

Columbia River Fire and Rescue & Scappoose Rural Fire District  
Scappoose Senior Center, 33342 SW Meadow Dr, Scappoose  
BOARDS OF DIRECTORS

February 13, 2020

7:00 P.M.

**REGULAR JOINT BOARD MEETING AGENDA**

CALL JOINT REGULAR MEETING TO ORDER: President Graham

FLAG SALUTE: President Graham

CHANGES TO AGENDA: Presidents Graham and Feige

PUBLIC COMMENT: Comments from the public

LOCALS #3215 & #1660 COMMENTS:

CRF&R VOLUNTEER FIREFIGHTERS ASSOCIATION: President Jeramy Lehner

SRFD VOLUNTEER FIREFIGHTERS ASSOCIATION: President KC Cates

CORRESPONDENCE

CRFR CONSENT AGENDA -

Minutes from Board Meeting 01/09/2020

Checks to be approved (70893-71043 for \$314,819.19)

Budget Vs Actual Income Statement 12/31/2019

SRFD CONSENT AGENDA -

Minutes from Board Meeting 01/09/2020

Checks to be approved (33761-33812 for \$83,581.49)

Budget Vs Actual Income Statement 01/31/2020 (cash basis)

REPORTS :

- A. Chief Hoke
- B. D/C Smythe-Operations
- C. D/C Pricher-Fire Marshal
- D. D/C Marks-Training
- E. D/C Holsey-EMS
- F. D/C O'Connor-Logistics
- G. Finance/Admin - Nelson
- H. Finance/Admin- Salisbury
- I. Safety Meeting Minutes
- J. Other Meeting Minutes
- K. Miscellaneous

JOINT OLD BUSINESS:

- A. Oversight Committee Update
- B. Matrix Report/Planning Committee Update
- C. Miscellaneous

**CRFR OLD BUSINESS:**

- A. Agenda Item: St. Helens Station Water Leak Repair Invoice
- B. Agenda Item: Engine Change Order
- C. Medical Services Compliance Specialist Recruitment

**SRFD OLD BUSINESS:**

- A. Agenda Item: Engine Change Order
- B. Committee Reports
- C. Miscellaneous

**CRFR NEW BUSINESS:**

- A. Resolution 2019-20-005 Surplus Property
- B. Agenda Item: Rainier Bay Heater
- C. Miscellaneous

**SRFD NEW BUSINESS:**

- A. Resolution 2020-01 Surplus Property
- B. EMS Billing Procedure for Financial Hardship
- C. Miscellaneous

*CRFR Board of Directors Executive Session Per ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations*

*Joint Board of Directors Executive Session Per ORS 192.66(2)(i), to review and evaluate the job performance of the Chief Executive Officer*

**BOARD MEMBERS' COMMENTS:**

**GOOD OF THE ORDER:**

**ADJOURN:**

Columbia River Fire & Rescue and Scappoose Rural Fire District  
58611 McNulty Way, St. Helens OR  
Regular Joint Meeting of the Board of Directors  
January 9, 2020 7:00 pm

Regular Meeting: After due and legal notice the Regular Joint Board meeting of the Scappoose Rural Fire District and Columbia River Fire & Rescue Board of Directors was called to order at 7:00 pm by Board President Hans Feige.

President Feige read a statement regarding a quorum of directors being present and that the meeting will allow deliberation, decision making and take public comment per the posted agenda.

