

**Scappoose Rural Fire District  
Scappoose, Oregon  
BOARD OF DIRECTORS**

**REGULAR BOARD MEETING AGENDA**

**7 p.m. Thursday July 9, 2020**

**Members of the public may attend the open portion of the meeting by electronic means. The audio access information is posted under About Us/Board Members on the District website @ [www.srfd.us](http://www.srfd.us). Please email [jsalisbury@srfd.us](mailto:jsalisbury@srfd.us) for complete login information.**

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

**Call to Order & Flag Salute**

**Public Comment**

**Organizational Meeting - In accordance with Board Policy 2.18**

- **Select President, Vice President, and Secretary/Treasurer of Board**
- **State official newspaper**
- **State regular Board meeting date, time and place**
- **Establish employee evaluation month**
- **Review the status of legal counsel**
- **Review current contracts (no motion)**
- **Annual ethics disclosure (no motion)**

**SRFD Consent Agenda**

- **Minutes for 6.11.20 Regular Meeting**
- **Minutes for 6.25.20 Special Meeting**
- **6.2020 Itemized Account Activity (payments totaling \$327,154.75)**
- **6.30.20 Budget Vs Actual**

**Staff Reports**

**Old Business**

- **Committee Reports**
- **True North contract for Sutphen repairs**
- **Minor changes to Rosenbauer engine specs**
- **Miscellaneous**

**New Business:**

- **Committee Appointments by President**
- **Surplus Property Resolution #2020-05**
- **FireMed contract with Life Flight**
- **Miscellaneous**

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

**Public Comment**

**Good of the Order**

**Adjourn**

# **Contracts**

**AER Fitness Agreement**-repair/maint. Fitness equipment-renew annually-6/2012  
**Archive Social - social media records retention** - started 6/01/2017  
**ATT Mobility Services** - signed 8-29-2018  
**Audit Engagement Letter** with Grove,Mueller- Effective through June 2020 audit  
**C-Comm Data License Agreement** - County Commissioners & Chief July 2008  
**Callback Staffing Crewsense** - 01-01-18 thru 01-01-21  
**Centerlogic** - IT set-up and service 10-14-19  
**IGA-City of Scappoose Fire & Life Safety Plan Review** signed 9/21/2017  
**IGA-Columbia County Fire & Life Safety Plan Review** signed 7.25.18  
**IGA-City of St Helens Fire & Life Safety Plan Review** signed 10.17.18  
**Columbia Co. & UASI IGA** for grants – re-signed 5/30/12  
**Columbia Co. & HSEMC IGA** - signed 1/19/2017  
**Columbia County Emergency Planning** (Homeland Security) IGA as amended and restated.  
*Community Alert Network (CAN) – agreed & paid, but no official contract signed*  
**Compliance Engine Contract - building inspections** - expires 11/2020  
**CRFR & Columbia Hearing Agreement** for hearing tests – 5/3/2012  
**CRFR Vehicle Maintenance**- signed 6-13-19  
**Diamondback Fire and Rescue**-hydraulic inspection and maintenance - signed May 15, 2019  
**DPSST Accreditation Agreement** – expires 1/2019  
**Emergency Reporting Records Mgmt Contract** – approved 8/13, signed 9/13  
**EMS Tech Solutions Operative IQ** - 2014  
**FIRE-GIS-1 IGA** for Mapping signed May 2007  
**FLIR Systems, Inc.** - signed 10-8-2018  
**FSA BenefitHelp Solutions** -signed 11-25-19  
**Google Apps for Government Agreement** – signed 8/11/11  
**Grove, Mueller, and Swank, P.C.** - Audit Agreement 2019  
**Holbrook Station-West Mult Soil/Water Conservation Agreement**- 6/2012  
**ImageTrend Emergency Reporting** - signed 1-11-18  
**Incident Management Team (IMT) Agreement** – approved by Board 2/11/10  
**Lexipol Policies & Procedures contract** - signed 7/31/19  
**Life Flight Network**- Ground Transport Services -signed Sept. 5, 2018  
**LOSAP OFDDA** -signed by SRFD 6-13-19  
**National Hose and Ladder Testing** -2019-2022  
**National Testing Network CPAT** - signed 8/3/16  
**NW Self-Storage Rental Agreement** - signed 1-29-2019  
**OHSU Contract for Medical Resource** – Expires 12/31/2015  
**Operative IQ Narcotics System Mgmt** - Expires 8/2/2020  
**ORCPP** – Oregon cooperative purchasing agreement; expires 8/2017  
**Pacific Office Automation** - signed 4/15/16 for 1 yr term - autorenews annually  
**PCG - GEMT** signed 7.17.2019  
**Physician Advisor Contract** with Dean Sasek MD renewed annually  
**Physio Control Maintenance Agreement for LifePaks** - expires 2-28-2021  
**Port of St. Helens IGA** - signed 6/24/2015  
**Port of St. Helens MOU** for working together on grants. Signed 7/14/11

**Rebound LLC** - expires 6/30/2023  
**Rosenbauer Engine (2019) and Financing Agreement** - signed 12-4-19  
**SDAO Rate Lock Agreement** – 1/1/20 -12/31/2021  
**SDIS** Group Benefit Coverage and Renewal 3-25-2020  
**SDIS\_GASB Actuarial Services** - signed by SRFD 6-28-2018  
**Spectrum VoIP** - signed 3-23-20 expires on 2025  
**State of Oregon** \$500/yr to protect lands not protected by ODF. 12/2014  
**Stryker LifePak 15 Financing** - signed 11-26-19  
**Systems Design West Addendum** add'l billing svcs 7/01/2020  
**Systems Design West LLC & HIPAA** ambulance billing svcs 11-8-18  
**Systems Mgmt NW, LLC** Bi-annual for Co-Ray-Vac signed 9/6/19  
TriTech Annual **Technical Support Agreement** for EMS billing base  
**TriTech Billing Base** Mo-to-Mo 7-23-19  
**Trizetto Provider Solutions** for EMS billing signed 12/10/16  
**UASI IGA Grant** for Homeland Security Grants thru Portland Region signed Nov 2005.  
Amended 11/2010

### **C-COMM Agreements**

IGA for out-of-District call answering & dispatch services; fee of \$125/year dated 5-20-2014

IGA for out-of-District call answering & dispatch services (adding Holbrook area); fee based on 9/1993 valuation

### **Fire Protection Contracts**

Anicker, Becky	24745 NW Dixie Mountain Road
Archer, Jeremiah & Mc	29445 Pisgah Home Road
Bahnsen, Donald & Jo	25938 NW Dixie Mountain Road
Beisley, Ken	28330 Otto Miller Road
Benson, Robert	29911 Pisgah Home Road
Dudley, Peggy	26097 NW Dixie Mountain Road
Lacy, Bill	18141 NW St. Helens Road
Meyers, Tim & Donna	18145 NW St. Helens Road
Novak, Ken & Cheryl	29756 Grouse Lane
Paull, Dalton	26085 NW Dixie Mountain Road
Ruppelt, Michelle & Cr	18147 NW St. Helens Road
Stanton, Robert & Mar	30311 Holaday Road

\*Note that contracts representing a single event such as a purchase agreement, burn-to-learn, cooperative grants, and projects completed in one year are not included in this list.

