

Scappoose Rural Fire District
Board of Directors Regular Meeting

Thursday, August 10, 2023

Microsoft Teams meeting

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Meeting ID: 273 755 937 628

Passcode: khapZx

- I. Call to Order & Flag Salute
- II. Roll Call
- III. Public Comment
“This is the time for public comment on agenda and non-agenda items. The Board will not take any immediate action but will document all comments and/or concerns. Please note, personnel concerns will not be discussed in a public meeting. If you have any concerns with personnel, please schedule a meeting with the Fire Chief or Board President.”
- IV. Consent Agenda
 - A. Approve Minutes from 7-13-2023 regular meeting
 - B. Approve July 2023 Profit & Loss Detail
 - C. Approve July 2023 Budget vs. Actual
- V. Statistical Data
 - A. Ambulance Activity Report
 - B. Response Activity Report
 - C. UAS Flight Summary
- VI. Staff Reports
 - A. Chief’s Report
 - B. Operations Report
 - C. EMS Operations Report
 - D. Fire Marshal & Training Report
 - E. Member Outreach/Battalion Aide Report

- F. Finance Report

- VII. Old Business
 - A. Lexipol Policy Updates

- VIII. Committee Reports
 - A. Management Team
 - B. Long Range Planning Committee
 - C. Awards & Incentives

- IX. Miscellaneous

- X. New Business

- XI. Communications
 - A. Thank you from Bushnell

- XII. Good of the Order

- XIII. Adjourn

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

PREVIOUS MEETING MINUTES



SCAPPOOSE FIRE DISTRICT

P.O. BOX 625 SCAPPOOSE, OREGON 97056

Scappoose Rural Fire District Board of Directors Regular Meeting Thursday, July 13, 2023 Microsoft Teams meeting

Meeting ID: 273 755 937 628

- I. **Call to Order & Flag Salute**
President Reeves called the meeting to order at 7:05 pm.
- II. **Roll Call**
President Reeves, Vice President Gift, Director Kriek, Director Graham, Director Sorenson, Chief Pricher, Lt. DuBois, FF Chaffeur, FF Dietz, ERT Curio, ERT Cardoos, FA Heath
- III. **Public Comment**
There was no public comment.
- IV. **Organizational Meeting - In accordance with Board Policy 2.18**
Select President, Vice President, and Secretary/Treasurer of Board
Director Sorenson nominated Director Reeves for Board President.
Seconded by Director Graham.
Motion passed unanimously.
Director Gift nominated Director Graham for Board Vice President.
Seconded by Director Sorenson.
Motion passed unanimously.
Director Graham nominated Director Gift for Board Secretary/Treasurer.
Seconded by Director Kriek.
Motion passed unanimously.

- State official newspaper
Director KriECK moved that The Spotlight Newspaper be the paper of record. Director Gift seconded.
Motion passed unanimously.
- State regular Board meeting date, time, and place
Director Graham moved to keep the meeting time and place the same (second Thursday of the month at 7:00 pm at Scappoose Fire District Main Station).
Director Gift seconded.
Motion passed unanimously.
- Establish employee evaluation month
Director Graham moved to keep February the employee evaluation month.
Director KriECK seconded.
Motion passed unanimously.
- Review the status of legal counsel
Discussion on current legal counsel. After asking Chief Pricher for thoughts on the current counsel, the board decided to continue with Local Government Law Group another year.
- Review current contracts (no motion)
The contract list in the packet needs additional updating. The Board directed staff to update and re-present the list at a future meeting.
- Annual ethics disclosure (no motion)
Director KriECK declared a potential conflict of interest due to his son being a current employee. President Reeves declared a potential conflict as a current employee of the City of Scappoose.

V. **Consent Agenda**

Director Graham moved to accept the consent agenda. Director KriECK seconded.
Discussion: Questions from the Board included expenses in the 750 Maintenance of Equipment line, an expense for a SPOT tracker, insurance refunds, mowing charges, and Capital Outlay expenses in both General and Grant Funds. Directors commented on the positive tax revenue. After explanation of expenses the **motion carried unanimously.**

- A. Approve Minutes from 6-8-2023 regular meeting
- B. Approve June 2023 Profit & Loss Detail
- C. Approve June 2023 Budget vs. Actual

VI. **Statistical Data**

- A. Ambulance Activity Report – Directors commented on the high transport & revenue numbers.
- B. Response Activity Report – Directors asked about new hires & their responsibilities.
- C. UAS Flight Summary

VII. **Staff Reports**

A. **Chief's Report**

Discussion: Chief Pricher answered questions about the Marine Fire Investigation class, recently held at the station. He also answered questions about the program at Scappoose High School scheduled to begin next year and paid for with grant funds.

B. **Operations Report**

Discussion: Director Gift asked if the tender and engine were still in development and expected in early 2024. Directors also asked for an update on the Chapman roof replacement. There has been no new development on this project. Chief Pricher explained the need and upcoming move from a .us email domain to a .gov domain.

C. **EMS Operations Report**

Discussion: Director Gift asked a question about the new physical advisor and the Community Paramedic program. The employee for this program will start Monday, July 17, 2023.

D. **Fire Marshal & Training Report**

Discussion: Director Sorenson inquired about two calendar engagements listed on the Fire Marshal's report, as they were in the Chapman area. The Board commented on recent NFA class participation.

E. **Member Outreach/Battalion Aide Report**

Discussion: Board members liked that our outreach and pub ed has picked up and commented on the photos in the Member Outreach report. President Reeves requested that the report include the author's name.

F. **Finance Report**

Discussion: Director Sorenson asked about the impact of the PERS increase. FA Heath said she would get back to the board on the increase for FY23-24. There was discussion on the positive EMS and GEMT revenue for FY22-23.

VIII. **Old Business**

A. Lexipol Policy Updates

IX. **Committee Reports**

A. Management Team – The team met prior to the meeting to discuss financial oversight practices, fraud protection, and cash carryover calculations among other items.

B. Long Range Planning Committee – No meeting.

C. Awards & Incentives – On-going

X. **Miscellaneous** - Nothing

XI. **New Business** - Nothing

XII. **Communications** - Nothing

XIII. **Good of the Order** – Board members commented on the great response to the July 4th Breakfast which brought in \$8400 before expenses and served over a thousand people.

XIV. **Adjourn** – Director Gift moved to adjourn at 8:15. Director Kriek seconded.
Motion carried unanimously.

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

Susan Reeves, Board President



Submitted by Maria Heath

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire Protection District

Profit and Loss Detail

July 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Income/Expenses				
Income				
1. GENERAL FUND REVENUES				
				\$96,872.39
				\$1,339.18
				\$675.00
				\$46,950.00
				\$10,964.11
				\$1,352.83
				\$39,344.29
Total for 1. GENERAL FUND REVENUES				\$197,497.80
Total for Income				\$197,497.80
Expenses				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance				
07/10/2023	Deposit		July COBRA insurance	-788.35
07/13/2023	Bill	S.D.I.S.	Health Insurance Premiums- July	35,605.56
07/13/2023	Bill	Standard Insurance	Life, LTD, & AD&D	1,371.61
07/18/2023	Expense	Benefit Help Solutions(FSA)	Flex Savings Acct fee	75.00
07/26/2023	Expense	Paychex Payroll	Flex spd- cash out	10,067.10
07/26/2023	Expense	Paychex - tax	OR ER Work Benefit	62.23
07/26/2023	Bill	HRA VEBA Trust	ER Contributions July	10,697.39
07/26/2023	Bill	Colonial Life	Accident/Cancer policy for volunteers	777.40
07/31/2023	Deposit		August COBRA insurance	-788.35
Total for 550 Insurance				\$57,079.59
560 Personnel Salaries				
07/12/2023	Expense	P.E.R.S.	ER IAP PERS Contrib	13,335.76
07/13/2023	Bill	Transamerica Life Ins. Co.	Life Ins - Gandara	123.23
07/13/2023	Bill	S.D.I.S.	Sect 125 Insurance	2,476.40
07/13/2023	Bill	Standard Insurance	Short Term Disability	555.43
07/26/2023	Expense	Paychex - tax	Employee Taxes Withheld	60,696.22
07/26/2023	Bill	American Heritage Life Insurance Co.	Life Ins - Anderson/Marks	136.90
07/26/2023	Bill	Principal Financial Group	Employee Insurance- DuBois	42.41
07/26/2023	Expense	Paychex Check	Contract payment	1,191.00
07/26/2023	Expense	Paychex Payroll	ShiftDf- Acting Lt. Pay	507.70
07/26/2023	Bill	Tualatin Valley Fire Fighters Union	July Union Dues	2,651.18
07/26/2023	Bill	Inroads Credit Union	July food fund	940.00
07/26/2023	Bill	HRA VEBA Trust	EE Contributions July	2,941.00
07/26/2023	Expense	Paychex Payroll	Balance of Net Pay	88,361.09
07/26/2023	Expense	Paychex Payroll	Longevity	1,145.18
07/26/2023	Expense	Paychex Payroll	Incentives	2,013.99
07/26/2023	Expense	Paychex Payroll	OT	22,549.05
07/26/2023	Expense	Paychex Payroll	Phone pay	100.00
07/26/2023	Expense	Paychex Payroll	FLSA - OT	10,146.22
07/26/2023	Expense	Paychex Payroll	Deferred Compensation	8,820.92
07/26/2023	Bill	Transamerica Life Ins. Co.	Life Ins - Ahlers	93.81

Scappoose Rural Fire Protection District

Profit and Loss Detail

July 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 560 Personnel Salaries				\$218,827.49
570 SocSec/Medicare(FICA)				
07/26/2023	Expense	Paychex - tax	ER Payroll Taxes	18,925.22
Total for 570 SocSec/Medicare(FICA)				\$18,925.22
580 Volunteer Services				
07/04/2023	Credit Card Expense	Grocery Outlet		172.72
Total for 580 Volunteer Services				\$172.72
590 Personnel Benefits				
07/12/2023	Expense	P.E.R.S.	ER RHIA-UAL PERS Contrib	35.29
07/12/2023	Expense	P.E.R.S.	ER Pension PERS Contrib	58,169.69
07/13/2023	Bill	Oregon Occupational Medicine	Physical S Renning	667.30
07/13/2023	Bill	Oregon Occupational Medicine	Physical N Manning	733.30
07/13/2023	Bill	Oregon Occupational Medicine	Physicals B. Cardoos	606.30
07/13/2023	Bill	Oregon Occupational Medicine	Cardoos EKG	61.00
07/26/2023	Bill	Occupational Safety, Health & Wellness	2023-2024 Exposure Access x35	1,050.00
Total for 590 Personnel Benefits				\$61,322.88
Total for 1.1 GENERAL FUND PERSONNEL SVCS				\$356,327.90
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services				
07/13/2023	Bill	Blair Fox, LLC	12 mo. moorage fees @ \$450/mo	5,400.00
07/13/2023	Bill	Systems Design West (SDW)	PCG SFY 2022 Cost Report Services	7,445.25
07/13/2023	Bill	Corporate Security Services, Inc.	Background check Cardoos	248.50
07/26/2023	Bill	FlashAlert Newswire	News Alert Subscription Fee	170.00
07/26/2023	Bill	Lexipol LLC	8/1/23 to 7/31/24 Contract	5,182.92
07/26/2023	Bill	Merina+Co	Accounting Assistance	37.50
Total for 670 Contract Services				\$18,484.17
680 Communications Maintenance				
07/15/2023	Expense	Amazon	USB, External Drive, Cables	206.06
Total for 680 Communications Maintenance				\$206.06
720 Public Fire Services				
07/13/2023	Bill	Pricher, Jeffrey	NAFI Annual Membership - 2 yrs reimbursement	120.00
07/13/2023	Bill	Miguel Bautista	Building Code License Renewal Reimbursement	125.00
07/20/2023	Expense	Medic First Aid International, Inc.	First Aid CPR books	113.92
Total for 720 Public Fire Services				\$358.92
740 Uniforms				
07/05/2023	Expense	Identifire	Helmet nameplates	27.99
07/12/2023	Expense	PatchPanel	Name tape new employees/REMS	104.64
07/13/2023	Bill	Beyond Uniforms & Apparel	New Recruit Uniforms	787.48
07/13/2023	Bill	Beyond Uniforms & Apparel	Patches, Nameplates, pant, shirt	486.48
07/26/2023	Bill	Billy Cardoos	Reimburse boot purchase	74.99

