

Scappoose Rural Fire District  
Scappoose, Oregon  
BOARD OF DIRECTORS MEETING MINUTES  
7 p.m. Thursday August 13, 2020

Board Members Attending: D. Sorenson, M. Gift, A. Kriek, and R. Cairns. D. Graham had an excused absence.

Also attending: Chief Pricher, FD Salisbury, FF Anderson, FF Liebig, FF Maginn, FF Mathews, NIFF Curio, S. Booth, and M. Heath. DC Greenup attended electronically.

Mr. Sorenson called the meeting to order at 7:00 p.m. He then led the flag salute.

Public Comment: None

Consent Agenda: Mr. Kriek motioned to accept the consent agenda. Mr. Cairns seconded. Mr. Kriek asked about the payment to Dennis Hoke. Ms. Salisbury explained that the severance payment was not subject to PERS, so neither Mr. Hoke nor the District owed contributions on that amount. This saved the District over \$7300, and Mr. Hoke's 6% PERS withholding was refunded. Mr. Sorenson also asked about the overtime and comparison to July 2019.

The motion to approve the consent agenda passed unanimously.

**Staff Reports:**

**Fire Chief's Report:** Chief Pricher asked if there were questions regarding his report. Mr. Sorenson asked about the \$150,000 carryover in old ambulance billings. Chief Pricher explained that this was from insurance companies that have not paid EMS bills, and that legal services may need to become involved in recovering these fees. Board members asked what other agencies have done to recover fees. Ms. Booth will reach out to OFSOA and explore options for collection of fees. Our fees are comparable to AMR and MetroWest. Mr. Cairns said he thinks we need to go after these fees. Chief Pricher said he'd like to take a two-pronged approach: find out what other agencies are doing and ask them what they have done in this situation (i.e. taken companies to collections, etc.) Mr. Gift wants to know what tactics have been successful. NIFF Curio shared that MetroWest chooses to write off these unrecovered billings. Chief Pricher said that we should pursue ideas and information from other agencies prior to making a decision about collection of these billings.

Mr. Sorenson asked about the scoping process and the number of respondents to date. Chief Pricher said 65 letters were sent out and 18 people responded. August 18th and 25th from 9:00-12:00 pm. are the scheduled dates for the scoping process so we can accommodate as many people as possible. Mr. Gift asked if we tracked the location of the respondents. He would like to make sure people who are in our ASA but are

outside the district be involved. Mr. Gift will communicate with Ms. Booth on names of people he would like to invite to the process. He also requested a map of where respondents live within the district to be sure we have equal representation during the scoping process. Chief Pricher said he would have that for the board later in the evening.

**Fire Marshal's Report:** No questions.

**Operations Report:** Board members asked questions about the tower, Engine 431, and the fireboat. Chief Pricher explained the status of each apparatus.

Holbrook station is in the process of being repaired. Leaf Guards are being installed in the gutters in addition to the structural work.

HVAC systems were installed at the main station in 1987. The board needs to begin budgeting for replacement of the heat pumps and be sure that when we purchase new units that they are roof units, not ground mount units. We are receiving bids for a service agreement to maintain the AC/Heat Pump units.

Chief Pricher spoke about the possibility of obtaining a surplus brush unit from Portland Fire.

NIFF Curio and FF/Paramedic DuBois attended an Image Trend conference. NIFF Curio found it extremely helpful. NIFF Curio responded to a question from Mr. Kriek regarding the tracking of confirmed COVID-19 cases by saying that Image Trend is capable of tracking the cases that are COVID related. There is no feedback from the State regarding confirmed cases transported. This is written into law. Mr. Gift asked FF Maginn if Local 1660 is doing anything to help gather information. He followed up by asking FF Maginn to check with 1660.

**Training Report:** Mr. Gift asked that duty shifts be tracked, saying this may be helpful in future discussions. Chief Pricher said that he has directed Chief Marks to track hours and present them in the same format as in his Chief's Report.

Mr. Gift asked who in the region received the vehicle investigation credential. Presently, Chief Pricher is the only certified person. Three people in the region completed the class, but only Chief Pricher has completed the certification process.

**Old Business:**

**Committee Reports:** No comment

**Drone grant contract:** Mr. KriECK made the motion to approve the \$90,232 contract with Near Space Corporation to fulfill the terms of the UASI Drone Grant. This was seconded by Mr. Cairns. At a later date, the district will need to approve the billing of Chief Pricher's time which he'll track, given the grant was originally for \$100,000.

The motion to approve the Near Space contract passed unanimously.

**Job Descriptions:** In addition to job descriptions for Non-IDLH Fire Fighters, PIO, Fire Inspector, Office Manager, Executive Assistant, and Recruitment & Retention Coordinator Chief Pricher shared the proposed organizational chart for SRFD, explaining that the format illustrates the Servant Leadership Model. The Finance position is the only job description not yet finished. Chief Pricher told the board he would like to push the org chart out to the staff, so therefore the board's input on the job descriptions and the approval of them is a necessary first step. Mr. KriECK asked questions about who the NIFFs report to. The NIFFs need supervision that is stationary. Since the lieutenants rotate, the Operations Chief will supervise the NIFFs.

Mr. Gift said he would like to see a supervisory role with the NIFF group that reports to the Operations Chief. Chief Pricher said that an EMS Lieutenant has been a topic of discussion. This, however, requires additional funding.

Mr. Sorenson suggested adding a second language speaker in the desirable qualities section of future job descriptions. The Board discussed the pros and cons of such an addition.

Mr. Cairns asked why the Office Manager position included a statement about a non-smoker as a requirement. Chief Pricher said this was an oversight and could easily be edited out of the description. Mr. Cairns motioned to approve the job descriptions with the non-smoker requirement deleted from the Office Manager description. Mr. Gift seconded. The motion to remove the non-smoking requirement carried unanimously.

Chief Pricher asked if the Board approved of the organization chart. The Board approved the organization chart.

**Miscellaneous:** Nothing to share.

**New Business:**

**Plan to hire permanent chief:**

Mr. Sorenson said they have used SDAO, ESCI, Western Fire Chiefs, Prothman. Chief Pricher said ESCI and Western Fire Chiefs have the same address, so essentially there are three executive search companies represented.

Mr. Cairns asked if the Board is legally bound to search for a new chief or if they can skip the process. Mr. Sorenson asked the other board members to return to the

September regular meeting prepared to make a decision regarding how to proceed based upon the four recommendations in the memorandum. If the Board chooses to go out for a search, they are looking at March as a potential start date. Chief Pricher highly encouraged the Board to talk with the stakeholders regarding their wishes for a chief.

Mr. Sorenson cautioned the Board members against emailing and holding a "meeting" to discuss hiring a permanent chief.

**Lexipol: Sections 1 & 2**

300+ pages need the Board's review. Chief Pricher suggested reviewing a section or two at a time. Although many of the policies in Lexipol are legally vetted, there is some modification specific to SFRD. DC Greenup explained the reasoning behind presenting the manual a few sections at a time. Once sections are reviewed and approved, the sections can be deployed. Mr. Gift asked who the point of contact will be if questions about content arise during their review. Board members will return to the September board meeting having reviewed Sections 1 and 2.

**Public Comment:**

Mr. Gift brought up a possible part-time employee and asked who the point of contact would be for an application. Chief Pricher assured Mr. Gift that an application would be forthcoming within a week.

**Good of the Order:**

A letter from Chief Lake was received thanking SFRD for their assistance during a July 25<sup>th</sup> wildland fire on Sauvie Island.

The meeting was adjourned at 8:45 pm.