Present: Hans Feige, Kelly Niles, Gary Hudson, Mark Kreutzer, Kim McLane, David Grant, David Graham, David Sorenson, Ron Cairns, Andy Kriek

Absent: None

Others: Chief Hoke, DC Holsey, DC O'Connor, DC Smythe, FD Salisbury, DC Pricher, FD Nelson, Capt. Gorsuch, FF Callahan, FF Melton, FF Goering, FF Mathews, Lt. Heuer, Jeff Griffin, FF Kriek, Lt. Nielson, Julie Stephens, FF Peterson, FF Schrotzberger, FF Booth, FF Culligan, FF Mounq, Members of IAFF1660, Members of IAFF 3215, FF Tew

Changes to the agenda: None

Public Comment: President Feige noted that the District policy for public comment requires those wishing to speak to sign in and the current limit is two minutes per individual with a total of 30 minutes allotted for public comment. The public was reminded that profane or derogatory language would not be tolerated and any questions requiring a response should be submitted in writing. One individual- Charles Custer- had signed up for public comment but would like to comment later after Chief's reports. President Feige approved the request

Local 3215 Comments: FF Schrotzberger expressed thanks for other IAFF support in the room for Local 1660. 3215 and CRFR Admin begin negotiations next week.

Local 1660 Comments: Scott Bethke, Secretary from Local 1660, commented that Chief Hoke was not bargaining in good faith with the union regarding the EMS only positions. He would like the Board to review the Chief's decision to lay off the employees and shut down the program. It does not support the employees or the citizens of Scappoose.

CRFR Volunteer Association Comments: FF Tew stated that the Toy & Joy program had great success and served over 300 families and 800 children.

Scappoose Volunteer Association Comments: No comments

Correspondence: Information about the SDAO Conference (registration is full), Employment Department statistics, grant funding from Johnson Foundation and thank you from Wolf Creek were found in the packet.

CRFR Consent agenda: Included in the consent agenda are the minutes from the Regular Board meeting on December 10, 2019 and Joint Board meeting on December 12, 2019, checks 70794-70892 for \$220,892.52 and the financial statement for November 2019.

VP Niles moved to approve. Director McLane 2<sup>nd</sup> the motion. Two variations of the check register were included, full register and checks over \$1500 for the Board's comparison. There were questions about HEMC (Support of Emergency Management), Clatskanie PUD (Rainier station utilities),

Alternative Power Source (final payment on generator project at St. Helens station) and LAWS (staff vehicle purchase). All sections of the budget are on target. Additional information is outlined in the finance reports later in the agenda.

No further discussion. Unanimous vote, motion approved.

SRFD Consent agenda: Included in the consent agenda are minutes from the Regular Board meeting on December 12, 2019 and the financial statement as of December 31, 2019. Director Grant moved to approve. Director Kriek 2<sup>nd</sup> the motion.

There was discussion about the total tax collection rate of 90% vs. budgeted. There was a question on the Property Fund Capital Outlay being overbudget in the Fire Apparatus line item. The negative signifies it being underbudget. All line items remain underbudget.

No further discussion. Unanimous vote, motion approved.

Special Presentation: Jeff Griffin from Wilson-Heirgood Associates gave a detailed update on the state of the Districts' insurance policies and the trends the industry is seeing. He spoke about liability coverage (\$10million each District), how vehicle values vary from replacement to functional and how expensive it is to replace apparatus. Property insurances are covered with a blanket policy. All values are added together for total coverage. CRFR has \$12million and SRFPD has \$4.7million. Inland marine values are not nailed down yet but those are being figured. Crime coverage is reviewed annually and protects the money that comes into the Districts. Currently recommended at \$100,000 as ORS 297 provides the additional coverage.

SRFPD comparison page is under the inflation rate (4.9%) and qualifies for the longevity and best practices credit. CRFR had a few losses in the past 5 years, nothing out of the ordinary, and qualifies for the best practices credit. SDAO renegotiated some increases this summer with the re-insurance carriers. Large natural disasters are affecting the insurance industry tremendously. A budget projection letter will come out in February to the Districts. He is recommending the Districts plan for 8-10% increase.

There was discussion about markets and projections, exclusions, ASA, GEMT expansion, wildland task forces and OSHA visits.