Scappoose Rural Fire Protection District

Profit and Loss Detail

July 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 740 Uniforms				\$1,481.58
750 Maintenance on Equipment				
07/13/2023	Bill	Sunset Auto Parts	AP 3501 low air switch replacement/pliers	57.03
07/13/2023	Bill	Wilcox & Flegel	300 Gal Bio-diesel @ \$3.19210	959.65
07/13/2023	Bill	Wilcox & Flegel	Midgrade Unleaded 140 Gal @ \$3.66529	567.24
07/13/2023	Bill	L.N. Curtis and Sons	Mako Compressor Repair/Labor	2,121.50
07/13/2023	Bill	Sunset Auto Parts	Door panel REM tool & trim	24.98
07/13/2023	Bill	Pro Automotive & Diesel	2015 GMC Headlamp, Oil Change, Cabin Filter Labor	260.00
07/13/2023	Bill	Wilcox & Flegel	262.6 Gal Bio-diesel @ \$3.046	801.65
07/13/2023	Bill	L.N. Curtis and Sons	MSA Flow Testing- Qty. 2	200.00
07/13/2023	Bill	Pro Automotive & Diesel	2015 GMC Headlamp, Oil Change, Cabin Filter Parts	35.73
07/13/2023	Bill	Wilcox & Flegel	Midgrade Unleaded 256.30 Gal @ \$3.59598	1,020.69
07/13/2023	Bill	Sunset Auto Parts	Bulbs, headlight, & front turn 2006 Jeep	35.28
07/26/2023	Bill	Wilcox & Flegel	70 Gal Bio-diesel @ \$3.19086	223.83
07/26/2023	Bill	Wilcox & Flegel	Midgrade Unleaded 50 Gal @ \$3.66720	202.69
07/26/2023	Bill	Sunset Auto Parts	Apparatus cleaning supplies	12.58
07/26/2023	Bill	Sunset Auto Parts	Ring terminal	4.29
07/26/2023	Bill	Sunset Auto Parts	Wipers for Jeep Cherokee	59.95
07/26/2023	Bill	Sunset Auto Parts	Replacements for missing tools	94.36
07/26/2023	Bill	Pro Automotive & Diesel	2019 Ford, Oil Change, Cabin Filter Labor	235.00
07/26/2023	Bill	Ace Hardware - Scappoose	Fasteners for radio charger	5.60
07/26/2023	Bill	Pro Automotive & Diesel	2019 Ford, Oil Change, Cabin Filter Parts	121.85
07/26/2023	Bill	G&G Auto Care Supply, Inc.	12 gal glass cleaner	61.98
07/26/2023	Bill	Sunset Auto Parts	Battery for Jeep Cherokee	183.63
Total for 750 Maintenance on Equipment				\$7,289.51
760 Administration				
07/02/2023	Expense	Oregon Fire Chiefs Assoc.	dues- Bautista	120.00
07/03/2023	Check		Service Charge - State Pool	0.05
07/05/2023	Expense	Fultano's Pizza	fire crew dinner	131.95
07/05/2023	Expense	Amazon	Office supplies	7.99
07/06/2023	Expense	Amazon	Office supplies	70.10
07/12/2023	Expense	Stamp Connection.com	Notary Stamp Heath	31.40
07/13/2023	Bill	Pacific Office Automation, Inc.	July B/W copies	57.98
07/13/2023	Bill	Pricher, Jeffrey	IAFC Membership reimbursement	310.00
07/13/2023	Bill	U.S. Postal Service	6 rolls of 100 stamps	396.00
07/13/2023	Bill	Government Ethics Commission	07/01/2022 - 06/30/2023 AIE 17143	548.82
07/13/2023	Bill	Multnomah County	May 2023 election expense	241.87
07/13/2023	Bill	Columbia County Elections	May 2023 - 3 Board Member Elections	2,430.20
07/17/2023	Expense	US Bank	Analysis Service Charge	16.95
07/18/2023	Expense	Amazon	iPad case - Comm Para	30.49
07/18/2023	Expense	Amazon	Office supplies	17.98
07/18/2023	Expense	Amazon	Office supplies	3.99
07/18/2023	Expense	Amazon	Keyboard iMac- Comm Para	39.99
07/18/2023	Expense	Amazon	Office supplies	24.39
07/18/2023	Expense	Amazon	iPhone case - Comm Para	22.25
07/20/2023	Expense	Amazon	Bluetooth Adapter- Comm Para	17.06
07/21/2023	Expense	Amazon	Classification Folders	54.98
07/26/2023	Expense	Paychex Invoice	payroll processing invoice	228.90
07/26/2023	Bill	A+ Engraving, LLC	nameplates & passports	29.25

Scappoose Rural Fire Protection District

Profit and Loss Detail

July 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 760 Administration				\$4,832.59
765 Information Technology				
07/01/2023	Expense	Apple Inc.	monthly storage	2.99
07/03/2023	Expense	JAMF Software, LLC	monthly subscription	184.00
07/13/2023	Bill	Apple Inc.	iPad Pro - Comm Para	1,199.00
07/13/2023	Bill	Comcast Business	Main station IT	253.85
07/13/2023	Bill	Centerlogic, Inc.	Monthly billing for July 2023	1,696.50
07/13/2023	Bill	CalTopo LLC	Team Mapping Licenses	2,000.00
07/13/2023	Bill	Centerlogic, Inc.	3 hrs @ \$115	345.00
07/13/2023	Bill	Apple Inc.	Airpods, Apple Pencil - Comm Para	387.00
07/13/2023	Bill	Apple Inc.	IMAC 24"- Comm Para	1,506.00
07/13/2023	Bill	Centerlogic, Inc.	Hard Drive upgrade/Disk Station Storage	1,344.99
07/13/2023	Bill	Verizon Wireless	Machine to Machine	7.87
07/13/2023	Bill	Avenza Map Pro	7 Avenza Maps Pro subscriptions	833.00
07/14/2023	Expense	Firms App Ltd	monthly recurring	6.83
07/18/2023	Expense	CenturyLink	Holbrook modem	75.00
07/18/2023	Expense	CenturyLink	Main station back-up	60.00
07/20/2023	Expense	Wix.Com	2 yr renew--srfd site	360.00
07/21/2023	Expense	Dotster	Domain charge	19.99
07/22/2023	Expense	Intuit Quickbooks	QB Online monthly fee	85.00
07/22/2023	Expense	Amazon	HDMI cables	62.97
07/23/2023	Expense	Amazon	Wall plate	14.60
07/25/2023	Expense	Amazon	Computer connections	73.37
07/26/2023	Bill	Verizon Wireless	iPhones & iPads	576.26
07/26/2023	Bill	My Sidewalk	Craig1300 PRO - annual subscription	900.00
07/26/2023	Bill	Spectrum VoIP	VOIP monthly charge	29.78
07/26/2023	Bill	Kleinberg Tech	June report	250.00
07/26/2023	Bill	CenturyLink	Chapman Internet	83.63
07/26/2023	Bill	City of Portland	800 MHZ access	157.89
07/26/2023	Bill	AT&T Mobility	July Wireless phone bill	455.33
07/26/2023	Bill	Centerlogic, Inc.	12 hrs @ \$115	1,322.50
Total for 765 Information Technology				\$14,293.35
770 Cleaning Materials & Supplies				
07/24/2023	Expense	Amazon	Cleaning products	18.99
07/24/2023	Expense	Amazon	Cleaning prod/paper products	109.36
07/24/2023	Expense	Amazon	Paper products	62.99
07/25/2023	Expense	Amazon	Cleaning products	91.65
07/25/2023	Expense	Amazon	Simple Green cleaning	38.90
Total for 770 Cleaning Materials & Supplies				\$321.89
775 Emerg. Operating Supplies				
07/12/2023	Expense	Jackpot Market	Propane for Support & SVFA	81.92
07/12/2023	Expense	NAAC	Cert. Ambul. Documentation Spec.	99.00

Scappoose Rural Fire Protection District

Profit and Loss Detail

July 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 775 Emerg. Operating Supplies				\$180.92
780 Building & Grounds Maint.				
07/13/2023	Bill	Alonzo Yard Maintenance LLC	Chapman Station (Apr, May, June)	600.00
07/13/2023	Bill	Paramount Pest Control Inc.	Main Station pest control	89.00
07/13/2023	Bill	Alonzo Yard Maintenance LLC	Holbrook Station (Apr, May, June)	600.00
07/13/2023	Bill	Paramount Pest Control Inc.	Chapman Station pest control	110.00
07/26/2023	Bill	Alonzo Yard Maintenance LLC	Chapman Station July	200.00
07/26/2023	Bill	Alonzo Yard Maintenance LLC	Holbrook Station July	200.00
Total for 780 Building & Grounds Maint.				\$1,799.00
790 Training				
07/13/2023	Bill	Miguel Bautista	Lyft Ride PDX to Portland June 17 NFA	21.20
07/13/2023	Bill	Miguel Bautista	Lyft Ride Portland to PDX June 10 NFA	19.83
07/18/2023	Expense	Uber	MN transport	30.82
07/18/2023	Expense	Tom Reids	Image Trend meal	55.00
07/18/2023	Expense	Burger Mo's	Image Trend meal	84.73
07/20/2023	Expense	COSSETTA INC	Image Trend meal	74.20
07/21/2023	Expense	Hampton Inn & Suites	Image Trend Lodging	822.46
07/21/2023	Expense	Park Shuttle 'N Fly	Image Trend parking	51.49
07/21/2023	Expense	Hampton Inn & Suites	Image Trend Lodging	1,260.72
07/21/2023	Expense	Hampton Inn & Suites	Image Trend Lodging	1,293.52
07/21/2023	Expense	Hampton Inn & Suites	Image Trend Lodging	1,293.52
07/21/2023	Expense	Stone Arch	Image Trend meal	95.15
07/21/2023	Expense	Uber	MN transport	39.14
07/26/2023	Bill	Ed Humfleet	Boat haul for training	1,600.00
Total for 790 Training				\$6,741.78
810 Utilities				
07/13/2023	Bill	Comcast	Xfinity - Acct 0162514	29.81
07/13/2023	Bill	Graybar Financial Services	Voip phones	299.25
07/13/2023	Bill	P.G.E.	Cleetwood	112.49
07/13/2023	Bill	Waste Management of Oregon, Inc.	June garbage/recycling	136.67
07/13/2023	Bill	City of Scappoose	Water & Sewer Charges	370.12
07/13/2023	Bill	City of Scappoose	Water Meter Base Charge	37.58
07/13/2023	Bill	N.W. Natural Gas	Monthly charges Acct 447881-4	45.89
07/26/2023	Bill	CRPUD	Boathouse Electricity	37.59
07/26/2023	Bill	CRPUD	Main Station Electricity	722.25
07/26/2023	Bill	CenturyLink	Main Station Fax	60.57
07/26/2023	Bill	CenturyLink	Chapman Phone	61.07
07/26/2023	Bill	City of Scappoose	Water & Sewer charges	380.86
07/26/2023	Bill	City of Scappoose	Water Meter Base Charge	37.58
07/27/2023	Expense	W.O.E.C.	Acct 13045001 - July billing	355.52

Scappoose Rural Fire Protection District

Profit and Loss Detail

July 2023

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 810 Utilities				\$2,687.25
870 EMS Operations				
07/10/2023	Expense	North American Rescue Products	EMS Supplies	115.50
07/13/2023	Bill	Life-Assist, Inc.	EMS Supplies	4.38
07/13/2023	Bill	Life-Assist, Inc.	EMS Supplies	2,388.44
07/13/2023	Bill	Life-Assist, Inc.	EMS Medications	635.91
07/13/2023	Bill	Teleflex	shipping	12.50
07/13/2023	Bill	Teleflex	EZ-IO 45mm (box of 5)	550.00
07/13/2023	Expense	Amazon	Apple Keyboard	44.95
07/13/2023	Bill	Life-Assist, Inc.	EMS Medications	102.71
07/13/2023	Bill	Airgas - USA, LLC	Cylinder Rental	86.04
07/13/2023	Bill	CLIA Laboratory Program	fee for period 01/01/2024-12/31/2025	180.00
07/13/2023	Expense	Amazon	Oxygen Monitor	34.99
07/13/2023	Bill	Airgas - USA, LLC	Standard Invoice	328.56
07/13/2023	Bill	Life-Assist, Inc.	EMS Medications	158.40
07/13/2023	Bill	Teleflex	EZ-IO Stabilizer	100.00
07/13/2023	Bill	Systems Design West (SDW)	June EMS billing	2,861.74
07/13/2023	Bill	EMS Technology Solutions, LLC	Fleet Management License	120.00
07/13/2023	Bill	EMS Technology Solutions, LLC	Inventory Asset Management Licenses	185.00
07/13/2023	Bill	EMS Technology Solutions, LLC	Annual Narcotics Tracking License	3,480.00
07/13/2023	Bill	Life-Assist, Inc.	EMS Supplies	1,090.73
07/13/2023	Bill	Life-Assist, Inc.	EMS Medications	548.20
07/26/2023	Bill	Life-Assist, Inc.	EMS Medications	23.50
07/26/2023	Bill	Life-Assist, Inc.	EMS Supplies	59.52
07/26/2023	Bill	Life-Assist, Inc.	EMS Supplies	154.31
07/26/2023	Bill	Life-Assist, Inc.	EMS Medications	19.32
07/26/2023	Bill	Life-Assist, Inc.	EMS Supplies	543.82
07/26/2023	Vendor Credit	Life-Assist, Inc.	Credit Memo	-59.52
07/26/2023	Bill	Environmental Compliance Consultant Inc.	28 Gal Biohazard	60.00
07/26/2023	Bill	Life-Assist, Inc.	EMS Medications	3.00
Total for 870 EMS Operations				\$13,832.00
Total for 1.2 GENERAL FUND MATERIAL & SVC				\$72,509.02
Total for 1...				\$428,836.92
Total for 1..GENERAL FUND EXPENDITURES				\$428,836.92
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipment				
07/31/2023	Deposit		Reimburse overpayment 6/27/23 ck #36636	-6,116.00
Total for Fire Apparatus & Equipment				\$ -6,116.00
Total for 3. PROPERTY FUND CAPITAL OUTLAY				\$ -6,116.00
Unapplied Cash Bill Payment Expense				
07/26/2023	Bill	US Bank	June CC charges	-7,941.65
07/26/2023	Bill	US Bank	7-26-23	531.61
07/26/2023	Bill	US Bank	7-26-23	6,837.74
07/26/2023	Bill	US Bank	7-26-23	6.83
07/26/2023	Bill	US Bank	7-26-23	565.47
Total for Unapplied Cash Bill Payment Expense				\$0.00
Total for Expenses				\$422,720.92
Net Income				\$ -225,223.12

