

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff met in-person at
Scappoose Fire District Main Station
Also held electronically via GoToMeeting and telephone call-in number
Thursday, June 10, 2021

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

<https://global.gotomeeting.com/join/964019917>

You can also dial in using your phone.

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Call to Order & Flag Salute

Public Comment:

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

Budget Hearing

Consent Agenda:

- Approve minutes from the May 13, 2021 Regular meeting
- Approve 5.31.21 Expense Account activity
- 5.31.21 Budget vs. Actual

Statistical Data:

- Ambulance Activity Report
- Response Activity Report

Staff Reports:

- Chief's Report
- Operations Report

- Fire Marshal Report
- Training Report
- Financial Report

Old Business:

1. Policy Manual Updates (*This will be ongoing over the next several months*)
2. Staffing Update

Committee Reports:

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

Miscellaneous:

New Business:

- Ratify US bank signature for new credit cards, authorize board president to sign
- Discussion on Credit Card Policy
- Ratify Contract with MCE and authorize Chief Pricher to sign
- Contract Extension with NSC
- Notice of Acknowledgment with Government Capital and authorize the Board president to sign

Good of the Order

Adjourn

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

PREVIOUS MEETING MINUTES

SCAPPOOSE FIRE DISTRICT

SAFETY COMMITTEE MEETING

Safety Message: Summer is here, stay hydrated!!

Date: May 12, 2021 @ 1803

Members Present: Logistics Stewart and Laney, Fire fighters Liebig and Oberbarnschiedt, Division Chiefs Greisen and Marks

April Minutes: Approved

Accident Reports: Backing Incident from February. Reviewed by the committee. Accident was avoidable. Pay more attention in icy conditions. Biggest concern was the delay in the report to the committee.

Safety Action Generator: None

Station Inspections: F/F Dietz completed Inspection for the Scappoose Station.

For new quarter, Chief Greisen and Steve Stewart volunteered to inspect Chapman Station, Henry volunteered to inspect Holbrook Station, and C Shift will inspect the Boat House.

Near Miss: None

Old Business: Exhaust Fan in Bay: Lt Anderson completed maintenance on the bay exhaust removal fan. He replaced a broken belt for the motor and cleaned the vanes to allow them to open all the way. This has improved the airflow. Bay fan needs to remain in auto mode. In this mode the fan activates when the apparatus bay doors open and remains active for five minutes to remove vehicle exhaust. If the fan is shut off after apparatus is moved out and there is proper air flow through the bays, it must be restored to the auto position.

Safety Vests: Gentle reminder. Safety vests need to be used while on any incidents and training near a roadway. This is for the safety of all members. Visibility near a roadway is important and can reduce injury due to distracted drivers.

SCBA Batteries: Crews have been finding dead batteries for the SCBA's during apparatus checks. It was thought to be lack of checks, but it has been determined that some batteries are not holding a charge. If you suspect a battery is not holding its charge, mark it with a red sticker located on the SCBA work bench. This will allow us to track which batteries are suspected to have issues. We can then follow the battery and send it in for warranty replacement if needed. F/F Gandara will be sending an email soon.

New Business: Safety Committee Training

FIT Testing: Members are currently being FIT Tested. If you have not been tested, please schedule a test with F/F Liebig, F/F Gandara, or F/F Mathews.

Good of the Order: Annual Safety Classes completed including BBP, HIPAA, RT 130 with Shelter Deployment, Haz Com, Hazardous Materials, Vehicle Familiarization, OSHA Division 2 L training.

Adjourned – 1849

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire District
Itemized Account Activity
May 2021

Date	Name	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance				
05/04/2021	health insurance	Special Districts In...	MAR health benefits	19,306.19
05/04/2021	health insurance	HRA VEBA Trust	District contributions	7,533.31
05/05/2021	life insurance	Standard Insurance	Life & LTD Insurance	1,726.09
05/13/2021	health insurance	Special Districts In...	Health Benefits	21,552.72
05/13/2021	life insurance	Standard Insurance	Life & LTD Insurance	1,327.24
05/18/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	75.00
05/26/2021	WHA Insurance	WHA Insurance	Provident Life & Accident group...	1,898.00
05/26/2021	health insurance	HRA VEBA Trust	District contributions	7,533.31
05/27/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	303.68
05/28/2021	health insurance	Paychex Payroll	Flex spend health ins cashout	11,660.97
05/28/2021	workers comp	Paychex - tax	ER Work Benefit	48.61
Total 550 Insurance				72,965.12
560 Personnel Salaries				
05/04/2021	salaries	Heath, Maria	reimburse petty cash	250.00
05/04/2021	salaries	Transamerica Life ...	Employee Life #42462357 Ahlers	93.81
05/04/2021	salaries	HRA VEBA Trust	Employee PEHP contributions	2,571.00
05/04/2021	salaries	Tualatin Valley Fir...	Union Dues - PR deduction MA...	1,743.09
05/05/2021	salaries	Principal Financial...	Life Ins policy 4807351 B. Dubois	42.41
05/05/2021	salaries	Principal Financial...	Life Ins policy 4807350 B. Heuer	109.99
05/05/2021	salaries	Standard Insurance	STD staff PR deductions	459.96
05/12/2021	salaries	P.E.R.S.	Employee 6% IAP plus unit con...	11,245.78
05/13/2021	salaries	American Heritage...	Case # 84457 PR Deduc: R An...	136.90
05/13/2021	salaries	Standard Insurance	STD staff PR deductions	490.29
05/13/2021	salaries	Inroads Credit Uni...	Staff food fund--April PR deduct...	660.00
05/26/2021	salaries	HRA VEBA Trust	Employee PEHP contributions	2,571.00
05/26/2021	salaries	Tualatin Valley Fir...	Union Dues - PR deduction JU...	1,743.09
05/26/2021	salaries	Voya-State of Ore...	Oregon Savings & Growth Plan ...	12,287.80
05/28/2021	other wages	Paychex Payroll	Deferred comp	4,087.00
05/28/2021	OT Salaries	Paychex Payroll	FLSA Overtime	2,305.56
05/28/2021	other wages	Paychex Payroll	FF incentives	1,839.63
05/28/2021	other wages	Paychex Payroll	Longevity	920.35
05/28/2021	data communica...	Paychex Payroll	Phone Pay	150.00
05/28/2021	other wages	Paychex Payroll	Shift differential	254.28
05/28/2021	OT Salaries	Paychex Payroll	Overtime	15,051.83
05/28/2021	salaries	Paychex Payroll	Balance of net pay	70,157.35
05/28/2021	salaries	Paychex - tax	Employee taxes withheld	40,937.70
05/28/2021	salaries	Department of Jus...	MAY PR deduction	805.00
Total 560 Personnel Salaries				170,913.82

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06/03/21
Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
May 2021

Date	Name	Source Name	Memo	Paid Amount
570 SocSec/Medicare(FICA)				
05/28/2021	social security	Paychex - tax	Empl'r FICA	13,380.14
Total 570 SocSec/Medicare(FICA)				13,380.14
580 Volunteer Services				
05/13/2021	volunteer services	Greenup, Cade	reimb cell phone May	34.00
05/26/2021	volunteer services	O.F.D.D.A.-LOSAP	2020 funding of District LOSAP ...	8,000.00
Total 580 Volunteer Services				8,034.00
590 Personnel Benefits				
05/04/2021	wellness	Oregon Occupatio...	physical - A. Quinn	410.00
05/12/2021	PERS	P.E.R.S.	Employer PERS	46,685.70
05/28/2021	PERS	P.E.R.S.	Employer PERS	102.10
Total 590 Personnel Benefits				47,197.80
Total 1.1 GENERAL FUND PERSONNEL SVCS				312,490.88
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services				
05/04/2021	Emergency Serv...	Emergency Servic...	SRFD ops Chief Assessment	750.00
05/05/2021	Kleinberg Tech	Kleinberg Tech	March report	192.50
05/05/2021	Kleinberg Tech	Kleinberg Tech	April report and overlapping call...	227.50
Total 670 Contract Services				1,170.00
680 Communications Maintenance				
05/04/2021	Complete Wirele...	Complete Wireles...	radio 136-174 MHZ	1,874.60
05/04/2021	Complete Wirele...	Complete Wireles...	Microphone	178.09
05/04/2021	Complete Wirele...	Complete Wireles...	remote control head plug and pl...	908.70
05/04/2021	Complete Wirele...	Complete Wireles...	High power 110w	234.33
05/04/2021	Complete Wirele...	Complete Wireles...	handheld microphone	356.18
05/04/2021	Complete Wirele...	Complete Wireles...	cable assy remote mount	100.10
Total 680 Communications Maintenance				3,652.00
720 Public Fire Services				
05/10/2021	Fire Marshal	Ace Hardware - S...	U post 5ft	5.00
05/10/2021	Ace Hardware - ...	Ace Hardware - S...	Ace rewards card	-5.00
05/13/2021	Fire Marshal	Ace Hardware - S...	U post 5ft	47.72
05/13/2021	Ace Hardware - ...	Ace Hardware - S...	Ace Orange	3.99
05/26/2021	Mallory Safety a...	Mallory Safety and...	Kevlar gloves hvy leather	234.00
Total 720 Public Fire Services				285.71

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Cash Basis

Scappoose Rural Fire District Itemized Account Activity

May 2021

Date	Name	Source Name	Memo	Paid Amount
740 Uniforms				
05/06/2021	DOD Fed Mall	DOD Fed Mall	Fireman shirts	156.96
05/06/2021	DOD Fed Mall	DOD Fed Mall	Flame Resistant pants	276.54
Total 740 Uniforms				433.50
750 Maintenance on Equipment				
05/04/2021	maintenance	Ace Hardware - S...	Fasteners - pump throttle repair	5.07
05/04/2021	maintenance	Ace Hardware - S...	1/2 inch socket ratchet	32.10
05/04/2021	maintenance	Ace Hardware - S...	PAD VNY PROT	15.53
05/04/2021	maintenance	Ace Hardware - S...	R431 Slide out tray	5.06
05/04/2021	maintenance	Pro Automotive & ...	Lube oil filter - 2005 Chevy Sub...	62.50
05/04/2021	maintenance	Sunset Auto Parts	Powerated Belt	15.51
05/04/2021	maintenance	True North Emerg...	Pierce engine repairs	1,353.03
05/04/2021	EMS Operations	Fire Rescue Equip...	Holmatro GCT 3150	3,000.00
05/04/2021	MYR & Commer...	MYR & Commerci...	parts to service 2004 Metal Craf...	463.75
05/04/2021	maintenance	Pro Automotive & ...	replace rear brakes	765.47
05/04/2021	maintenance	Sunset Auto Parts	DEF x 4	31.96
05/04/2021	maintenance	Sunset Auto Parts	Fuse	5.98
05/04/2021	maintenance	Sunset Auto Parts	wiper blades	48.48
05/05/2021	maintenance	True North Emerg...	Pierce engine repairs	2,697.97
05/06/2021	Amazon	Amazon	CHarger for DLS battery	45.49
05/06/2021	Amazon	Amazon	Circuit braker w/switch	27.99
05/10/2021	Amazon	Amazon	smart charger	20.50
05/10/2021	Amazon	Amazon	Converter charger	148.51
05/10/2021	Amazon	Amazon	batter charger/converter	142.34
05/13/2021	operation	Advanced Traffic ...	Replace failed 795H Light Emitt...	1,624.50
05/13/2021	Oregon Dept of ...	Oregon Dept of Av...	Tail#FA39XPMYX	25.00
05/13/2021	Oregon Dept of ...	Oregon Dept of Av...	Tail # FA 39XPTRN	25.00
05/13/2021	maintenance	True North Emerg...	Pierce engine repairs	285.00
05/13/2021	Wilcox & Flegel	Wilcox & Flegel	unleaded 275 gals @ 3.30993	910.24
05/13/2021	Wilcox & Flegel	Wilcox & Flegel	Bio Diesel 800 gals @ 2.29124	1,832.99
05/20/2021	maintenance	Ace Hardware - S...	Fasteners	29.09
05/26/2021	maintenance	Sunset Auto Parts	4 batteries @ 195.50	436.36
05/26/2021	maintenance	Sunset Auto Parts	Battery cables	18.41
05/26/2021	National Hose T...	National Hose Tes...	hose testing @ \$0.28/ft, 13930 ...	3,900.40
05/26/2021	National Hose T...	National Hose Tes...	ladder testing @ \$2.50/ft 406ft	1,015.00
05/26/2021	National Hose T...	National Hose Tes...	24 heat sensors installed	48.00
05/26/2021	OST DOA	OST DOA	drone registration FA3HPNYM9R	25.00
05/26/2021	Wilcox & Flegel	Wilcox & Flegel	Bio Diesel 231.2 gals @ 2.30411	533.41
Total 750 Maintenance on Equipment				19,595.64
760 Admin istration				
05/03/2021	US Bank	US Bank	May Service Charge	103.86
05/03/2021	Amazon	Amazon	8 binder dividers set of 25	56.25

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May 2021

Date	Name	Source Name	Memo	Paid Amount
05/03/2021	Tactical and Sur...	Tactical and Survi...	Shipping	28.94
05/03/2021	Bemis Printing	Bemis Printing	annual report printing x 6	95.00
05/04/2021	Admin Oper	Greisen, Michael S.	reimb 4 cases of water	26.76
05/04/2021	attorney fees	Local Government...	General	1,347.50
05/04/2021	office supplies	Pacific Office Auto...	Monthly fee	43.56
05/04/2021	Admin Oper	Systems Design	Postage	70.95
05/04/2021	Admin Oper	Complete Wireles...	Shipping	40.00
05/05/2021	Admin Oper	A+ Engraving, LLC	Nameplates	30.10
05/10/2021	Amazon	Amazon	Refund on Amazon prime biz - ...	-79.00
05/10/2021	All About Mail	All About Mail	shipping to return Demo Helmet	41.75
05/10/2021	All About Mail	All About Mail	Shipping for Drone	25.50
05/12/2021	Department of J...	Department of Jus...	ODOJ charities annual filling	59.00
05/13/2021	attorney fees	Local Government...	General	808.50
05/13/2021	attorney fees	Local Government...	Labor	882.00
05/13/2021	attorney fees	Local Government...	Personnel	24.50
05/14/2021	US Bank	US Bank	May Service Charge	15.95
05/26/2021	office supplies	Pacific Office Auto...	Quarterly billing	256.79
05/26/2021	Admin Oper	A+ Engraving, LLC	Nameplates	72.00
05/26/2021	Admin Oper	Municipal Emerge...	Shipping	24.97
05/28/2021	audit & PR svcs	Paychex Invoice	2021 PR svcs - MAY	173.50
Total 760 Administration				4,148.38
765 Information Tec hnology				
05/03/2021	IT Service Provi...	Apple Inc.	Icould storage 200 GB	2.99
05/04/2021	data communica...	City of Portland	800 MHz access	147.81
05/04/2021	IT Service Provi...	Comcast	Acct # 8778 10 202 0633936 - ...	243.35
05/04/2021	data communica...	Verizon Wireless	ACCT 672550930-00001	9.84
05/04/2021	data communica...	Verizon Wireless	ACCT 342023411-0001	584.44
05/04/2021	IT hardware	Apple Inc.	Apple TV and App	208.00
05/04/2021	IT Service Provi...	Centerlogic, Inc.	Managed SAAS	125.00
05/04/2021	IT Service Provi...	CenturyLink	Chapman internet charge	74.95
05/04/2021	IT software	TriTech Emergenc...	04/15/2021 - 05/14/2021 Tri-Te...	250.00
05/04/2021	IT Service Provi...	Comcast	Acct # 8778 10 202 0162514 - ...	30.72
05/04/2021	IT software	EMS Technology ...	5 op IQ licenses	150.00
05/04/2021	IT software	EMS Technology ...	24 iq fleet management	120.00
05/04/2021	IT Service Provi...	AT&T Mobility	FirstNet Acct# 287287321203	451.68
05/04/2021	IT Service Provi...	JAMF Software, L...	monthly subscription replaces A...	116.00
05/04/2021	IT Service Provi...	JAMF Software, L...	monthly subscription replaces A...	120.00
05/05/2021	IT Service Provi...	Centerlogic, Inc.	Managed SAAS	607.00
05/05/2021	IT Service Provi...	Centerlogic, Inc.	network consultant - nathan	812.50
05/13/2021	IT Service Provi...	Comcast	Acct#8778 10 202 0633936 - M...	243.35
05/13/2021	data communica...	Verizon Wireless	ACCT 342023411-0001	583.10
05/13/2021	data communica...	Verizon Wireless	ACCT 672550930-00001	7.72
05/26/2021	IT Service Provi...	Centerlogic, Inc.	network consultant - nathan	546.25