Reports:

Chief Hoke—Discussed his decision to terminate the EMS only program in Scappoose. The employees are great at their jobs and good people. The issue is about customer service and the District's ability to provide the right kind of coverage. The initial Matrix report showed statistics on peak call times and supported a time change. There were discussions with the union about changing the start time and a serious program review was done. Problems were discovered and an alternate and less expensive option was selected. 24-hour FF/EMTs can be hired for less money and provide 24-hour coverage.

Director Kriek noted that he wished Chief Hoke had discussed his decision with the Board prior to executing as they have information and history that could have been helpful with this process. He does not like the fact the employees were laid off without notice. Director Kriek moved to direct Chief Hoke to rescind the lay off notices to the EMS only employees, not terminate the program and issue an apology. Director Grant 2<sup>nd</sup> the motion.

There was discussion about the start time moving from 7am to 9am as the peak analysis suggests. Chief Hoke noted that there is cost savings in hiring three firefighter/EMTs. The termination of the program is not about the employees but about providing service to the community at a lower cost. There is also an issue with excessive use of comp time for time off which is hindering the program effectiveness.

Director Grant noted that it was disappointing that it was such a bad negotiating meeting. He cannot get his head wrapped around that concept.

Director Cairns noted that medics cannot respond to fires but firefighter/EMT's can.

Director Kriek stated that the decision appears vindictive and he does not believe the Chief should have the power to lay people off.

President Graham would like to see if the union would be willing to move the start time to 9am and reduce the use of comp time. What would it take to make those discussions happen?

Secretary Bethke noted that the union would be willing to bargain but the Board would have to be involved. He believes that Chief Hoke does not care about the members or the citizens and the Board needs to have a presence in the discussions.

President Graham asked if they could try for 30 days and try to improve service.

Director Grant requested that the layoffs be withdrawn, and the District and Union go back to the bargaining table. Director Cairns asked about time frame. PECBA requires 90 days negotiating before you can declare an impasse.

Director Kriek withdrew his previous motion.

Director Cairns moved to direct Chief Hoke to revoke the EMS only layoffs and renegotiate start time hours with the union for 90 days, working to correct the schedule and reduce overtime and comp time. Director Grant 2<sup>nd</sup> the motion.

Unanimous vote, motion approved.

The negotiations team will work with the union AASAP to see what dates will work for meetings. The District may have to go with Hoke's idea in the future.

Public Comment:

President Feige invited Mr. Custer to give his public comment as requested earlier.

Mr. Custer lives on Grey Cliffs Court and is a former TVF&R employee. He retired in 1993. He is glad to see the Board support the employees and stated it is ideal to have Board members in negotiations. He thanked the Board for their time and efforts.

Chief Hoke noted that the final Matrix report is expected later this month and a planning committee needs to be put together to review the report and make recommendations. Secretary Hudson & VP Niles and Director Kriek and Director Grant will be on that committee.

He would like the IGA to expand to include the maintenance facility and EMS only personnel. Director Cairns noted that the way Scappoose is growing, hiring at various levels will need to happen to meet the community needs.

DC Smythe's Operations report was included in the packet. He discussed the trip to Rosenbauer and the change order he is expecting to receive. He is working on capturing the data for turnout responses.

DC Pricher will be moving inspections to the ImageTrend platform. The workflows are similar to what the crews are already doing for fire and patient reporting and will work well.

DC Marks is currently at the National Fire Academy. There are students from Sauvie Island joining the recruit academy this year.

DC Holsey noted that the Compliance Officer position is in the thinking and planning stage. A meeting will be scheduled with Chief Hoke for additional detailed discussion on the position and duties.

DC O'Connor noted that the asbestos check at the Fairground station has been completed.

FD Nelson noted that a handful of employee evaluations are waiting for her in outgoing mail but that everyone did a good job of getting them completed. The auditors are working through the remaining items for review.

FD Salisbury stated that over \$35,000 was received from GEMT, exceeding budget expectations.