BUDGET VS ACTUAL

Scappoose Rural Fire Protection District

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	2,855,478.01	2,637,811.00	217,667.01	108.25 %
Conflagration		30,000.00	-30,000.00	
EMS Receipts	102,598.34	720,000.00	-617,401.66	14.25 %
Fire Marshal	1,339.18	1,000.00	339.18	133.92 %
FireMed	675.00	20,000.00	-19,325.00	3.38 %
G.E.M.T. (Medicaid)		125,000.00	-125,000.00	
Gas Royalties		1,000.00	-1,000.00	
Grant Awards	46,950.00	169,000.00	-122,050.00	27.78 %
Interest Earned on Investments	8,953.45	50,000.00	-41,046.55	17.91 %
Miscellaneous Revenue	7,468.83	20,000.00	-12,531.17	37.34 %
Property Taxes				
Taxes - Current				
Local Option Levy		2,843,637.00	-2,843,637.00	
Permanent Rate Levy		1,592,580.00	-1,592,580.00	
Total Taxes - Current		4,436,217.00	-4,436,217.00	
Taxes - Prior Years	49,311.56	105,000.00	-55,688.44	46.96 %
Total Property Taxes	49,311.56	4,541,217.00	-4,491,905.44	1.09 %
Total 1. GENERAL FUND REVENUES	3,072,774.37	8,315,028.00	-5,242,253.63	36.95 %
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	51,253.41	51,016.00	237.41	100.47 %
Grant Award		352,850.00	-352,850.00	
Total 2. GRANT FUND REVENUE	51,253.41	403,866.00	-352,612.59	12.69 %
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	395,222.38	460,367.00	-65,144.62	85.85 %
Grant Income		398,000.00	-398,000.00	
Interest Earned on Investments	2,010.66	4,000.00	-1,989.34	50.27 %
Transfers In		454,969.00	-454,969.00	
Total 3. PROPERTY FUND REVENUES	397,233.04	1,317,336.00	-920,102.96	30.15 %
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	206,959.49	204,412.00	2,547.49	101.25 %
Interest Earned on Investments		3,000.00	-3,000.00	
Total 4. PERSONNEL SVCS FUND REVEN	206,959.49	207,412.00	-452.51	99.78 %
Total Income	\$3,728,220.31	\$10,243,642.00	\$ -6,515,421.69	36.40 %
GROSS PROFIT	\$3,728,220.31	\$10,243,642.00	\$ -6,515,421.69	36.40 %
Expenses				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	57,079.59	814,258.00	-757,178.41	7.01 %
560 Personnel Salaries	241,281.67	3,206,660.00	-2,965,378.33	7.52 %

Scappoose Rural Fire Protection District

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
570 SocSec/Medicare(FICA)	18,925.22	254,986.00	-236,060.78	7.42 %
580 Volunteer Services	172.72	20,000.00	-19,827.28	0.86 %
590 Personnel Benefits	61,322.88	1,047,055.00	-985,732.12	5.86 %
Total 1.1 GENERAL FUND PERSONNEL SVCS	378,782.08	5,342,959.00	-4,964,176.92	7.09 %
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	18,484.17	55,000.00	-36,515.83	33.61 %
680 Communications Maintenance	206.06	6,100.00	-5,893.94	3.38 %
720 Public Fire Services	358.92	15,000.00	-14,641.08	2.39 %
730 Property & Liability Insur.		80,000.00	-80,000.00	
740 Uniforms	1,481.58	20,000.00	-18,518.42	7.41 %
750 Maintenance on Equipment	7,289.51	140,000.00	-132,710.49	5.21 %
760 Administration	4,832.59	60,000.00	-55,167.41	8.05 %
765 Information Technology	14,293.35	115,000.00	-100,706.65	12.43 %
770 Cleaning Materials & Supplies	321.89	5,500.00	-5,178.11	5.85 %
775 Emerg. Operating Supplies	180.92	100,000.00	-99,819.08	0.18 %
780 Building & Grounds Maint.	1,799.00	82,000.00	-80,201.00	2.19 %
790 Training	6,741.78	112,345.00	-105,603.22	6.00 %
810 Utilities	2,687.25	45,000.00	-42,312.75	5.97 %
870 EMS Operations	13,832.00	117,500.00	-103,668.00	11.77 %
Total 1.2 GENERAL FUND MATERIAL & SVC	72,509.02	953,445.00	-880,935.98	7.60 %
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment		100,000.00	-100,000.00	
Total 1.3 GENERAL FUND CAPITL OUTLAY		100,000.00	-100,000.00	
1.4 GENERAL FUND DEBT				
930 Debt Service Interest		2,170.00	-2,170.00	
930 Debt Service Principal		61,485.00	-61,485.00	
Total 1.4 GENERAL FUND DEBT		63,655.00	-63,655.00	
Total 1...	451,291.10	6,460,059.00	-6,008,767.90	6.99 %
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Property Fund		454,969.00	-454,969.00	
Total 1.5 GENERAL FUND TRANSFER OUT		454,969.00	-454,969.00	
1.6 GENERAL FUND CONTINGENCY		400,000.00	-400,000.00	
1.7 GENERAL RESERVED FOR FUTURE		1,000,000.00	-1,000,000.00	
Total 1..GENERAL FUND EXPENDITURES	451,291.10	8,315,028.00	-7,863,736.90	5.43 %
2. GRANT FUND EXPENSE				
2.1 PERSONNEL SVCS		125,000.00	-125,000.00	
2.3 MATERIALS & SERVICES		231,516.00	-231,516.00	
2.4 CAPITAL OUTLAY		47,350.00	-47,350.00	
Total 2. GRANT FUND EXPENSE		403,866.00	-403,866.00	
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipment		1,309,240.00	-1,309,240.00	
Miscellaneous Real Property		7,096.00	-7,096.00	

Scappoose Rural Fire Protection District

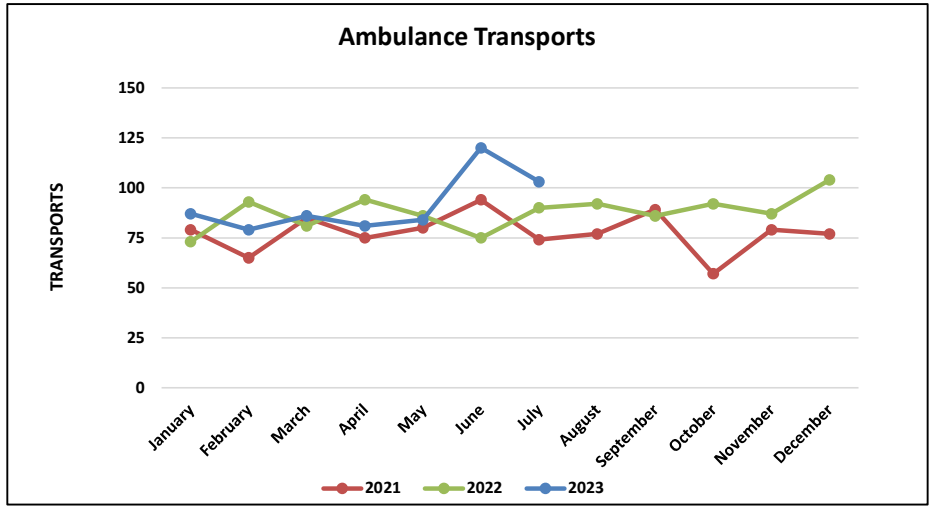
Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

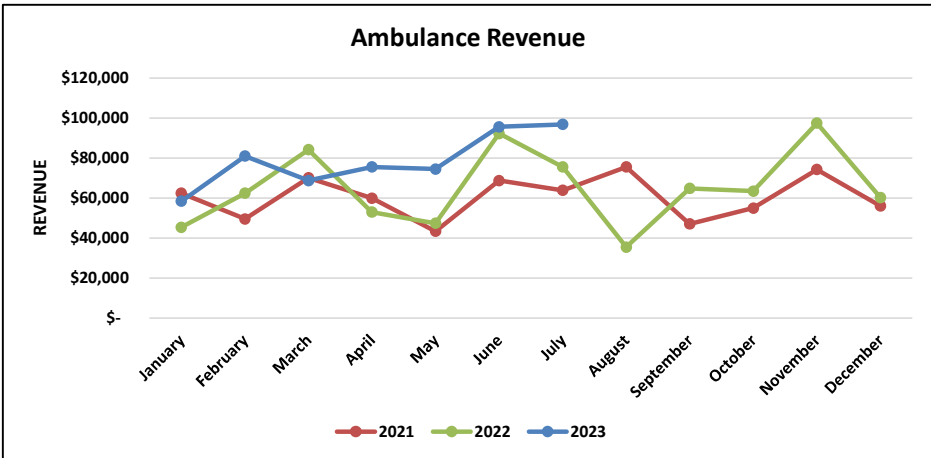
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Reserved for Future Expenses		1,000.00	-1,000.00	
Total 3. PROPERTY FUND CAPITAL OUTLAY		1,317,336.00	-1,317,336.00	
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service		202,412.00	-202,412.00	
Reserved for Future Expenses		5,000.00	-5,000.00	
Total 4. PERSONNEL SVC FUND EXPENSE		207,412.00	-207,412.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$451,291.10	\$10,243,642.00	\$ -9,792,350.90	4.41 %
NET OPERATING INCOME	\$3,276,929.21	\$0.00	\$3,276,929.21	0.00%
NET INCOME	\$3,276,929.21	\$0.00	\$3,276,929.21	0.00%

**AMBULANCE BILLING
&
TRANSPORT REPORT**

Month	2021	2022	2023
January	79	73	87
February	65	93	79
March	85	81	86
April	75	94	81
May	80	86	84
June	94	75	120
July	74	90	103
August	77	92	
September	89	86	
October	57	92	
November	79	87	
December	77	104	



Month	2021	2022	2023
January	\$ 62,433	\$ 45,385	\$ 58,387
February	\$ 49,564	\$ 62,509	\$ 81,019
March	\$ 70,213	\$ 84,303	\$ 68,763
April	\$ 59,929	\$ 52,956	\$ 75,599
May	\$ 43,379	\$ 47,415	\$ 74,577
June	\$ 68,789	\$ 92,324	\$ 95,639
July	\$ 63,882	\$ 75,581	\$ 96,872
August	\$ 75,612	\$ 35,455	
September	\$ 47,015	\$ 64,803	
October	\$ 55,047	\$ 63,485	
November	\$ 74,287	\$ 97,509	
December	\$ 56,095	\$ 60,188	



**MONTHLY RESPONSE
&
ACTIVITY REPORTS**

MONTHLY REPORT

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



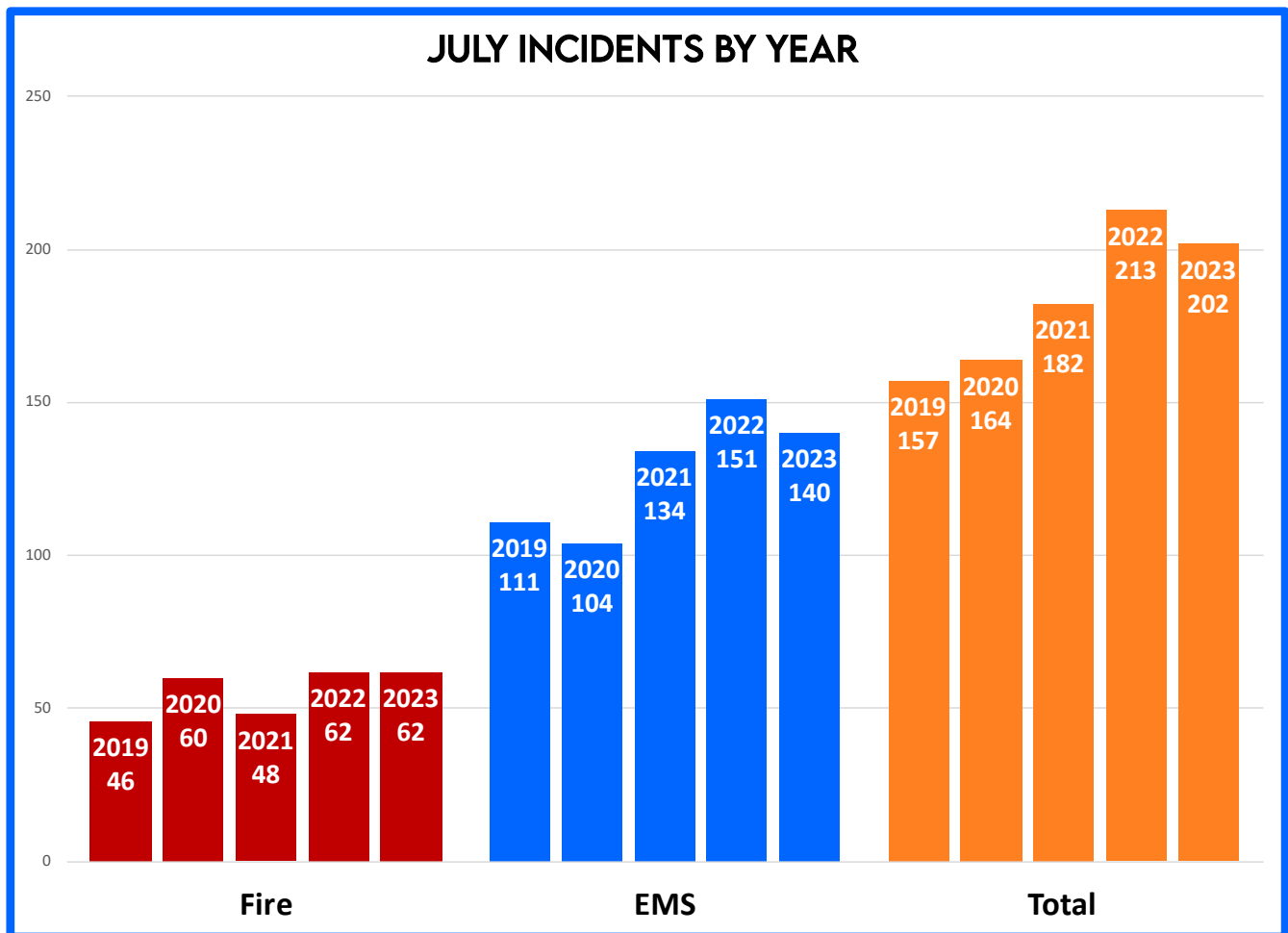
JULY 2023

For the month of July, the ratio of EMS incidents to Fire incidents was 69% to 31% respectively. Total EMS related calls for the month were 140, including a total of 144 patients treated, with 103 of those transported to area hospitals. COVID-19 was suspected or confirmed in 2 patients.

Approximately 43% of the total call volume (87 incidents) represents overlapping calls (at least one other call in progress). Approximately 32% (22 incidents) of the of the 69 incidents that occurred during the hours of 8 PM to 8 AM represents overlapping calls. There were no incidents where unit(s) were deployed for more than two days. Either of these situations could require units to respond to areas outside their base districts, which would result in increased response times as well as depleted available resources to respond to emergencies.

Total Fire & EMS calls for service during the month was 202, with a total of 425 apparatus responses spending 267 hours and 45 minutes of time. Total Fire & EMS incidents for the same month in 2022 was 213. There were 5.16% less calls this month compared to the same month last year.

