functions of the district if requested;
- Provides administrative support as necessary to the stations, personnel and volunteers;
- Researches, compiles and computes information for a variety of reports (response analysis and forecasting) and/or documents as necessary; Assists with long range planning (Strategic Planning) and policy preparation as needed;
- Preparation of District correspondence, legal documents, contract/bid documents and community newsletters;
- Attends conferences or seminars as needed, overnight travel may be required;
- Responsible for answering incoming district calls, responding to requests, taking messages and routing calls to the appropriate person;

Secondary Functions

- Assist employees and volunteers when needed;
- Prepare ID cards for volunteers and chain of command;
- Assists in maintaining personnel records on all employees and volunteers.
- Prepare District mailers and newspaper postings;
- Maintain and assist with volunteer scheduling (Active 911, Crew Sense);

- Manage smoke alarm installation program,
- Manage Life flight and Fire med Membership Program;
- Prepare District mailers and newspaper postings;
- Organize and oversee special events such the annual Christmas party and Awards dinner;
- All other duties as requested by the Fire Chief;
- Web site maintenance;
- Scheduling facility use requests and posting on calendars.

Working Conditions

- Normal work assignment would be 40 hours a week but could vary based on needs of the District and to include nights and weekends. In some cases, hours may be longer as required to include callback for certain emergency calls while off-duty. May be required to attend meetings or classes outside of normal work schedule.
- Will be required to deal on a personal level with members of the public or subordinates that may be angry or uncooperative.
- Work is primarily conducted in an indoor office setting; the noise level is typical of most office environments where telephones, personal interruptions, and background noise are frequent. This level has a work environment that is usually well-protected, free from hazards or obstacles.
- Position requires physical effort such as light lifting, carrying or movement and is occasionally required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed.
 - The position requires mobility, including moving materials weighing up to ten (10) pounds on a regular basis and infrequently moving materials which may weigh up to twenty-five (25) pounds. Manual dexterity and coordination are required for a limited amount of the work period for the operation of equipment such as computers and other standard office equipment.
- Must be in a physical condition compatible with job requirements, with reasonable accommodation.
- Attendance at various meetings may require work after normal business hours and moderate travel possibly including overnight travel.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

CIVIL SERVICE STATUS: Non-Exempt FLSA STATUS: Non-Exempt BARGAINING UNIT: No



Scappoose Rural Fire District Job Classification System

Position Division	Non IDLH Fire Fighter (NIFF -P, NIFF-E) Operations
Immediate Supervisor	Company Officer
Supervision Exercised	This position is typically not supervisory in nature. May serve as the lead technician in charge of patient care, treatment, transportation and direct others to achieve the appropriate level of patient care. Evaluation of other employees or interns may be required as part of a Field Training Evaluation Program assignment.
Salary Status	Hourly
Civil Service Status Representation Status	This position is not covered under Civil Service System This position is represented by the District's Union

HIPAA Responsibilities: The NIFF has access to "Protected Health Information" generated by the Fire District's operations as outlined in District SOP L-2. This position must sign a HIPAA confidentiality form.

General Statement of Duties: The employee occupying the position of NIFF will be required as directed to respond to emergency medical, service and wildland fire calls. The employee will be responsible for general station and equipment maintenance. The employee will be required to instruct other EMS Providers and the general public in various related classes. The employee shall strive to develop and maintain good public relations for the Fire District. The employee shall be responsible to the Company Officer.

Typical Tasks: The intent of this listing of "Typical Tasks" is to describe the principal functions of the job description. The description shall not, however, be construed as a complete listing of the miscellaneous, incidental or substantively similar duties which may be assigned during the normal operations of the district.

- 1. Maintain as necessary, Fire District records, and prepare reports as assigned.
- 2. Ability to successfully drive and operate ambulances and staff vehicles as prescribed by the Fire District.
- 3. Assist when appropriate, the Fire District mechanics in conducting regular maintenance activities.
- 4. Respond to emergency medical, service and wildland fire calls for aid as assigned. May be required to work long hours in challenging and changing conditions such as high temperatures and steep terrain.
- 5. Under the direction of the company officer, they may be asked to serve as an instructor in specialized in-service training courses.



Scappoose Rural Fire District Job Classification System

- 6. The NIFF may attend conferences, schools and various meetings to keep abreast of new developments in emergency medical and wildland fire topics.
- 7. The NIFF shall be responsible for the cleanliness and maintenance of their station, apparatus, equipment and other district property assigned to or stored therein.
- 9. The NIFF shall participate in public education in their assigned area.
- 10. The NIFF shall be physically and mentally capable of performing all activities that emergency medical incidents require.
- 11. The NIFF shall perform other such duties as may be prescribed by their Company Officer or any Officer within the Chain of Command.
- 12. Other duties as assigned.

Required Knowledge, Skills, and Abilities (KSAs):

- 1. Have knowledge of and consistently apply the goals of the Fire District as outlined in the Vision, Mission, Values and Expectations Statements.
- 2. This position requires a moderate amount of Emergency Medical Service (EMS) transport experience. Candidates for this position should highlight their patient contact experiences rather than the length of time they held a position.
- 3. This position requires the member to pass a background check.
- 4. This position requires the successful completion of a medical evaluation by the District's Occupational Health Care Professionals, including an initial drug screening. The NIFF must successfully complete annual medical evaluations as prescribed by the District.
- 5. Ability to use new concepts and acquire skills rapidly.
- 6. Ability to perform effectively under a variety of circumstances and in extreme situations.
- 7. Ability to understand, follow and give oral and written instructions.
- 8. Ability to work effectively with the public, fellow employees and to project a positive image of the organization, their company and themselves.
- 9. Ability to work effectively with the District's computer hardware and software
- 10. Physical strength and ability sufficient to perform work of the class as established by the Fire District.
- 11. Ability to use knowledge in keeping the District's programs operating smoothly.
- 12. Ability to read, learn and remember new and updated detailed complex information, such as hazardous materials information, medical information, or changes in policy or procedures. Ability to apply information in a logical manner.
- 13. Ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities in a high activity, multi-task environment.