Joint Old Business:

- A. Joint Board Workshop—January Dates
  - a. Chief Hoke will work with the members of the planning committee to review the Matrix report.
  - b. There will be discussion about the Fire Authority model and timeline to review. SDAO has created a draft check list that they would like the Districts to vet.

CRFR Old Business:

- A. None

SRFPD Old Business:

- A. Committee Reports
  - a. None
- B. Discrimination Policy 2<sup>nd</sup> Reading
  - a. The District discrimination policy was read for a 2<sup>nd</sup> time.
  - b. Director Grant moved to adopt the policy subject to attorney approval. Director Cairns 2<sup>nd</sup> the motion.
  - c. Unanimous vote, motion approved.

CRFR New Business

- A. None

SRFPD New Business:

- A. Appoint Budget Officer
  - a. Director Grant moved to appoint Janine Salisbury as the Budget Officer. Director Kriek 2<sup>nd</sup> the motion.
  - b. Unanimous vote, motion approved.
- B. Approve the Budget Calendar
  - a. Director Cairns moved to approve the budget calendar. Director Grant 2<sup>nd</sup> the motion.
  - b. There was a discussion on the dates and if they need to be adjusted. No changes made at this time.
  - c. Unanimous vote, motion approved.
- C. Re-Appoint Budget Committee Members
  - a. Director Kriek moved to re-appoint Trish Brown, Jeff Klobes and Aaron Schrotzberger to three-year terms ending 1/31/2023. Director Grant 2<sup>nd</sup> the motion.
  - b. Unanimous vote, motion approved.
- D. Resolution 2020-01 Renew Reserve Funds

- a. Director Grant moved to approve Resolution 2020-01 Renewal of Reserve Funds.  
Director Cairns 2<sup>nd</sup> the motion.
  - b. Unanimous vote, motion approved.
- E. Miscellaneous
  - a. None

Board Comments:

Director Cairns: Nothing at this time

Director Grant: The 100-day evaluation is coming up for the Chief. Is there a format to be used? Director Kriek and FD Nelson will work on a format following the requirements in the contract. Next meeting there will be an executive session to go over.

Director Kriek: Nothing at this time

Director Sorenson: Felt the Chief handled himself well today. He is making headway.

President Graham: Thank you to the Chief.

President Feige: Nothing at this time

VP Niles: Chief Hoke handled himself well. Good to hear both sides of the issue.

Secretary Hudson: Despite the issue at hand, tonight was a good joint process.

Director Kreutzer: Appreciated how the Chief responded.

Director McLane: Concur with other Board members. She liked that he had data to reference and feels it will help in our negotiations.

Being no further business, the meeting was adjourned at 9:14 pm.

Next regular meeting is scheduled for February 13, 2020 at 7:00 pm at the Scappoose Senior Center, 33342 SW Meadow Dr, Scappoose