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May 2021

Date	Name	Source Name	Memo	Paid Amount
05/26/2021	data communica...	City of Portland	800 MHz access	147.81
05/26/2021	IT Service Provi...	AT&T Mobility	FirstNet Acct# 287287321203	452.06
05/26/2021	IT Service Provi...	CenturyLink	Chapman internet charge	74.95
Total 765 Information Technology				6,109.52
770 Operating Materials/Suppli				
05/04/2021	operation	Ace Hardware - S...	Rescue tool blades	71.96
05/13/2021	Admin Oper	G&G Auto Care S...	vehicle cleaning supplies	48.00
Total 770 Operating Materials/Suppli				119.96
775 Emerg. Operating Su pplies				
05/03/2021	Tactical and Sur...	Tactical and Survi...	Ative response bags	307.92
05/26/2021	operation	Municipal Emerge...	7 nozzles @ 319.38	2,235.66
05/26/2021	operation	Municipal Emerge...	5 nozzles @ 319.39	1,596.95
05/26/2021	operation	Municipal Emerge...	4 nozzles @ 408.75	1,635.00
05/26/2021	operation	Municipal Emerge...	12 nozzles @ 99.37	1,192.44
Total 775 Emerg. Operating Supplies				6,967.97
780 Building & Grounds Maint.				
05/04/2021	maintenance	Ace Hardware - S...	Ties for Cords	20.42
05/04/2021	maintenance	Ace Hardware - S...	RUP ext RFL - Angled tire Ga...	29.18
05/04/2021	grounds maint	Columbia Feed & ...	Equipment repair	400.97
05/04/2021	grounds maint	Alonzo Yard Maint...	Holbrook fire station winter maint	200.00
05/04/2021	grounds maint	Alonzo Yard Maint...	Chapman fire station winter Maint	200.00
05/04/2021	grounds maint	Crow Water Syste...	3 backflow tests	135.00
05/04/2021	grounds maint	Paramount Pest C...	Chapman Station pest control	110.00
05/04/2021	Amazon	Amazon	HVAC filters	87.49
05/04/2021	Amazon	Amazon	HEPA filters	34.62
05/13/2021	grounds maint	Columbia Feed & ...	2.5 gals KillzAll	69.95
05/20/2021	grounds maint	Ace Hardware - S...	Cleaner simplr green	11.99
05/20/2021	grounds maint	Ace Hardware - S...	Windshield wash	8.07
05/26/2021	Mark's Custom ...	Mark's Custom Ex...	Holbrook roof replacement first ...	5,000.00
Total 780 Building & Grounds Maint.				6,307.69
790 Training				
05/04/2021	training office	Jones & Bartlett L...	Fun of Firefighter skills	127.38
05/04/2021	training office	Heath, Maria	reimburse Parking for airport - ...	60.00
05/04/2021	salaries	Heath, Maria	parking for training	84.00
05/10/2021	training office	Portland Communi...	Marks - fee refund	-28.00
05/20/2021	Oregon Health A...	Oregon Health Aut...	EMS License report	250.00
Total 790 Training				493.38

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Scappoose Rural Fire District
Itemized Account Activity
May 2021

Date	Name	Source Name	Memo	Paid Amount
810 Utilities				
05/04/2021	Natural Gas	N.W. Natural Gas	Acct 447881-4	260.35
05/04/2021	telephone	CenturyLink	Main station fax & Chapman ph...	124.82
05/04/2021	electricity	CRPUD	boathouse electricity	115.90
05/04/2021	electricity	CRPUD	main station electricity	722.09
05/04/2021	telephone	Graybar Financial ...	VOIP phone rental	299.25
05/13/2021	Natural Gas	N.W. Natural Gas	Acct 447881-4	330.91
05/13/2021	electricity	P.G.E.	electricity for Holbrook station	43.43
05/13/2021	garbage	Waste Manageme...	monthly Garbage/Recycling	127.45
05/13/2021	electricity	W.O.E.C.	Chapman electricity - May	282.00
05/15/2021	water/sewer	City of Scappoose	water/sewer acct#000422000	35.03
05/15/2021	water/sewer	City of Scappoose	Water/Sewer acct#000421000	349.22
05/26/2021	telephone	CenturyLink	Main station fax & Chapman ph...	124.25
05/26/2021	water/sewer	City of Scappoose	water/sewer acct#000422000	34.65
05/26/2021	water/sewer	City of Scappoose	Water/Sewer acct#000421000	334.79
05/26/2021	electricity	CRPUD	boathouse electricity	79.50
05/26/2021	electricity	CRPUD	main station electricity	664.53
Total 810 Utilities				3,928.17
870 EMS Operations				
05/04/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN91121351...	292.82
05/04/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO12169 IN# ...	2,198.48
05/04/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12170 IN...	33.00
05/04/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12134 IN...	3.00
05/04/2021	EMS Supplies	Stryker Flex Finan...	Battery Laryngoscope	52.70
05/04/2021	EMS Contracts	Systems Design	EMS billing for March	1,870.00
05/04/2021	EMS Technology	TriZetto Provider ...	EMS billing fee	106.10
05/04/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN91121351...	190.89
05/04/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO12172 in10...	15.18
05/04/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO12172 IN1...	217.66
05/04/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 112171 I...	1,326.61
05/05/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO 12171 IN#...	324.81
05/13/2021	EMS Supplies	Environmental Co...	1 biohazard containers	50.00
05/13/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO12173 IN# ...	33.98
05/13/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO12171 IN#...	11.97
05/13/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO12168 IN#...	130.98
05/13/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12173 IN...	1,131.02
05/13/2021	EMS Technology	TriZetto Provider ...	EMS billing fee	106.10
05/13/2021	EMS Contracts	Sasek, Dean MD	Physician Advisor - May	691.67
05/13/2021	EMS Operations	Oregon Health Aut...	OHA admin fee pd by District	2,310.97
05/13/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN 9113110...	170.76
05/26/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO12173 In# ...	34.80
05/26/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO12174 IN#...	239.73
05/26/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO12171 IN#...	61.95

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Scappoose Rural Fire District
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May 2021

Date	Name	Source Name	Memo	Paid Amount
05/26/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12169 IN...	61.95
05/26/2021	EMS Supplies	Stryker Sales Corp.	Cot upgrade	310.00
Total 870 EMS Operations				11,977.13
Total 1.2 GENERAL FUND MATERIAL & SVC				65,189.05
Total 1...				377,679.93
Total 1..GENERAL FUND EXPENDITURES				377,679.93
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipment				
05/18/2021	Rosenbauer Minn...	Rosenbauer Minn...	final payment for completion of ...	113,656.00
Total Fire Apparatus & Equipment				113,656.00
Total 3. PROPERTY FUND CAPITAL OUTLAY				113,656.00
TOTAL				491,335.93

BUDGET VS ACTUAL

06/03/21
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budg et vs. Actual
July 2020 through May 2021

	Jul '20 - Ma...	Budg et	\$ Over Bu d...	% of Bud get
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,950,733.78	1,876,467.00	74,266.78	104.0%
Conflagration	445,505.05	30,000.00	415,505.05	1,485.0%
EMS Receipts	558,894.10	640,000.00	-81,105.90	87.3%
Fire Marshal	47,401.07	10,000.00	37,401.07	474.0%
FireMed	27,855.75	42,000.00	-14,144.25	66.3%
G.E.M.T. (Medicaid)	27,778.14	30,000.00	-2,221.86	92.6%
Gas Royalties	19,575.86	5,000.00	14,575.86	391.5%
Grant Awards	4,264.20	1,000.00	3,264.20	426.4%
Interest Earned on Investments	14,815.65	1,000.00	13,815.65	1,481.6%
Intergovernmental	8,974.16	0.00	8,974.16	100.0%
Miscellaneous Revenue	17,707.90	20,000.00	-2,292.10	88.5%
Property Taxes				
Taxes - Current				
Local Option Levy	1,630,445.35	1,578,911.00	51,534.35	103.3%
Permanent Rate Levy	1,473,561.31	1,419,110.00	54,451.31	103.8%
Total Taxes - Current	3,104,006.66	2,998,021.00	105,985.66	103.5%
Taxes - Prior Years	117,161.01	105,000.00	12,161.01	111.6%
Total Property Taxes	3,221,167.67	3,103,021.00	118,146.67	103.8%
Total 1. GENERAL FUND REVENUES	6,344,673.33	5,758,488.00	586,185.33	110.2%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	2,553.90	0.00	2,553.90	100.0%
Grant Award	84,223.19	100,000.00	-15,776.81	84.2%
Total 2. GRANT FUND REVENUE	86,777.09	100,000.00	-13,222.91	86.8%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	298,224.82	298,278.00	-53.18	100.0%
Interest Earned on Investments	1,514.42	0.00	1,514.42	100.0%
Transfers In	0.00	97,122.00	-97,122.00	0.0%
Total 3. PROPERTY FUND REVENUES	299,739.24	395,400.00	-95,660.76	75.8%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	47,584.53	47,817.00	-232.47	99.5%
Interest Earned on Investments	303.81	0.00	303.81	100.0%
Transfers In	0.00	50,000.00	-50,000.00	0.0%
Total 4. PERSONNEL SVCS FUND REVEN	47,888.34	97,817.00	-49,928.66	49.0%
Total Income	6,779,078.00	6,351,705.00	427,373.00	106.7%
Gross Profit	6,779,078.00	6,351,705.00	427,373.00	106.7%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	547,375.19	658,155.00	-110,779.81	83.2%
560 Personnel Salaries	2,060,318.91	2,277,956.00	-217,637.09	90.4%
570 SocSec/Medicare (FICA)	165,520.71	178,978.00	-13,457.29	92.5%
580 Volunteer Services	9,040.23	20,000.00	-10,959.77	45.2%
590 Personnel Benefits	550,580.92	710,834.00	-160,253.08	77.5%
Total 1.1 GENERAL FUND PERSONNEL...	3,332,835.96	3,845,923.00	-513,087.04	86.7%
1.2 GENERAL FUND MATERIAL & SVC				

06/03/21
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budg et vs. Actual
July 2020 through May 2021

	Jul '20 - Ma...	Budg et	\$ Over Bu d...	% of Bud get
670 Contract Services	96,838.85	45,000.00	51,838.85	215.2%
680 Commu nicat ions Maintenance	10,104.12	15,000.00	-4,895.88	67.4%
720 Public Fire Services	1,659.91	14,800.00	-13,140.09	11.2%
730 Prop erty & Liabilit y Insur.	54,028.00	58,050.00	-4,022.00	93.1%
740 Uniforms	6,951.48	15,000.00	-8,048.52	46.3%
750 Maintenance on Equip ment	123,819.04	110,000.00	13,819.04	112.6%
760 Administ ration	44,528.72	56,500.00	-11,971.28	78.8%
765 Informat ion Technolo gy	123,725.75	95,000.00	28,725.75	130.2%
770 Operat ing Materials/Su ppli	5,134.45	5,000.00	134.45	102.7%
775 Emerg. Operat ing Supplie s	18,261.08	50,000.00	-31,738.92	36.5%
780 Build ing & Grounds Maint.	54,387.73	93,264.00	-38,876.27	58.3%
790 Training	45,583.47	55,000.00	-9,416.53	82.9%
810 Utilit ies	25,718.67	35,570.00	-9,851.33	72.3%
870 EMS Operations	114,166.61	155,000.00	-40,833.39	73.7%
880 FireMed	65.00	23,000.00	-22,935.00	0.3%
Total 1.2 GENERAL FUND MATERIAL &...	724,972.88	826,184.00	-101,211.12	87.7%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equip ment	0.00	25,000.00	-25,000.00	0.0%
Total 1.3 GENERAL FUND CAPITL OUT...	0.00	25,000.00	-25,000.00	0.0%
1.4 GENERAL FUND DEBT				
930 Debt	63,652.72	64,259.00	-606.28	99.1%
Total 1.4 GENERAL FUND DEBT	63,652.72	64,259.00	-606.28	99.1%
Total 1...	4,121,461.56	4,761,366.00	-639,904.44	86.6%
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Perso nnel Services	0.00	50,000.00	-50,000.00	0.0%
Transfers to Prop erty Fund	0.00	97,122.00	-97,122.00	0.0%
Total 1.5 GENERAL FUND TRANSFER OUT	0.00	147,122.00	-147,122.00	0.0%
1.6 GENERAL FUND CONTINGENCY	0.00	200,000.00	-200,000.00	0.0%
1.7 GENERAL RESERVED FOR FUTURE	0.00	650,000.00	-650,000.00	0.0%
Total 1..GENERAL FUND EXPENDITURES	4,121,461.56	5,758,488.00	-1,637,026.44	71.6%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	23,004.42	100,000.00	-76,995.58	23.0%
Total 2. GRANT FUND EXPENSE	23,004.42	100,000.00	-76,995.58	23.0%
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipm ent	235,736.00	389,400.00	-153,664.00	60.5%
Miscellaneous Real Property	0.00	5,000.00	-5,000.00	0.0%
Reserved for Fu ture Exp enses	0.00	1,000.00	-1,000.00	0.0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	235,736.00	395,400.00	-159,664.00	59.6%
4. PERSONNEL SVC FUND EXPENSE				
Liabilit y & Service	9,723.45	96,817.00	-87,093.55	10.0%
Reserved for Fu ture Exp enses	0.00	1,000.00	-1,000.00	0.0%
Total 4. PERSONNEL SVC FUND EXPENSE	9,723.45	97,817.00	-88,093.55	9.9%
Total Expense	4,389,925.43	6,351,705.00	-1,961,779.57	69.1%
Net Income	2,389,152.57	0.00	2,389,152.57	100.0%