Scappoose Rural Fire District Job Classification System

- 14. Ability to deliver excellent customer service to the patrons of the District in a wide array of situations, including handling citizen complaints and solving customer problems with positive outcomes.
- 15. Ability to operate in the wildland fire environment.
- 16. Ability to operate and manipulate wildland fire equipment and tools.

Required Certificates and Other Qualifications:

- 1. Must be at least 18 years old
- 2. High School Diploma or equivalency
- 3. A valid and insurable driver's license in the state of Oregon.
- 4. NFPA HazMat Awareness or equivalent
- 5. Healthcare Provider CPR certification

For EMTs:

Licensed Oregon EMT, EMT Intermediate or Advanced EMT in good standing.

For Paramedics:

Licensed Oregon Paramedic in good standing* ACLS certification PALS or PEPP certification (or equivalent)

- *A licensed Oregon RN, PA, or MD in good standing may function in the role of a paramedic as an ambulance based clinician if the individual meets the above requirements and applicable requirements in OAR chapter 333, division 250. Ambulance based clinicians are also required to have:
 - Documented training and proficiency in the placement of advanced airways and endotracheal tubes with a minimum of 5 successful ETT placements.
 - CEN certification, CCRN certification, or an Oregon EMT license
 - A minimum of two years ICU, ED, or trauma experience is highly desired for ambulance based clinicians.

For Wildland Fires: S-130, S-190 and L-180

Preferred Education and Experience:

- 1. NFPA Driver or CEVO certification
- 2. PHTLS certification
- 3. NFPA Instructor I certification (or equivalent)
- 4. Associate Degree or higher in a related field
- 5. Working knowledge or demonstrated ability to interpret District Policies and Standing Operating Procedures and Guidelines.

Include copies of all certifications with application and resume.

FIRE DEPARTMENT OFFICE MANAGER

JOB SUMMARY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

Under general direction, the Fire Department Office Manager manages the administration support services of the Scappoose Fire Protection District. Responsibilities include providing general and confidential administrative support to the Fire Chief; managing the department's records and communications functions; coordinating various administrative and staff functions/work loads; assisting the department's budgeting and purchasing activities; serves as a member of the department's management team, coordinates activities with other City, County, Regional, and State departments and the general public; supervises assigned staff; performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief or his/her designee during absences.

Exercises direct and indirect supervision over assigned support staff.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

- Plans, organizes, and directs all activities of the Fire Departments Administrative Division, including, office automation and information systems, contract management, personnel management and training; evaluates subordinate personnel; coordinates disciplinary action as necessary.
- Oversees and participates in the development of the Scappoose Fire Protection District budgets; participates in the forecasting of necessary funds for staffing, materials, services and supplies; monitors the approved budgets; discusses and resolves budget issues with appropriate staff.
- Prepares and provides complex reports, correspondence, staff reports, ordinances, and resolutions to the City and Fire District Administrations, committees, city/district departments/stations, outside agencies, and the public.
- Coordinates training of division personnel; assumes responsibility for motivating and evaluating assigned subordinates; identifies and resolves staff deficiencies; participates in the recruitment, hiring, and training of division staff, including part-time.
- May serve on committees; may represent the Fire Department to other departments, agencies, community groups and/or the general public; participates in meetings, conferences, workshops, trainings, etc., as assigned.
- Establishes positive working relationships with representatives of community organizations, State/Local agencies and associations, City management, staff, and the public.
- Other duties as assigned.

MINIUM QUALIFICATIONS

Knowledge of: Principles and practices of organization, administration, and personnel management; principles and practices of budget preparation and administration; research methods, records management and report writing; information systems equipment and procedures; general responsibilities, rules and regulations pertaining to local government agencies/special districts, including municipal fire departments and fire districts.

<u>Ability to:</u> Plan, organize, analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; analyze facts and make sound recommendations; prepare completed staff work for oral and written communications; work with control sensitive and confidential information; estimate and project revenues and expenditures; plan, initiate, and complete work assignments with a minimum of direction; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative-working relationships in a team environment and with those contracted in the course work; utilize word processing, spreadsheet and presentation computer software in an effective and efficient manner.

EXPERIENCE AND CERTIFICATIONS

Any experience and training what would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible technical, administrative, or analytical experience in a public agency/special district or any combination of experience and training that would likely provide the required knowledge and abilities.

Education:

High school diploma or GED equivalent.

License or Certificate:

- Maintain possession of a valid Class C Oregon Drivers License and have a satisfactory driving record as a condition of employment.
- ICS/NIMS Certification

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must be a non-smoker.
- Must successfully pass a pre-employment medical examination, including a drug screening, fingerprint, background check, and reference check.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions:

Work is performed in a standard office environment.

Physical Conditions:

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. The need to lift, drag, and push files, computer reports or other materials weighing up to 25 pounds is also required.

DEPARTMENT:

Fire

DIVISION:

Command Staff

POSITION DESCRIPTION:

This position assists with informing the community of programs, services, incidents and

The incumbent must be available to work evenings, weekends, and holidays at an "on-call" basis as the department is a 24 hour/7 day a week operation.

GENERAL STATEMENT OF DUTIES

Under the direction of the Fire Chief, the Public Information Officer (PIO) shall perform a variety of duties for the District.

TYPICAL DUTIES:

- Conducting interviews as needed with print and broadcast media at times on a deadline
- Assisting news personnel in coverage of the department, including at the scene of incidents
- Assisting/advising members of the department in interacting with media representatives
- Preparing and distributing department news releases
- Updating the public on social media
- Assisting with news conferences
- Proofreading and editing materials
- Writing letters and memos
- Responding to questions from citizens and community leaders
- Making speeches/ presentations to community groups/meetings
- May supervise staff
- Performing other duties as assigned
- Research and compile all statistics for all alarms. Data is taken from CCOM CAD and activity sheets and combined onto Access software program.
- Assist in the organization of public education classes. Type cards and certificates as required.
- Other Duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university, public relations or journalism, teaching experience or a combination of education and experience. Valid Driver License.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

• Knowledge of public relations/public affairs and the laws and policies regarding the release of information

Recruitment & Retention Specialist

OVERALL RESPONSIBILITY:

The Recruitment and Retention Specialist works under the supervision of the Office Manager and oversees the Recruitment and Retention Program. The Recruitment and Retention Specialist will assist in developing, leading, and implementing comprehensive effective programs that will attract and retain qualified volunteers for the Scappoose Fire District. This position conducts business affairs within the scope of the policies and procedures of the Scappoose Fire District.