**Columbia River Fire & Rescue  
Bank Register Report - General Checking**

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
70898	Accounts Payable	Computer Check	1/9/2020	Cintas Corp-463	\$0.00	\$1,957.57	(\$1,957.57)	1/9/2020	Outstanding
70901	Accounts Payable	Computer Check	1/9/2020	CrewSense Staffing LLC	\$0.00	\$5,988.00	(\$7,945.57)	1/9/2020	Outstanding
70902	Accounts Payable	Computer Check	1/9/2020	Dell Marketing LP	\$0.00	\$3,754.00	(\$11,699.57)	1/9/2020	Outstanding
70913	Accounts Payable	Computer Check	1/9/2020	Life-Assist	\$0.00	\$1,880.94	(\$13,580.51)	1/9/2020	Outstanding
70921	Accounts Payable	Computer Check	1/9/2020	Robben & Sons	\$0.00	\$22,973.00	(\$36,553.51)	1/9/2020	Outstanding
70925	Accounts Payable	Computer Check	1/9/2020	Sunset Auto Parts, Inc	\$0.00	\$5,860.57	(\$42,414.08)	1/9/2020	Outstanding
70928	Accounts Payable	Computer Check	1/9/2020	Wilcox & Flegel	\$0.00	\$2,655.69	(\$45,069.77)	1/9/2020	Outstanding
70930	Accounts Payable	Computer Check	1/16/2020	Centerlogie Inc	\$0.00	\$2,976.00	(\$48,045.77)	1/16/2020	Outstanding
70938	Accounts Payable	Computer Check	1/16/2020	Stansbury Management Inc	\$0.00	\$1,696.75	(\$49,742.52)	1/16/2020	Outstanding
70942	Accounts Payable	Computer Check	1/22/2020	Columbia River PUD	\$0.00	\$2,404.31	(\$52,146.83)	1/22/2020	Outstanding
70947	Accounts Payable	Computer Check	1/22/2020	ImageTrend	\$0.00	\$3,750.00	(\$55,896.83)	1/22/2020	Outstanding
70951	Accounts Payable	Computer Check	1/22/2020	Life-Assist	\$0.00	\$2,828.46	(\$58,725.29)	1/22/2020	Outstanding
70953	Accounts Payable	Computer Check	1/22/2020	Lovett Inc.	\$0.00	\$2,467.62	(\$61,192.91)	1/22/2020	Outstanding
70955	Accounts Payable	Computer Check	1/22/2020	NW Natural Gas	\$0.00	\$2,328.69	(\$63,521.60)	1/22/2020	Outstanding
70956	Accounts Payable	Computer Check	1/22/2020	Northwest Safety Clean	\$0.00	\$3,200.75	(\$66,722.35)	1/22/2020	Outstanding
70957	Accounts Payable	Computer Check	1/22/2020	Occupational Safety, Health & Wellne	\$0.00	\$1,781.00	(\$68,503.35)	1/22/2020	Outstanding
70969	Accounts Payable	Computer Check	1/22/2020	Wilcox & Flegel	\$0.00	\$2,211.28	(\$70,714.63)	1/22/2020	Outstanding
70980	Accounts Payable	Computer Check	1/30/2020	FirstNet Services provided by At&t	\$0.00	\$1,818.74	(\$72,533.37)	1/30/2020	Outstanding
70983	Accounts Payable	Computer Check	1/30/2020	Life Flight Network	\$0.00	\$2,340.00	(\$74,873.37)	1/30/2020	Outstanding
70987	Accounts Payable	Computer Check	1/30/2020	Occupational Safety, Health & Wellne	\$0.00	\$2,271.80	(\$77,145.17)	1/30/2020	Outstanding
70992	Accounts Payable	Computer Check	1/30/2020	Sirennet.com	\$0.00	\$5,957.51	(\$83,102.68)	1/30/2020	Outstanding
70993	Accounts Payable	Computer Check	1/30/2020	Standard Insurance	\$0.00	\$1,589.88	(\$84,692.56)	1/30/2020	Outstanding
71005	Accounts Payable	Computer Check	2/5/2020	Cintas Corp-463	\$0.00	\$1,702.57	(\$86,395.13)	2/5/2020	Outstanding
71022	Accounts Payable	Computer Check	2/5/2020	Oregon Fire District Directors Assoc.	\$0.00	\$1,750.00	(\$88,145.13)	2/5/2020	Outstanding
71023	Accounts Payable	Computer Check	2/5/2020	OgleTree Deakins	\$0.00	\$2,368.84	(\$90,513.97)	2/5/2020	Outstanding
71031	Accounts Payable	Computer Check	2/5/2020	Santiam Emergency Equipment Inc	\$0.00	\$2,357.00	(\$92,870.97)	2/5/2020	Outstanding
71032	Accounts Payable	Computer Check	2/5/2020	Dean Sasek, MD	\$0.00	\$1,660.00	(\$94,530.97)	2/5/2020	Outstanding
71033	Accounts Payable	Computer Check	2/5/2020	Scappoose Rural Fire District	\$0.00	\$2,788.96	(\$97,319.93)	2/5/2020	Outstanding
71034	Accounts Payable	Computer Check	2/5/2020	Special Districts Insurance Services	\$0.00	\$105,232.60	(\$202,552.53)	2/5/2020	Outstanding
71035	Accounts Payable	Computer Check	2/5/2020	Special Districts Insurance Services	\$0.00	\$71,387.00	(\$273,939.53)	2/5/2020	Outstanding
71037	Accounts Payable	Computer Check	2/5/2020	Sirennet.com	\$0.00	\$1,945.51	(\$275,885.04)	2/5/2020	Outstanding
71043	Accounts Payable	Computer Check	2/5/2020	Wilcox & Flegel	\$0.00	\$2,873.46	(\$278,758.50)	2/5/2020	Outstanding