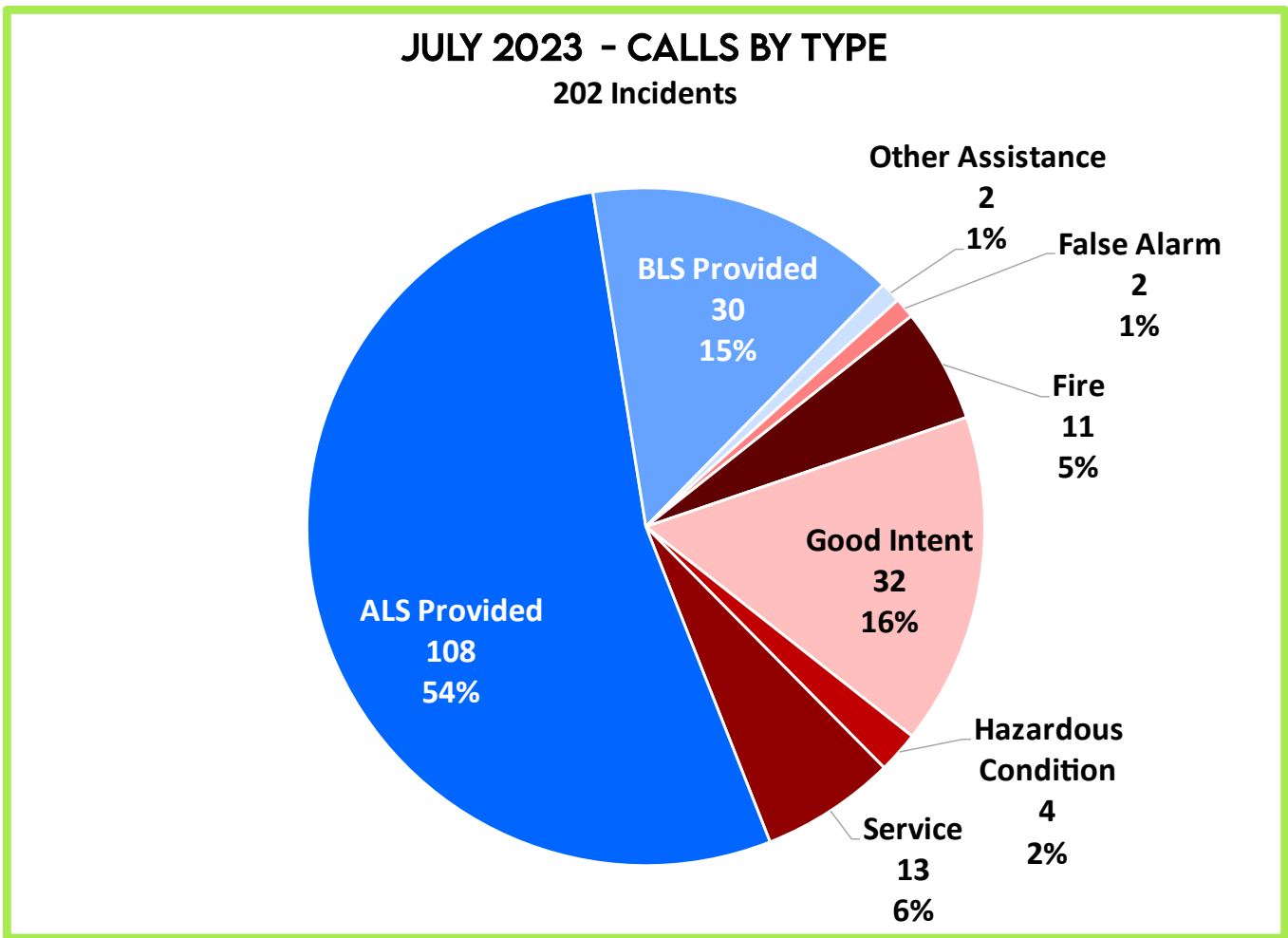
For the month of July, SRFD averaged 2.00 Fire calls per day and 4.52 EMS calls per day for an overall daily average of 6.52 calls per day.



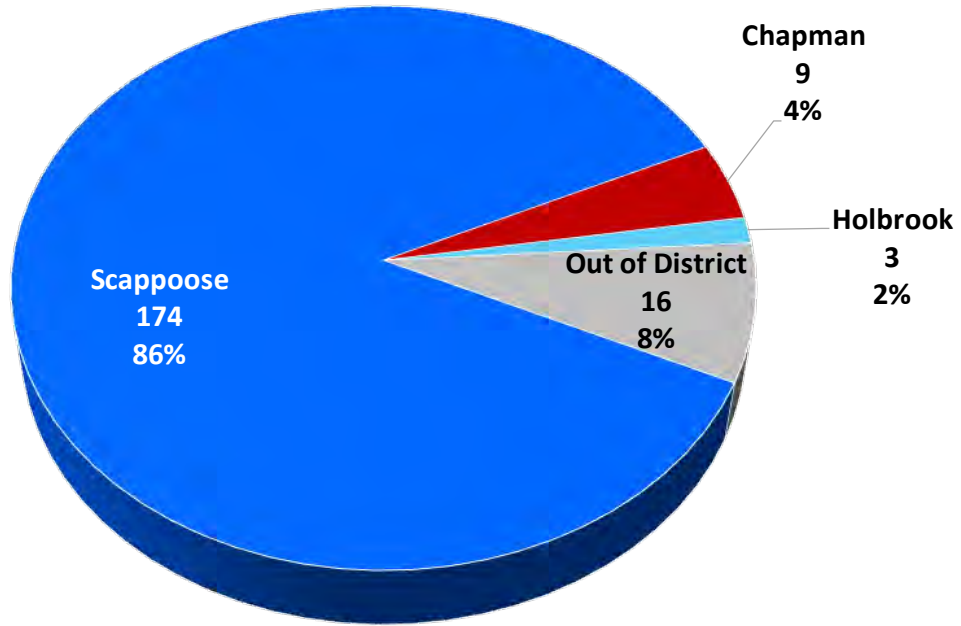
FIRE AND EMS CALL BREAKDOWN FOR JULY 2023

Fires	11
Hazardous Condition	4
Service Call	13
Good Intent	32
Other Assistance	0
False Alarm	2
FIRE CALLS TOTAL	70

ALS Provided	108
BLS Provided	30
Investigate	1
Cancelled	0
Other Assistance	1
EMS CALLS TOTAL	140