AMBULANCE BILLING & TRANSPORT REPORT

MONTHLY RESPONSE & ACTIVITY PREPORTS



MONTHLY REPORT

OPERATIONS

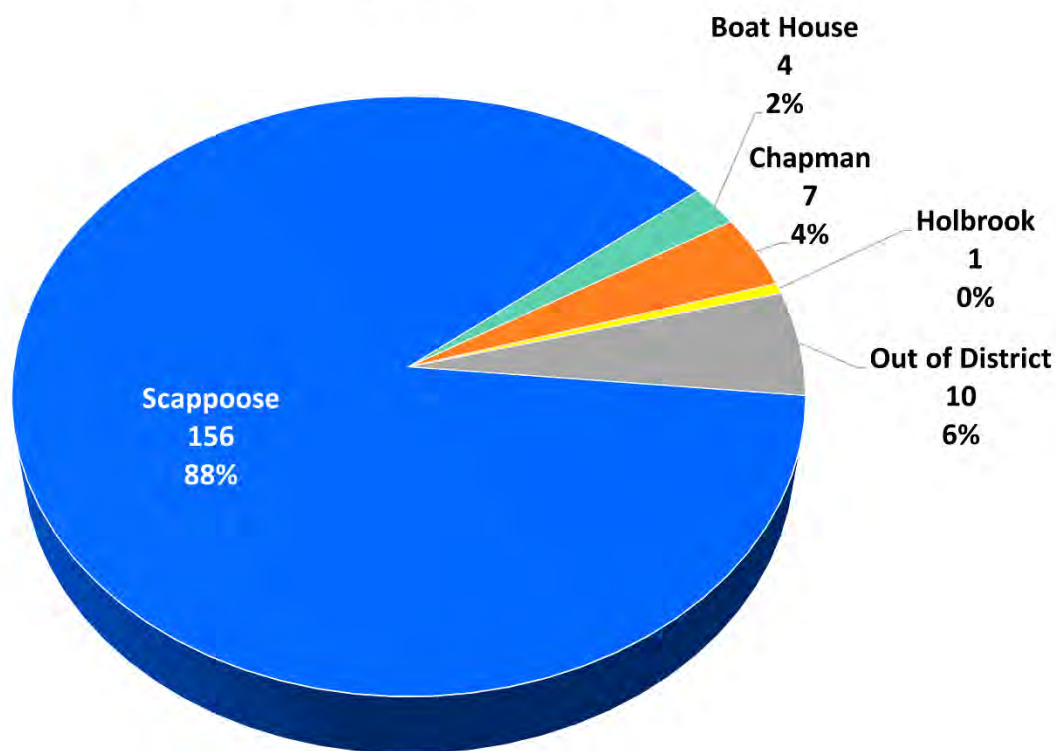
For the month of May, the ratio of EMS incidents to Fire incidents was 66% to 34% respectively. There were 118 EMS related calls for the month, where 136 patients were treated. COVID-19 was suspected or confirmed in 3 patients.

Approximately 38% of the total call volume (68 incidents) represents overlapping calls (at least one other call in progress). This 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 178, with a total of 351 apparatus responses spending 209 hours and 39 minutes of time.

For the month of May, SRFD averaged 1.94 fire calls per day and 3.81 EMS calls per day for an overall daily average of 5.75 calls per day.

MAY 2021 - INCIDENTS BY STATION
178 Incidents with 351 Apparatus Responses

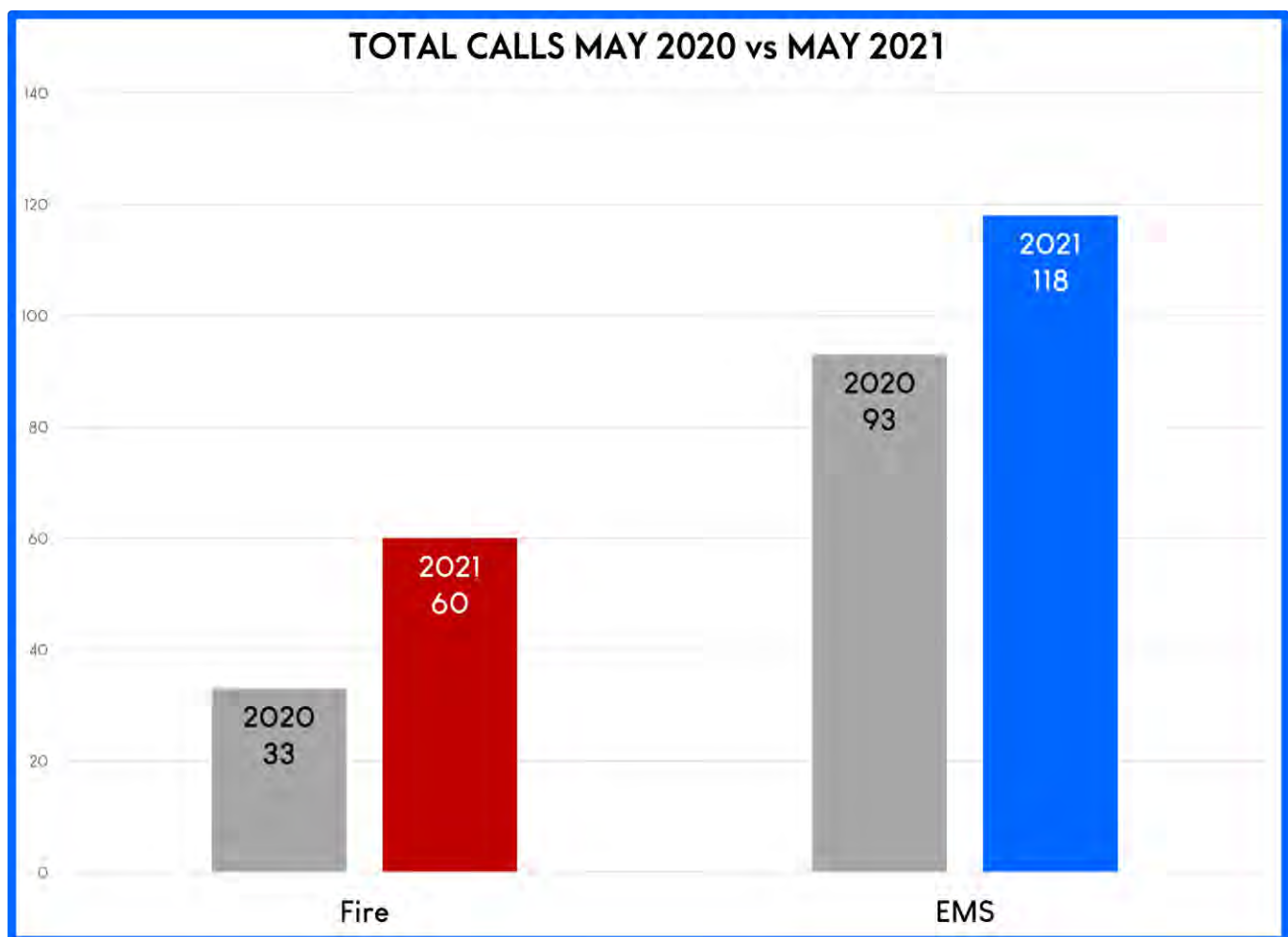


OPERATIONS

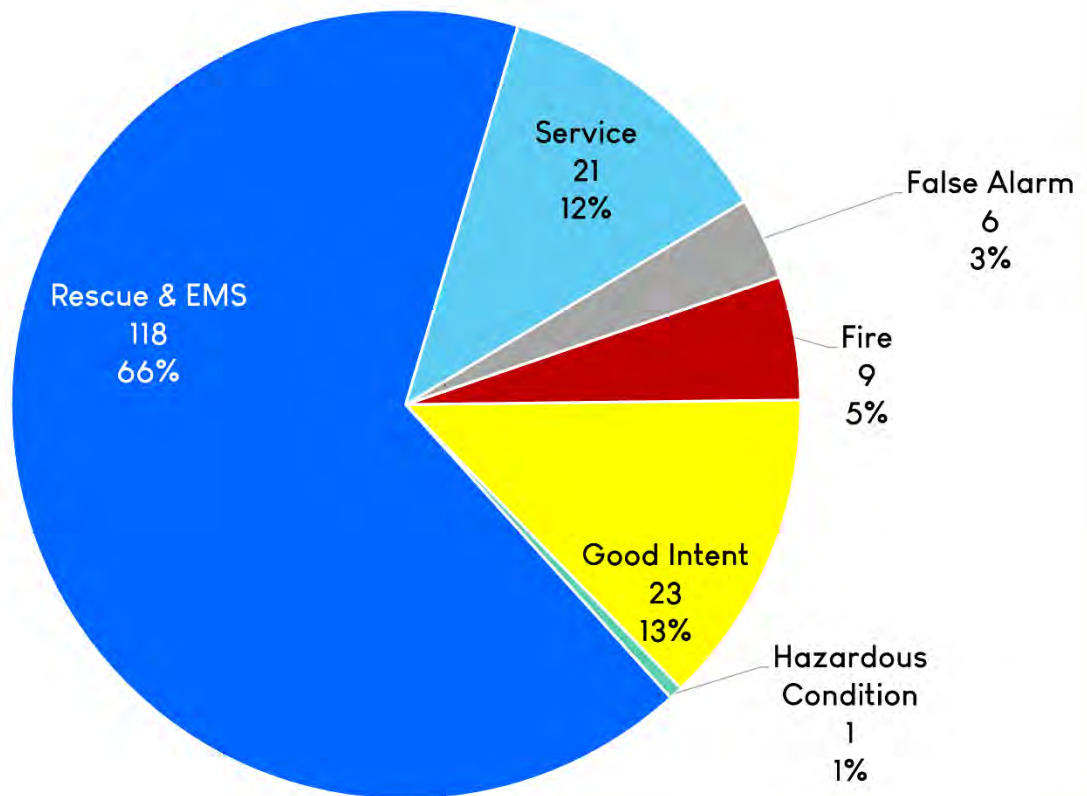
FIRE AND EMS CALL BREAKDOWN FOR MAY 2020

Fires	9
Hazardous Condition	1
Service Call	21
Good Intent	23
Other Assistance	0
False Alarm	6
FIRE CALLS TOTAL	60

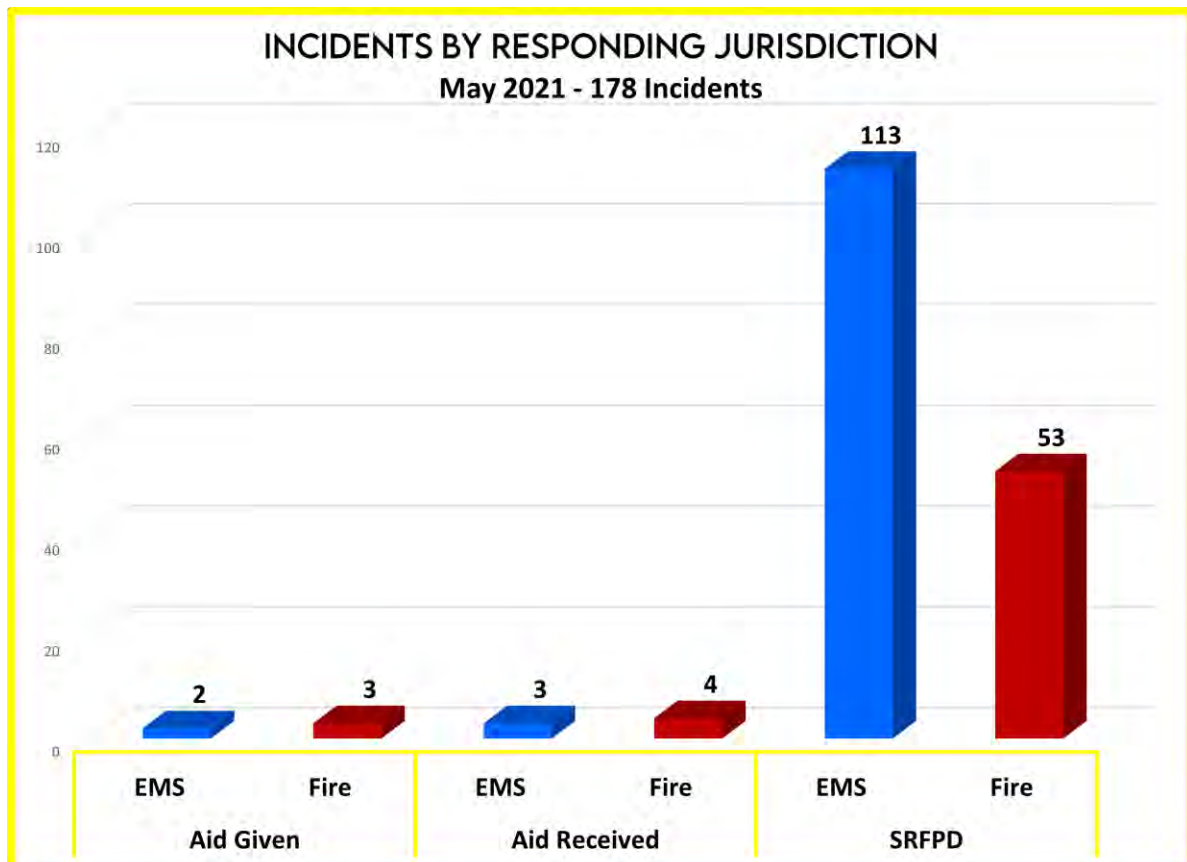
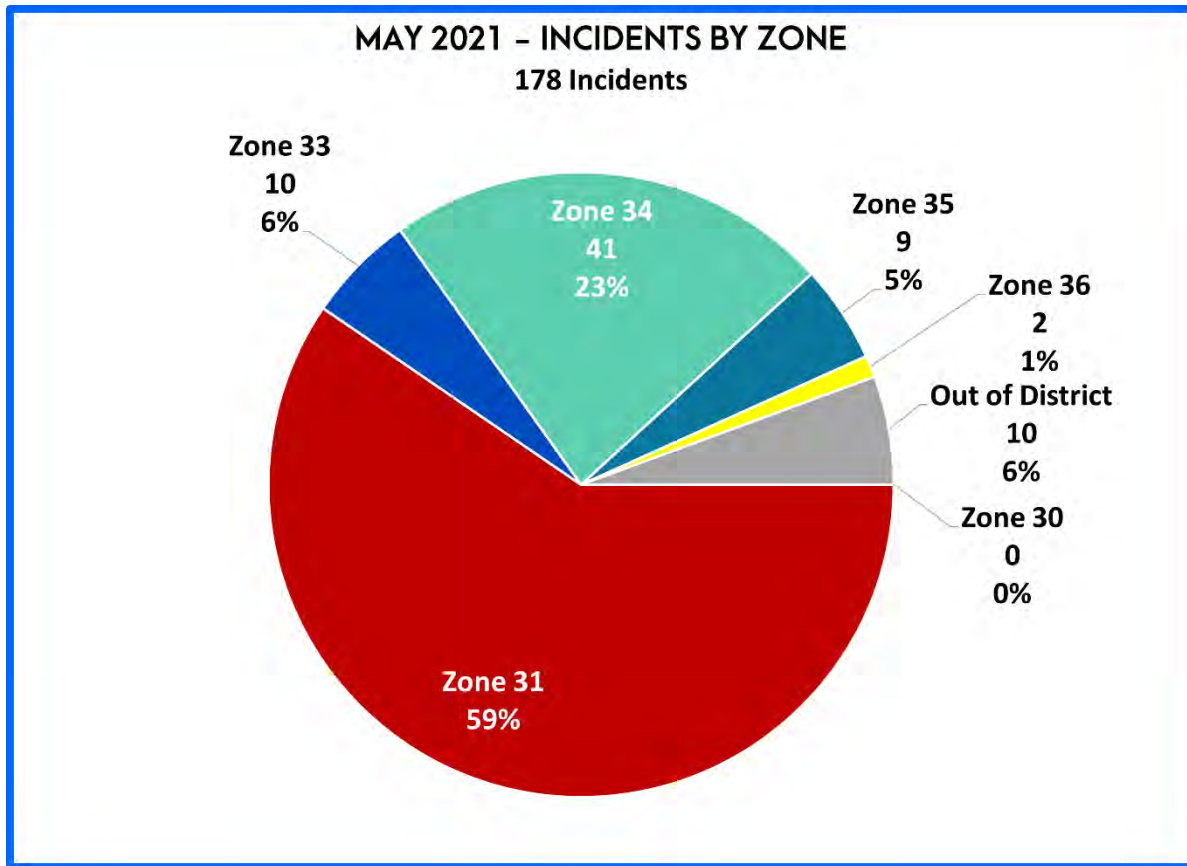
ALS Provided	59
BLS Provided	21
Investigate	14
Cancelled	9
Other Assistance	15
EMS CALLS TOTAL	118