## **Scappoose Rural Fire District**

### **BOARD OF DIRECTORS REGULAR MEETING**

**Board Members and Required Staff met in-person at the  
Scappoose Senior Center**

**Also held electronically via GoToMeeting and telephone call-in number  
June 11, 2020**

**Following 7 pm Budget Committee**

**Regular Meeting:** After due and legal notice the Regular Board meeting of the Scappoose Rural Fire District was called to order at 7:49 p.m.

**The following members were in attendance:** D. Graham, D. Sorenson, A. Kriek, and M. Gift. R. Cairns had an excused absence.

**Others in attendance:** Chief Pricher, D/C Marks, D/C Holsey, FD Salisbury, S. Booth, M. Heath and Susan Reeves (budget committee member).

**Call to order and flag salute:** President Graham called the meeting to order at 7:48 pm and led the flag salute.

**Public Comment:** No comments.

### **SRFD Consent Agenda**

Mr. Sorenson moved to approve the consent agenda. Mr. Kriek seconded.

Mr. Sorenson asked about flowers for Laura Smythe and about Centerlogic in the Information Technology account. Chief Marks said Mrs. Smythe was in an accident. Chief Pricher said Centerlogic provides IT maintenance and support. The new phone system and new firewall required additional billable hours from this provider.

The motion carried unanimously.

### **Staff Reports:**

- **Chief/Fire Marshal:** Chief Pricher thanked all staff from SRFD and CRFR. No major updates, other than agenda items in New Business.
- **Training:** Mr. Sorenson asked if the recruit academy is on again. Chief Marks said it is back up and running. After Sunday, recruits will be available for live fires. Chief Pricher will take recruits for wildland instruction. Graduation is scheduled for July 22, at the training grounds. Mr. Gift asked if he could help with the academy. D/C Marks and Mr. Gift will discuss options that avoid conflicts with board policy.
- **Operations:** Chief Pricher said he'd do his best to answer questions with regard to Operations. Mr. Sorenson said the Lexipol appears to be a lot of work, noting its length and organization. He asked if we are in the home stretch with regard to Lexipol. Chief Pricher said the end is in sight and there's more work to be done.

- **EMS:** No major updates. Mr. Graham asked about the number of COVID patients. Chief Holsey said the County has had 17 patients, none of which we have transported. Mr. Kriek asked if CCOM tracks positive case addresses. Chief Holsey is unaware and has had no updates from public health. Mr. Gift asked how we were doing with PPE supplies. Chief Holsey said we received some supplies from public health, emergency management, UASI supplies, and quick action early on helped us cover the need for PPE supplies.

Mr. Sorenson asked about grants for child restraint systems. Chief Holsey explained that he is not sure what the status of this grant is currently since this is a different type of grant.

Mr. Gift asked about information exchange from CRFR to SRFD, specifically with regard to EMS. Chief Pricher said this will be addressed in New Business.

Mr. Sorenson asked about the Civil Unrest bullet point in his EMS report. Chief Holsey explained that the unemployment rate affects level of civil unrest, for which we need to be prepared.

- **FD Salisbury:** No questions were asked. Mr. Sorenson said he appreciates the FD report. Board members agreed and requested that this report continue to be part of the board packet.
- **Recruitment & Retention:** Mr. Sorenson asked if CRFR R&R would be with SRFD after July 1. Chief Pricher said the Recruitment and Retention Coordinator was not included in the 2020-21 budget. We are working on a plan for an SRFD R & R, PIO, and Pub. Ed. positions and are cross-training current SRFD employees to fill multiple roles with the organization.

## Old Business

- **Committee Reports:** President Graham and Chief Pricher met just prior to the regular board meeting in a Management Team meeting. The board would like to continue this practice. Typically this meeting included the board president, vice president, and fire chief.
- **Property tax measure – choose type & election date:** Chief Pricher requested direction from the board regarding moving forward with the scoping process and SWOT analysis from staff/career and the board. Chief Pricher explained the process to the board. Staff SWOT analysis would be completed prior to the Board SWOT. The combination of the scoping and two SWOT analyses will help the board decide which of the options presented to the board during the May 14<sup>th</sup> meeting is best for the District. Timing is key, since Sept. 13, 2020 is the deadline for filing a property tax measure for the November election. the county of levy or bond elections. November and May election dates are the best options for approaching voters because neither requires a double majority and they cost less than a special election.

Mr. Kriek made a motion to move forward with the scoping process. Mr. Sorenson seconded.

The motion carried unanimously.

- **Miscellaneous:** None

## **New Business**

- **Update bank signers & credit cards:** Mr. Sorenson moved to add Mark A. Gift and remove David E. Grant as a US Bank check signer. Mr. Kriek seconded.  
The motion carried unanimously.

Mr. Sorenson moved to add Mark A. Gift and remove David E. Grant as an InRoads account signer. Mr. Kriek seconded.

The motion carried unanimously.

Mr. Sorenson made a motion to update the InRoads VISA card ending in 6753 by removing David E. Grant's name and adding David J. Graham's name. Mr. Kriek seconded.

The motion carried unanimously.

- **Detail position for vacant Division Chief slot**

Chief Pricher said the acting lieutenants. were given the opportunity to express interest in DC position. This gives them experience at the DC level for an appointment in two three-month slots. There will be a cost which is a 5% bump in their current pay to whomever gets the position. This is based on the collective bargaining agreement, falling under the "Acting in Capacity" clause. Mr. Gift asked if there is a provision for peer review, as an improvement tool. Chief Pricher said there wasn't but said this could be added. Mr. Graham relayed that Mr. Cairns liked "move up" policy as presented.

Mr. Kriek motioned to authorize Chief Pricher to fill the vacant Division Chief position as outlined in his memo dated June 3, 2020. Mr. Gift seconded.

The motion carried unanimously.

- **Authorization to backfill vacant Lieutenant position**

The line staff that is moved up to open Lt. position will also receive a 5% bump in their current pay. Like the DC position, the Lt. position would be for two three-month periods. Mr. Kriek expressed concern about overtime costs. Chief Pricher relayed that the goal is to minimize overtime costs.

Mr. Gift motioned to authorize Chief Pricher to fill the vacant Lieutenant position as outlined in his memo dated June 3, 2020. Mr. Sorenson seconded.

The motion carried unanimously.

- **Board retreat date to consider SWOT:** A local facilitator has offered to assist the board with the SWOT analysis. Chief Pricher hopes this will be after the scoping process and after hearing from the community. This would be a 6-hour retreat, although it depends upon what the Board needs. Scheduling a date is for the benefit of the facilitator and board. Staff and public can be present but not part of the process. This will likely be the first week of August so we can prepare for the board meeting during the second week of August. The board tentatively scheduled Wednesday, August 5 10:00-4:00 with location to be determined. President Graham agreed to check with Mr. Cairns on his availability on this date.

- **Duty Officer Expectations**

Chief Pricher asked the board for their expectations of the Duty Officer (DO). Moving forward with establishing the Duty Officer program at SRFD, the Board needs to lay out expectations. Mr. Gift said he thought the DO needs to be Incident Command. Mr. Sorenson said he thought the DO coordinated how calls are run. Mr. Kriek said the DO takes command in the event of a staff incident. Mr. Gift said the DO monitors 24/7 for a designated time. Not every call needs response; but all calls need monitoring. The DO can call for additional resources, contract equipment, logistics, and call wreckers. We now will have some newer DOs that may need supervision from more experienced personnel.

Chief Pricher asked what the board felt is realistic for personnel filling the DO role. 40-hour weeks and responsibility to a pager can be very demanding. Chief Pricher, D/C Marks, and D/C Greenup have discussed the need to support the person who moves up from the lieutenant to the division chief position, as they are also expected to fill the DO role.