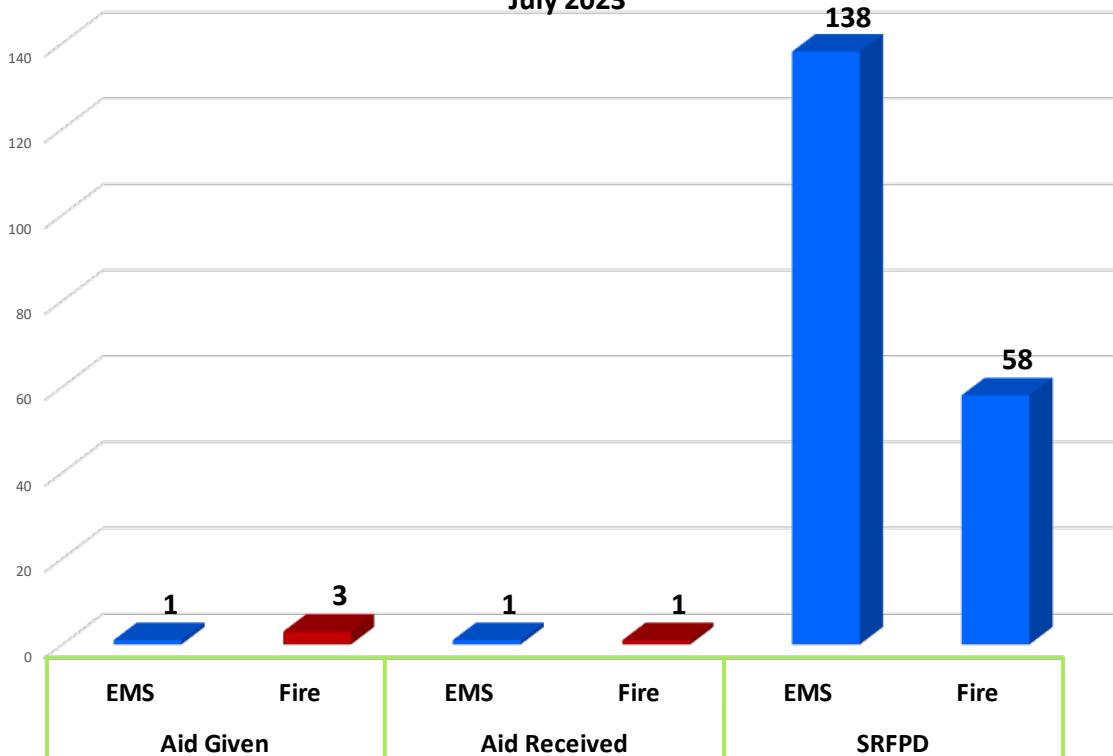


JULY 2023 - INCIDENTS BY STATION
 202 Incidents with 425 Apparatus Responses

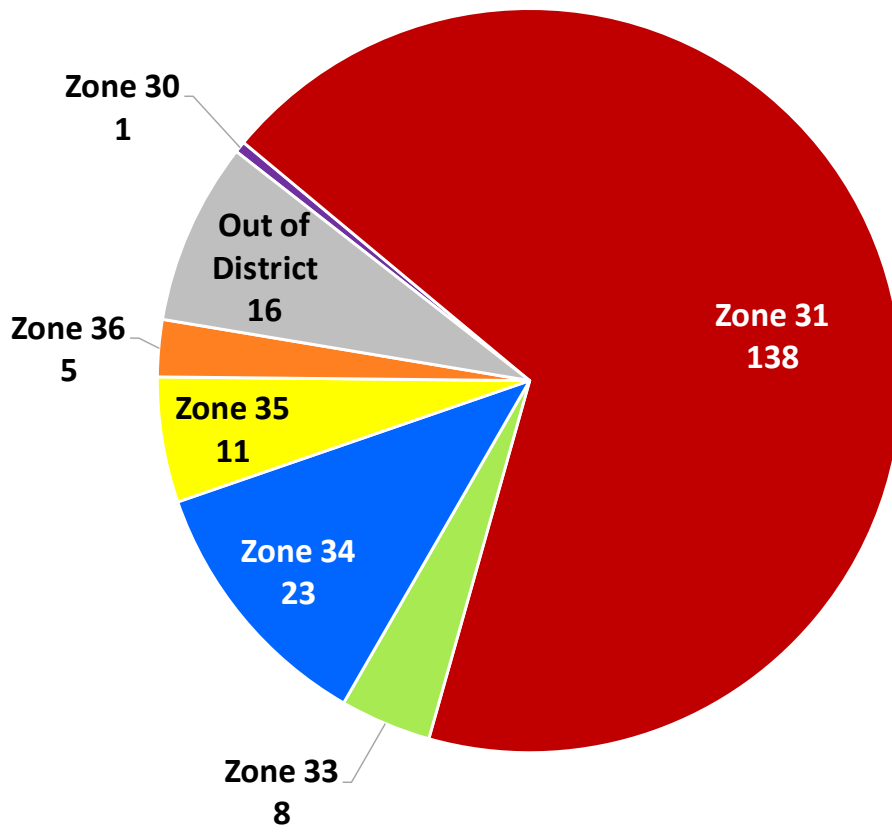


INCIDENTS BY RESPONDING JURISDICTION

July 2023

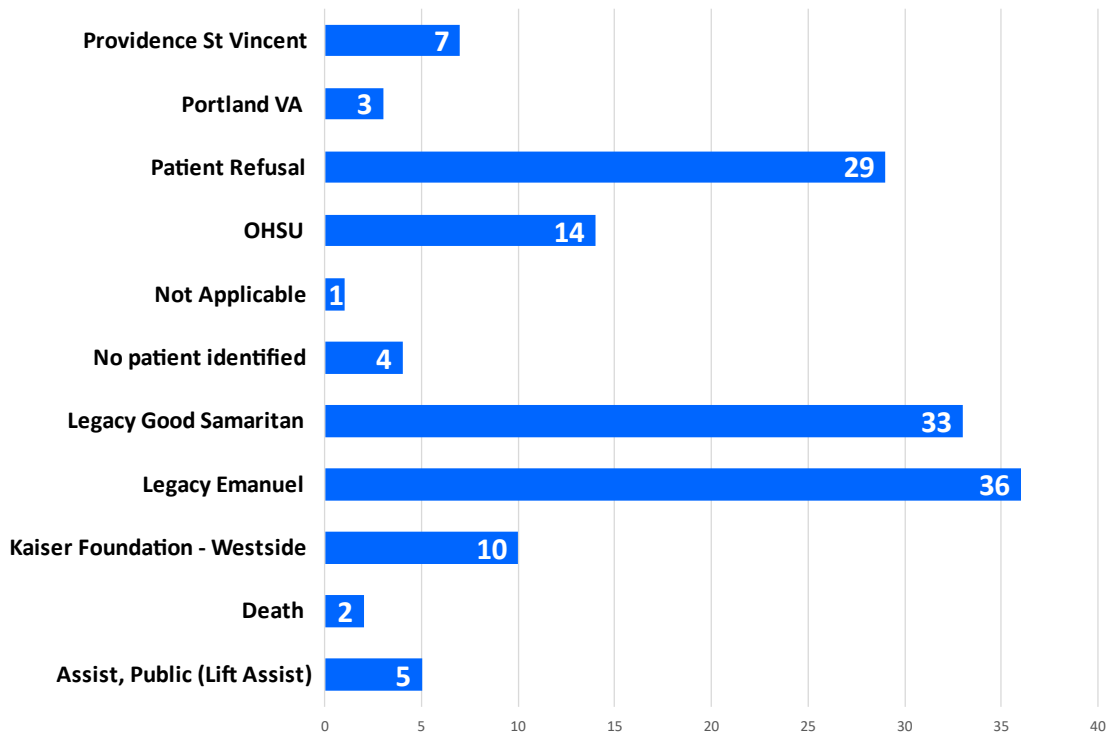


JULY 2023 - INCIDENTS BY ZONE

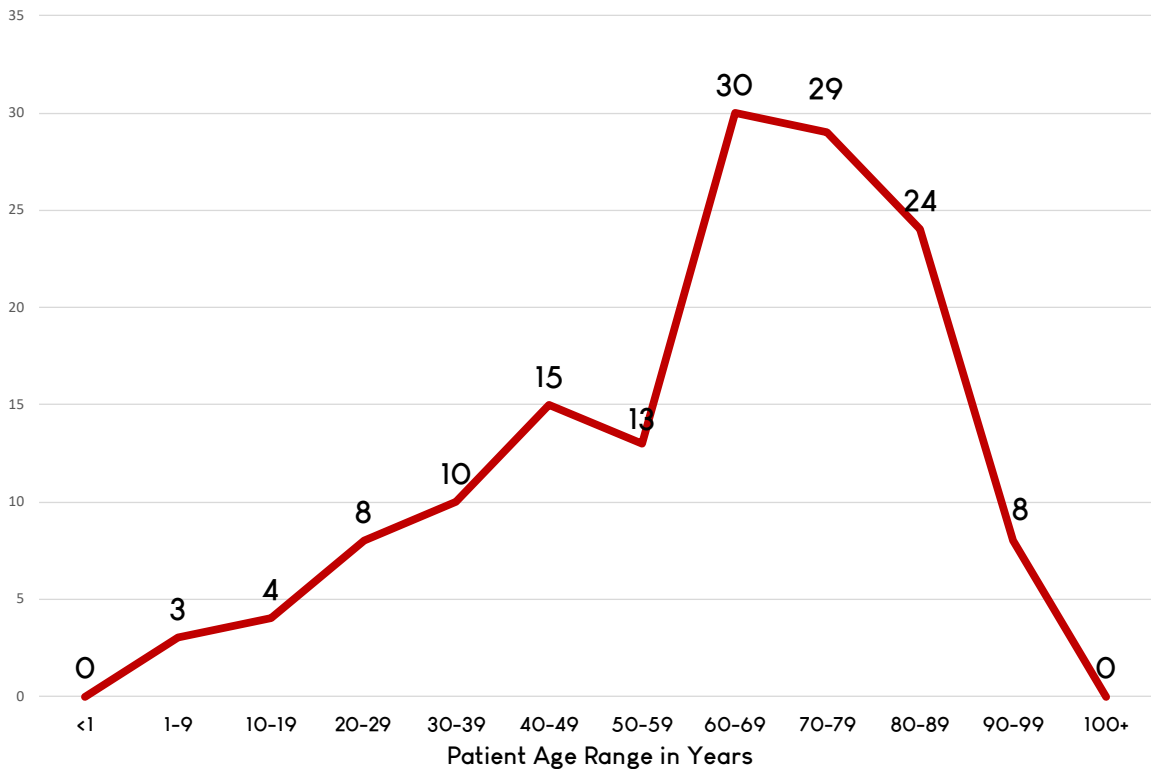


JULY 2023 - PATIENT DISPOSTION

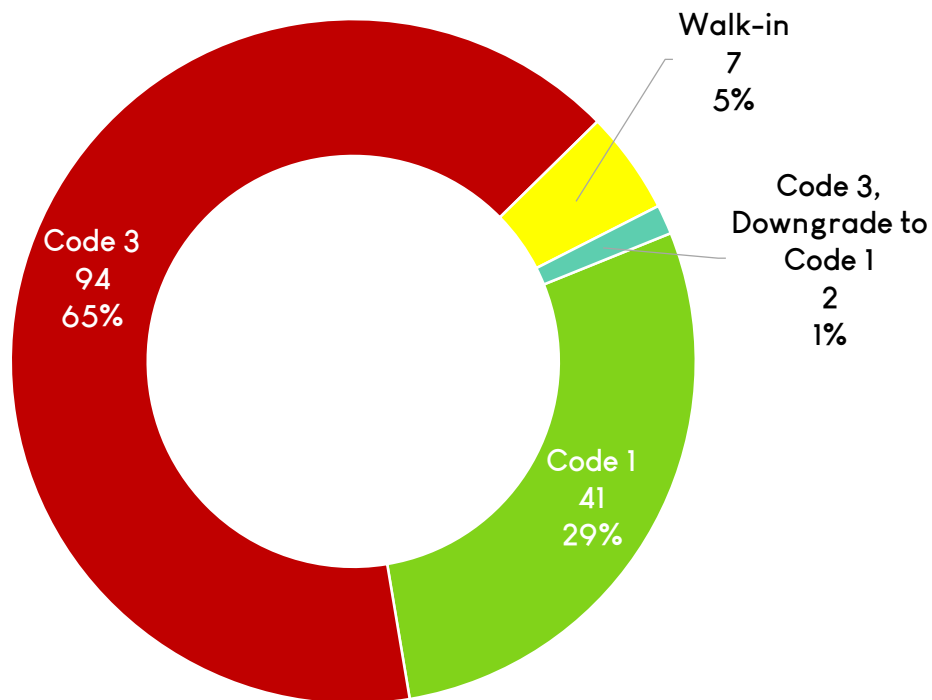
144 PATIENTS TREATED; 103 TRANSPORTED



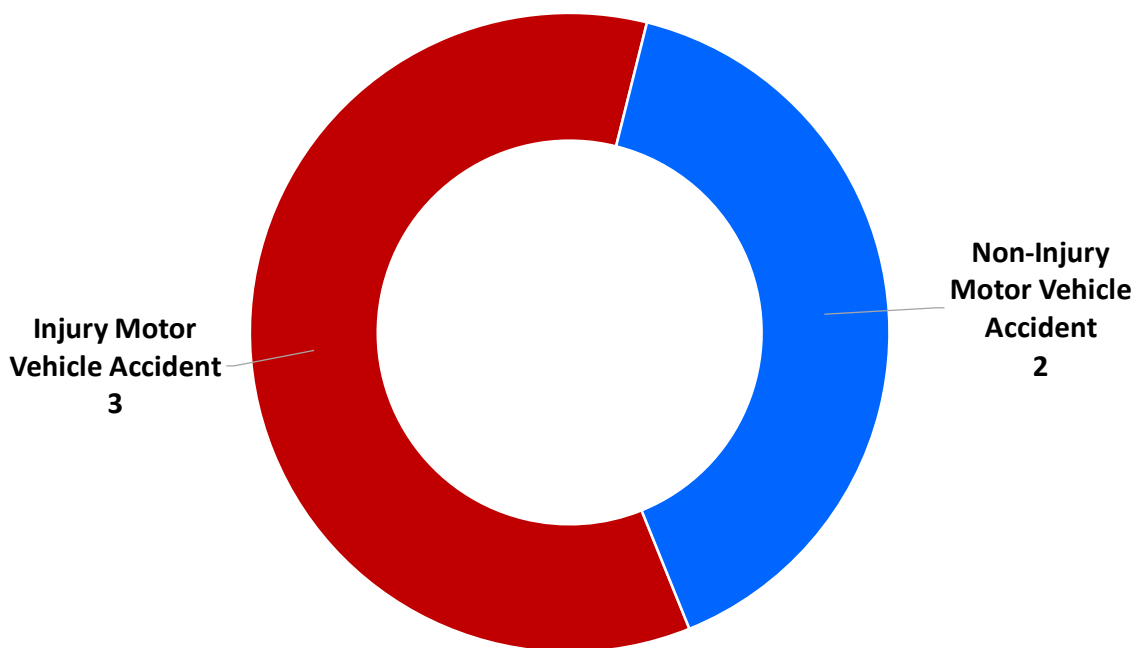
JULY 2023 AGE OF 144 PATIENTS TREATED

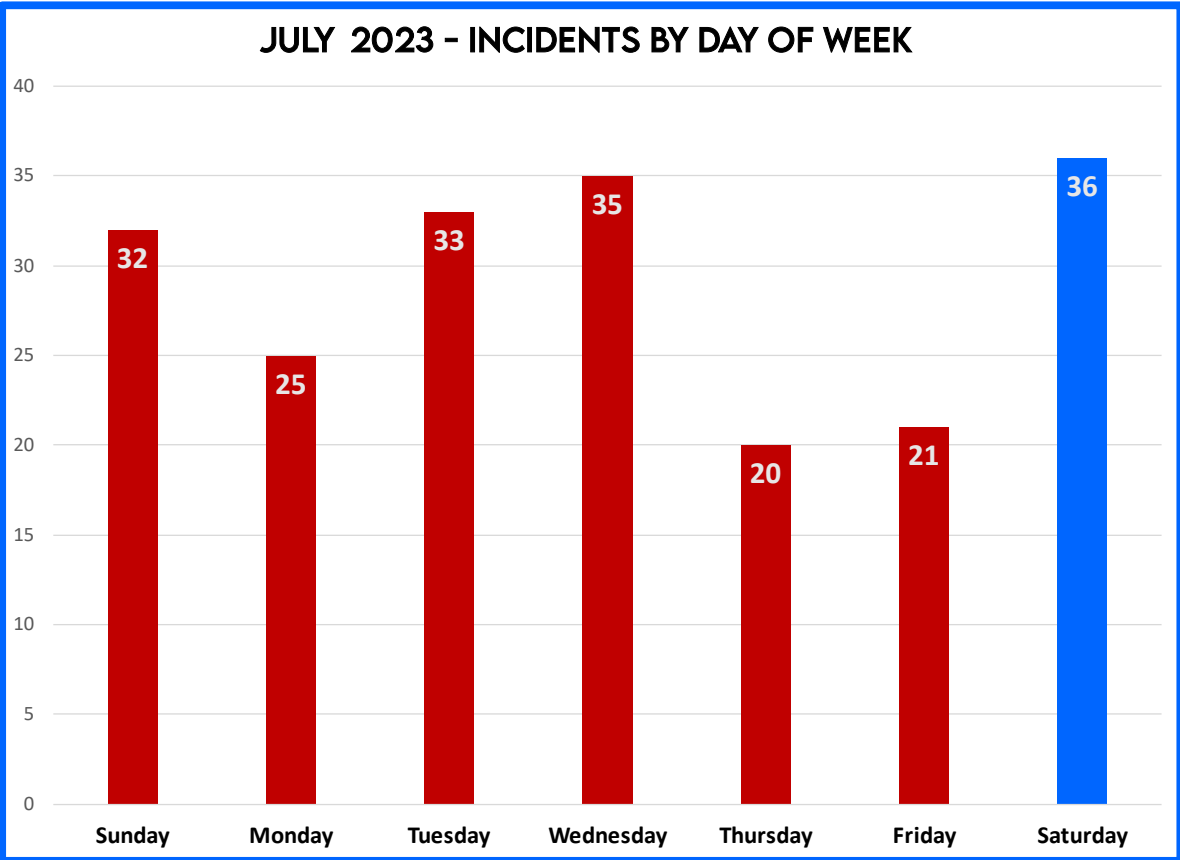
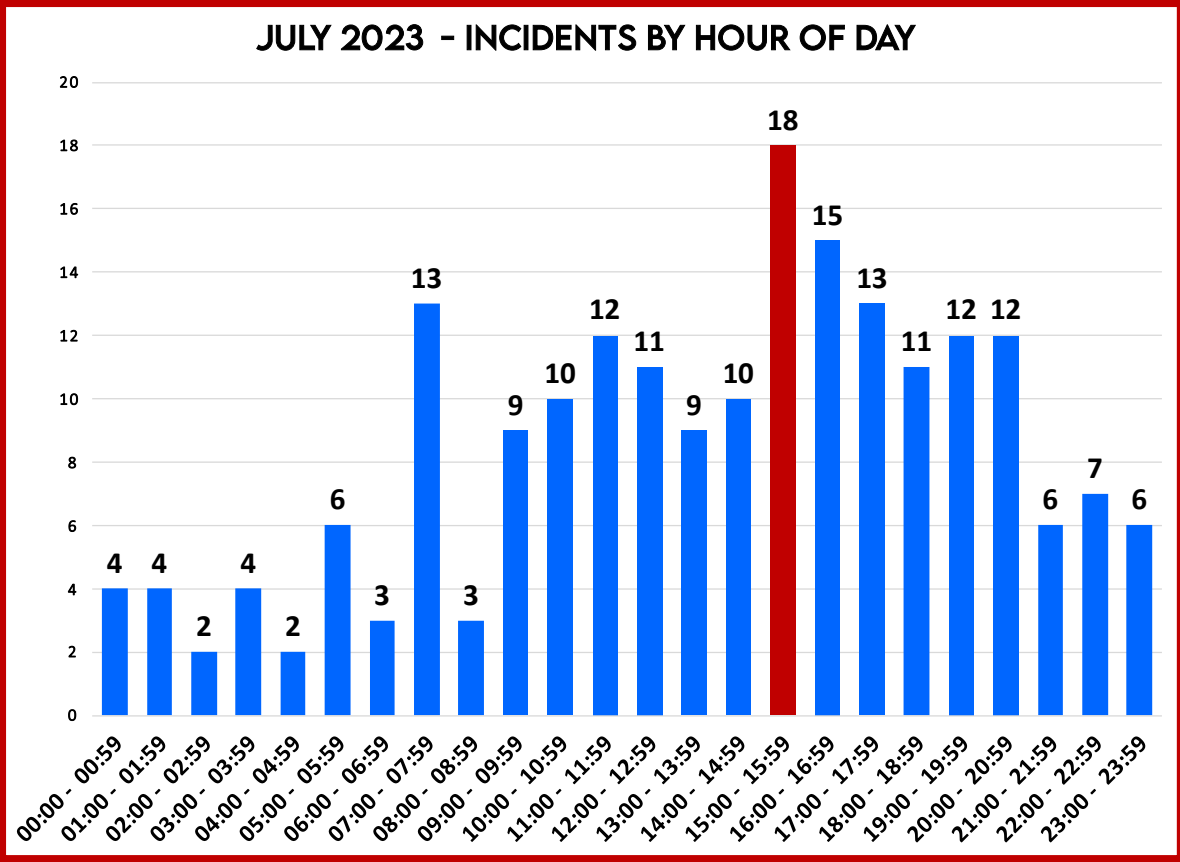