**Columbia River Fire & Rescue  
Bank Register Report - General Checking**

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
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**Summary by Transaction Type**

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$278,758.50)
<b>Total Payments:</b>	<b>(\$278,758.50)</b>
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$278,758.50)</b>

## Columbia River Fire & Rescue Monthly Financial Statement

	Month 12/31/2019	YTD 12/31/2019	Annual Budget	Balance
<b>00 - General Fund</b>				
<b>Revenue</b>	\$278,169	\$8,101,216	\$9,423,500	(\$1,322,283.72)
<b>Expenses</b>				
Personal Services	\$614,124	\$3,683,655	\$8,407,000	(\$4,723,345.25)
Materials & Services	\$30,973	\$360,146	\$785,000	(\$424,853.69)
Contractual Services	\$29,185	\$174,081	\$351,500	(\$177,418.68)
Capital Outlay	\$50,143	\$122,866	\$716,500	(\$593,633.59)
Other Expenses	\$133,023	\$133,023	\$978,500	(\$845,477.12)
<b>Total Expenses</b>	<u>\$857,447</u>	<u>\$4,473,772</u>	<u>\$11,238,500</u>	<u>(\$6,764,728.33)</u>
 <b>NET SURPLUS/(DEFICIT)</b>	 <u><u>(\$579,278)</u></u>	 <u><u>\$3,627,445</u></u>	 <u><u>(\$1,815,000)</u></u>	 <u><u>\$5,442,444.61</u></u>

# Columbia River Fire & Rescue

## Monthly Financial Statement

		Month	YTD	%	Annual Budget	%	Balance
		12/31/2019	12/31/2019	Actual		YTD	
<b>00 - General Fund</b>							
<b>Revenue</b>							
00-00-4000	Prior Taxes	3,037	133,895		260,000		(126,105)
00-00-4010	Current Taxes	8,451	6,768,657		7,071,000		(302,343)
00-00-4020	Interest Earned	16,878	52,465		85,000		(32,535)
00-00-4030	Donations & Grants	-	200		-		200
00-00-4040	Ambulance Revenue	136,847	746,666		1,545,000		(798,334)
00-00-4060	Fire-Med Revenue	1,450	60,065		53,000		7,065
00-00-4070	Lifeflight Revenue	1,625	43,285		40,000		3,285
00-00-4100	Address Sign Revenue	-	257		400		(143)
00-00-4110	Sale of Equipment & Property	-	23,741		40,000		(16,259)
00-00-4120	Royalties & Rights	-	-		15,000		(15,000)
00-00-4130	Training Revenue	-	-		16,000		(16,000)
00-00-4140	Fines & Billable Response	-	-		-		-
00-00-4150	Public Education Donations	-	4,565		4,500		65
00-00-4160	Fire Service Agreements	4,080	4,223		6,000		(1,777)
00-00-4170	Conflagration Revenue	102,744	102,744		200,000		(97,257)
00-00-4180	Lease Proceeds	-	-		-		-
00-00-4190	Insurance Refund	-	-		-		-
00-00-4200	Miscellaneous Revenue	50	142,332		1,000		141,332
00-00-4205	Third Party Contract Billing	3,008	18,123		36,600		(18,477)
00-00-4999	Transfers In	-	-		50,000		(50,000)
<b>Total Revenue</b>		<b>278,169</b>	<b>8,101,216</b>	<b>86%</b>	<b>9,423,500</b>	<b>50%</b>	<b>(1,322,284)</b>