Mr. Kriek asked if there are lieutenants interested in filling DO role. Chief Pricher said this has been discussed but is not ready to be implemented.

Chief Pricher would like documentation from the board on their expectations for what the DO needs to do and be. He thought it was important to consider this question. Chief Pricher said this is more a policy perspective, not operational in nature.

Mr. Gift said he'd like to have feedback from line staff on their expectations for the DO role.

Mr. Sorenson said he expects to have coverage from a DO 24/7 365 days of the year. This person may be available via radio, in person, pager, by phone...to assist with response when/if needed. Mr. Sorenson asked what the optimum number of DO would be for an organization of this size.

**Executive Session: Pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Began at 9:04 and ended at 9:27.**

**Public Comment:** No comment.

**Good of the Order:** Scappoose Garden Club has given us \$400 to add to our landscaping. Planting will commence on Saturday, June 13, 2020. Mr. Gift asked if we could provide lunch for those working. It was agreed that lunch or refreshments would be provided. According to S. Booth, there will likely be a phase 2 with more planting expected.

The Volunteer Association has received \$300 in donations for Scholarship in lieu of July 4<sup>th</sup> breakfast. Mr. Gift asked that thank you notes to these individuals and Scappoose Garden Club be sent.

**Adjourned** at 9:28.



# **Scappoose Rural Fire District**

## **BOARD OF DIRECTORS SPECIAL MEETING**

**Board Members and Required Staff met in-person at the  
Scappoose Senior Center**

**Also held electronically via GoToMeeting and telephone call-in number  
June 25, 2020  
Following 7 pm Budget Committee**

After due and legal notice, President Graham called to order the Special Board meeting of the Scappoose Rural Fire District at 7:00 p.m. and led the flag salute.

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

Others in attendance: Interim Chief Pricher, D/C Marks, FD Salisbury, and FF Maginn.

**Budget Hearing:** President Graham opened the Scappoose Fire District Budget Hearing and invited comments on the 2020-21 Budget approved by the Budget Committee. Hearing no comments, President Graham closed the Budget Hearing.

**Public Comment:** FF Maginn spoke on behalf of IAFF Local 1660. The Kriecks welcomed baby Juniper on June 13<sup>th</sup>. The Mathews' baby is expected in August and the Ahlers' baby is due in September. FF Maginn said that he plans to step down from his union representative role to spend more time with his family. FF Booth has been elected to fill the position.

### **Old Business**

- **Addendum to SDW contract for additional billing services:** Mr. Kriek moved to approve the addendum to the Systems Design West contract for additional billing services included in the 2020-01 Billing Ordinance effective July 1, 2020. Mr. Cairns seconded the motion. Ms. Salisbury explained that this is the same company that currently handles our EMS billing and has done so for over a year to the District's complete satisfaction. Chief Pricher said that he has previously had successful experience with this kind of billing in another district. He said the fees were not burdensome and typically bills were paid without dispute. Mr. Sorenson confirmed that the 2020-21 budget contains no expectations of revenue from this new billing activity and therefore no planned expenses are dependent on those receipts.

**The vote to approve the SDW contract addendum was unanimous.**

- **Miscellaneous:** None

### **New Business**

- **2020-21 Budget Resolution 2020-04:** Mr. Gift made a motion to adopt the 2020-21 Budget for the Scappoose Fire District as outlined in Resolution 2020-04, to make appropriations in the total amount of \$6,351,705, impose taxes, and categorize the taxes as required by local budget law. Mr. Kriek seconded. Mr. Gift said that he was impressed by how the crews and everyone involved worked to reduce expenses prior to fiscal year end and he thought it was a good effort by everyone involved.

**The vote to approve Budget Resolution 2020-04 was unanimous.**

- **Rebound LLC contract:** Mr. Sorenson made a motion to approve the 3-year contract with Rebound LLC to oversee the treatment of orthopedic injuries for employees, volunteers, and their family members. Mr. Kriek seconded the motion. Chief Pricher explained that this program was brought forward by our Health & Wellness committee. It puts injured members at the front of the line for healthcare treatment services, thereby speeding recovery and return to work. This saves on overtime expense to cover vacant shifts as well as wear and tear on staff. Chief Marks said it covers both on-duty and off-duty injuries for all members. Rebound works with the member's health insurer to assure that the most qualified service provider is obtained at the soonest possible time. Service providers will bump other appointments and cancel surgeries in order to make time for Rebound members. Right now Rebound only provides this service for injuries, but they are moving toward offering it for other health issues, including mental health. Rebound will give us a phone number to call, and we will work with one person for each issue. While the District averages only one staff injury per year, this program also covers staff's families and alleviates the strain of injury management on the family unit.

**The vote to approve the Rebound LLC contract was unanimous.**

- **Oregon Department of Forestry (ODF) contract for EMS services.** Mr. Kriek made a motion to approve a contract for the District to provide EMS services for ODF at wildland fires. Mr. Cairns seconded the motion. Chief Pricher said that he is recommending approval of this contract on a one-year trial basis. It provides that if ODF calls on us, we will send 2 single role staff to the fire location for 2 weeks. ODF will pay their wages and will pay for the ambulance we send, which will help the District financially. It will also help staff financially because they will have the opportunity to earn 90-100 hours of overtime pay. This will help with employee retention. The ambulance revenue will help us with the budget and could fund important District projects.

We have worked to generate appropriate service protocols for this and Dr. Sasek has approved these.

One possible downside is that if we send 2 people to the fire, we may not be able to send out 2 ambulances at home. However, we have spoken to volunteers and part-time and they have expressed interest in helping to fill that gap. We have also discussed the possibility of rearranging the single role schedule at home to

assist with this. The payment from ODF should be enough to cover some overtime at the station as well.

A second concern is that we had hoped to use the old ambulance parked in the back for this purpose and have now been told we cannot. It has been out of compliance with current standards for many years, but was grandfathered for our use as long as we kept it licensed. Since we had newer ambulances, we let the old one lapse and cannot get it relicensed. Therefore, we will have to send one of our newer ambulances. There is an exception to this if we are called to a fire on federal land. A 4-wheel drive rig is required by contract. If we are able to use the old ambulance, we will make sure that it is insured and fit to drive before sending it out. The crew would go out for one or at most two calls, each for a 2 week period. The District can decline to respond to a call if it chooses.

The Board comments included support for the program as outlined subject to the restrictions Chief Pricher described.

**The vote to approve a contract providing EMS services for ODF at wildland fires was unanimous.**

**Miscellaneous:** The True North estimate for repairing the tower truck cabling and other items will be at least \$15,000. Chief Pricher said that he will probably recommend that the Board approve the repairs in an amount not to exceed \$20,000. While this is expensive, this truck is a key component to our ISO rating. Mr. Gift noted that Sutphen makes a well-designed truck with versatile uses. Having a bucket truck is the best plan for a volunteer organization.

Centerlogic, our Information Technology contractor, recently replaced our firewall at the station. We will need a new server (around \$10,000) in next year's budget because this is the last year we can get a repair contract on the old one. Centerlogic will conduct staff trainings in Office 365 at the station in July.

All the new SCBAs were put on the apparatus in less than 24 hours. B-shift did an excellent job with this. Chief Marks and FF Gandara trained everyone, and all staff appreciates having their own masks. We have enough of this equipment for a while and can establish replacement plans in future with the Planning Committee for items like air bottles. At the next meeting, the Board will be asked to surplus the old equipment and other items so we can donate to a needy agency.