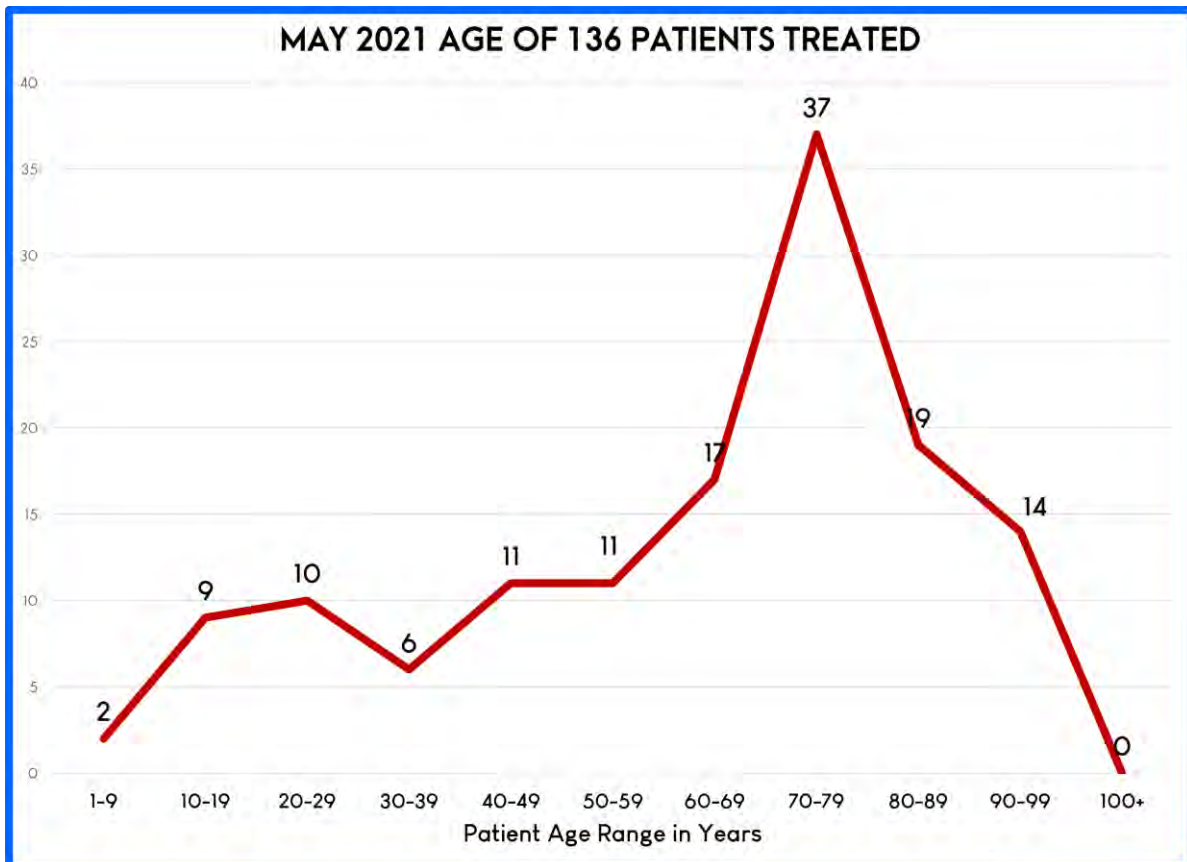
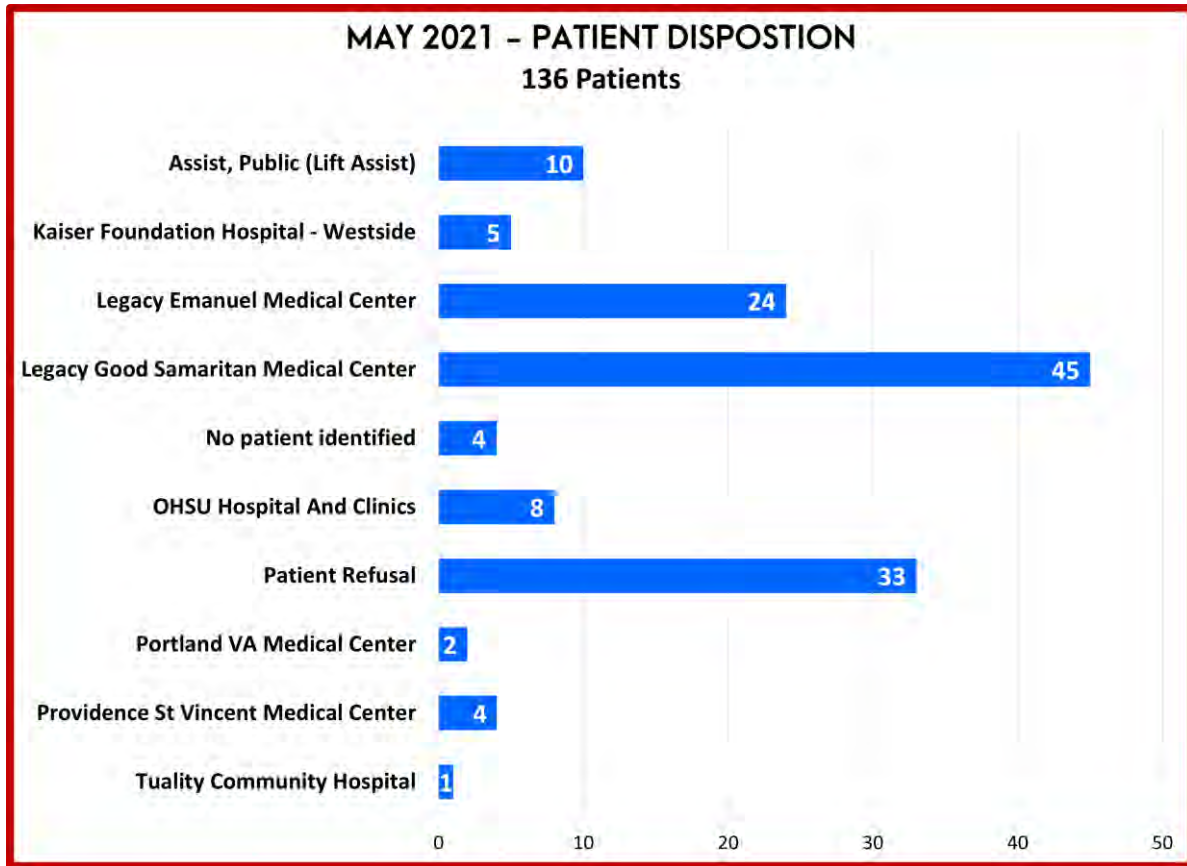
MAY 2021 - 178 CALLS BY TYPE



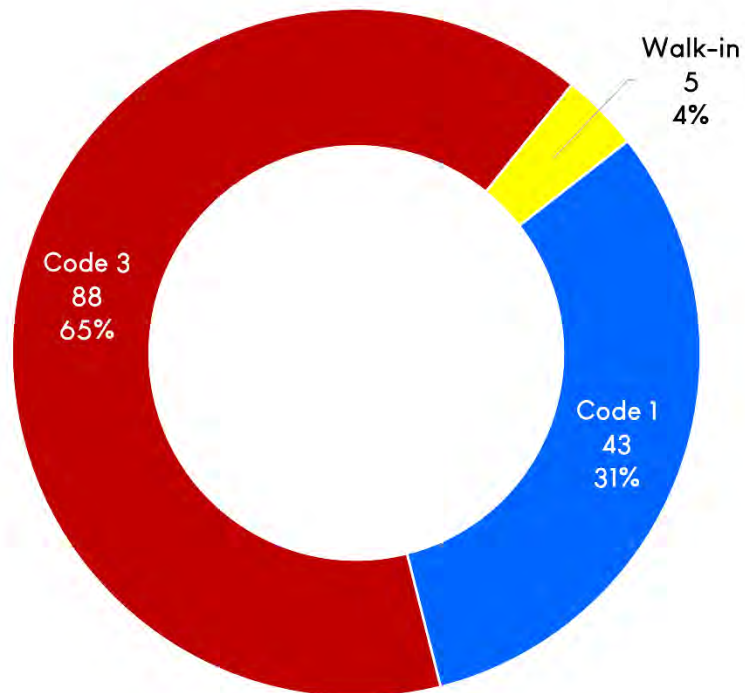
	Average Calls Per Day	Total Number of Calls	Percentage
Fire	1.94	60	34%
EMS	3.81	118	66%
TOTAL	5.75	178	100%