### Expenses

#### Personal Services

00-10-5000	Base Salaries	331,172	1,910,943		4,177,000		(2,266,057)
00-10-5100	Overtime	20,770	168,318		420,000		(251,682)
00-10-5130	Acting Lieutenant	1,488	6,118		15,000		(8,882)
00-10-5135	FLSA	3,922	23,567		40,000		(16,433)
00-10-5140	Longevity	8,230	8,230		11,000		(2,770)
00-10-5145	EMT Differentials & Recertification	23,002	136,721		289,600		(152,879)
00-10-5146	Mechanics On Call	371	2,400		5,200		(2,800)
00-10-5150	Volunteer Reimbursement	-	5,000		5,000		-
00-10-5155	Length of Service	-	-		12,500		(12,500)
00-10-5160	Conflagration	-	44,581		100,000		(55,419)
00-10-5200	FICA	30,075	176,036		390,800		(214,764)
00-10-5205	PERS	95,022	562,456		1,271,950		(709,494)
00-10-5210	Unemployment	721	3,116		2,500		616
00-10-5215	Workers Compensation	8,621	51,780		115,000		(63,220)
00-10-5220	Life Insurance	152	2,020		5,150		(3,130)
00-10-5225	Medical Insurance	88,417	541,084		1,389,000		(847,916)
00-10-5230	Disability Insurance	1,329	8,111		14,500		(6,389)
00-10-5235	Employee Asst Program	364	1,274		2,500		(1,226)
00-10-5240	PEHP	-	29,725		82,800		(53,075)
00-10-5300	Directors Reimbursement	470	1,124		5,000		(3,876)
00-10-5350	Retirement/Recognition	-	1,051		2,500		(1,449)
00-10-5400	Sick Leave/Retirement Payout	-	-		50,000		(50,000)
<b>Total Personal Services</b>		<b>614,124</b>	<b>3,683,655</b>	<b>44%</b>	<b>8,407,000</b>	<b>50%</b>	<b>(4,723,345)</b>

Materials & Services

00-20-6000	Vehicle Maintenance	(9,323)	74,677	165,000	(90,323)		
00-20-6010	Station Maintenance	10,072	36,670	60,000	(23,330)		
00-20-6015	Utilities	12,783	61,006	115,000	(53,994)		
00-20-6020	Administrative	(763)	21,768	51,000	(29,232)		
00-20-6025	Training & Travel	2,573	14,624	44,000	(29,376)		
00-20-6026	Promotional Training & Travel	1,096	1,096	6,000	(4,904)		
00-20-6030	Uniforms & PPE	1,039	19,315	73,000	(53,685)		
00-20-6032	Volunteer Recruitment/Retention	1,270	5,136	20,000	(14,864)		
00-20-6035	Interest/Bank Charges	585	4,309	10,000	(5,691)		
00-20-6040	Physical Fitness	900	900	7,500	(6,600)		
00-20-6045	Firefighting Equipment	-	16,246	25,000	(8,754)		
00-20-6050	Medical Supplies	7,903	51,800	100,000	(48,200)		
00-20-6100	Radio Equipment	-	1,575	20,000	(18,425)		
00-20-6105	Breathing Apparatus	540	912	20,000	(19,088)		
00-20-6110	Hazardous Materials	-	-	-	-		
00-20-6115	District Mapping/Address Signs	-	1,536	1,000	536		
00-20-6200	Fire Prevention	-	603	5,000	(4,397)		
00-20-6205	Fire Investigations	201	913	5,000	(4,087)		
00-20-6210	Public Education	279	1,321	10,000	(8,679)		
00-20-6215	Life Flight Memberships	2,340	44,590	40,000	4,590		
00-20-6300	Conflagration	-	841	7,500	(6,659)		
00-20-6900	Miscellaneous Expenses	(522)	309	-	309		
Total Materials & Services		30,973	360,146	46%	785,000	50%	(424,854)