This position has responsibility for planning, organizing and directing the Coordination aspects of Recruitment and Retention. The Recruitment and Retention Specialist may be asked to participate in the strategic planning processes for the Fire District.

The individual fulfilling the duties and responsibilities of the Recruitment & Retention Specialist will at all times present themselves in a courteous, professional and responsible manner.

<u>REPORTS TO</u>: Scappoose Fire District Office Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Officer Manager or the Fire Chief. Specific duties and responsibilities within the three primary areas of responsibility include, but are not limited to:

- Assist in developing and maintaining an effective volunteer program.
- Recruitment and Retention Coordinator and Programs.

Function at both strategic and tactical levels, working in conjunction with personnel to analyze data/issues, forecast needs, draw conclusions, and identify potential solutions, project consequences of proposed actions, and effectively implement recommendations.

- Assist with project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication and presentation skills.
- Assist in establishing and maintaining effective internal and external working relationships.
- Utilize excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities.
- Attends meetings when assigned, and provide reports with the concurrence of the Office Manager or Fire Chief.

DESIRED MINIMUM OUALIFICATIONS

- Knowledge of basic fire service and EMS.
- Knowledge of techniques and programs that will successfully contribute to the recruitment and retention of volunteers and staff.
- Dealing harmoniously with people in promoting harmonious community and Department interactions.
- Work and communicate with people of all ages and socioeconomic groups.
- Communicate fluently in written and spoken English.
- Communicate effectively, orally and in writing
- Utilize and demonstrate logical and progressive reasoning ability that supports cause and effect relationships.
- Demonstrate logical, progressive deductive reasoning ability to arrive at reasonable conclusions in the absence of established facts.
- Create and manage budgets.
- Remain clear-headed and diplomatic in stressful situations.
- Obtain/maintain a valid Oregon State driver's license and good driver's record as identified by department policy.
- Successfully pass a thorough background investigation to include employment reference check and verification of all applicable certifications and educational degrees.
- Successfully pass a thorough criminal and civil background investigation to the extent permissible by law.

TRAINING AND EXPERIENCE

- A minimum of an Associate's degree and/or Fire Administration, Public Relations Mass Communications or other related discipline is required from an accredited college or university. Equivalent work experience may be substituted as approved by the Fire Chief.
- Preferred qualifications would include a Bachelor or Master's Degree.
- Preferred experience working in program management, and volunteer recruitment and retention.

The Scappoose Fire District reserves the right to evaluate and consider any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge and abilities listed herein.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical/Mental Demands:

- The individual must have the ability to conduct coherent voice communication in person as well via portable radio and telephone.
- While performing the duties of this job, the individual is frequently required to stand; sit walk; talk and hear; use hands to operate objects and reach with hands and arms.
- Hand-eye coordination is necessary to operate drawing instruments, computers and various pieces of office equipment.
- Work is performed primarily in the fire station and public assemblies.
- While performing the duties of this position, the individual will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with fire district members, other organizations and the public.
- The work requires a high level of time management ability, with the ability to prioritize competing work responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an individual encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other individuals.

Work is performed indoors and outdoors. The individual has extensive contact with the public.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility but it should not be considered an all-inclusive listing of work requirements.

This job description does not constitute an employment agreement between the Employer and Individual and is subject to change as the needs of the Employer and requirements of the job change.

FIRE INSPECTOR

Job Type Full-Time

FLSA Non-Exempt

Description of Primary Purpose

Primary Purpose:

Ensures compliance with municipal codes and regulations. Conducts Life Safety inspections and reinspections of commercial, industrial, multi-family residences, public, institutional buildings and temporary structures; checks for compliance with city, state and federal fire codes, ordinances and statutes as to fire hazards and fire protection equipment; obtains compliance through Code enforcement in a fair and equitable manner.

Under the general direction of the Fire Marshal, performs technical work in fire prevention, inspections and investigations; promotes fire safety through the enforcement of fire codes and public awareness. This job has no supervisory responsibilities.

THIS POSITION IS NON-EXEMPT

Essential Duties and Responsibilities

• Performs detailed field inspections to ensure conformance with Fire and Life safety Code.

Uses, interprets and enforces the current municipal and adopted codes. Conducts inspections of new and existing structures that include school inspections, tank inspections, paint booth inspections, occupancy load calculations, letters of intent, fire alarm issues, sprinkler system inspections, hood and duct system inspections, tents, driveway inspections, change of occupancy and change of use and ownership etc.

- Applies knowledge of relevant codes and related laws to identify violations and make determinations regarding the compliance of properties, buildings, structures and uses with municipal codes. Investigates complaints of possible fire hazard conditions, determines if fire hazard is present and takes enforcement action as needed. Works with property owners to resolve issues in a productive manner.
- Communicates with property owners, contractors, tenants and municipal employees in a respectful and accessible manner to explain various requirements of the code and describe code violations to gain compliance through constructive and effective working relationships.

- Makes accurate and complete written records of all relevant findings from field inspections and actions taken, presents findings to supervisor and management as appropriate.
- Reviews conformity with approved plans and conditions
- Performs other related duties as requested.

Required Knowledge, Skills, and Proficiencies:

Knowledge of the principles and practices of municipal code enforcement and methods for conducting in-field site inspections. Strong written, oral communication and interpersonal skills with the ability to communicate clearly and effectively with a wide audience of people from residents to industry professionals and interdepartmental staff.