Chief Marks is investigating our telephone issues and concerns and determining what to recommend in order to resolve them. Hopefully there will be a report for the next board meeting.

At the next meeting we will discuss the new engine. We may need to add an external tank gauge as well as LED rope lights in the compartments so you can see inside them. Not painting the rollup doors will save about \$5,000 which could cover the additions.

There will be a presentation at the next meeting. (Note to minutes: CRFR's purchase plan includes adding these items to their engines in their shop after taking delivery.)

Chief Pricher drew the Board's attention to a large sign listing the District's Strategic Goals which were established years ago. He hopes this visual aid and others at the station with the Mission and Vision statements will help remind the District of its core values and culture.

**Executive session:** President Graham adjourned the open session at 7:45 to go into executive session. This session was held pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. President Graham opened the executive session at 7:46 p.m. The session was adjourned at 8:09 p.m.

President Graham re-opened the special meeting to the public at 8:10 p.m.

**Public Comment:** No comment.

**Good of the Order:** Chief Pricher thanked everyone – the Board, the volunteers, the career staff, the admin staff, and Chief Marks – for all their hard work over the last month and for coming together as a team to work toward common goals and put the organization back where it needs to be.

**Adjourned** at 8:11 p.m.

06/30/20

Cash Basis

# Scappoose Rural Fire District Itemized Account Activity

June 2020

Date	Source Name	Memo	Paid Amount
<b>1..GENERAL FUND EXPENDITURES</b>			
<b>1...</b>			
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>			
<b>550 Insurance</b>			
06/02/2020		refund from flex savings acct	-13.83
06/10/2020	Special Districts In...	health insurance	20,981.92
06/10/2020	Standard Insurance	Life & LTD Insurance	1,431.78
06/16/2020	Benefit Help Soluti...	Flex Savings fee	75.00
06/19/2020	Benefit Help Soluti...	Flex Savings reimb	407.69
06/25/2020	HRA VEBA Trust	District contributions	8,683.30
06/29/2020	Paychex - tax	ER Work Benefit	51.79
06/29/2020	Paychex Payroll	Flex spend health ins cashout	12,008.95
Total 550 Insurance			43,626.60
<b>560 Personnel Salaries</b>			
06/10/2020	American Heritage ...	Case # 84457 PR Deduc: R And...	217.44
06/10/2020	Special Districts In...	section 125 EE contrib	1,214.58
06/10/2020	Standard Insurance	STD staff PR deductions	604.32
06/10/2020	Inroads Credit Union	Staff food fund--May PR deducti...	735.00
06/10/2020	Tualatin Valley Fire...	2020 union dues from PR deduc...	1,789.14
06/12/2020	P.E.R.S.	Employee 6% IAP plus unit contr...	10,192.81
06/25/2020	HRA VEBA Trust	Employee PR contributions	2,263.33
06/25/2020	Voya-State of Oreg...	Oregon Savings & Growth Plan ...	13,099.95
06/25/2020	Principal Financial ...	Life Ins policy 4809832--Anderson	52.24
06/29/2020	Paychex - tax	Emplpyee taxes withheld	53,271.13
06/29/2020	Oregon Dept. of Ju...	PR deduction	805.00
06/29/2020	Paychex Payroll	Deferred compensation	4,176.67
06/29/2020	Paychex Payroll	FLSA OT	2,252.64
06/29/2020	Paychex Payroll	FF incentives	1,885.56
06/29/2020	Paychex Payroll	Longevity	995.58
06/29/2020	Paychex Payroll	Phone Pay	150.00
06/29/2020	Paychex Payroll	Shift differential	143.39
06/29/2020	Paychex Payroll	Overtime	4,167.37
06/29/2020	Paychex Payroll	Balance of net pay	99,192.38
Total 560 Personnel Salaries			197,208.53
<b>570 SocSec/Medicare(FICA)</b>			
06/29/2020	Paychex - tax	Emplryr FICA	15,910.03
Total 570 SocSec/Medicare(FICA)			15,910.03
<b>580 Volunteer Services</b>			
06/10/2020	Pizza Vendor	5/3/20 Membership Mtg	92.90

06/30/20

Cash Basis

# Scappoose Rural Fire District Itemized Account Activity

June 2020

Date	Source Name	Memo	Paid Amount
06/10/2020	Greenup, Cade	reimb cell phone	34.00
Total 580 Volunteer Services			126.90
<b>590 Personnel Benefits</b>			
06/12/2020	P.E.R.S.	Employer PERS	42,100.80
Total 590 Personnel Benefits			42,100.80
Total 1.1 GENERAL FUND PERSONNEL SVCS			298,972.86
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>			
<b>670 Contract Services</b>			
06/10/2020	CRFR	50% Vol Coord	655.00
06/10/2020	Sasek, Dean MD	physician advisor	691.67
06/25/2020	Systems Design	52 transports + postage	1,191.85
06/25/2020	Systems Design	EMS COVID processing surcharge	114.40
06/25/2020	Columbia 911 Com...	2019-20 Communications Servic...	125.00
06/25/2020	Columbia 911 Com...	2019-20 Annexed area & Speci...	1,598.88
06/25/2020	CRFR	50% Vol Coord	655.00
Total 670 Contract Services			5,031.80
<b>680 Communications Maintenance</b>			
06/16/2020	Amazon	Motorola charger (HTN9000)	21.99
06/25/2020	Motorola Solutions,...	3 PMAD 4023A VHF whip anten...	32.40
06/25/2020	Amazon	HT programming cable for radio	31.99
Total 680 Communications Maintenance			86.38
<b>720 Public Fire Services</b>			
06/11/2020	Amazon	10 bucket files legal size	30.50
Total 720 Public Fire Services			30.50
<b>750 Maintenance on Equipment</b>			
06/10/2020	CRFR	AP3306--2 transcooler lines	131.67
06/10/2020	CRFR	AP3308--repaired ac leak & rech...	733.27
06/10/2020	Safeguard Fire Exti...	service 33 fire extinguishers	226.00
06/10/2020	Sunset Auto Parts	oil dry	39.56
06/10/2020	Sunset Auto Parts	vehicle supplies	170.22
06/10/2020	Sunset Auto Parts	oil dry	19.78
06/10/2020	Sunset Auto Parts	SCBA equipment	18.49
06/10/2020	Curtis	1/4 HP-S hex head plug	2.34
06/25/2020	Ace Hardware - Sc...	equipment supplies	14.95
06/25/2020	Curtis	SCBA quick connect coupling	404.42
06/25/2020	Curtis	2 SCBA carrying cases	463.36