JULY 2023 - EMS RESPONSE MODE

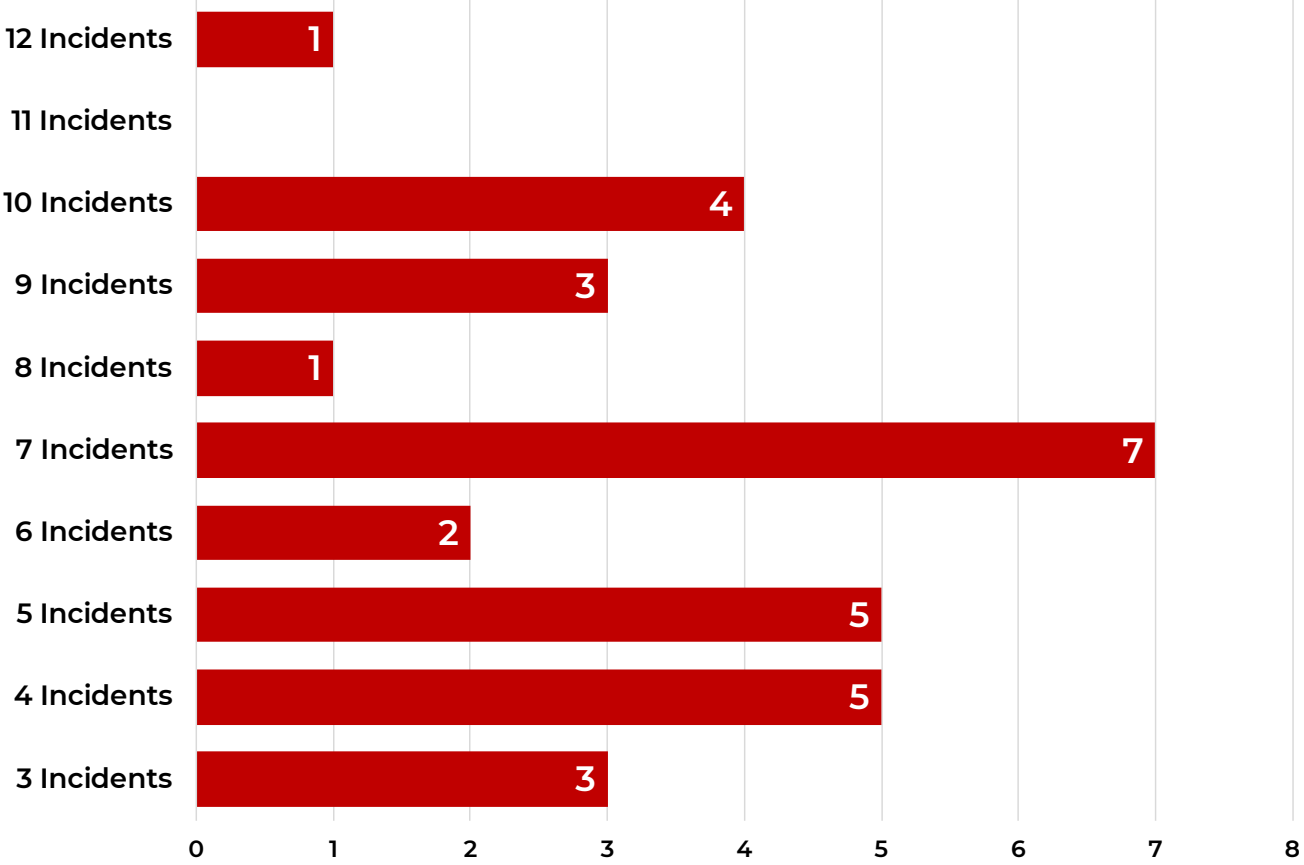


JULY 2023 - 5 MOTOR VEHICLE ACCIDENTS



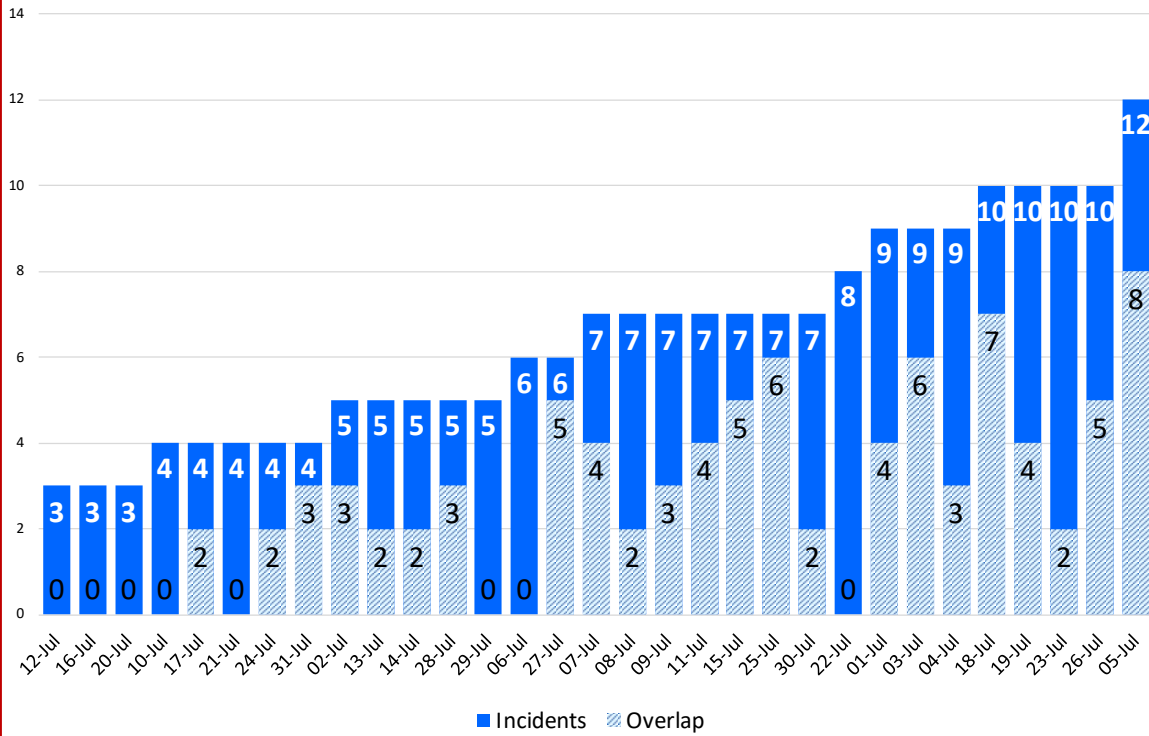


JULY 2023 - INCIDENT COUNT BY DAYS



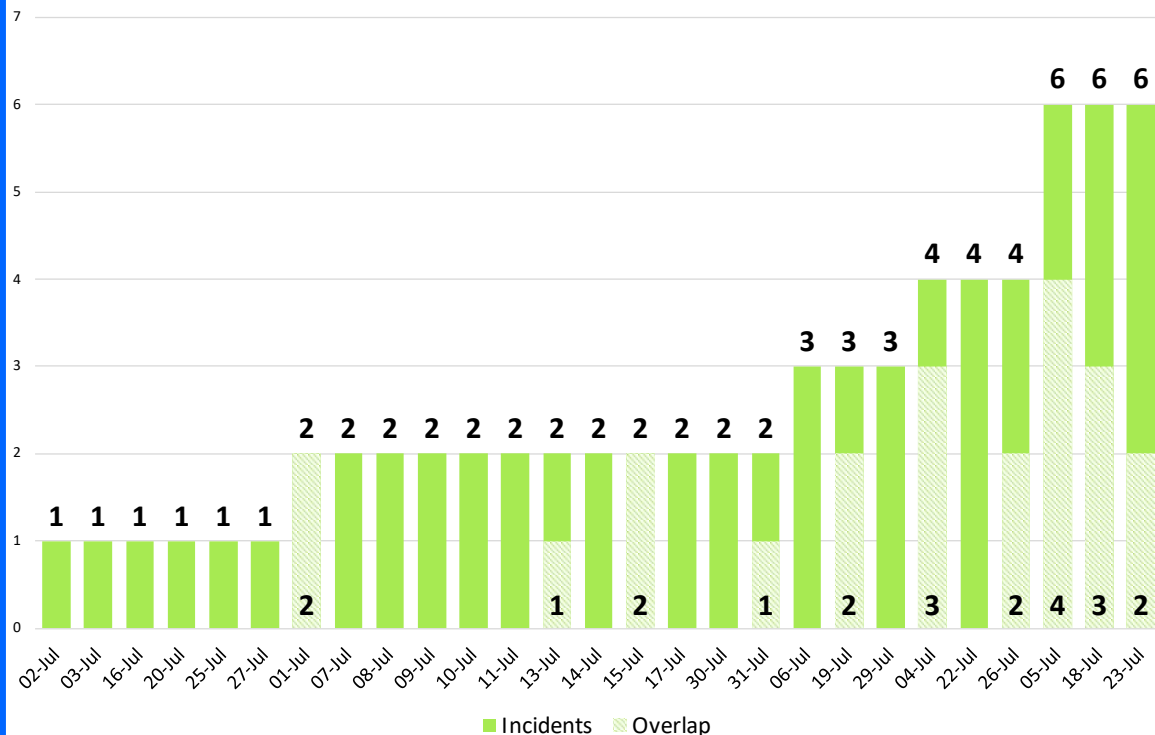
JULY 2023 - DATES AND OVERLAPPING INCIDENTS

202 Incidents with 87 Overlapping (43%)



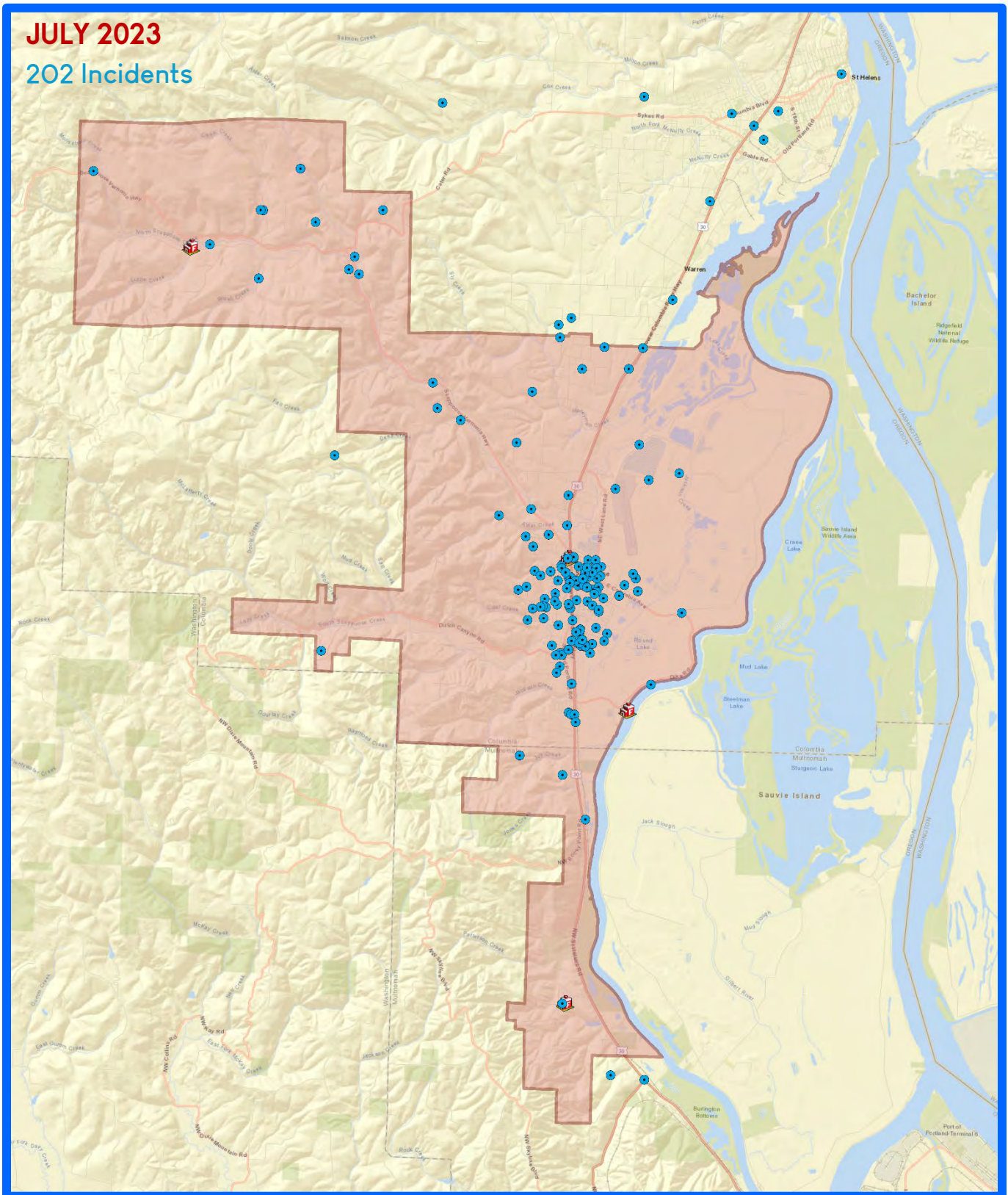
JULY 2023 - DATES AND OVERLAPPING INCIDENTS

Calls from 8 PM to 8 AM; 69 Incidents with 22 Overlapping (32%)