Knowledge of fire prevention methods, adopted fire codes, city and state fire ordinances, federal statutes and regulations relating to fire prevention. Knowledge of building construction, construction methods and materials, sources and types of fire hazards, fire prevention devices and fire protection systems and equipment. Ability to identify hazardous conditions and to enforce codes and regulations firmly, tactfully and impartially. Ability to read and interpret building construction plans and specifications and to recognize deviations from such plans. Ability and willingness to learn municipal code requirements.

Willingness and ability to consistently provide a high level of customer service to the public through tactful but firm facilitation of code compliance as necessary. Ability to establish and maintain effective working relationships with property owners, occupants, contractors, the public and internal customers in achieving fire prevention goals. Knowledge of how to enter and retrieve information from database systems and how to use standard office productivity software – Windows and MS Office. Performance all work in a professional manner with the highest level of integrity and in accordance with the district's conflict of interest policies and practices.

Preferred Knowledge, Skills and Proficiencies:

Broad experience fire related inspections and demonstrated technical skills and abilities. ICC Fire Inspector II and Fire & Life Safety Specialist II from the Oregon Fire Marshal competency recognition program. Knowledge and experience enforcing the ICC International Fire Code.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of adopted local and state fire codes, and the methods and processes utilized to determine compliance.
- Skill in the use of word processing, spreadsheet, database and presentation software.
- Skill in time management and organization
- Ability to operate necessary equipment, including personal computer, tablet, calculator, copier, facsimile machine and other standard office equipment
- Ability to operate vehicle.
- Ability to read and interpret blueprints, construction, and fire protection system plans and specifications.
- Ability to compile data and effectively prepare statistical reports.
- Ability to verify mathematical calculations as they relate to plans, fire protection systems, and life safety elements of a construction project.
- Ability to establish and maintain effective working relationships.
- Ability to provide a high level of customer service.
- Ability to perform and meet frequent deadlines.
- Ability to speak clearly and persuasively in positive or negative situations.
- Ability to exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Minimum Requirements

- High School diploma or GED.
- Three years of technical experience in the construction and/or fire service industry, or related work experience.
- Must possess a valid Oregon Driver's License with acceptable driving record.
- Must possess a valid ICC Inspector I Certification.
- Must possess a valid DPSST Inspector 1 (Within 6 months of hire)
- Must possess Fire and Life Safety Specialist 1 from the Oregon State Fire Marshal Competency Recognition program (Within 6 months of Hire)
- ICS 100, 200 and IS-700

Education and Experience

Required Minimum Qualifications:

To perform this job successfully, an individual must be willing and able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

A high school diploma or GED equivalent is required.

Experience:

3 to 5 years of professional experience in code enforcement, building inspection, community policing or related field, preferably in a municipal government setting, or an equivalent combination of education, certification and training.

Certification / License:

- Must possess a valid ICC Inspector I Certification.
- Must possess a valid DPSST Inspector 1 (Within 6 months of hire)
- Must possess a valid Oregon Driver's License with acceptable driving record.
- Must possess Fire and Life Safety Specialist 1 (Within 6 months of Hire)
- ICS 100, 200 and IS-700

Supplemental Information

This work typically requires the following physical activities to be performed.

- Balancing maintain equilibrium to prevent falling while walking, standing, or crouching.
- Climbing ascending, descending ladders, stairs, ramps, requires body agility.
- Crawling moving about on hands, knees, or hands, feet.
- Crouching bending body forward by bending leg, spine.
- Feeling perceiving attributes of objects by touch with skin, fingertips.
- Fingering picking, pinching, typing, working with fingers rather than hand.
- Grasping applying pressure to object with fingers, palm.
- Handling picking, holding, or working with whole hand.
- Hearing 1 perceiving sounds at normal speaking levels, receive information.
- Hearing 2 receive detailed information, make discrimination in sound.
- Kneeling bending legs at knee to come to rest at knees.
- Lifting raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Mental Acuity ability to make rational decisions through sound logic, deductive reasoning.
- Pulling use upper extremities to exert force, haul or tug.
- Pushing use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching extending hands or arms in any direction.
- Repetitive Motion substantial movements of wrists, hands, fingers.
- Speaking expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing for sustained periods of time.

- Stooping bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking 1- expressing ideas by spoken word
- Talking 2 shouting to be heard above ambient noise.
- Visual Acuity 1 prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 color, depth perception, field of vision.
- Visual Acuity 3 determine accuracy, neatness, observe facilities/structures.
- Visual Acuity 4 operate motor vehicles/heavy equipment.
- Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.
- Walking on foot to accomplish tasks, long distances, or site to site.

Work performed is primarily:

• *Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT

Fast-paced, customer service-oriented environment with a high degree of independent work through field inspection (using district owned vehicle) of properties and construction sites. Also, spends time in office to document inspections and provide support for permit management. An inspector may be exposed to cold, wet, hot and humid weather conditions. Inspections may be required to be performed in high places and the inspector may experience loud noises comparable to the conditions experienced by a typical Fire / Building Inspector. From time-to-time paid overtime is required to address special events, fire investigations and inspections as needed.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Bloodborne Pathogens:

None.

Position	Fire Marshal
Division	Administration
Immediate Supervisor	Fire Chief
Supervision Exercised	Supervision of Fire Prevention Staff and programs

HIPAA Responsibilities: The Fire Marshal may have access to "Protected Health Information" generated by the District's operations and must sign a HIPAA confidentiality form.

General Statement of Duties: The Fire Marshal is the second level in a two-level Fire Prevention Series. The position of Fire Marshal is responsible for oversight and supervision of the Fire Prevention Program which includes the enforcement of all State and local laws, ordinances and standards pertaining to the protection of life and property from fire. The position performs fire and life safety inspections, reviews fire and safety plans to verify code compliance, provides plans input for Fire Code compliance for new and existing construction, conducts investigations of fires, prepares reports, implements fire safety/prevention programs and coordinates and delivers public education and information regarding fire and life safety practices/procedures. The Fire Marshal may be called upon to plan, organize, direct and control fire suppression activities, provide support functions for emergent situations, function as a command officer at emergency scenes, and act in capacity as a duty officer. The Fire Marshal is the program liaison between the District and Oregon State Fire Marshal Office in the capacity as stated above.