06/30/20

Cash Basis

# Scappoose Rural Fire District Itemized Account Activity

June 2020

Date	Source Name	Memo	Paid Amount
06/25/2020	Sunset Auto Parts	AP3305- AGM Batteries	339.78
06/25/2020	Fire Rescue Equip...	service Holmatro rescue tools	1,725.00
Total 750 Maintenance on Equipment			4,288.84
<b>760 Administration</b>			
06/01/2020	Elavon Visa Proce...	May Visa processing fees	54.71
06/03/2020	O.F.M.A.	Chief Pricher - 2020-21 dues	65.00
06/04/2020	Amazon	baby gifts for staff newborns	39.47
06/04/2020	Amazon	staff newborn baby gifts	38.93
06/04/2020	Bamford Bakery	Hoke retirement	56.25
06/09/2020	Amazon	post-it arrows	16.98
06/10/2020	Pacific Office Auto...	monthly copy kit	43.56
06/10/2020	Pacific Office Auto...	monthly copy kit	43.56
06/10/2020	International Assoc...	Pricher dues 7/1/20-6/30/21	310.00
06/10/2020	Scappoose Senior ...	6/11 & 6/25 board & budget mtgs	50.00
06/11/2020	Davis, Teresa L	EMS reimbursement	100.00
06/16/2020	Amazon	dry erase markers	56.66
06/20/2020	SA Company	42 staff face masks	133.00
06/25/2020	Flora Designs	Eric Freimuth flowers	40.00
06/25/2020	Speer Hoyt LLC	5.6 hr labor legal work	1,056.00
06/25/2020	Amazon	USB conference microphone	38.99
06/26/2020	Paychex Invoice	2020 PR svcs	173.90
Total 760 Administration			2,317.01
<b>765 Information Technology</b>			
06/03/2020	Apple iTunes	iCloud storage	2.99
06/10/2020	Centerlogic, Inc.	Onsite 5/31/20 - 1.5 hrs--Westre	187.50
06/10/2020	Centerlogic, Inc.	Monthly IT mgmt	552.00
06/10/2020	City of Portland	800 MHz access	131.70
06/10/2020	Comcast	Acct#8778 10 202 0633936	243.35
06/10/2020	EMS Technology S...	24 Op IQ fleet mgmt	120.00
06/10/2020	TriZetto Provider S...	EMS billing fee	207.00
06/10/2020	Verizon Wireless	Acct# 342023411	506.90
06/10/2020	Verizon Wireless	Acct# 672550930	10.02
06/17/2020	CenturyLink	Main Station backup internet	70.00
06/17/2020	CenturyLink	Holbrook internet	60.00
06/25/2020	Centerlogic, Inc.	4 hr - install firewall 6.12.20	460.00
06/25/2020	Centerlogic, Inc.	1 hr - firewall config 6.8.20	115.00
06/25/2020	Centerlogic, Inc.	1 hr - install firewall @ hm office	115.00
06/25/2020	Avenza Map Pro	4 Avenza Maps Pro subscriptions	396.00
06/25/2020	CenturyLink	Chapman internet charge	69.95
Total 765 Information Technology			3,247.41

06/30/20

Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

June 2020

Date	Source Name	Memo	Paid Amount
<b>770 Operating Materials/Suppli</b>			
06/09/2020	Amazon	urinal screens	26.40
06/09/2020	Amazon	liquid dish soap	17.28
06/09/2020	Amazon	GP hardwound roll towels	64.50
06/15/2020	Northwest Safety C...	5 gal turnout cleaner	162.95
Total 770 Operating Materials/Suppli			271.13
<b>775 Emerg. Operating Supplies</b>			
06/05/2020	Nelson's Neighbor...	batteries for megaphone @ prot...	28.47
06/10/2020	Complete Safety	M.Greisen safety eye wear	105.00
06/10/2020	Curtis	MSA Quick Connect Coupling	404.42
06/11/2020	Cascade Fire Equi...	forestry couplings	141.00
06/11/2020	Cascade Fire Equi...	primer, hand 1.5' NH	149.00
06/11/2020	Cascade Fire Equi...	tail gaskets	26.00
06/25/2020	Complete Safety	S. Nielson safety eye wear	105.00
Total 775 Emerg. Operating Supplies			958.89
<b>780 Building &amp; Grounds Maint.</b>			
06/10/2020	Ace Hardware - Sc...	picture hanging supplies	23.73
06/10/2020	Alonzo Yard Maint...	Chapman & Holbrook yard maint	400.00
06/10/2020	Columbia NW Heat...	replace fan motor on outside con...	919.50
06/10/2020	Door Works Co., Inc.	replace 2 doors & adjust 2 doors	2,585.00
06/10/2020	FinishLine Graphics	vinyl wall decals	327.00
06/10/2020	Sunset Auto Parts	bldg supplies	76.61
06/10/2020	City of Scappoose	station field mowing	667.94
06/14/2020	Amazon	furnace filter	28.28
06/23/2020	Amazon	credit on furnace filter	-2.83
06/25/2020	Ace Hardware - Sc...	bldg supplies	5.60
06/25/2020	Paramount Pest C...	Chapman Station pest control	110.00
Total 780 Building & Grounds Maint.			5,140.83
<b>790 Training</b>			
06/02/2020	Animoto	video editing - 1 yr subscription	408.00
06/03/2020	ImageTrend	July training conf--DuBois	350.00
06/05/2020	Amazon	2 Amateur Radio Study Guides	57.16
06/15/2020	Portland Communit...	Marks - fee refund	-8.00
Total 790 Training			807.16
<b>810 Utilities</b>			
06/10/2020	Comcast	Acct#8778 10 202 0162514	33.51
06/10/2020	P.G.E.	electricity for Holbrook station	34.99
06/10/2020	Waste Manageme...	Garbage/Recycling	123.73



06/30/20

Cash Basis

## Scappoose Rural Fire District

## Itemized Account Activity

June 2020

Date	Source Name	Memo	Paid Amount
06/10/2020	W.O.E.C.	Chapman electricity	357.00
06/25/2020	CRPUD	boathouse electricity	40.07
06/25/2020	CRPUD	main station electricity	689.79
06/25/2020	CenturyLink	Chapman phone	59.82
06/25/2020	City of Scappoose	water/sewer acct#000421000	339.44
Total 810 Utilities			1,678.35
<b>870 EMS Operations</b>			
06/08/2020	Hellofax	hellofax	9.99
06/10/2020	Airgas - USA, LLC	medical oxygen	182.71
06/10/2020	Airgas - USA, LLC	cylinder rental	187.65
06/10/2020	Environmental Co...	2 biohazard containers	75.00
06/10/2020	EMS Technology S...	5 Op IQ inventory & asset mgmt	150.00
06/10/2020	Life-Assist, Inc.	sodium chloride flush, BX/30	51.00
06/10/2020	Life-Assist, Inc.	medical supplies	1,315.07
06/10/2020	Life-Assist, Inc.	3-ply earloop face masks	230.00
06/10/2020	Life-Assist, Inc.	nitrile exam gloves	38.00
06/10/2020	Life-Assist, Inc.	medical supplies	104.96
06/10/2020	Life-Assist, Inc.	nitrile exam gloves	57.00
06/10/2020	Life-Assist, Inc.	medical supplies	8.40
06/10/2020	Stryker Sales Corp.	chest restraint strap	28.17
06/11/2020	North American Re...	medical supplies	215.47
06/19/2020	Amazon	face masks for staff	70.80
06/25/2020	Life-Assist, Inc.	PediMate Plus child restraint sys...	334.64
06/25/2020	Life-Assist, Inc.	ketazamine & midazolam	569.40
06/25/2020	Life-Assist, Inc.	4 bxs nitrile exam gloves	38.00
06/25/2020	Life-Assist, Inc.	medical supplies	52.68
06/25/2020	Life-Assist, Inc.	medical supplies	79.20
06/25/2020	Life-Assist, Inc.	nitrile exam gloves	104.50
06/25/2020	Life-Assist, Inc.	medical supplies	26.82
06/25/2020	Stryker Sales Corp.	X-restraint package	394.13
Total 870 EMS Operations			4,323.59
Total 1.2 GENERAL FUND MATERIAL & SVC			28,181.89
Total 1...			327,154.75
Total 1..GENERAL FUND EXPENDITURES			327,154.75
<b>2. GRANT FUND EXPENSE</b>			
<b>2.3 MATERIALS &amp; SERVICES</b>			
06/11/2020		First Arriving readerboard refund	-2,490.00
Total 2.3 MATERIALS & SERVICES			-2,490.00