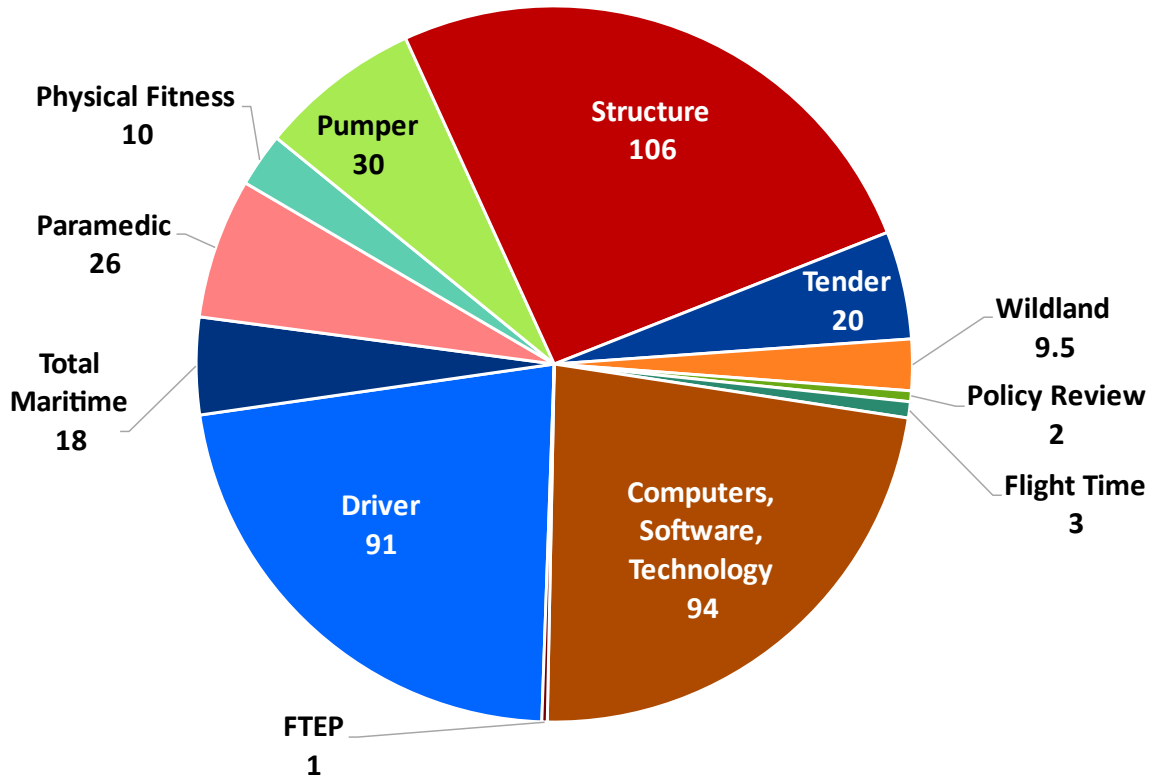
JULY 2023

202 Incidents

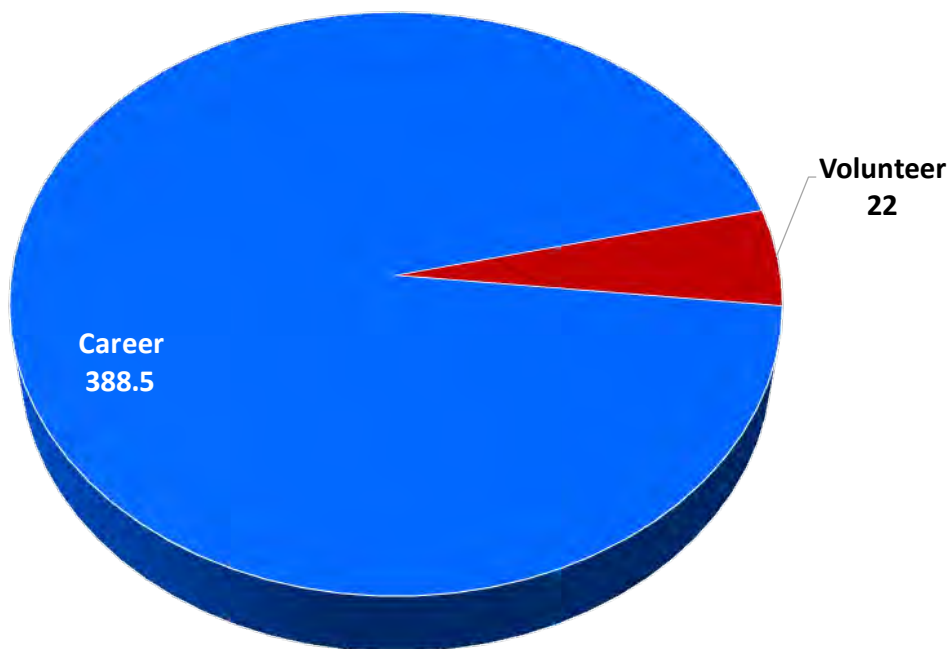


JULY 2023 - TRAINING HOURS BY SUB-CATEGORY

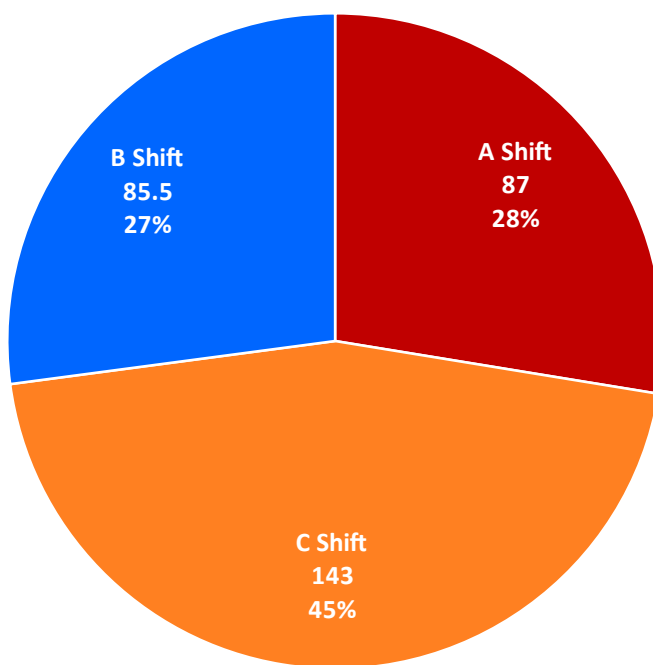
410.5 Total Hours



JULY 2023 - VOLUNTEER & CAREER TRAINING HOURS



JULY 2023 - TRAINING HOURS BY SHIFT



APPARATUS TOTAL MILEAGE BY MONTH

	BR435	BR436	E431	E432	E435	M431	M432	M433	TW431
January	26,687		5,627			211,170	142,359	71,385	
February			5,805	53,162		212,006	145,840	72,133	98,373
March			6,030			214,682	146,526	72,641	
April	26,756				23,768	216,691	147,343	73,017	
May	26,756			53,332			149,280	73,668	
June	26,851						152,855	74,679	
July		26,361					154,182	74,851	
August									
September									
October									
November									
December									

APPARATUS TOTAL HOURS BY MONTH

	BR435	E431	E432	E435	M431	M432	M433	TW431
January	1,540	388			-	5,104	2,854	
February		406	3,424		-	5,232	2,882	6,607
March		418			-	5,261	2,901	
April	1,546			3,340	-	5,293	2,917	
May	1,548		3,437			5,358	2,941	
June	1,557					5,478	2,982	
July					190	5,525	2,989	
August								
September								
October								
November								
December								

July Flights

Flight #1	2023-07-12 14:06:34	Air Time: 00:03:05 Total Mileage (Miles): 0	Max Altitude (Feet): 41.5 Max Distance (Miles): 0
Takeoff Lat/Long: 45.761448,-122.878906			
Takeoff Bat: 54% Takeoff mAh: 3642 Takeoff Volts: 11.507		Landing Bat: 43% Landing mAh: 2924 Landing Volts: 11.191	
Takeoff Degrees/Minutes/Seconds: 45° 45' 41.21"N, 122° 52' 44.06"W			
Drone Name: Lightening_UR4XM Drone Type: EVO2 Avg Wind: 4.5 Max Gust: 7.0			
Weather Summary: Sunny			
Flight #2	2023-07-12 13:51:53	Air Time: 00:14:26 Total Mileage (Miles): 1	Max Altitude (Feet): 255.8 Max Distance (Miles): 0
Takeoff Lat/Long: 45.761803,-122.878952			
Takeoff Bat: 99% Takeoff mAh: 6736 Takeoff Volts: 12.91		Landing Bat: 54% Landing mAh: 3650 Landing Volts: 11.411	
Takeoff Degrees/Minutes/Seconds: 45° 45' 42.49"N, 122° 52' 44.23"W			
Drone Name: Lightening_UR4XM Drone Type: EVO2 Avg Wind: 5.7 Max Gust: 9.6			
Weather Summary: Sunny			
Flight #3	2023-07-12 13:20:20	Air Time: 00:10:26 Total Mileage (Miles): 1	Max Altitude (Feet): 241.1 Max Distance (Miles): 0
Takeoff Lat/Long: 45.761799,-122.878952			
Takeoff Bat: 100% Takeoff mAh: 6590 Takeoff Volts: 12.909		Landing Bat: 65% Landing mAh: 4310 Landing Volts: 11.561	
Takeoff Degrees/Minutes/Seconds: 45° 45' 42.48"N, 122° 52' 44.23"W			
Drone Name: Lightening_UR4XM Drone Type: EVO2 Avg Wind: 4.4 Max Gust: 12.0			
Weather Summary: Sunny			
Flight #4	2023-07-08 16:02:07 Jul 8th, 2023 Trng Flight - SRFPD	Air Time: 00:19:10 Total Mileage (Miles): 2	Max Altitude (Feet): 299.1 Max Distance (Miles): 0
Takeoff Lat/Long: 45.761543,-122.879051			
Takeoff Bat: 100% Takeoff mAh: 6798 Takeoff Volts: 12.915		Landing Bat: 39% Landing mAh: 2626 Landing Volts: 11.032	
Takeoff Degrees/Minutes/Seconds: 45° 45' 41.56"N, 122° 52' 44.58"W			
Drone Name: Lightening_UR4XM Drone Type: EVO2 Avg Wind: 6.5 Max Gust: 12.3			
Weather Summary: Sunny			
Flight #5	2023-07-08 15:47:26 Jul 8th, 2023 Trng Flight - SRFPD	Air Time: 00:12:02 Total Mileage (Miles): 0	Max Altitude (Feet): 166.3 Max Distance (Miles): 0
Takeoff Lat/Long: 45.761543,-122.879013			
Takeoff Bat: 68% Takeoff mAh: 4562 Takeoff Volts: 11.918		Landing Bat: 28% Landing mAh: 1856 Landing Volts: 10.94	
Takeoff Degrees/Minutes/Seconds: 45° 45' 41.56"N, 122° 52' 44.45"W			
Drone Name: Lightening_UR4XM Drone Type: EVO2 Avg Wind: 6.9 Max Gust: 14.5			
Weather Summary: Sunny			

Flight #6	2023-07-08 14:42:40 Jul 8th, 2023 Holaday Rd Fire 3	Air Time: 00:02:46 Total Mileage (Miles): 0	Max Altitude (Feet): 142.6 Max Distance (Miles): 0
Takeoff Lat/Long: 45.772236,-122.929199			
Takeoff Bat: 77% Takeoff mAh: 5216 Takeoff Volts: 12.067		Landing Bat: 68% Landing mAh: 4602 Landing Volts: 11.652	
Takeoff Degrees/Minutes/Seconds: 45° 46' 20.05"N, 122° 55' 45.12"W Drone Name: Lightening_UR4XM Drone Type: EVO2 Avg Wind: 1.7 Max Gust: 2.4 Weather Summary: Sunny			
Flight #7	2023-07-08 14:39:10 Jul 8th, 2023 Holaday Rd Fire 2	Air Time: 00:03:25 Total Mileage (Miles): 0	Max Altitude (Feet): 124.2 Max Distance (Miles): 0
Takeoff Lat/Long: 45.772171,-122.929764			
Takeoff Bat: 88% Takeoff mAh: 5952 Takeoff Volts: 12.445		Landing Bat: 77% Landing mAh: 5218 Landing Volts: 11.962	
Takeoff Degrees/Minutes/Seconds: 45° 46' 19.82"N, 122° 55' 47.15"W Drone Name: Lightening_UR4XM Drone Type: EVO2 Avg Wind: 6.2 Max Gust: 7.6 Weather Summary: Sunny			
Flight #8	2023-07-08 14:34:57 Jul 8th, 2023 Holaday Rd Fire 1	Air Time: 00:03:51 Total Mileage (Miles): 0	Max Altitude (Feet): 287.8 Max Distance (Miles): 0
Takeoff Lat/Long: 45.772141,-122.929718			
Takeoff Bat: 100% Takeoff mAh: 6776 Takeoff Volts: 12.989		Landing Bat: 88% Landing mAh: 5960 Landing Volts: 12.206	
Takeoff Degrees/Minutes/Seconds: 45° 46' 19.71"N, 122° 55' 46.98"W Drone Name: Lightening_UR4XM Drone Type: EVO2 Avg Wind: 4.0 Max Gust: 7.8 Weather Summary: Sunny			
Item #9	Total	Air Time: 01:09:11 Total Mileage (Miles): 5	

STAFF REPORTS

Fire Chief Report

August

Meetings Attended

On Fire Assignment and then on vacation

Hours Worked March: 102 Hours

On Call in July: 72 Hours (Call shifts minus office time)

TOTAL HOURS: 174

Training

None

Projects

EMS Boundaries Multnomah County – *In Progress*

Draft Strategic Plan – *In Progress*

Fire Station Project ~ *In Progress*

OSFM HMEP Grant 2021 ~ *Completed UAS, still working on the training grant.*

SHSGP ~ *Awarded, waiting for aircraft to be delivered. Scheduled for September.*

Senate Discretionary spending request ~ *Final grant paperwork, working with PCC and SHS.*

2022 AFG Grants

Tender Project ~ *In progress*

Engine Project ~ *In Progress*

Last month I talked about writing a board report in the command rig, and here we have a repeat. As I am writing this, I am on the Bedrock Fire east of Eugene. Our agency received a request to support a REMS need for the fire. REMS stands for Rapid Extraction Module Support. REMS is becoming a big part of the medical and safety side of wildland firefighting. REMS is requested when firefighters are in dangerous areas (steep slopes, inaccessible terrain, etc.) to provide rope rescue and advanced medical support. In 2020, we sent a team out for 40 days to California to support a similar mission. Over the last few years, we have been building our program to continue to participate in these resource requests.

How does this benefit the district? Our staff gets over 24 hours of training on a two-week deployment. They can experience the Incident Command on a grand scale, practice skills that have very limited use, can see something different and it allows the district to utilize a unique path to acquire revenue to help the district. I will be shadowing the crew for four days before returning.