The Fire Marshal is distinguished from the Fire Inspector by his/her focus on budget and program management regarding Fire Prevention and Education. The Fire Marshal may perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluations.

Core Competencies:

- **Integrity/Accountability:** Conducts oneself in a manner ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of the District, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the Fire District taking pride in being engaged in the community.
- Vision: Actively seeks to discover and create ways of doing to the best of his/her ability using resources and skills; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- Leadership/United: Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

ESSENTIAL POSITION DUTIES: These duties are a representative sample; position assignments may vary.

- Manages the Fire Prevention Program by providing direction for various programs and assignments, approving allocated expenditures, analyzing statistical information, comparing local, state and federal trends, monitoring compliance with target goals for response to grants and other inquiries, and analyzing municipal fire problems and making recommendations that will insure adequate water supply for fire suppression.
- Supervises departmental staff, including coordinating and directing workflow, making work assignments, training, making disciplinary and hiring recommendations and conducting performance evaluation.
- Provides general assistance to internal and external customers by attending meetings, participating on committees, coordinating activities and programs with groups, and providing public education on Fire and Life Safety topics.
- Inspects structures, properties and fire protection systems for compliance with fire and life safety codes, consults with parties regarding violations, alternatives and recommendations, and prepares inspection reports.
- Reviews building and site plans for access and water supply compliance.
- Manages driveway permit process
- Conducts Driveway inspections and makes recommendations about access and water supply challenges for new residential construction.
- Proposes new and revises current local fire and life safety related ordinances and codes.
- Responds to assist at emergency scenes in a command or suppression capacity, and investigates fires occurring in the District to determine the origin and cause and prepares associated fire reports. (Assisting the Police Department in criminal matters).
- Performs other duties of a similar nature or level.
- Operates at the position of Battalion Chief within the District organizational chart.

Training and Experience (positions in this class require):

- Associate degree in Fire Science or a related field
- Bachelor's degree in Fire Science or related field (Preferred)
- Minimum of 7 years of fire suppression and/or fire prevention related field experience and 5 years of supervisory related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Class C driver's license or ability to obtain one upon hire date.
- OFLSCR Level IV Fire Marshal Certification
- ICC Fire Inspector I and II
- NFPA Fire Investigator Certification or equivalent.
- Incident Command Systems (ICS) I-200 Certificate.
- NFPA Fire Officer II Certificate.
- NFPA Fire Officer II Certificate or obtain within 18 months of hire date.
- NWCG STLD/TFLD (Or ability to obtain within 18 months).
- Incident Command Systems (ICS) I-300/I-400 Certificate within 18 months of hire.
- EMR Certified (minimum) or EMT-Basic Certification (Preferred)

The following certifications are desirable at the time of hire or ability to obtain within 18 months of hire dates:

- ICC Fire Plans Examiner Certification
- BCD OIC and FLS Licensure
- NAFI CFEI/IAAI CFI certification or FIT
- ICC Fire Marshal Certification
- DPSST Juvenile Fire setter Intervention Specialist I.
- NFPA Public Fire/Life Safety Educator 1.
- NFPA or equivalent Public Information Officer.

Knowledge (positions in this class require):

- Supervision/management theories, principles and practices.
- Major emergency incident command (inclusion of fire, ems, rescue, etcetera).
- Hazardous materials management.
- Fire service safety practices.
- Principles, practices and techniques of fire prevention, inspection and investigation.
- Fire prevention laws, ordinances, rules and regulations to include Oregon Fire Code, Oregon Building Code, and National Fire Protection Association Standards.
- Thorough understanding of NFPA 72, NFPA 13, NFPA 13R and NFPA 13D
- Educational methods and instructional techniques.
- Emergency vehicle operation, tactical driving methods, and defensive driving techniques.
- Technical report writing.
- Building construction.
- Personal computers and related software applications.
- Applicable Federal, State, and local laws, rules, and regulations.

Skills (positions in this class require:

- Applying management theories and practices.
- Reading, revising and interpreting codes, standards, and ordinances.
- Problem analysis and solution by applying critical thinking methods.
- Appropriate and effective independent decision making.
- Analyzing, prioritizing and organizing tasks under pressure.
- Making public presentations.
- Writing technical reports.
- Enforcing laws, codes, ordinances and standards with impartiality, firmness and tact.
- Building and maintaining effective working relationships with the public, fellow employees, building officials and other agencies.
- Communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. enough to exchange or convey information and to give and receive work direction.

Physical Requirements:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, walking, talking, hearing, seeing and repetitive motion.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

The Fire Marshal may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel.



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Interim Fire Chief Pricher

SUBJECT: Filling Vacant Fire Chief Position

DATE: August 6th 2020

Requested Action: Board deliberations and plan to fill the vacant Fire Chief position.

Critical date for action: September 10th 2020

Purpose:

Scappoose Fire has not filled the permanent Fire Chief position since the May 29 2020 special Board meeting. While the retirement of the Fire Chief officially occurred the 30th of June, the Fire District has not had the 3rd Chief position filled since the 29th of May 2020.

In order for the fire district to be able to perform at optimum capacity and capability, all of the leadership positions need to be filled. Starting in July of 2020, Scappoose Fire assumed all management functions and responsibilities that had previously been shared since 2013 with an IGA for Duty officer Coverage and then again in 2016 when there was an opportunity to consolidate with CRFR and share Chief Officer responsibilities.

The additional workload with less staff significantly challenges the efficiency of the current Chief Officers and pushes them past the point of diminishing returns. Currently, staff has been able to absorb the additional duties; however, this can only last for so long as the workload continues to increase.

Hiring processes take a while. Depending on the option the Fire District Board chooses, this process could take as long as 8 months or as little as 5 months. If the Fire district uses an outside consultant, several weeks will be spent agreeing on details for the process, marketing, contracts and what the district is specifically looking for. After that, a posting will require a minimum of 30 days, 15 days to process applicants and approve who the Board wishes to test or interview. Time will need to be planned for notification of candidates and then scheduling of interviews. It could take 3-4 months just to get to a prospective job offer. Time will need to be given for background investigations and the successful candidate leaving one job and moving to Scappoose. In other words, the Board needs to consider the time factor in this decision.