Scappoose Rural Fire District  
Itemized Account Activity  
June 2020

Date	Source Name	Memo	Paid Amount
	Total 2. GRANT FUND EXPENSE		-2,490.00
TOTAL			324,664.75

07/01/20  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 2019 through June 2020

	Jul '19 - Ju...	Budget	\$ Over Bud...	% of...
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	1,951,778	1,909,977	41,801	102%
Conflagration	100,903	95,000	5,903	106%
EMS Receipts	709,354	700,000	9,354	101%
Fire Marshal	35,057	40,000	-4,943	88%
FireMed	43,355	41,175	2,180	105%
G.E.M.T. (Medicaid)	37,440	30,000	7,440	125%
Gas Royalties	6,343			
Grant Awards	12,423	5,000	7,423	248%
Interest Earned on Investments	43,349	45,000	-1,651	96%
Intergovernmental	95,974	105,000	-9,026	91%
Miscellaneous Revenue	18,472	15,000	3,472	123%
Property Taxes				
Taxes - Current				
Local Option Levy	1,591,489	1,668,964	-77,475	95%
Permanent Rate Levy	1,430,863	1,480,025	-49,162	97%
Total Taxes - Current	3,022,351	3,148,989	-126,638	96%
Taxes - Prior Years	110,318	125,000	-14,682	88%
Total Property Taxes	3,132,669	3,273,989	-141,320	96%
<b>Total 1. GENERAL FUND REVENUES</b>	<b>6,187,118</b>	<b>6,260,141</b>	<b>-73,023</b>	<b>99%</b>
<b>2. GRANT FUND REVENUE</b>				
Grant Award	31,039	165,000	-133,961	19%
<b>Total 2. GRANT FUND REVENUE</b>	<b>31,039</b>	<b>165,000</b>	<b>-133,961</b>	<b>19%</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	334,328	337,252	-2,924	99%
Grant Income	333,333	333,333	0	100%
Interest Earned on Investments	6,569	4,500	2,069	146%
Transfers In	0	55,463	-55,463	0%
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>674,230</b>	<b>730,548</b>	<b>-56,318</b>	<b>92%</b>
<b>4. PERSONNEL SVCS FUND REVEN</b>				
Begin Available Cash On Hand	86,261	133,644	-47,383	65%
Interest Earned on Investments	1,323	2,900	-1,577	46%
Transfers In	0	100,000	-100,000	0%
<b>Total 4. PERSONNEL SVCS FUND REVEN</b>	<b>87,585</b>	<b>236,544</b>	<b>-148,959</b>	<b>37%</b>
<b>Total Income</b>	<b>6,979,971</b>	<b>7,392,233</b>	<b>-412,262</b>	<b>94%</b>
<b>Gross Profit</b>	<b>6,979,971</b>	<b>7,392,233</b>	<b>-412,262</b>	<b>94%</b>
<b>Expense</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
<b>1...</b>				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	596,609	668,572	-71,963	89%
560 Personnel Salaries	2,169,483	2,338,641	-169,158	93%
570 SocSec/Medicare(FICA)	172,853	188,121	-15,268	92%
580 Volunteer Services	26,953	52,175	-25,222	52%
590 Personnel Benefits	536,761	716,199	-179,438	75%
<b>Total 1.1 GENERAL FUND PERSONNEL...</b>	<b>3,502,660</b>	<b>3,963,708</b>	<b>-461,048</b>	<b>88%</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				

07/01/20  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 2019 through June 2020

	Jul '19 - Ju...	Budget	\$ Over Bud...	% of...
670 Contract Services	102,489	143,000	-40,511	72%
680 Communications Maintenance	7,285	23,700	-16,415	31%
720 Public Fire Services	11,581	14,800	-3,219	78%
730 Property & Liability Insur.	53,986	56,000	-2,014	96%
740 Uniforms	11,365	20,000	-8,635	57%
750 Maintenance on Equipment	78,345	143,500	-65,155	55%
760 Administration	42,468	56,500	-14,032	75%
765 Information Technology	90,636	71,900	18,736	126%
770 Operating Materials/Suppli	3,928	5,000	-1,072	79%
775 Emerg. Operating Supplies	11,092	65,000	-53,908	17%
780 Building & Grounds Maint.	59,632	101,500	-41,868	59%
790 Training	51,631	100,000	-48,369	52%
810 Utilities	28,567	35,570	-7,003	80%
870 EMS Operations	68,340	90,000	-21,660	76%
880 FireMed	18,779	23,000	-4,221	82%
<b>Total 1.2 GENERAL FUND MATERIAL &amp;...</b>	<b>640,122</b>	<b>949,470</b>	<b>-309,348</b>	<b>67%</b>
<b>1.3 GENERAL FUND CAPITL OUTLAY</b>				
910 CO Equipment	93,603	341,500	-247,898	27%
<b>Total 1.3 GENERAL FUND CAPITL OUT...</b>	<b>93,603</b>	<b>341,500</b>	<b>-247,898</b>	<b>27%</b>
<b>Total 1...</b>	<b>4,236,384</b>	<b>5,254,678</b>	<b>-1,018,294</b>	<b>81%</b>
<b>1.4 GENERAL FUND TRANSFER OUT</b>				
Transfers to Personnel Services	0	100,000	-100,000	0%
Transfers to Property Fund	0	55,463	-55,463	0%
<b>Total 1.4 GENERAL FUND TRANSFER OUT</b>	<b>0</b>	<b>155,463</b>	<b>-155,463</b>	<b>0%</b>
<b>1.5 GENERAL FUND CONTINGENCY</b>	<b>0</b>	<b>200,000</b>	<b>-200,000</b>	<b>0%</b>
<b>1.6 GENERAL RESERVED FOR FUTURE</b>	<b>0</b>	<b>650,000</b>	<b>-650,000</b>	<b>0%</b>
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>4,236,384</b>	<b>6,260,141</b>	<b>-2,023,757</b>	<b>68%</b>
<b>2. GRANT FUND EXPENSE</b>				
2.3 MATERIALS & SERVICES	28,485	165,000	-136,515	17%
<b>Total 2. GRANT FUND EXPENSE</b>	<b>28,485</b>	<b>165,000</b>	<b>-136,515</b>	<b>17%</b>
<b>3. PROPERTY FUND CAPITAL OUTLAY</b>				
Building & Grounds Improvements	0	80,000	-80,000	0%
EMS Apparatus & Equipment	0	100,000	-100,000	0%
Fire Apparatus & Equipment	376,005	540,548	-164,543	70%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>376,005</b>	<b>730,548</b>	<b>-354,543</b>	<b>51%</b>
<b>4. PERSONNEL SVC FUND EXPENSE</b>				
Liability & Service	40,000	231,544	-191,544	17%
Reserved for Future Expenses	0	5,000	-5,000	0%
<b>Total 4. PERSONNEL SVC FUND EXPENSE</b>	<b>40,000</b>	<b>236,544</b>	<b>-196,544</b>	<b>17%</b>
<b>Total Expense</b>	<b>4,680,874</b>	<b>7,392,233</b>	<b>-2,711,359</b>	<b>63%</b>
<b>Net Income</b>	<b>2,299,097</b>	<b>0</b>	<b>2,299,097</b>	<b>100%</b>