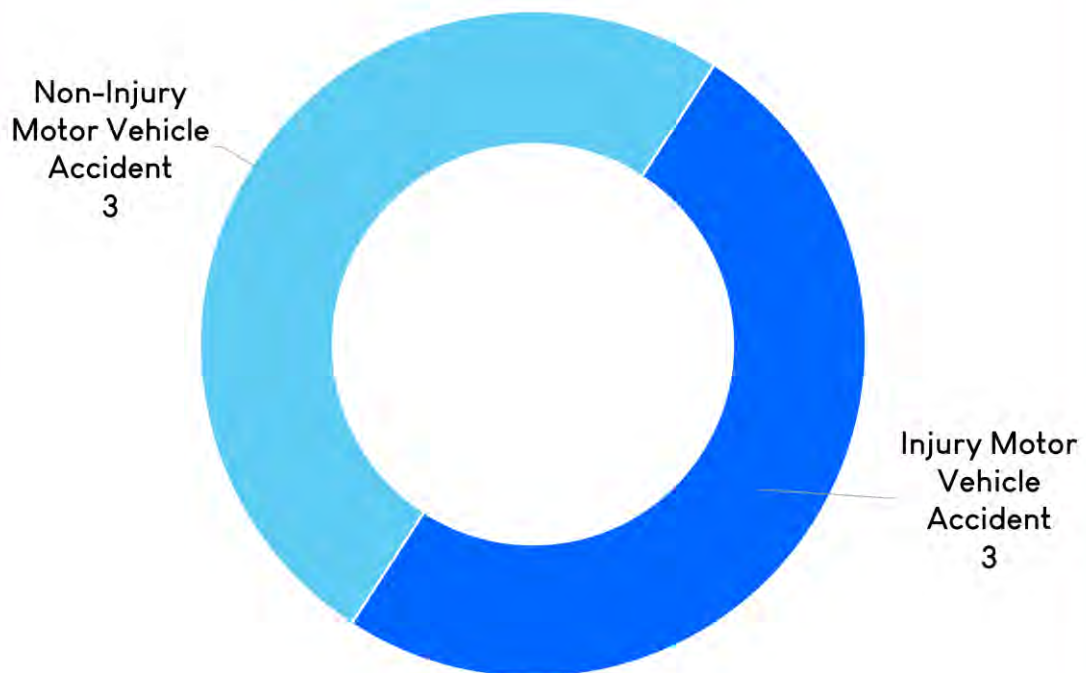
OPERATIONS



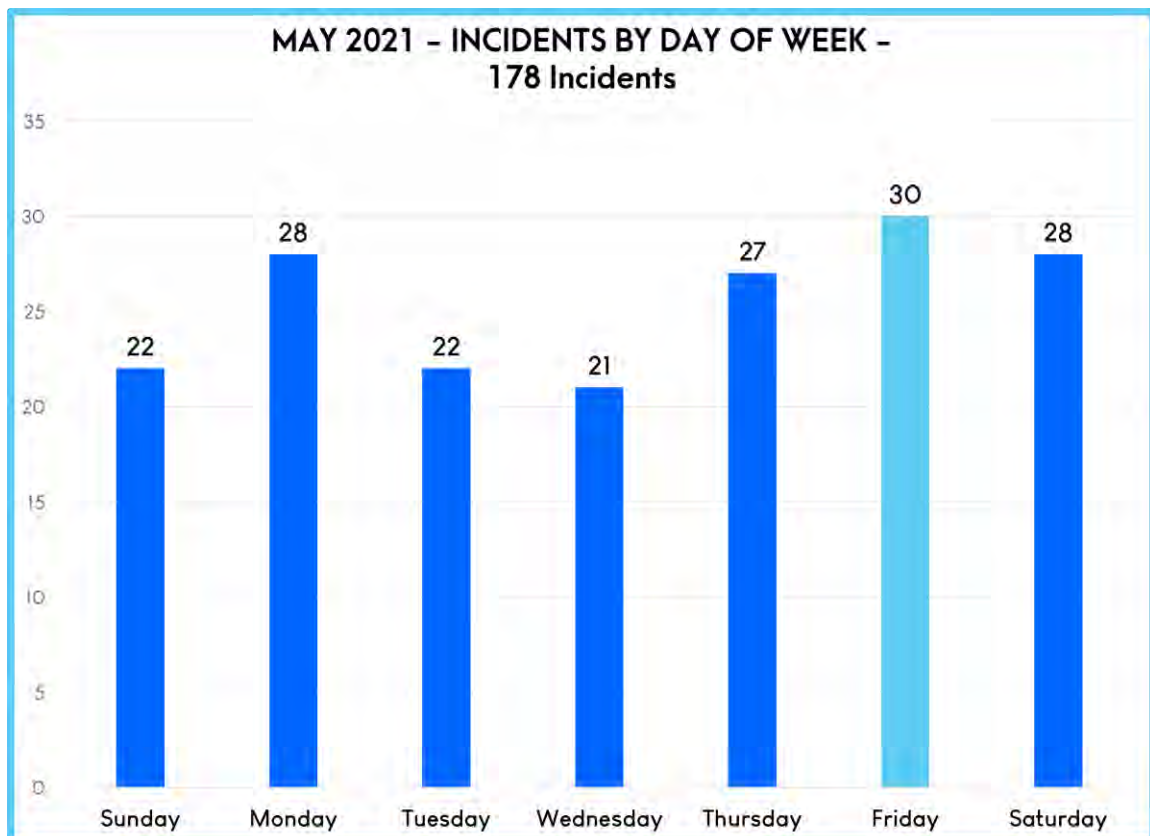
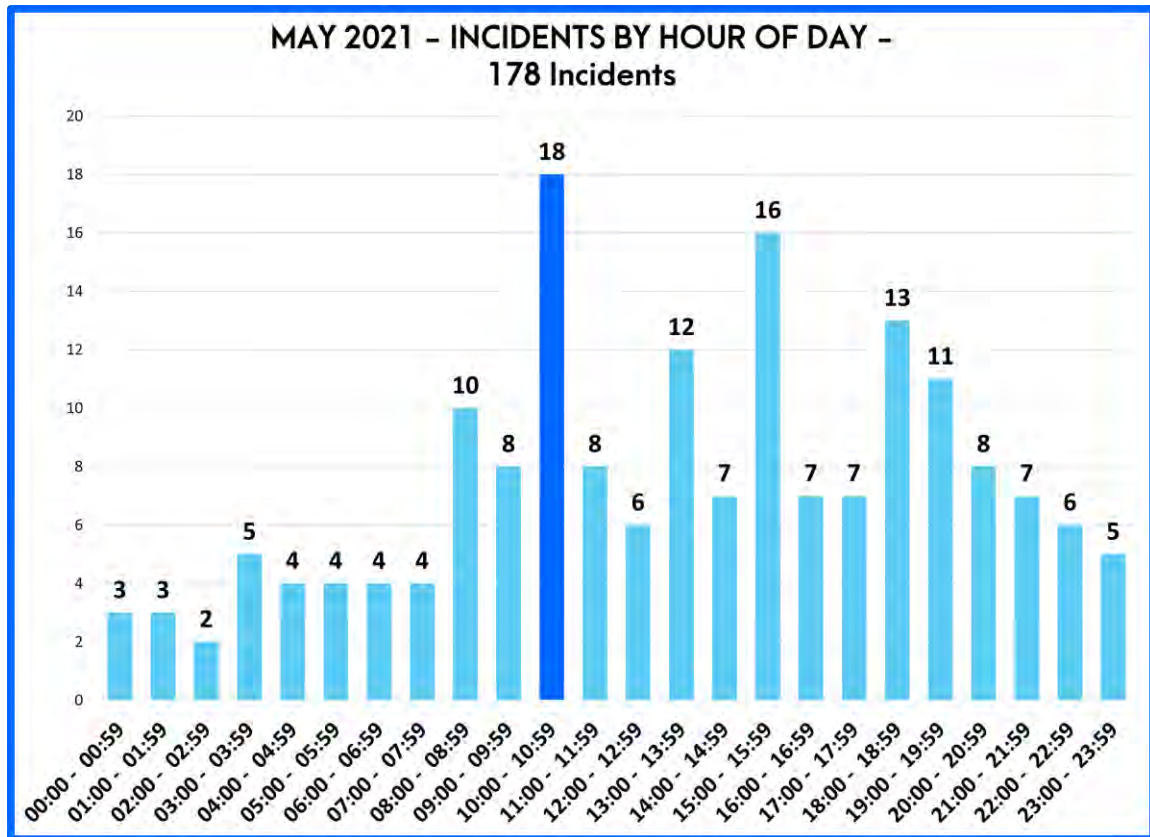
MAY 2021 - EMS RESPONSE MODE
136 Patients



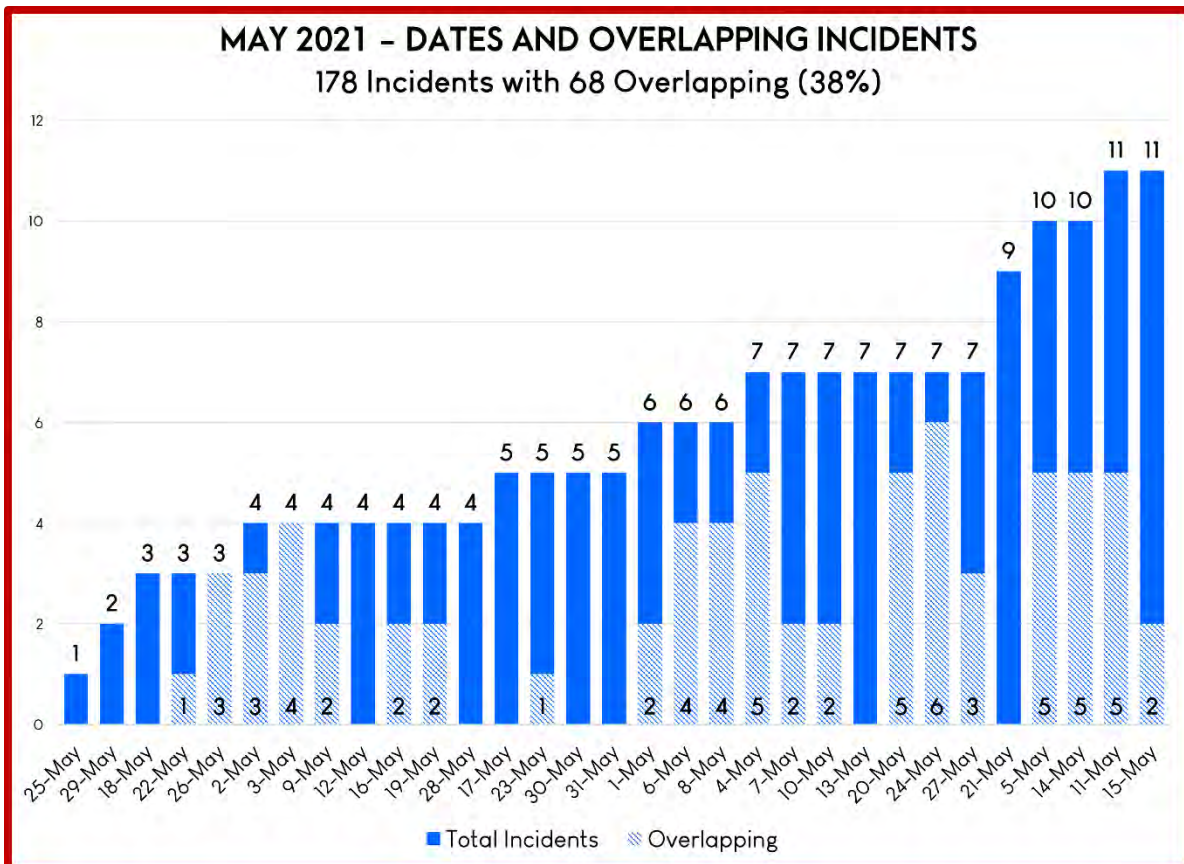
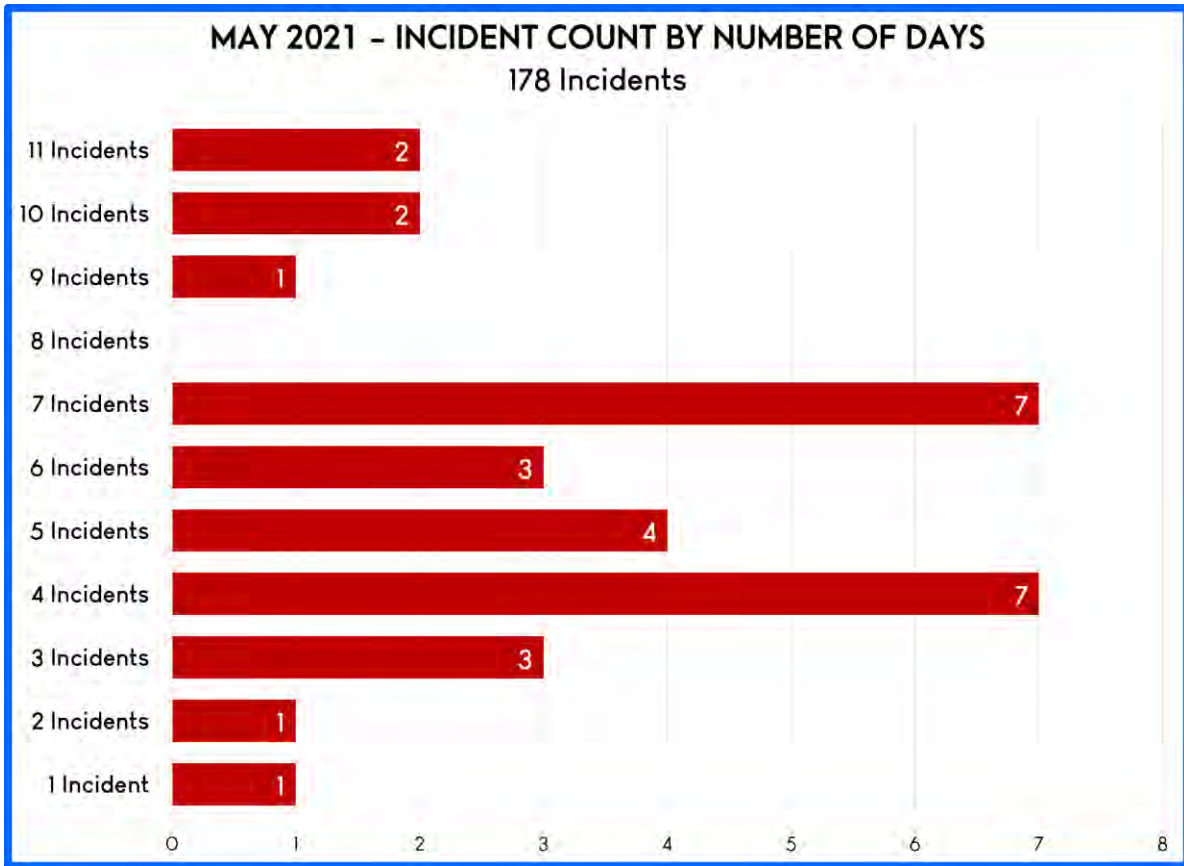
MAY 2021 - 6 MOTOR VEHICLE ACCIDENTS



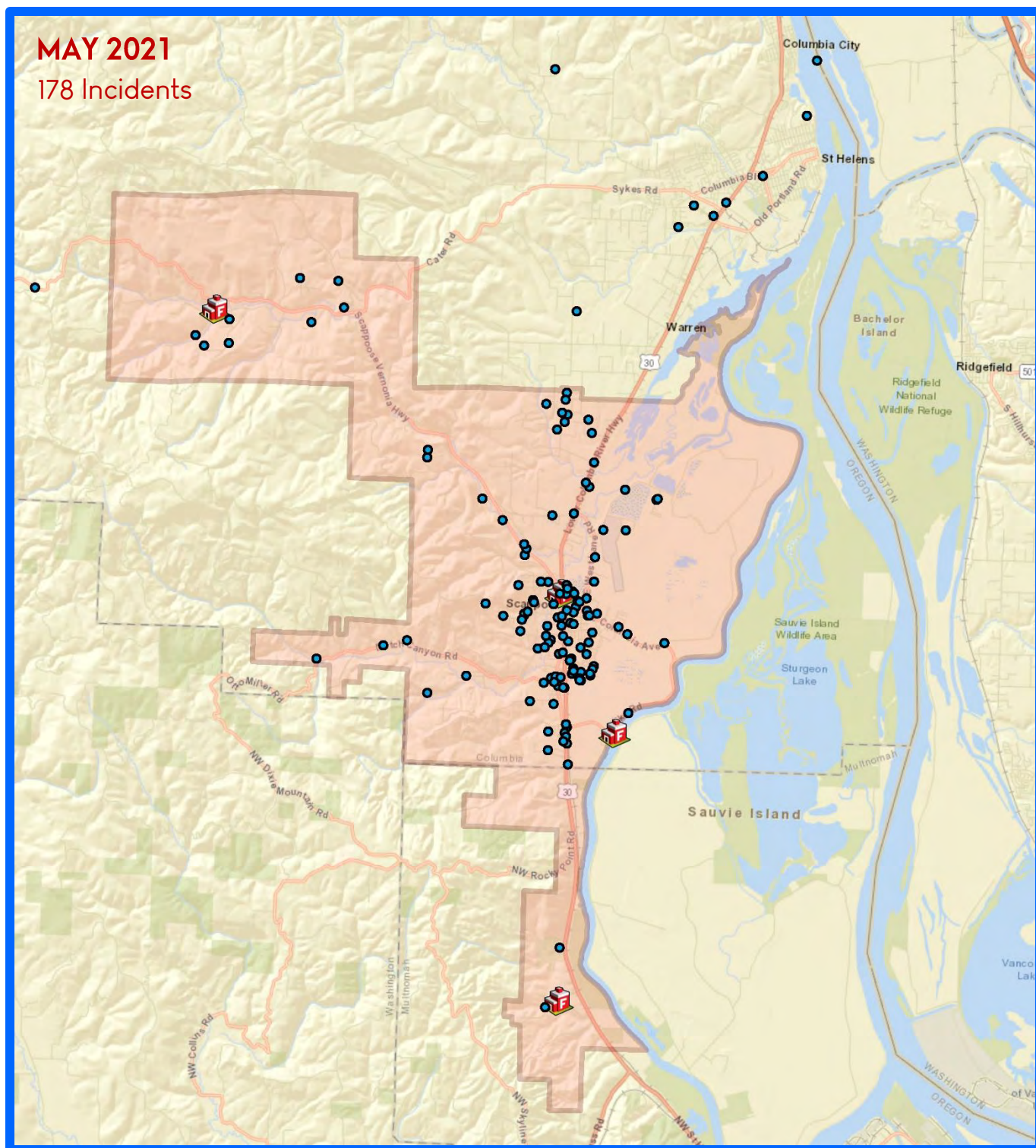
OPERATIONS



OPERATIONS



OPERATIONS



STAFF REPORTS

Fire Chief Report June 2021

Meetings Attended

Date	Topic	Date	Topic
5/3/21	Labor MGT MTG	5/19/21	Columbia County Radio MTG
5/3/21	Civil Service Meeting	5/19/21	Drone Deploy MTG
5/4/21	Drone Data for Wildfire	5/19/21	CEI HUB Disaster MTG
5/4/21	Traffic Safety Committee	5/20/21	Officers Meeting
5/5/21	Col.Co. Commissioners MTG	5/20/21	American Rescue Plan MTG
5/5/21	Volunteer Association Meeting	5/20/21	IAAI PDX MTG/TRNG
5/7/21	Skydio Meeting	5/20/21	Pre. App Meeting
5/11/21	Fire Investigation Meeting	5/20/21	Paint Booth Final
5/11/21	Homeland Security Meeting	5/20/21	Meeting with Nina and SPD
5/11/21	PCC OMIC Meeting	5/20/21	MTG with Dowd Engineering
5/12/21	Avenza User Conference	5/21/21	Mtg with C-Shift
5/12/21	Skydio Meeting	5/24/21	Meet with A-Shift
5/12/21	Mult. Co. CWPP Meeting with PGE	5/24/21	Team 12 Meeting
5/13/21	National Weather Service Update	5/25/21	Admin Meeting
5/13/21	DAS System Test	5/25/21	Meet with B-Shift
5/13/21	RDPO Fire & EMS Workgroup UASI	5/26/21	Meeting with PFB
5/13/21	Board Meeting	5/26/21	Team 2 Meeting
5/14/21	WUI Assessment @ SI Fire with PFB	5/26/21	State GEMT Meeting
5/16/21	Travel to Spokane to get new Engine	5/26/21	Received Verbal to purchase roof
5/17/21	Drive engine back from Spokane	5/27/21	River Safety Meeting
5/17/21	RDPO Program Comm. Presentation	5/27/21	CRGNSA IC Refresher
5/18/21	FPAAC Awareness Level Training	5/27/21	Drone Deploy Meeting
5/18/21	RDPO Drone Meeting with NSC	5/28/21	Meeting with Park Committee

Hours Worked January: 232 Hours (58 hrs/wk)

On Call in May: 282 Hours (12 Days)

TOTAL HOURS: 514

Training

Avenza User

Report Writing for Fire Investigation

Fed Team Training

Projects

Holbrook Roof

SHSG – Aircraft (\$86,000)

AFG Grant – Radios (\$248,000 project) *Submitted*

AFG Grant – SAFER (\$1,282,804.02) *Submitted*

RDPO UAS Grant *70% complete*

RFA / VFA Grant – *In progress*

Fire Code Guide Update - *Tabled*

Special Operations - *Tabled*

Image Trend (Analytics) – *Completed*

Jamf – *Managing over 40 devices*

May came and went like a blur. Without having a calendar to look at, it is hard remembering all of the things that were accomplished. In looking at the calendar it is easy to discern that there was little if any down days. Most of the time was spent shoring up existing projects, trying to create other opportunities with other agencies and trying to complete several projects that are on the to do list.