We are still plugging away at the civil service commission and hope to have that squared away and get started on the hiring process in the next two weeks.

For the first time ever, I do not have much to report. This is because I was away on vacation.



OPERATIONS REPORT

The Scappoose team accomplished a lot in the month of July. Despite vacations and holidays for all the staff, we keep plugging along.

We took delivery of a good portion of our hose and Lt. DuBois and FF Kriek were key to in servicing all the new hose. We will systematically over the next two years, replace all our hose. Specifically, all the large diameter hose (LDH) is beyond servicing and age. We were able to replace one engine and all the pony or short sections of hose on all the structure engines. This next fiscal year, we will complete another engine and more attack hose.

All the equipment for the fire boat has arrived and we are in the process of installing some of the equipment now and the side scan sonar, a bit later.

Unfortunately, we have had several equipment challenges with our older vehicles. We will have to replace the transmission in the community paramedic vehicle and possibly a computer in Squad 2. There has been an intermittent brake light showing which is unusual. We are glad that we have two staff vehicles identified and budgeted for replacement in this fiscal year.

The officers' group is working hard at refining and updating our basic fire procedures book (The Play Book). Lt. Heuer is taking the lead and helping us to get this project over the finish line. The officers' group made a significant change to the apparatus order which included moving the Tower Ladder over a couple of spots. This change has been wonderful for a whole host of reasons. We will be bringing in an electrician to finish getting the power drops in the right place to not overload the breaker.

On the IT side of the house, we made some modifications and purchased a few additional hard drives to be able to store the requisite data from our UAS program as well as fire investigation data (photos). This project should be completed in the next few weeks.

We are still being told that our Engine and Tender order are on schedule.

We are also working on a couple of IT projects. One item of significance is a change and migration to a new organizational ending. Specifically, we will be switching from the .us to .gov. The reason for the switch is tied to several warnings from CISA (Cybersecurity and Infrastructure Security Agency). Switching to .gov will help with some of the phishing attacks and allow for more security of our infrastructure.

Holbrook station: Nothing to report currently. The station is in order and working efficiently.

Chapman station: Will be looking to start a bidding process for a roof replacement.

The Boat House station: Nothing to report currently. The station is in order and working efficiently.



Division Chief Marks
August 2023

July Projects:

Duty Shifts - Safety Program - Wellness Program
CQI Program – Compliance Data Collection - GEMT
Medicare Ground Ambulance Data Collection System (GADCS)
New Staff On-Boarding

Drills / Activities / Meetings in July included:

Pancake Breakfast	Admin Meetings
Fire Defense Board	PCG GADCS Kick-Off
Protocol Development	FTEP Follow-up
Meet with EMS Chiefs	MPD Meetings
Columbia Pacific CPCCO	Meeting with Public Health
River Safety Meeting	ATAB
Image Trend Conference	ASA Meeting
C911 Next Gen Radio Interview	

EMS leadership continues to work with Dr.'s Sasek and Wiley on the transition. Dr. Wiley has been officially approved for the malpractice issue discussed in the July report. With this, Chief Holsey from Clatskanie is updating the contract for Dr. Wiley. There are minor changes that will not affect much. There will be a fee increase which was discussed months ago. Besides that, some items such as the districts providing a vehicle to the MPD have been removed.

No new news on the ASA plan. We are still waiting to hear back from OHA. The ASA committee has been set. I will be the lead representative for the district and Katy will be the alternate. The first meeting was held on July 18th and was relatively short. Chief Holsey will be the chair of the committee and I will be the vice chair. I felt it was important to have Chief Holsey in this position due to his history with EMS in the county.

The new ambulance was placed in service. Feedback from the crews remain positive.

Billy and Nina both started their regularly scheduled shifts in July. Both employees seem to be fitting in well. The transition with Nina is still on going and new items come up, but the program is continuing without issues.

Maria and I attended a PCG (Public Consulting Group) GADCS kick-off meeting. The district will be working with PCG with our GADCS project. We will collect data points and submit it to their team for final submittal to Medicare. As a reminder the GADCS is a survey that all transporting ambulance organizations across the country must submit. If an organization does not submit data or if Medicare deems submitted data incomplete, an organization can have 10% of their Medicare funds withheld for a calendar year. During the kick-off meeting PCG stated that even after a year of data submittal it is still taking their staff around 60 hours to collect and compile the data required by Medicare. Their staff are well versed in these areas. With knowing that, I firmly believe the expense of using their company to outweigh the loss of personnel time inside our organization. Maria and I will continue to work on this project throughout FY 23/24.

Lt. DuBois, Katy I all attended the annual Image Trend Connect conference. This conference brings Image Trend users from across the country together in St. Paul Minnesota. Image Trend provides three days of classes to help users navigate and build their product to its fullest potential. Staff attend as many different sessions as possible to ensure the most knowledge is pulled from this event. Our staff comes back with more knowledge every year to increase productivity of the system. While this conference does cost a portion of the training budget, it is important for our staff to attend to ensure we continue with best practices.

My Time Worked in July 2023	207 Hours
Call Time in July 2023	193 Hours (call shifts minus office time)
Total Hours for July 2023	400Hours



Animal Rescue with Portland Fire. Slavens Road Structure Fire



Holiday Road Wildfire

Chief Bautista Report

August 2023

July Projects:

- ◆ SRFD Fire Marshal Fee Schedule Update Proposal (Tabled) - Need administrative time and support to review and revise
- ◆ SRFD Admin Support Internship program for Fire Prevention, EMS and Training (Tabled) - Currently unable to explore due to other priority projects
- ◆ Update CCFiremarshal.com website (Tabled) - Need administrative support and access to master copies of forms to update
- ◆ 2023 Training Calendar (In progress)
- ◆ Probationary Skill Test Revision (Tabled) - Once final probationary firefighter completes training, we will look at these forms due to other priority projects
- ◆ Summer Volunteer Academy Plan (In Progress)
- ◆ Lieutenant Exam Process (In Progress)
- ◆ Youth Firesetting Prevention and Intervention Program development (In Progress)
- ◆ Training & Activity Report Forms (In Progress)
- ◆ Permit Application Portable Propane Devices Updating Form (Tabled) - Need Access to master copy of form to update
- ◆ Food Concessions & Vendor Fire Safety Checklist for Tents/Booths/Standards (Completed)

Fire Marshal Division:

One (1) driveway inspection, two (2) fire inspection, two (2) company inspections, five (5) pre-fire plans were completed (4 with shift personnel participation), one (1) special event permit review, two (2) re-inspections.

During the month of July, I conducted from Fire Marshal outreach with our two stakeholders, City of Scappoose and Columbia County. Both were good conversations but highlighted areas that needed to be improved upon. I will be working with Chief Pricher and our community partners to work on the items discussed.

Scappoose Adventure Festival is coming up August 12th & 13th, 2023. This is the second time this event is being held in Scappoose. I have been working with the City of Scappoose and event coordinators on completing special event permits and all associated permits for vendors (e.g., propane devices and food carts). I am trying to be more proactive at capturing these fees because of the FTE hours these types of events draw from SRFD personnel. Due to the short turnaround of notification and paperwork being completed, this took some time and effort get it completed prior to the event. I am working with the City of Scappoose to have an after-action review of this event and discuss methods to improve coordination for future events with all stakeholders.

Training Division:

FF Hughes is scheduled for his 12-month skill exam at the end of August. We have extended overtime opportunities for him to come in on day 2 of other shifts to prepare for this exam. FF Hughes will be our last probationary Firefighter we began onboarding in 2022.

I have been working with the Volunteer Chief Officers to develop a new plan for the new recruits to complete their NFPA Firefighter 1 academy. We are currently allowing a few more weeks for new applications to come in. We want to avoid a constant state of onboarding as this is time consuming and distracts from focusing on our current pool of volunteers and staff.

Current Draft Plan for New Recruits

- Completing Firefighter Type 2 Training
- Completing NFPA Driver/Operator Training
- NFPA Hazardous Materials Awareness and Operations Training (Hybrid curriculum with skills day)
- NFPA Common Passenger Vehicle Rescue – Operations Level Training (Tentative)

The logic in this strategy is to have new pool of volunteers engaged early and responding to incidents prior to the NFPA Firefighter 1 academy. Such calls include brush fires and motor vehicle accidents. By completing these courses, they would be able to get support vehicles out the door. By including their training in the weekly drills, they will get to know and work with all the members of SRFD.

July Meetings & Activities:

Date	Meeting and/or Topic
7/5/2023	Youth Firesetting Screening Intake Inquiry
7/5/2023	Fire Investigation - 33870 Slavens RD
7/6/2023	Access Complaint - Between Pisgah Lookout Road and Gunnars Lake Mainline Road
7/7/2023	NFPA 407 Task Group 1 Meeting
7/17/2023	Re-Inspection - Scappoose Senior Center
7/17/2023	Moorage Fire Code Inquiry (Mult. County)
7/18/2023	City of Scappoose Community Development Meeting
7/18/2023	Re-Inspection @ T and H Marine
7/18/2023	Complaint Follow-Up @ SE Olive Street
7/18/2023	Fire Preplan – Fultano's Pizza (A Shift Participation)
7/19/2023	Fire Inspection @ Fultano's Pizza
7/19/2023	Columbia County Building Official Meeting
7/19/2023	Scappoose Apartments Proposed Site Plan Comments (Consult)
7/19/2023	Special Event Permit Review – Movies at the Park
7/20/2023	Fire Inspection - Shell DBA Star Mart
7/20/2023	Fire Preplan – Shell DBA Star Mart
7/20/2023	NFPA 407 Task Group Meeting (Virtual)

7/20/2023	Economic Development Committee Meeting
7/20/2023	Company Inspection (B Shift) - Starbucks
7/20/2023	Fire Preplan – Starbucks (B shift participation)
7/24/2023	Driveway Consult - 29445 Pisgah Hm Rd.
7/25/2023	Pre-Fire Plan (A-Shift participation) - United States Postal Service Scappoose
7/25/2023	Task Book & Training Meeting with FF Schoof
7/26/2023	Food Tent Fire Code Inquiries with Enviro-Pak
7/26/2023	CRR Kitchen Table Day (Virtual)
7/26/2023	Special Event Permit – Scappoose Adventure Festival 2023
7/27/2023	Initial Driveway Inspection - 26477 Gunners Lake Mainline Rd
7/27/2023	Final Driveway Inspection @ 54330 Armstrong Rd
7/28/2023	Final Driveway Inspection @ 54330 Armstrong Rd (Follow-Up Items)
7/31/2023	Company Inspection (A-Shift) - T-Mobile
7/31/2023	Pre-Fire Plan (A-Shift participation) - T-Mobile
7/31/2023	FDC Inquiry and Specifications Document Request - Rivers Bend Marina

Upcoming Chief Officer Development:

Nothing to report

Upcoming Training:

Total hours for July 2023: 308.25 hours (180.25 hours & 128 Duty Officer On-call hours, minus office hours)



Training / Drill:

We have been having consistent turnout for drill. New recruits have been actively participating in drill and it seems like our drill nights have been very engaging which has been great to see. I have been able to finish two task books since the last report, NFPA Rope Rescue Operations, and Technician. Chief Bautista has been helping me with my PIO, Investigator, and Inspector task books. We seem to have a very good commitment from volunteers for the upcoming hose handling/ engine class.

Projects:

August plans to be a very busy month. On the 14th we will have around 30 teachers from the region here for a fire introduction course and they want to know more about our UAS program. On the 11th we are doing Wildfire Safety at Heritage Park prior to the showing of Bambi. Karleigh has done an exceptional job helping me put the presentation together for it and I think it will be very successful, I also contacted Kelly Niles and Smokey Bear will be there to meet the kids before and after the presentation. On the 29th I will be teaching fire extinguisher safety and usage to all the bus drivers from the Scappoose schools, which should have about 40 people attending. I am finishing the final few things for our movie night on September 8th. Ice cream and supplies have been ordered we expect 400-500 attendees.

Upcoming Classes:

I am looking for more recruitment classes to take. There are possible opportunities to attend a recruitment symposium in November, which would really help with networking and fresh ideas. I have several task books I am currently working on. I plan on going to the upcoming engine course.



The first Pancake Feed I have attended since I started working here seemed to be a great success. The recruitment table had several visitors interested in volunteering.



July 2023 – Finance Report

Revenue highlights for July:

- \$197,498 in general fund revenue was deposited in July.
- \$96,872 EMS revenue. This is the second straight month with EMS revenue above \$90,000.
- \$39,344 in June tax turnovers were deposited in July.
- \$35,000 grant award for 2023 Wildland Season staffing from OSFM.
- \$6,116 refund check from West Marine Pro for FB43 electronics upgrade was deposited into miscellaneous revenue.
- \$11,950 check from Columbia Pacific CCO for Community Paramedic start-up costs.

Expenditures:

- Contract Services expenses in July were 34% of the FY23-24 budgeted amount. Annual payments for moorage fees, Lexipol (policy manual), and GEMT cost report preparation contributed to \$18,484 in expenses.
- Information Technology expenses in July included:
 - \$3,092 for equipment necessary for the Community Paramedic program
 - \$2,000 to CalTopo for mapping licenses
 - \$1,345 for upgrades to the district's hard drive system
- EMS Operations expenses included \$3,480 for the annual narcotics tracking license.
- Credit card expenses totaled \$7,942 in July. Most of the expenses were training related.

Projects:

FY22-23 audit prep began in July. The goal is to have a smooth audit that is completed in a timely fashion.

July is reporting month. In addition to the monthly payroll reports, the following have been completed or are in progress:

- Worker's Compensation Payroll audit
- COVID relief report submitted for \$12,422.88
- Data collection for the GADCS Medicare survey began in July with monthly submissions throughout this fiscal year.
- GEMT cost report to PCG

On-boarding new employees and volunteers was completed in July.

Maria Heath

OLD BUSINESS

COMMITTEE REPORTS

MISCELLANEOUS

NEW BUSINESS

COMMUNICATIONS

Handwritten text, possibly a date or name, located at the top of the page.

Thank You

Jeff,

I really appreciate you coming
to my son's funeral. It was
unexpected and made me really
happy to know that you cared
so much. Thank you for your
support in this and many other things.
Shawn, Stacy and
the boys Bushnell