## Interim Chief Report July 2020

### Meetings Attended

Date	Topic	Date	Topic
1-Jun	Image Trend work session with rep	10-Jun	Meeting with Dr. Sasek
2-Jun	Traffic Safety Meeting	10-Jun	Meeting with Multnomah County EMS about boundaries
2-Jun	Finish Line Graphics to meet about signs	10-Jun	Scappoose Board Meeting and Budget Committee
3-Jun	PIO meeting with potential instructor	15-Jun	Officers Meeting
3-Jun	Participated in Oral board for Scappoose PD	22-Jun	Interagency UAS Monthly Conference call
3-Jun	Meeting with Image Trend	23-Jun	Executive staff meeting
3-Jun	Meeting with the building official	24-Jun	REGIS Steering Committee Meeting
8-Jun	Fire Defense Board Meeting	25-Jun	Board Meeting & Budget Hearing
9-Jun	Fire Investigation Team Meeting		
9-Jun	CRFR Board Meeting		

### Training

NIFC Collector Training

Taught 4 hour driveway inspection class for CRFR

NW12 Ops Training

Guidance in an uncertain Economy (Western Fire Chiefs)

Archive Social Training

### Projects

Fire Code Guide Update

TV Dashboards

sUAS Regional COA

Special Operations

Contract with ODF

SWOT Analysis x2

Finish Grievances with L1660

Job Descriptions

Organizational Chart

Intterra

Image Trend (Analytics)

Scoping Process

June was an incredibly busy month. It seemed as though I was in an incident command class completing the final evaluation, however, the injects kept coming. There are many projects and operational components that are being worked on that are, so much so that it would make this report too long. Things of importance or impending vehicle maintenance (Tower, Old Ambulance, Engine Foam System) and others. The line staff has been working incredibly hard at keeping an eye on expenses and assisting the community with grant submittals. Katy Curio applied for

2 child seats for the medics through the Oregon Health Authority and we were awarded them. Please make sure you thank her if you see her. FF Dubois just submitted another grant to the Oregon Health Authority for iPads. We will be waiting to hear back on that. Maria Heath has been working on website improvements, Shelly has been going 100 miles an hour to help with the Fire Marshal Transition and Janine and Josh have been putting in countless hours to fill in all the holes and continue to maintain excellent service to our community and staff.

## **FIRE MARSHAL REPORT**

### **Plan Reviews**

12

### **Driveway Inspections**

10

### **System Tests**

8

### **General Inspections**

9

### **Fire Investigations**

2

### **UAS (Drone) Missions**

4

**Training Report  
Chief Marks  
July 2020**

**Projects:**

2020 Volunteer Recruit Academy Re-Start Planning

Duty Shifts

Training Calendar Updates

DPSST Re-certification work

6 and 12 month probationary testing

Phone System Work

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

-We have continued training through the month of June. Topics have included more SCBA training, and Wildland refresher training. Our crews have worked with the progressive hose lay packs.

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

-Our members have been good with the training re-start post Covid shut down. With this being a re-cert year, hours need to rise to ensure all certified members can maintain their certifications.

-We have had good volunteer response on fires recently.



Fire from June 14

J. Salisbury  
Finance Administrator  
July 2020

Fiscal year 2019-20 is over, and following are notes from the preliminary year end financials.

- General Fund Personnel expense closed at \$3.5 million, compared to \$3.2 million in the prior year.
- Materials & Services closed at \$640,000, compared to \$752,000 in the prior year. The savings of \$112,000 in Materials & Services reflects the purchasing restrictions which were enacted.
- EMS receipts of \$709,000 were \$56,000 less than the prior year.
- The \$42,000 conflagration check arrived in June.

The 2020-21 General Fund beginning cash balance is \$1,950,000. This is a helpful start to the fiscal year.

Following is a list of special July expenses totaling \$315,000:

- \$210,000 – down payment on Rosenbauer engine
- \$49,726 - worker's compensation insurance policy annual premium
- \$25,002 – payment to Oregon Health Authority for the non-federal share of GEMT services
- \$15,000 plus – payment to True North for repairs to the Sutphen
- \$5,700 – payment to Rebound LLC for injury recovery management
- \$4,500 – payment to Oregon Health Authority for admin processing of GEMT claims
- \$3,455 – payment to Operative IQ for the narcotics tracking system
- \$2,388 – payment to Archive Social for social media storage & management

Other 2020-21 items:

- The \$43,000 check from St. Helens for Fire & Life Safety Plan Review is expected soon.
- On July 2, we received almost \$20,000 in Columbia County gas royalties. This was about \$15,000 more than expected.
- Oregon Health Authority sent a contract for the 2018-19 GEMT claim. It promises payment by December 31, 2020.
- We expect to receive the repair estimate for the Holbrook station repairs by the July board meeting.



**RESOLUTION #2020-05  
DECLARING SURPLUS EQUIPMENT  
BEFORE THE BOARD OF DIRECTORS OF THE  
SCAPPOOSE RURAL FIRE DISTRICT**

WHEREAS, the Board of Directors of Scappoose Rural Fire ("District") has determined that certain items ("the Property") in the inventory of District are outdated and are of no use to District or its volunteers; and

WHEREAS, the Board of Directors has been advised by the Fire Chief that the Property does not meet the current National Fire Protection Act Standards; and

WHEREAS, District's public contracting rules provide that the District may dispose of surplus personal property by any means in the best interest of the District; and

WHEREAS, the sale or donation of this Property at the price offered substantially promotes the public interest and will result in a cost savings to the District or yield a higher net return than if the competitive bid process were followed; and

WHEREAS, the value of each Property item is less than \$10,000; and

WHEREAS, regulations require that the Board of Directors officially declare surplus property in order to dispose of it; and

WHEREAS, the Property is listed, itemized, attached and incorporated herein as Exhibit A; and

WHEREAS, the Purchaser/Donee will be obligated to sign Release of Liability and Bill of Sale forms prior to conveyance of the Property;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Scappoose Rural Fire District, Oregon that:

1. The Property attached hereto as Exhibit A is declared Surplus Property and will be disposed of according to the policies of District and the laws of the State of Oregon.
2. Ownership of the Property will be transferred, "as is" to the Purchaser/Donee as per the Bill of Sale and Release of Liability provisions.
3. The Board of Directors, in exercising its authority under this resolution, will act in the best interests of the District and in compliance with the state's ethics laws;

DATED this 9<sup>th</sup> day of July, 2020, by Scappoose Rural Fire District's Board of Directors.