Impact:

It is no secret in the classical music world that if all the talented and gifted musicians were assembled for a symphony, they would not be able to perform their best without a conductor. The conductor sets the tone, knows the strengths and weaknesses of the musicians and is able to balance out the sounds to bring together something that the audience will be mesmerized by. The feeling and emotions are what help to keep the musicians together and function as a fine-tuned machine.

Using that analogous as a comparison to the situation the Scappoose Fire District is in, I think it is safe to say that we have the best employees and good equipment (instruments), we have a captive audience (the public), however, we need to have a good conductor or in our case a Fire Chief. We need someone to be able to plan, direct, use the strengths and weaknesses of the staff and balance all of the resources to provide the service to our public that they expect, will be proud of and support.

Scappoose Fire has been on a unique journey in the last year in that we have had 3 individuals fill the role of conductor. The trials that this has caused over the last year has taken a toll of the staff, the Board and community. It is imperative that moving forward, our next Fire Chief can solidify the role of bringing everyone together. The longer we delay in filling that vacancy, the greater the opportunity to lose the momentum we currently have with our internal stakeholders, external stakeholders and the community.

Availability of funding:

The district has set aside just over \$15,000 to use for the Fire Chief hiring process

Coordination:

Depends on the option the Board chooses.

Contact person(s):

Jeff Pricher

Janine Salisbury

Attachments: Contractor contact information for 3 reputable consultants.

Recommendations / Options:

- 1. The Fire District uses internal staff to conduct a hiring process
- 2. Fire District Board keeps the Interim Fire Chief in place indefinitely
- 3. Fire District Board Appoints a Fire Chief
- 4. Fire District Board utilizes the services of one of the three companies (listed below in no specific order or weight)
 - a. Emergency Services Consulting International
 - b. Western Fire Chiefs Association confidential hiring process
 - c. Special District Association of Oregon
 - d. Prothman Company

Conclusion:

Regardless of the inferences of needing to move expeditiously in filling the Fire Chief vacancy, it is very important that a reasonable amount of time is planned for and taken to make sure that the right person is chosen. One other consideration to consider including in your process might be to have a few of the Board members break into groups to poll all of the stakeholders that relate to the Fire District. This effort would be to seek their input and thoughts on what is needed for this important position. The inclusion of the stakeholders will go a long way in maintaining and building foundational relationships and continuing on the 'Scappoose way,' which is to be community inclusive.

c file r.f.

Executive Search/Assessment Center

→ Click Here For Current Executive Recruitments

Executive Search

In today's environment of shrinking budgets and the demand for additional services, the filling of supervisory and administrative positions is one of the most important processes facing emergency service organizations. The up front cost to properly select a qualified individual is a sound investment when compared to the thousands of dollars wasted and months and years lost if the wrong person is placed in a critical leadership position. Emergency Services Consulting International (ESCI) can bring together the resources necessary to streamline the selection process, as well as screen and allow for the proper selection of candidates for these essential positions. Executive Searches and Assessment Centers may be completed in association with each other, or on a stand-alone basis.

An Executive Search eases the demands of advertising, recruiting, screening, testing, and interviewing of candidates when replacing personnel. To ensure success, ESCI:

- Analyzes the position and job culture
- Formulates or reviews the job description for the position to ensure it is properly designed and meets with current laws and regulations
- Details the responsibilities and authority
- Establishes the time frame required to properly conduct the search

Based on these factors, a search is conducted. ESCI reviews all of the responses in order to present a predetermined number of qualified candidates for an assessment center, or for the interview process. The steps included in this portion of an Executive Search are:

- Advertise the position regionally, nationally, or locally (based on preference)
- Screen the applications and resumes
- Check references
- Conduct interviews (on-site or telephone)
- Assist in contract negotiations (optional)
- Make notifications to all applicants (successful and unsuccessful)

ESCI takes great pride in its ability to seek out and match high-quality individuals with the organization to which their skills match. Executive Searches may be conducted for executive and administrative officers, 9-1-1 directors, chief officers, assistant directors, operations managers, company officers,

WHAT WE DO

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Career Coaching Services

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Conference Presentations

Cooperative Efforts/Shared Services Feasibility Studies

Executive Search/Assessment Center

Succession Planning for Fire and Rescue Organizations

EMS Evaluation

Fire Department Evaluation

Emergency Services and Communication Center Evaluation

Growth Management/Master Planning

Municipal Service Review

Staffing Analysis

Standards of Cover

Station Location and Deployment Study

Strategic Planning

Upcoming Speaking Engagements

9-1-1 Communication Consolidation

sergeant and lieutenant positions, and dispatch supervisors.

Assessment Center

An Assessment Center is a systematic and comprehensive personnel evaluation methodology. Preselected candidates are placed in a controlled but challenging environment. The evaluation exercises are crafted to measure the candidate's abilities (individually and as a team member) to perform the same tasks, use the same skills, and project the same philosophy that would be necessary within the scope of the position itself. Exercises commonly used include:

- Oral presentations
- Conflict management role playing
- Technical writing skills
- Problem solving
- In-basket and organizational logic

- Leaderless group processes
- Tactical command simulations

These exercises are designed to evaluate the communication skills, supervision, leadership, problem identification and analysis, interpersonal skills, and the stress tolerance of the applicant. To ensure that the process is successful, ESCI:

- Evaluates/analyzes the job
- Identifies key performance dimensions
- Identifies success indicators and attributes
- Develops the measurement exercises
- Establishes and trains a panel of assessors
- Conducts the assessment center
- Tabulates the scoring
- Evaluates the results
- Ranks the participants in order of performance

ESCI has an impressive record of candidate selection and placement. Some of the advantages of the Assessment Center process include:

- Measures the applicant's ability to perform in role-specific situations
- High success rate (versus traditional processes) as defined by employer and employee satisfaction
- Allows the agency to objectively compare applicants
- Evaluates dimensions necessary to effectively do the job
- Improves credibility of the organization
- Minimizes the risk of examination challenge
- Improves public trust in the testing process

The Assessment Center process may be used for existing positions or in conjunction with Executive Searches or the Recruitment, Screening, and Testing Services.