With the election being on the forefront of everyone's mind, considerable time was spent out in the community and working with the Secretary of States office to make sure our messaging was correct and within the law. Thankfully we were successful in working with our community in making the case for additional assistance. Now the hard work begins. We will need to get moving on our Strategic Plan before we can truly spend any money or move in a specific direction. Staff will be proposing to the planning committee a draft in the near future.

Several strategic meetings were held with various staff to plan and discuss the future hiring of staff and what our organization will look like in the short and near term. Part of that will be completed this weekend as we interview for the vacant division chief position.

The letter to the county for ARP dollars did not go very well. I will share the details at the board meeting. However, ongoing discussions with the city have been going very well for potential dollars. I have called Sen. Bonamici's office to lobby for support of ARP dollars as well as Medicare Reimbursement. I attended one of her Town Hall meetings on the 15th of May to plead our case during the open comment section.

Lastly, of significant concern are several aging infrastructures and rolling stock hotspots. This item will probably stay on my monthly report until we can schedule a planning meeting. We will need to budget and or plan for replacement of the following in the immediate future:

- **STATION:** Replacement of a few or all 1987 AC units on the roof (Cost unknown at this time), work station computers (Various ages and processor speeds, \$10-16,000-high estimate), Tap out system for the station (\$15-30,000), front lobby remodel (security and COVID preparedness (\$20-30,000), remodel and expansion of kitchen and sleeping

- quarters in the main station (Unknown cost at this time), Vehicle exhaust system for the main station (Unknown cost at this time) and finishing the boat house (Tape, mud and paint unknown cost at this time). There are other items, but these are the most critical.
- ROLLING STOCK: Rescue (\$250,000), Type 1 Ambulance (\$200,000), Type 1 fire engine (\$550,000), Squads / Suburban's (\$60,000ea.)

FIRE MARSHAL REPORT

For the first time in a long while the fire marshal's office was fairly quiet.

Still working out some of the kinks with our new reporting system and integrating the permit module to better track operation permits and plan reviews. This will be necessary as we work towards full implementation of the Fire and Life Safety ordinance and fees that was established in the last year and a half.

We did attend a few pre application meetings, however, development has slowed down a bit due to the cost of lumber and scarcity of supplies caused by the pandemic. OMIC looks to be starting an expansion project in the very near future as well as a upgrade/retrofit of their current building off of Charles T Parker Way.

We completed a new paint booth inspection and participated in training regarding new construction.

Continuing to work with the Near Space Corporation to finish the UAS project and grant. We have made significant headway with the training platform, have uploaded a good chunk onto a remote server to be able to host training virtually. On the 17th of May I conducted a presentation for the Program Committee of the Regional Disaster Preparedness Organization (They control the UASI funding) regarding the update on the drone project. I have since been asked to do the presentation to the other 4 Fire Defense Boards in the next two months to start sharing what we have accomplished.

Plan Reviews

2

Driveway Inspections

1

System Tests

3

General Inspections

0

Fire Investigations

3

UAS (Drone) Missions

5

OPERATIONS REPORT

On the 16th and 17th of May, Lt. Anderson and I traveled to Spokane to receive the new engine and drive it back to Scappoose. We learned about what capabilities the Spokane shop had and were able to complete the final inspection. We hope to start the driving training of the engine in the next week or so. The new engine will require specialized one on one training for the pump. We will do a tour for you during the meeting.

We have been working on a paging problem that was set in motion some time ago. After several months of meetings and talks with the officer's core, we have finalized a solution. We hope to have this completed by the end of June. This is important because this change will eliminate the limited requests to the Volunteers.

Holbrook station: We reached out to several vendors and only had a reply for two. The lowest responsible bidder was MCE. The bid is attached. On the 17th of May I called each board member to get a verbal OK to move forward with the bid so that we could complete the project before the end of fiscal. With the unanimous approval, the finance director and I cosigned a \$5,000.00 check which covered the down payment required for the bid.

Chapman station has no outstanding deficiencies and is operating within limits.

The boat House station is in working order however we were notified that we may need to make some adjustments to the chains that secure the structure to the dock. It was reported that on occasion the wind will blow the house into the neighboring house. I was on the boat for a recent rescue response and the boat operated within limits.

Scappoose station is holding steady, with the exception of high wear and tear areas. We are still obtaining quotes for HVAC replacement as a couple of contractors have been no shows. Another challenge that has been observed recently is vehicle exhaust keeps getting into the admin areas of the station. At some point in the future, we need to look at an exhaust system. With the recent passing of the levy increase, we will have to begin a process for modifying the station to accommodate the new hires.

Participated in a couple of discussions with Columbia County 911 on their project and hired vendor as they look to finalize a solution and plan for a complete radio system overhaul. The last two meetings were eye opening. While CCOM will be pursuing a Bond to upgrade and or replace our aging radio system, it is not clear which direction we will be heading. The information presented did not indicate a perfect solution. CCOM was advised that they needed to have a solid plan that we could endorse. This will be crucial as this project progresses.

Lastly, we are experimenting with Automatic Vehicle Locaters (AVL) and have acquired 3 units to track a few of our vehicles. We will report back in the future as to the success of these tools. Our hope is that we will be able to integrate with Intterra.

**Training Report
Chief Marks
June 2021**

May Projects:

- Duty Shifts
- Probationary Test building
- 2021 District EMS reports for Recertification
- Training Program for Apparatus

Drills / Activities / Meetings in April included

- Board Meeting
- LCRTOA
- Admin and Officers Meetings
- EMS Recert
- FPAAC Awareness Training
- Coordinate S130 / S190 / L180

May started out as a dry month. With that, we had a few small brush fires that could have become large had it not been for individuals remaining vigilant and reporting fires. One of our members assisted two arborists prior to our resources arriving on one of these fires. Had these three individuals not done what they did to contain this fire, the incident could have become large.

A large portion of our members have completed their EMS recertification CEU's. These hours need to be completed prior to EMS licensed members applying for recertification with the state. These hours and applications are due prior to June 30 of every odd year. I continue to run reports for those who request them to assist them with ensuring their hours are met. Those who have not completed their hours have been reminded that this needs to be completed prior to the end of June.

The other large project I have been working on is task books and training material for apparatus. This will go in depth to ensure our members know how to operate equipment.

My Time Worked in May 2021	149.5 hours
Call Time in May 2021	184 Hours (call shifts minus 80 hours office time)
Total Hours	333.5 Hours
Total May Training Hours	284.5 Hours
Total Volunteer Hours in May 2021	537.8 between 17 individuals



Wildland Fire May 11, 2021



Motorhome and Wildland Fire May 21, 2021



A. Tardif Finance Director June 2021 Meeting

At May 31, the District completed 92% of the fiscal year. The 21/22 budget was approved by the budget committee in May. The board will hold a budget hearing in June and adopt the budget as presented or adopt the budget with board changes.

Current budget trends are looking good. Personnel salaries and payroll taxes are on track and currently under budget coming in at 86.7% of budgeted expenses. This is due to 1 open DC position for most of the year and a current open NIFF (single role) position.

Materials & Services overall came in at 87.1%, also slightly under budget. Overall Materials and Services are under budget; however, Contract Services is at 215%, or roughly \$52,000 over what was budgeted. This is due to the heavy wildfire season in 2020, The District received offsetting revenue for this. Equipment Maintenance is at 112.6%, or \$13,819 over what was budgeted. The District has been prioritizing maintenance on the aging fleet. Due to this overage the line item for Equipment Maintenance was increased to \$130,000 for the 2021-2022 budget (next FY). The Information Technology account is at 130% of what was budgeted. This is due to Covid and The Districts need to connect and keep continuity during a pandemic.

The Real & Personal Property Fund paid \$235,736 for the Rosenbauer engine. The escrow/loan account has paid \$225,000. We made our first payment of four in the amount of 61,578 on our debt. Aside from the 3 remaining payments of 61,578, there will be no more capital outlays for this. The engine has arrived!

EMS receipts to date total \$558,894, which is 87% of what was budgeted. The monthly average for the last 3 months is \$57,840. Current yearly average is \$50,808.54 ($558894/11$). EMS revenue must average \$53,333 per month to reach this year's conservative budget of \$640,000. The District is currently \$81,000 under what was projected EMS revenue for the budget. We had 80 transports for May.

Of note, The District has collected 103.85% of budgeted taxes or \$1,630,445 for local option and \$1,473,561 for permanent rate. The District received \$117,161 in prior year taxes or 111% of budgeted revenue. General fund revenues are at 110% of what was budget, or 586,185 dollars more than budget. The revenue increase is due to Conflagration, The District budgeted \$30,000 and due to the extreme fire season in 2020 received roughly \$446,000 for support, \$415,505 more in revenue than projected.

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Phone: (503) 397-2215 www.MCERoof.com

Cover letter

Hi Jeff Pricher,

I would first like to thank you for inviting me out to look over your project. I enjoyed our visit and look forward to working with you on your project.

Choosing a trustworthy roofing contractor can be difficult but we are here to make it easy. Our company has been in business for 25 years with an impeccable service record. We specialize in replacement and maintenance. We can handle any job from a minor repair to designing and installing roofing systems for large buildings.

We carry and install a variety of roofing technologies, from asphalt shingles to luxury designer materials as well as standing seam metal. We are here from start to finish with our experienced estimating staff, trained and certified roofing technicians and operations coordinators to ensure your project is completed successfully.

A beautiful home like yours requires timely and personal service only MCE can offer. The attached proposal outlines several roofing options for your home. MCE Roofing is family business. You can trust us to keep our promises and treat your home as if it was our own.

Thank you,

Mark Holcomb

Meet your Estimator: Mark Holcomb

Mark started his career in construction working with a Portland area Building Supply Company doing warehouse duties and job site deliveries. He was eventually promoted to sales. It was then that he discovered his passion for Sales but had a strong desire to begin his own company. In late 1993, one year after their marriage, the couple decided it was time for Mark to follow his dream. He resigned from his position and began preparing to start his own business. In 1994, Marks Custom Exteriors was established, one man, one truck and a vision. He did it all, sales and installs. In 1997, Angie began working with her husband full time at MCE.

Mark remains a Salesman; he feels it's important for him to stay involved in all aspects of the company. Customers appreciate meeting with him and he appreciates building relationships with them.

About MCE Roofing

Our company was established in 1994 by Mark Holcomb and has evolved from a one-man crew to one of the only Nationally Recognized Roofing Companies in the State of Oregon as a GAF President's Club Certified Master Elite Contractor. We achieve this high honor because we have only the very best in-house factory certified technicians, knowledgeable sales team and top-notch office staff. As a business and as individuals, we value teamwork, open communication, employee empowerment, ownership, and trustworthiness. The majority of our team have been with us for over 10 years and we believe the reason for this is our continued appreciation for their hard work and dedication to their craft. We recognize that our employees are the driving force behind our success.

Mission

To provide premier exterior assemblies in a manner that creates trusting and lasting relationships with our customers.

Values

As a business, and as individuals, we value teamwork, open communication, employee empowerment, ownership, and trustworthiness. We are committed to being a leader in our industry by exceeding our customers' expectations. Our dedication to our customers is shown through our commitment to gaining their trust and building a lasting relationship through outstanding customer service, expert craftsmanship, and professional behavior and appearance among every member of our team.

Certifications, insurance, and safety

Mark's Custom Exteriors has been a GAF Master Elite Certified Contractor since 2011 and has held the elite President's Club Status since 2014. Master Elite Certification is GAF's assurance that the roof will be completed professionally and with quality. GAF is North America's largest roofing manufacturer and only GAF Master Elite Contractors can compete for the President's Club Award. Along with our Master Elite status, the President's Club signifies that we meet high expectations committed to performance, reliability, and service. Only 3% of ALL roofing contractors nationwide receive this prestigious honor of Master Elite and only 2% receive the President's Club award. As one of only two companies in the State of Oregon who received this prestigious status, we can continue to offer excellent craftsmanship with the best products and service.



Our Recent Projects



Replacing your roof is a major construction project which is why our company makes it a priority to stay current on industry and manufacturer specifications. We use only high-quality materials and expert craftsmanship backed by industry leading warranties. As a [Certified GAF Master Elite Contractor](#) and President's Club recipient, we have met high expectations committed to performance, reliability, and service year after year with North America's largest roofing manufacturer. In 2019, our company achieved the 2-star President's Club Status to which we are the only contractor in the State of Oregon to receive.

Our dedication to our customers is shown through our commitment to gaining their trust and building a lasting relationship through outstanding customer service, expert craftsmanship, and professional behavior and appearance among every member of our team. We have only the very best in-house factory certified technicians, knowledgeable sales team and top-notch office staff.

We know you have a lot of options when it comes to choosing your contractor and your style of roof. We believe in providing the customer with only the highest quality materials and guaranteed workmanship. We have been licensed by the [State of Oregon Contractors Board](#) since 1994 and have had an [A+ rating with the BBB](#) since 1998.



GAF Roofing is the leading roofing manufacturer in North America, with plants strategically located across the U.S. More homeowners and professional installers in North America rely on Timberline HD Shingles than any other brand. They offer just the right combination of beauty, performance, and reliability. Timberline HD shingles offer great value and dimensional look. They have the highest roofing fire rating and are warranted to withstand winds up to 130 mph. We strongly believe in installing only high-quality materials to help protect your home while offering stylish designs in a variety of colors. Looking to upgrade? Check out GAF's line of [Designer shingles](#)! Check out more of our projects here: [Gallery](#).

Testimonials



"I typically perform my own home maintenance. Hence, when I decide to pay someone else to do it, I want it done correctly and up to my standards.