By: \_\_\_\_\_  
Board President

Attest: \_\_\_\_\_  
Board Secretary

Exhibit A of Resolution 2020-05

SCBA inventory for surplus  
6/30/2020

1. 39 MSA Firehawk SCBA's
2. 58 MSA Ultra Elite SCBA Masks
3. 4 RIT kits with no cylinders, 1 RIT kit with cylinder
4. 1 SCBA case
5. 10 expired air purifying respirators specific for Ultra elite masks
6. 45 Two pin clear commands
7. 2 spectacle kits
8. 1 medium size box of parts
9. 3 user manuals

SCBA Inventroy Log		
SFD Pack Number	Serial Number	
1448	MW110111	
1449	MW110122	
1450	MW110105	
1451	MW110104	
1452	MW110114	
1453	MW106238	
1454	MW110124	
1455	MW107265	
1456	MW107252	
1458	MW106189	Missing prior to 6-2014
1459	MW110116	
1460	MW110106	
1461	MW110115	
1462	MW107343	
1463	MW107264	
1464	MW110117	
1465	MW106234	
1466	MW107250	
1468	MW110121	
1469	MW106248	
1470	MW106230	
1471	MW110103	
1472	MW107254	Out of service
1473	MW107257	
1474	MW110119	
1475	MW110120	
1476	MW106076	
1478	MW110112	
1479	MW107253	
1480	MW110110	
1481	MW113036	
1482	MW106229	
1483	MW110118	
1484	MW106227	
1485	MW106228	
1486	MW110107	
1488	MW107261	
1489	MW106236	
1490	MW110109	
1491	MW106231	

MASK #	SIZE	Missing	Out of Service
1	M		
2	M		
3	M		
4	M		
5	M		
6	M		
7	M		
8	M		
9	M		
10	M		
11	M		
12	M		
13	M		
14	M		
15	M		
16	M		
17	M		
18	M		
19	M		
20	M		
21	M		
22	M		O.O.S
23	M		
24	M		
25	L		
26	M		
27	M		
28	M		
29	M		
30	M		
31	M		
32	M		
33	M		
34	M		
35	S		
36	L		
37	S		
38	S		
39	S		
40	M		
41		yes	
42	M		
43	M		
44	M		
45	M		
46	M		

47	M	
48	S	
49	S	
50	L	
51	S	
52	S	
53	S	
54	M	Possibly missing 3-20-2017
55		Yes
56		Yes
57	M	
58	M/RIT	
59	M/RIT	
60	M/RIT	
61		yes
62	M/RIT	
63	S	
64		Yes
65	M	

Accounted for: 58 as of June 2014

Accounted for : 59 as of April 2016

Accounted for: 58 as of March 2017

Missing: 6

O.O.S.: 1

Medium: 45

Small: 10

Large: 3



## MEMORANDUM

TO: Scappoose Fire District Board

FROM: Maria Heath

SUBJECT: Contract with Life Flight Network and FireMed membership increase

DATE: July 1, 2020

**Requested Action:** 1) Contract with Life Flight Network for administration of FireMed program  
2) Approve a membership increase to \$60.00 annually

**Critical date for action:** July 15, 2020

**Purpose:**

Contract with Life Flight Network (LFN) for complete administration of SRFD's FireMed program.

**Impact:**

Life Flight Network currently manages 20 FireMed programs in Oregon. Their 10 full-time FireMed membership employees will manage all transition and support services for the District, including advertising, collection of dues, community outreach, membership reports, social media coverage, and renewal/expiration notices. All communications are approved by the contracting district prior to distribution.

In the past, FireMed has included a multitude of in-person transactions. Now we need to provide the same high level of service with a strong, experienced online presence. LFN will make this possible. Both applications and payments can be made online, and an auto-renewal option is available to assure continuous membership.

For 18 years, Columbia River Fire and Rescue has invoiced SRFD for printing, postage, PO Box rental, media ads, FireMed licensing, and administration fees. In return, Life Flight Network paid CRFR a 'kickback' for shared promotion of the LFN program, a portion of which was passed on to SRFD. According to LFN, the kickback will soon end since they are now managing many FireMed programs statewide. The end of the IGA also means the end of fire chiefs delivering applications and payments to the station for processing.

FireMed dues have never been increased from the original fee of \$50.00. Of the 20 programs LFN manages, fees range from \$50-\$75. The following chart illustrates the income from memberships and payouts to FireMed members from 2013-2019. Although we can not predict the exact number of member transports covered by FireMed, a fee increase coupled with a membership increase due to LFN advertising and community outreach may make financial sense and broaden customer service.

2019-2020 FireMed Expenses	
Description	Expense
CRFR - Brochures, Envelopes, Cards	\$ 1,539.64
- Mass Mailing & Postage Permit	\$ 970.73
- FireMed Licensing	\$ 150.00
- Spotlight Ads	\$ 143.10
- PO Box Rental	\$ 23.00
- Handling & Development	\$ 300.00
500 FireMed cards	\$ 343.10
10 rolls stamps @ \$.55/ea	\$ 550.00
Employee salary/benefits 552 applications @ 30 min/app @ \$29/hr	\$ 8,004.00
<b>TOTAL:</b>	\$ 12,023.57

Fees vs. FireMed Payouts			
Year	Memberships	Income	Payouts
2019	552	\$ 27,600.00	\$ 25,642.00
2018	504	\$ 25,200.00	\$ 34,283.00
2017	503	\$ 25,150.00	\$ 38,624.00
2016	462	\$ 23,100.00	\$ 24,053.00
2015	448	\$ 22,400.00	\$ 20,525.00
2014	430	\$ 21,500.00	\$ 15,711.00
2013	420	\$ 21,000.00	\$ 17,829.00
Memberships x Fee = Income			
550 x \$50 = \$27,500 current membership and fee			
550 x \$60 = \$33,000 increased fee			
600 x \$60 = \$36,000 increased membership and fee			

**Cost: 25% of membership fees** Last year, SRFD had 552 paid memberships. Contracting with LFN for the same number of memberships would have cost the district \$6,900. Expenses paid by SRFD last year for FireMed administration totaled approximately \$12,000.

**Coordination:** Finance and Staff

**Attachments:** Life Flight Network Transition and Support

**Approved By:** Interim Chief Pricher



# Scappoose FireMed Transition and Support



The purpose of this proposal is to identify mutually agreeable services to be provided by Life Flight Network (LFN).

Life Flight Network currently manages 20 FireMed programs in Oregon. Our membership experience throughout Oregon has given us unique insight on how to grow your membership, understand the demographics of your members, what marketing efforts are best received in your community, and what events are important for membership drives.

## **Standard communication with members includes:**

- ◆ Courtesy Membership ID Cards mailed within 3 weeks of receipt of payment.
- ◆ Renewal notice mailed 5 – 6 weeks in advance of expiration.
- ◆ Renewal notice e-mailed 2 weeks in advance of expiration to all participants with emails on record.
- ◆ Expired notice mailed 5 – 6 weeks after expiration.
- ◆ Expired notice e-mailed 7 – 8 weeks after expiration to all participants with emails on record.

## **Transparency**

- ◆ Coordinate the transition of all members to the LFN database.
- ◆ Develop and distribute a joint letter of explanation to your current members, which outlines the transition to the LFN managed program and renewal actions.
- ◆ Add your FireMed program to the LFN website for online information and payment option.
- ◆ Jointly create a new membership brochure for your FireMed program.
- ◆ Create and implement a distribution plan for membership brochures.
- ◆ Collect demographic information for ongoing marketing efforts.
- ◆ Provide detailed monthly membership reports to your department.
- ◆ Develop social media campaign to include the creation of FireMed ads to run continuously within your Fire District on Facebook and Instagram.
- ◆ Evaluate end of year demographic information for summary and future marketing efforts.

## **Customer Service & Outreach**

- ◆ Community Outreach Coordinators attend community events throughout the year
- ◆ Collaborate and attend events and membership drives to increase awareness about your FireMed.
- ◆ Social media awareness campaign
- ◆ Holiday membership drive.
- ◆ Provide detailed monthly membership reports to your department.
- ◆ Annually evaluate FireMed program to discuss achievement of goals, revisions, and renewals.