ABOUT US

EXECUTIVE SEARCH

Contact Staff Webinars & Podcasts Who We Work For Resources Testimonials What We Do

RESOURCES

High Performance Management Teams Recruiting, Training, and Maintaining Volunteer

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WE'VE BEEN DEVELOPING LEADERS IN THE FIRE SERVICE FOR OVER 120 YEARS.

LET US HELP YOU FIND YOUR NEXT FIRE CHIEF.

What We Do

Partner with the Western Fire Chiefs Association and we'll not only help you find the right Fire Chief, we'll help clarify the role, set goals, and assist in establishing overall expectations. Our nonprofit Association has supported the fire service for 120 years. We have the necessary experience, contacts, and skillsets to supplement your team.



Confidential Search Permanent Placement

A confidential and inclusive process that attracts candidates nationwide. Our personalized outreach can entice qualified candidates that wouldn't otherwise apply.



Interim Management Temporary Executive Staffing

Our Talent Network is composed of vetted Fire Chiefs that are

ready to work. We can deliver you options within 24 hours.





Embracing candor, inclusiveness, and fit



Targeting qualified candidates that may not be searching



Aligning agencies with well-matched talent through our unparalleled approach



We've conducted searches for our clients in Oregon, Washington,

California, and Nevada. Please contact us for references.



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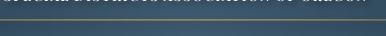
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SPECIAL DISTRICTS ASSOCIATION OF OREGON

CONSULTING SERVICES PROGRAM





Special Districts CONSULTING SERVICES

About the Consulting Services Program

The SDAO Consulting Services Program was established in 2007 to assist districts with addressing complex issues as they work toward providing their patrons with cost-effective, highly desirable, and efficient public services. The program has been here to provide our districts with expert advice and guidance for reducing risk, improving services, and planning for the future. With a cadre of expert consultants at its fingertips, the Consulting Services Program can assist districts with board and organizational assessments, management recruitment, strategic planning, board and staff training, meeting and process facilitation, and overall best practices for your district.

Mission of the Program

Provide members with assistance in making sound management and policy decisions that are in alignment with best practices and state law. As a result, districts operate more proficiently, with less conflict and liability exposure, providing more resources for their specific service.

Overview of Services:

Organizational Assessments

Our team of consultants have the expertise to assist your district with assessing your overall operation. With a look from the outside, our consultants can provide you with guidance and recommendations that will set your district up for long-term success. Consultants assess organizational efficiencies and effectiveness; financial sustainability; personnel management; operating policies and procedures; staff and board training opportunities and involvement; and specific operational activities associated with the type of district being assessed. A written report is provided to the district that summarizes the consultant's findings and recommendations for improvements.

Management Recruitment

Our management recruitment services are tailored to meet your district's needs at a substantially lower cost than national recruitment services. We do this through working hand-in-hand with district leaders to design and implement an inclusive recruitment process that best fits the need of the district. The amount of assistance can range from SDAO outlining the recruitment process for the districts to implement, to SDAO leading and facilitating the entire process.

Basic Planning

Consultants are available to assist districts with a wide range of planning projects. This service is focused on facilitating and outlining basic goals, objectives, and actions to assist the district with preparing for a preferred future or address management/operation issues. Implementation details and evaluating performance measures are generally left for the district to complete. Consultants can assist districts with developing strategic, business, capital equipment, training, and succession plans.



Board Practices Assessment

The Board Practices Assessment (BPA) shows district boards how they rate in six key areas of risk management. The BPA reveals how a board performs in such areas as communications, customer relations, personnel, operations, etc. Results of the BPA underscore the significant link between a board's performance and their district's risk management experience. Simply put, good board practices lead to sound risk management.

Board Trainings

Consultants are available to provide trainings for board members that identify key roles, responsibilities, and duties of board members in the areas of CEO/board relations, ethics, finances and budget management, public meeting requirements, and other issues associated with governing a district.



Special Projects

Consultants are available to assist districts with special projects or problem solving when an issue has come to the surface. Through facilitation, research, investigating, and interviewing, consultants can assist with addressing a variety issues such as meeting and process facilitation, public outreach, board/manager relations, and reviewing, updating, and implementing policies and procedures. Consultants can also be assigned to provide general guidance, mediate an issue, and/or mentor executive level managers.

First Eight Hours Free

Member districts are eligible for up to eight hours of free services provided by our consultants. After this time is exhausted, members will have the option of continuing at an hourly rate.

<u>Testimonials</u>

"I have been involved with recent SDAO assessments for both a fire district and a water district. The assessments provide invaluable information to the Board and senior staff on how the district operates and functions. As a result, we have a clear picture of our current operations, a vision for the future, and recommended steps to fulfill that vision. SDAO consultants are extremely knowledgeable professionals that provide sound advice and guidance that will help your district excel."

Eric Cederstam, Board Member, Wy'East Fire District and Crystal Springs Water District

"We've chosen SDAO Consulting Services because of the quality service they provide. We have used the service to help facilitate the development of a Strategic Plan and completion of the Board Practices Assessment. Both times, Commissioners have commented on how they appreciate the services that SDAO provides. Having resources like the Consulting Services Program at our fingertips is indicative of the great value SDAO membership is for our district."

Jeff Hazen, Executive Director, Sunset Empire Transportation District

"River Road Park and Recreation District has been fortunate enough to take advantage of the consulting services that SDAO offers. With a large portion of our staff nearing retirement, our district needed a succession plan, and we were fortunate to work with SDAO's talented staff to successfully plan our transition moving forward. We have also worked closely with SDAO's consultants to assist us with addressing complex issues associated with city and county contracts and working relationships. We would highly recommend the SDAO consulting services and their professional staff to any district."