I have hired Mark's to install new roofing systems on two occasions. I would not hesitate to hire them again. Their work is top notch and I am confident that I have the best quality roof system available. Your roof is important. Take the time to educate yourself and you'll understand why Mark's is the right choice. "

"Working with Mark's Custom Exteriors was a great experience, from start to finish. I chose this company because everything about them seemed a cut above others I researched. Mark took the time to sit down and give me lots of information and answer all my questions and concerns - and I quickly found his employees to be organized, responsive, polite, punctual, and totally professional. Up on the roof, the installers were working with a quality product, and their wonderful teamwork made it possible for them to do the job in just over one day. They kept the place cleaned up along the way, and took the time to do an amazing cleanup job at end of project. I haven't found even one nail on my property. My roof looks gorgeous, and I know the workmanship was the best! I would definitely hire Mark's again ."

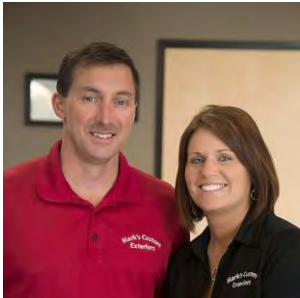


Our Team

As a business and as individuals, we value teamwork, open communication, employee empowerment, ownership, and trustworthiness. We are committed to being a leader in our industry by exceeding customers’ expectations. Our dedication to our customers is shown through our commitment to gaining their trust and building a lasting relationship through outstanding customer service, expert craftsmanship, and professional behavior and appearance among every member of our team.



Our team has found that working with the Best Roofing Technicians in the industry and the [Best Products](#) in the industry equals Exceptional Quality and Service with every Roof Replacement. The majority of our team have been with us for over 10 years and we believe the reason for this is our continued appreciation for their hard work and dedication to their craft. We recognize that our employees are the driving force behind our success.



Mark & Angie Holcomb



Greg Schmerber
Sales



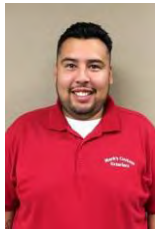
Amanda Milliron
Receptionist, Media
Director & Production
Coordinator



Mitchel Chavez—Ayala
Crew Manager



Alejandro Aguilar
Crew Manager



Jonathan Del Horno
Safety Manager &
Production Coordinator



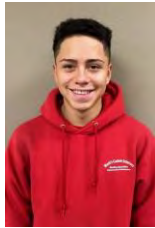
Heriberto Ortiz
Certified Roofing
Journeyman



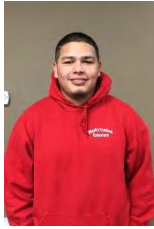
Vicente Araiza
Certified Roofing
Journeyman



Jose Martinez
Certified Roofing
Journeyman



Alexis Chavez
Certified Roofing
Journeyman



Cesar Valadez
Alvarez
Crew Manager,
Roof Shampoo &
Gutter Technician



Gerardo Lopez
Roof Shampoo &
Gutter Technician

Date 05 / 24 / 2021

PROPOSAL SUBMITTED TO:		JOB NAME
BUYER NAME(S) Jeff Pricher - Scappoose Fire - Holbrook Station		Roof Replacement
STREET 19260 NW Cleetwood Ave		SALES REP: Mark Holcomb
CITY Portland	STATE & ZIP Oregon 97231	Cash: <input checked="" type="checkbox"/> Finance: <input type="checkbox"/>
EMAIL jpricher@srfd.us	CELL # 971-325-4788	Your Factory Certified MASTER ELITE Installation Co.
HOME #	WORK #	PO #

We hereby submit specifications and estimate for:

- Completely remove & dispose of all existing metal roofing materials from both roof deck elevations of the building.
- Completely remove & dispose of all existing insulation blanket from between perlin and roof panels.
- Install all new insulation blanket across existing perlin at both roof deck elevations replacing the existing.
- Install all new 12" oc x 1" high standing seam 26ga coated steel concealed fastener continuous roof panels.
- All required gable trim, ridge cap & drip edge flashings to be included in matching color.
- Color selection to be from standard colors. Special order colors will increase final cost.

Any additional repairs are to be at our standard shop rate of \$125 per man hour plus the charge for parts. Asbestos testing will be required for the removal & disposal of the existing insulation blanket. Positive results will increase scope and final project price. All required permit expenses to be added to final invoice and due upon receipt.

1/3 down due at signing with balance due upon completion. Credit card charges add 3% processing fee.

By signing below, buyer(s) agree to pay Mark's Custom Exteriors in full via banking financing or cash from customer balance, due upon completion, of \$ 15,675.00 including all deposits. All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. This proposal subject to acceptance: _____ days and it is void thereafter at the option of the undersigned.

NOTICE OF BUYER'S RIGHT TO CANCEL: You the Buyer may cancel this Agreement at any time prior to midnight of the third business day after the date Buyer signs this Agreement. Cancellation must be made in writing and received at our Scappoose Office location before Midnight of the third business day. Cancellations after that date are subject to restocking and lost production fees minimum of 25% of job value. **Please Note:** Approval and signing of the actual finance documents if used may take place after you right to cancel the Agreement has expired. Your finance documents carry their own right of cancellation and terms.

Final payments, including change orders, are due within 72 hours of job completion.

Late Fee – 2% late fee applied after 72 hours on unpaid balance.

Construction Lien rights to be exercised after 21 days. All legal fees & processing fees in connection with this process will be added to the past-due account balance.

I have received a copy of Information Notice to Owner About Construction Liens, Consumer Protection Notice, & Notice of Procedure. ☐ _____

Acceptance of Proposal; the above prices, specifications and conditions are hereby accepted. I/we authorize the work as specified. Payment will be made as outlined above.

Accepted: _____
Owner/ Buyer Signature Date

Accepted: _____
Co-Owner/ Buyer Signature Date

Mark Holcomb 05 / 24 / 2021
Mark's Representative Date

Total Cash Price	\$15,675.00
Miscellaneous	
Total Due	
Deposit with Order	\$5000.00
Balance to be paid upon completion	



What to Expect with the Installation of Your New Roof

Having your home's roof replaced is a major construction project. Keeping everyone safe is a top priority, but here are a few more things to keep in mind when it comes to what to expect when our crew arrives:

- **Driveway Access:** Direct access to the house helps our crew out tremendously. Moving any vehicles that may be blocking that access is greatly appreciated.
- **Debris:** While the crew is working, they do their best to keep the area clean but there will be nails and debris around. Be extra cautious with kids, pets & vehicles. During the installation, there will be debris coming off the roof. Make sure that when you or your children are coming and going from the house that they make their presence known to the crew.
- **Satellite Dishes and Antennas:** If you have a satellite dish on the roof, it's a good idea to set up an appointment with your provider for after the roof is to be completed. Our crew can almost always reinstall your dish with no issues so more than likely you will be able to cancel the appointment.
- **Mowing the Lawn:** If the weather permits, mowing the lawn before your roof installation helps the crew in their cleanup process and makes it easier for the magnets to pick up any stray nails.
- **During Installation:** There will be a fair amount of noise and vibrations from the work being done so it is a good idea to move delicate or valuable items away from the walls.
- **Clean-up:** Once the roof installation is complete, we will leave your home clean and neat with all debris hauled away from your home and the yard will be swept with a magnet to ensure all nails and any excess metal debris are cleared.
- **Warranty:** Once your project is completed, if a warranty was included, we will register your warranty and you will receive the paperwork in the mail within a few weeks.

If you have any questions at all regarding your roofing project, please don't hesitate to contact our Project Manager at 503-397-2215.

Thank you very much for trusting Mark's Custom Exteriors with the installation of your new roof!



MCE DISCLAIMER NOTICE

Thank you for entrusting MCE Roofing with the upgrade and enhancement of your home with a new Roofing system. Having your home's roof replaced is a major construction project. Keeping everyone safe is a top priority. We take all necessary precautions to ensure not only your safety but the safety of the crew. But there are a few more things to keep in mind that maybe you have not thought of when it comes to prepping your home to be roofed and what to expect when our crew arrives:

OUTSIDE

- Move all potted plants, outdoor furniture, and items that could be damaged to a safe place.
- Cover all non-movable items, especially in open rafter garages, patios, ponds, and storage confines.
- Direct access to the house helps our crew out tremendously. Moving any vehicles that may be blocking that access is greatly appreciated. If the driveway is blocked, additional charges may apply if hand loading material is needed and not specified in the contract.
- We will take great care to protect your landscaping, but with so much activity around the home the area around your home may show some wear. That being said, grass and plants typically come back from this within a few weeks.
- Our crew will require access to electricity and sometimes water for a Roof Shampoo. Additional charges may apply if a generator and fuel are necessary or if water needs to be brought to the site (shampoo only).
- Remove anything that can be removed from the roof or under eaves including solar panels, security cameras & sensors, wind chimes, bird feeders, and Christmas lights.
- If you have a satellite dish or antenna on the roof, it is a good idea to set up an appointment with your provider for after the roof is to be completed. Our crew can usually reinstall your dish with no issues so more than likely you will be able to cancel the appointment. However, this is not an expense covered by MCE if needed.
- If the weather permits, mowing the lawn before your roof installation helps the crew in their cleanup process and makes it easier for the magnets to pick up any stray nails.

INSIDE

- Roofing your home is a major construction project and does create noise and vibration. If you have any delicate items you may be concerned about falling off the walls, shelves, or tables, please remove during the installation process.
- There may be some debris that ends up falling in the attic of open rafter garage or patio. This is especially true if we are removing cedar shake roofing over skip sheathing. You may want to cover

any stored items in these areas Cleanup or covering of your attic or garage is not included in the price of your bid. If you would like us to do this, we can quote a price upon your request.

THINGS WE CANNOT CONTROL

- There will be dust that comes down, MCE is not responsible for the cleanup of dust in and around the home.
- It is possible we will find rotten wood when removing the old roofing. All rot repairs will be billed as an additional charge unless specifically stated otherwise in your contract. Some rot may not be visible to the crew or inspector, MCE is not responsible for unseen rot, mold, mildew etc.
- Painting replaced wood or drywall is not included in your proposal unless specifically specified.
- Even with careful handling, original moldings, paint, trim, skylights, gutters, downspouts, siding, antennas, alarms, cable, and satellite dishes, may come loose, break, or be damaged in the process of construction. Additional charges may apply to repair.
- We are not responsible for any pest-related problems. Exterminator charges are the responsibility of the homeowner.
- We will use caution around existing patio covers but are not responsible for patio covers that are weak, brittle, or installed incorrectly.
- We are not responsible for driveway or parking lot problems (cracks, depressions, holes, stains, scrapes, etc.) that exist or may develop due to deliveries, tear off, trailers or drop boxes. We plan to use your driveway for loading and unloading material and debris. If we are unable to utilize your driveway, please let us know so that we can make other arrangements. Additional fees may be incurred for hand loading material.
- Overhanging tree limbs should be trimmed to allow delivery equipment access, as well as during the process of roof tear off and installation. Additional charges may apply if our crew must trim back branches, bushes or limbs that obstruct the installation process. We are not responsible for damage to plants or trees.
- Building code and manufacturer specifications require fasteners to penetrate through the roof deck and will be visible with exposed ceilings in garages, soffits, or patios. If this is a problem, please notify us before we start work. Repair or painting of any nails that come through in ceilings, walls or skylight shafts from the construction process is not included in the bid price.
- Homeowners are responsible for knowing any requirements that may be necessary through CCR (Code Covenants and Restrictions) or HOA (Homeowner's Association).
- Any requests made outside of the scope of work agreed upon by MCE and the homeowner will be an additional charge.
- As with all construction, roofing can be noisy. If this is an inconvenience, you may want to make arrangements for yourself or your pets. No one needs to be home while the work is being performed.
- Damage to the drywall or plaster is not the responsibility of MCE. Ceiling texture and/or color of any repairs performed may not be an exact match.
- Inspection nor connection to mechanical plumbing such as (but not limited to) drains, ducting, furnace flues are not part of our scope and are not our responsibility. Any water infiltration, mold, mildew, any other fungi, or consequential damages caused by any existing mechanical systems are

not the responsibility MCE. You may want to have an HV AC contractor inspect if you have concerns about these systems.

- While in the attic space you may find light reflecting through from vents, chimney, pipe, or roofing intersects. This is normal and not an indication of a problem or installation flaw.
- Your contract price generally does not include any additional labor or equipment that may be needed in the event we discover lead, asbestos, or any other toxic material. If we discover these materials, you will be notified, and the additional cost will be based on the additional labor and disposal of the toxic material.
- The homeowner is responsible for notifying MCE of any known toxic material we may come in to contact with.
- A lead test may not be taken before the time of your estimate/proposal. If lead is discovered during the process of your project, proper precautions will be taken to abide by EPA lead safe regulations. Unless specifically stated, this additional work will be billed on a time and material basis.
- Any consequential damage, mold, mildew, or other fungi occurring before, during, or after our scope of work is completed, it is not our responsibility, regardless of fault.
- Any health issues/concerns that may arise before, during or after our scope of work are not the responsibility of MCE.
- We cannot be responsible for existing electrical, HVAC, plumbing, gas, and other code violations that cause damage or problems with the installation. Any damage due to a code violation of these systems should be handled by a licensed contractor and are to be repaired at the customers expense.
- Ponding water is inherent on flat roofing systems. Even with tapered systems, 100% removal is often unattainable and issues that arise due to this issue are not the responsibility of MCE.
- Power washing your roof can cause damage and leaks. Your no leak guarantee through MCE is no longer valid if evidence of power washing is found. Any damage done can be repaired at the customer's expense.
- OSB is absolutely not covered in our roof warranty.
- Any leaking that may develop around duct work or HVAC units on the roof are outside of our scope of work and warranty. Additional charges may be billed for repair.
- Water infiltration caused by leaves and debris clogging gutters, spouts, collector boxes, waterways and scupper drains are not our responsibility and can be cleaned at an additional cost.
- The material color is under the liability of the manufacturer, we will work with them if a problem should arise.
- New gutters and downspouts as well as metal roofing & flashing can be noisy, especially in hard rain. This is the nature of metal and is not our responsibility. Noise reducers can be installed at an additional charge.
- All electrical systems not installed to code that may become damaged are not our responsibility and any repairs will be billed separately.
- All permits and the time spent obtaining them, unless specifically stated in your contract, will be an additional charge.
- Not all homes are built "square". In some cases, a gutter or roofing material may not appear perfectly straight.

- Damage to ceiling and wall mounted objects can be repaired at an additional cost.
- Upon completion of a project we will run a magnet around the property to pick up nails and other metal debris, but we cannot guarantee every single nail or sharp object will be cleaned. We are not responsible for any damage or injury due to nails or other debris left on property.
- Attic inspections, unless specifically stated in writing, are not in the scope of work.
- Ventilation Conditions: MCE takes great pride in ensuring the ventilation of your attic space meets the requirements laid out by the manufacturer and by current Oregon building codes whenever possible. However, performance, calculations, or any other properties of the building's vapor envelope or ventilation is the sole responsibility of the building owner. Special attention should be paid to low slope roofs, buildings with high humidity, multi-family homes, manufacturing facilities, processing plants, offices, or any other building type that contains or creates water or any other type of vapor. Any consequential damage due to the above-mentioned conditions such as, but not limited to; mold, mildew, any other type of fungus, delaminated or rotted material, rust, etc. is not the responsibility of MCE Roofing. Any health or safety conditions arising from the before mentioned conditions is not the responsibility of MCE Roofing.
- Due to Covid-19 product shortages or sudden product price increases may occur. MCE reserves the right to add possible increase to the final billing.