Dale Weigandt, Superintendent, River Road Park and Recreation District

"As a Board Member and Senior Staff Member in Emergency Services I have worked with Consultants from SDAO Consulting Services Program multiple times and have found the services, best practices recommendations and technical assistance to be invaluable during daily activities and stressful times. The consultants understand our needs and limitations. They provide practical recommendations and facilitate a consensus of action between all those involved. It has been a pleasure to work with SDAO's dedicated staff."

Eric Swanson, Board Member, Tillamook Fire District

"On two occasions, the Heceta Water Public Utility District has participated in SDAO's Board Practices Assessment. The Board has enjoyed the experience because they feel that SDAO seriously cares about their performance as a board. The Consultant's Impressions and Recommendations section of the assessment provides needed guidance for the board, it is timely, and it directly relates to the input received by the consultant."

Vickie Kennedy, Office Manager, Heceta Water Public Utility District



George Dunkel, Consulting Services Administrator

Phone: 503-369-2050 Email: gdunkel@sdao.com

Shanta Carter, Office Assistant Phone: 503-906-7251 Email: scarter@sdao.com

www.sdao.com

The Prothman Company | Our Services: Executive Search

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Executive Search

Our Services

We know how to attract top talent, nationally and regionally. We are experts in locating, attracting, screening and interviewing. We have read and screened thousands of resumes and applications, and interviewed over 5,000 semifinalist candidates. We have extensive contacts and databases. Even in the tightest employment markets, we can locate and attract top talent for you.

Our Clients



Searches That Succeed. On Time. On Budget. Guaranteed!

We have conducted hundreds of successful national and regional executive

searches. The tenure of our placements is among the best in the industry, and we guarantee all full-search placements. Our clients and candidates continually tell us that we have the best process and client service in the industry.

We recognize that every client is unique so we start every recruitment with a project review, and then we tailor every search process to meet each client's individual needs. Our search consultant forms a partnership with you, working as an advisor and facilitator throughout the process. Our process has proven itself over and over, so you can be assured that your chosen candidate will not only be highly qualified, he or she will also be a perfect "fit" for your organization. Guaranteed!

Our Process Includes:

Project Review (Tailoring the Process)

We work with you on details such as project schedule, geographic scope of the search (national or regional), compensation package, identifying key stakeholders, and overall design of the search process.

- Information Gathering and Research (Soliciting Input)
 Our goal is to thoroughly understand the preferred candidate qualifications, as well as the values and culture of your organization.
- Position Profile Development (Identifying the Ideal Candidate)
 The Position Profile describes the position you are hiring for and your ideal candidate's
 qualifications. It also highlights your organization, the community and surrounding
 area, and serves as the foundation to determine a candidate's "fit" within your
 organization and community.

Recruitment & Advertising Strategy

(*Locating Qualified Candidates*) We will design an effective advertising strategy to identify and reach the candidates who are best suited for the position. We recognize that often the best candidates are not actively looking for a new position so we reach out with a targeted direct mail and phone call campaign.

• Candidate Screening (Narrowing the Field)

Once the application deadline has passed, we will screen the applicants in order to find the most outstanding candidates. Throughout the screening process, our search consultant works as an advisor and facilitator, bringing you detailed information on the candidates and then leading the discussion, helping the decision makers come to consensus. Structured references and detailed background checks will be performed on all finalists.

• Final Interviews (Selecting the Right Candidate)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate. We will work with you to design a final interview process that works within your budget and allows you several opportunities to observe the candidates in various settings so that you can learn as much as possible about each candidate and best assess how each candidate will fit into your organization.

Facilitate Discussion and Evaluation Process

After the interviews, we will first facilitate a debrief with all of the interview panel participants, providing the decision makers with the panel members' perceived strengths and weaknesses of each candidate. We will then facilitate the discussion and evaluation process with the decision makers, helping those involved come to

The Prothman Company | Our Services: Executive Search

consensus. We will also organize any additional candidate referencing or research, if needed.

Facilitate Employment Agreement

Once the top candidate has been selected, we will offer any assistance the client requires in developing a letter of offer and negotiating terms of the employment agreement. ***Should a top candidate not be selected, we will repeat the recruitment at no additional fee.**

371 NE Gilman Blvd., Suite 310 Issaquah, WA 98027 206.368.0050



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Tuesday, July 28, 2020

To: David Graham President - Board of Directors Scappoose Rural Fire District

Dear President Graham,

I am writing to express our gratitude for the help your organization provided on July 25th, 2020. Our community experienced a wildland fire that quickly grew past the capability of our resources. Even though mutual aid agreements are in place, one always hopes to not use those agreements. Saturday, this wildland fire was one of those incidents our agency needed help from our neighbors.

As a small, all volunteer Fire District, who responds to a few alarms per month, our team had not experience an incident of this magnitude before. Once this was realized by our first arriving units, they began to ask for help. Our first request was for a water tender from Scapoose. This brought a phone call (and a photo of a smoke column from the Island) to me from Chief Pritcher. Chief Pritcher asked if he could help, which I eagerly accepted. Chief Pritcher responded with Water Tender 431 and helped quickly established the immediate objectives once arrived.

When I arrived on scene, Chief Pritcher was leading Division A which was the side of the fire with structures being threaten. In my interaction with the Chief while performing his duties, Chief Pritcher was professional, courteous and treated our team and community like it was his own while still showing respect and humbleness toward me. Chief Pritcher also used his wildland skills to help fall some trees damaged during the fire causing them to be an extreme safety concern (photo included). Because of our professional relationship, I implicitly trusted his judgement and actions.

Overall, a water tender and brush engine (in addition to Chief Pritcher) responded to help with this incident. All the firefighters worked extremely hard on containing this fire. We truly would have lost property or worse yet, injured someone, without your help.

You should be very proud of the personnel who responded to Sauvie Island. They reflected the knowledge, training and professionalism of your organization. I would be (and I am) proud of them. I know it is cliche to say, but this is what being part of the Fire Service family is about. Our community, our Fire District Board of Directors and I, personally, wish to thank you and your organization for the help on July 25th.

Respectfully,

Chris Lake Fire Chief Sauvie Island Fire District

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