Thank you again for choosing MCE Roofing. We will make every effort to make your project a positive experience. If you have any concerns, please call us at 503-397-2215. Please read your contract and all warranty information carefully. We look forward to working with you.

I have read and understand the MCE Disclaimer Notice: _____

Terms and Conditions

Terms and Conditions

By signing below, buyer(s) agree to pay Mark's Custom Exteriors in full via banking financing or cash from customer balance, due upon completion, of \$ 15,675.00 including all deposits. All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. This proposal subject to acceptance: ¹⁰ days and it is void thereafter at the option of the undersigned.

NOTICE OF BUYER'S RIGHT TO CANCEL: You the Buyer may cancel this Agreement at any time prior to midnight of the third business day after the date Buyer signs this Agreement. Cancellation must be made in writing and received at Saint Helens Office location before midnight of the third business day. Cancellations after that date are subject to restocking and lost production fees minimum of 25% of job value. **Please Note:** Approval and signing of the actual finance documents if used may take place after your right to cancel the Agreement has expired. Your finance documents carry their own right of cancellation terms.

MCE to bare no responsibility for any organic growth within the attic assembly.

Any required permits to be obtained by MCE with permit expenses reimburse to MCE at final invoice.

1/3 down due at signing with balance due upon completion. Credit card charges add 3% convenience fee.

Final payments, including change orders, are due within 72 hours of job completion. Late Fee - 2% late fee applied after 72 hours on unpaid balance.

Returned check policy: If a check (paper check or eCheck) is not honored by the payer's bank for any reason, the service charge is \$35 per item regardless of the amount of the check or the reason it was returned.

Construction Lien rights to be exercised after 21 days. All legal fees & processing fees in connection with this process will be added to the past-due account balance.

I have received a copy of Information Notice to Owner About Constructions Liens, Consumer Protection Notice, & Notice of Procedure.

Any material or other cost increases that arise after signing of this proposal that are imposed by either product manufacturer or distributor as a result of COVID-19 or other factors will be added to the final project price and due upon final invoice.

I have read and understand the Terms and Conditions provided by MCE _____



Information Notice To Owner About Construction Liens

(ORS 87.093)

This is not a lien. Your contractor is required by law to provide this notice to inform you about construction lien laws. This notice explains the construction lien law, and gives steps you can take to protect your property from a valid lien. As an owner, you should read this information notice carefully. This information notice is required to be given if you contract for residential construction or remodeling, if you are buying a new home, or at any time the contract price exceeds \$2,000.

- Under Oregon law, your contractor and others who provide labor, materials, equipment, or services to your project may be able to claim payment from your property if they have not been paid. That claim is called a Construction Lien.
- If your contractor does not pay subcontractors, employees, rental equipment dealers, materials suppliers, or does not make other legally required payments, those who are owed money may place a lien against your property for payment. **It is in your best interest to verify that all bills related to your contract are paid, even if you have paid your contractor in full.**
- If you occupy or will occupy your home, persons who supply materials, labor, equipment, or services ordered by your contractor are permitted by law to file a lien against your property only if they have sent you a timely Notice of Right to Lien (which is different from this Information Notice), before or during construction. If you enter into a contract to buy a newly-built, partially-built, or newly-remodeled home, a lien may be claimed even though you have not received a Notice of Right to a Lien. If you do not occupy the building, a Notice of Right to Lien is not required prior to filing a lien.

This notice is not intended to be a complete analysis of the law. You should consult an attorney for more information.

Common Questions and Answers About Construction Liens

Can someone record a construction lien even if I pay my contractor? Yes. Anyone who has not been paid for labor, material, equipment, or services on your project and has provided you with a valid Notice of Right to Lien has the right to record a construction lien.

What is a Notice of Right to Lien? A Notice of a Right to Lien is sent to you by persons who have provided labor, materials, or equipment to your construction project. It protects their construction lien rights against your property.

What should I do when I receive a Notice of Right to Lien? Don't ignore it. Find out what arrangements your contractor has made to pay the sender of the Notice of Right to Lien.

When do construction liens need to be recorded? In Oregon, construction liens generally need to be recorded within 75 days from the date the project was substantially completed, or 75 days from the date that the lien claimant stopped providing labor, material, equipment, or services, whichever happened first. To enforce a lien, the lien holder must file a lawsuit in a proper court within 120 days of the date the lien was filed.

Note to Contractor: This notice must be delivered personally, or mailed by registered mail, certified mail, or by first-class mail with a certificate of mailing. Ask the signing parties to provide you with an original or copy to retain in your files. You should retain proof of delivery of this notice for at least two years.

Steps That Consumers Can Take to Protect Themselves

- **Contact the Construction Contractors Board (CCB) and confirm that your contractor is licensed.** The law requires all construction contractors to be licensed with the CCB. Check a contractor's license online at the CCB consumer website: www.oregon.gov/ccb, or you can call 503-378-4621.
- **Review the Consumer Protection Notice (ORS 701.330(1)),** which your contractor must provide to you at the time of contract on a residential structure.
- **Consider using the services of an escrow agent** to protect your interests. Consult your attorney to find out whether your escrow agent will protect you against liens when making payments.
- **Contact a title company about obtaining a title policy** that will protect you from construction lien claims.
- **Find out what precautions, if any, will be taken** by your contractor, lending institution, and architect to protect your project from construction liens.
- **Ask the contractor to get lien waivers or lien releases** from every subcontractor, materials provider, equipment provider, and anyone else the contractor is responsible for paying. Do this before you give your contractor a progress payment.
- **Have a written contract with your contractor.** A written contract is **required** for projects greater than \$2,000. An original contractor that fails to provide a written contract as required by law, may not place a construction lien against the owner's property.
- **If you receive a Notice of Right to Lien, ask for a statement of the reasonable value of the materials, labor, equipment, or services** provided to your project from everyone who sends you a Notice of Right to Lien. If the information is not provided in a timely manner, the sender of the Notice of Right to Lien may still be able to file a construction lien, but will not be entitled to attorney fees.
- **When you pay your contractor, write checks made jointly payable to the contractor, subcontractors, materials, equipment, or services providers.** The checks name both the contractor and the subcontractor, materials or equipment provider. The checks can only be cashed if **both** the contractor and the subcontractor, materials or equipment provider endorses it. Be aware that many banks will not accept checks made payable to multiple parties unless each party appears at the bank with government-issued identification at the time of deposit. Your contractor may wish to check with its bank and advise whether this is an option.
- **Should you have a dispute with your contractor,** you may be able to file a complaint with the CCB and be reimbursed in whole or in part from the contractor's bond. For more details about help available through the agency, write to the CCB at PO Box 14140, Salem, OR 97309-5052 or call 503-378-4621.
- **Consult an attorney.** If you do not have an attorney, consider contacting the Oregon State Bar Referral Service at 503-684-3763 or 1-800-452-7636.

Signing this Information Notice verifies only that you have received it. Your signature does not give your contractor or those who provide material, labor, equipment, or services, any additional rights to place a lien on your property.

Job Site Address: _____

CONTRACTOR: CCB#: 96794

PROPERTY OWNER: _____

Mark's Custom Exteriors

Print Name (as it appears on contract)

Print Name (as it appears on contract)

Signature

Date

Signature

Date



Consumer Protection Notice

Actions to help make your project successful

(ORS 701.330 (1))

Oregon law requires contractors to provide the homeowner with this notice at the time of written contract, for work on a residential structure. This notice explains licensing, bond and insurance requirements, and steps that consumers can take to help protect their interests.

START OUT YOUR PROJECT RIGHT

1. **Make sure your contractor is properly licensed** before you sign a contract. Visit www.oregon.gov/ccb, and click on the link, **Check on a Contractor's License**, or call our offices at 503-378-4621. To be licensed in Oregon, contractors must take training and pass a test on business practices and law. Licensing is not a guarantee of the contractor's work.
 - **A license requires the contractor to maintain a surety bond and liability insurance** - The CCB surety bond provides a limited amount of financial security if the contractor is ordered to pay damages in contract disputes. It is not intended to be a safety net for consumer damages. Consumers with large projects may wish to look into performance bonds. Liability insurance coverage provides for property damage and bodily injury caused by the contractor. It does not cover contract disputes, including poor workmanship.
 - **If your contractor is not licensed** - the CCB bond and dispute resolution services will not be available to you.
2. **What you should know about bids, contracts, and change orders:**
 - **Bids** - *Do not automatically accept the lowest bid* - A low bid may make it necessary for the contractor to use lower quality materials and to cut corners in workmanship.
 - **Contracts and Change Orders** - **Always get it in writing**. Your contractor is required to provide a written contract if the contract price is more than \$2000. The CCB recommends that all contracts be in writing.
 - **Contracts should be as detailed as possible** - Some items to include are materials and costs, permits, estimated start and completion dates, debris removal, and arbitration clauses. Make sure the contractor's name, CCB number, and contact information is included in the contract.
 - **Read and understand your contract before signing it** - Don't be pressured into signing your contract without taking the time needed to go through it. Make sure it includes enough details to avoid misunderstandings and to protect you and your property.
3. **Additional contract information you should know:**
 - **A Payment Schedule** - should be included in the contract. Stick to the schedule and never pay in full for a project before the work is complete.
 - **Special Note on Liens** - Subcontractors and material suppliers that work on your project are often paid by the general contractor. If a general contractor fails to pay, the subcontractor may file a lien on your property. For information on construction liens, visit the CCB's Consumer Help Page at www.oregon.gov/ccb, or contact an attorney.
 - **Warranty on new residential construction** - Contractors must make an offer of a warranty when constructing a new residential structure. Consumers may accept or refuse the warranty.
4. **If you should have a problem with your contractor** - You can file a complaint with the CCB against a **licensed** contractor within one year of the substantial completion of work on your project. Contact the CCB office at 503-378-4621 for help.

Visit the CCB website at for more information on having a successful project.
www.oregon.gov/ccb

CONTRACTOR: CCB#: 96794

PROPERTY OWNER:

Signature

Date

Signature

Date



Notice of Procedure

Regarding Residential Construction Arbitrations and Lawsuits

(ORS 701.330)

Oregon law contains important requirements that homeowners must follow before starting an arbitration or court action against any contractor, subcontractor, or supplier (materials or equipment) for construction defects.

Before you start an arbitration or court action, you must do the following:

1. Deliver a written notice of any conditions that you believe are defective to the contractor, subcontractor, or supplier that you believe is responsible for the alleged defect.
2. Allow the contractor, subcontractor, supplier, or its agent, to visually inspect the possible defects and also allow the contractor, subcontractor, or supplier to do reasonable testing.
3. Provide the contractor, subcontractor, supplier, or its agent, the opportunity to make an offer to repair or pay for the defects. You are not obligated to accept any offer made.

There are strict procedures and deadlines that must be followed under Oregon law. Failure to follow those procedures or meet those deadlines will affect your right to start an arbitration or court action.

You should contact an attorney for information on the procedures and deadlines required under Oregon law.

Your contractor is supplying this notice to you as required by Oregon law.

CONTRACTOR: CCB#: 96794

HOMEOWNER: _____

Mark's Custom Exteriors

Print Contractor Name (as it appears on contract)

Print Homeowner Name (as it appears on contract)

Signature of Authorized Representative Date

Signature Date

Contract Extension Amendment 001

This CONTRACT EXTENSION AMENDMENT ("Amendment") is dated as of June 3, 2021 (the "Effective Date"), by and between the Scappoose Fire District, hereby called "the District" and GSSL, Inc. dba Near Space Corporation, hereby called "NSC", hereby collectively known as the "Parties".

WHEREAS the Parties entered into a 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, Contract 000020-02, on July 31, 2020. (the "Original Contract").

WHEREAS the Parties hereby agree to extend the term of the Original Contract in accordance with the terms of the Original Contract as well as the terms provided herein.

In consideration of the mutual covenants contained herein, each the District and NSC mutually covenant and agree as follows:

- The Original Contract, which is attached hereto as a part of this Extension, will end on June 30, 2021.
- The parties agree to extend the Original Contract for an additional period, which will begin immediately upon the expiration of the original time period and will end on February 1, 2022.

This Extension binds and benefits both Parties and any successors or assigns. This document, including the attached Original Contract, is the entire agreement between the Parties.

All other terms and conditions of the Original Contract remain unchanged.

This Agreement shall be signed on behalf of the District by David Sorenson and on behalf of NSC by Kevin Tucker.

Scappoose Fire District

By: _____ Date: _____
David Sorenson
Board President

GSSL, Inc. dba Near Space Corporation

By: _____ Date: _____
Kevin Tucker
President

Task 1 Milestone February 1, 2022: Concept of Operation Development (Months 1-18) – Aug 2020- February 1, 2022 Life of the project: Invoiced at the completion of all tasks / \$20,608.00

1. Project work plan for approval by the project managers
2. Invoice and billing summary describing tasks completed during each billing period
3. Complete a review and create a discovery report recommending operational, regulatory, and technical methods to inform Concept of Operations (CONOPS) development

Task 2 Milestone January 1, 2021: Create a Uniform Governance that includes an Operations Manual (Months 1-6) Aug1- Jan 1, 2021 Invoiced when delivery of the Operations Manual / \$16798.32

1. Operations Manual
2. Meeting with key stakeholders to validate the parameters best practices to be used in the project implementation.

Task 3 Milestone July 1, 2021: Post Part 107 Training Modules (Months 3-9) Nov 1, 2020- July 2021 invoiced when all Lesson Plans, classes, PPT Presentations are delivered / \$21,550.32

1. Scalable training package that meets all of the requirements described in task 3 as “Consultant requirements”

Task 4 Milestone April 1, 2021: Tracking framework for Aircraft and Pilots (Months 4-8) Dec 1, 2020- April 1, 2021 invoiced when web-based database is fully tested and functional / \$9,504.00

1. System that is compliant with the FAA
2. System that can be used by multiple users / agencies
3. System that allows for remote access, assuming there is internet connectivity
4. Final report that reflects feedback received from stakeholders and recommended ETR criteria, methodology and process to use to update ETR designations in Phase 2.

Task 5 Milestone May 1, 2021: Create an Airworthiness matrix (Months 4-9) Dec 1, 2020 – May 1, 2021 invoiced when complete \$10,299.96

1. A process for determining air worthiness and which aircraft will be allowed to be used for the group

Task 6 Milestone August 1, 2021: Certificate of Authorization (COA) preparation (Months 9-12) May 1, 2021 – Aug 1, 2021 – Invoiced when all supporting documentation and FAA approval is submitted. \$4,752.00

1. Documents and support for COA submittal

Task 7 Milestone February 1, 2022: Two Day Workshop to bring all partners together to roll out UAS Usage in the Pacific NW – Invoiced when workshop is complete \$6,719.33

1. Workshop and tools for regional stakeholders
2. Report documenting workshop

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 Management 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