Contractual Services

00-30-7000	Contractual Svcs - Audit	-	-	18,000	(18,000)		
00-30-7005	Contractual Svcs - Legal	96	1,472	20,000	(18,528)		
00-30-7010	Contractual Svcs - Service Contract	13,939	80,665	150,000	(69,335)		
00-30-7015	Contractual Svcs - I.T. Service	3,276	23,538	35,000	(11,463)		
00-30-7020	Contractual Svcs - Office Assistant	-	9,085	7,000	2,085		
00-30-7021	Contractual Svcs - Shop Maintenance	-	-	-	-		
00-30-7030	Contractual Svcs- District Physician	1,660	11,750	25,000	(13,250)		
00-30-7035	Contractual Svcs- Hose & Ladder Tr	1,213	1,213	13,000	(11,787)		
00-30-7040	Contractual Svcs - PPE Care	3,201	3,201	10,000	(6,799)		
00-30-7045	Contractual Svcs - Property Lease	100	700	1,300	(600)		
00-30-7050	Contractual Svcs - Liability Insurance	5,397	31,373	70,000	(38,627)		
00-30-7055	Contractual Svcs - Legal Notices	-	-	1,200	(1,200)		
00-30-7060	Contractual Svcs - Civil Service	303	303	1,000	(697)		
00-30-7100	Fire Med Services	-	10,782	-	10,782		
Total Contractual Services		29,185	174,081	50%	351,500	50%	(177,419)

Capital Outlay

00-40-8000	Capital Outlay - Administrative	-	-	-	-		
00-40-8005	Capital Outlay - Building Improvement	39,643	87,513	249,000	(161,487)		
00-40-8010	Capital Outlay - Equipment	-	24,001	205,500	(181,499)		
00-40-8015	Capital Outlay - Apparatus	10,500	11,352	262,000	(250,648)		
00-40-8020	Capital Outlay - Breathing Apparatus	-	-	-	-		
00-40-8025	Capital Outlay - Tools	-	-	-	-		
Total Capital Outlay		50,143	122,866	17%	716,500	50%	(593,634)

Other Expenses

00-50-9000	Debt Service Principal	133,023	133,023	228,500	(95,477)		
00-50-9005	Debt Service Interest	-	-	-	-		
00-50-9500	Contingency Funds	-	-	375,000	(375,000)		
00-50-9999	Transfer Out	-	-	375,000	(375,000)		
Total Other Expenses		133,023	133,023	14%	978,500	50%	(845,477)

<b>Total Expenses</b>		<b>857,447</b>	<b>4,473,772</b>	<b>40%</b>	<b>11,238,500</b>	<b>50%</b>	<b>(6,764,728)</b>
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<b>NET SURPLUS/(DEFICIT)</b>		<b>(579,278)</b>	<b>3,627,445</b>				<b>5,442,445</b>
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	Month 12/31/2019	YTD 12/31/2019	Annual Budget	Balance
<b>04 - Retired Senior Volunteer Program (RSVP)</b>				
<b>Revenue</b>	\$8,152	\$40,031	\$71,934	(\$31,903.00)
<b>Expenses</b>				
Personal Services	\$5,454	\$32,231	\$62,034	(\$29,803.32)
Materials & Services	\$2,448	\$9,679	\$13,000	(\$3,320.90)
Contractual Services	\$0	\$0	\$0	\$0.00
<b>Total Expenses</b>	<b>\$7,902</b>	<b>\$41,910</b>	<b>\$75,034</b>	<b>(\$33,124.22)</b>
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>\$250</b>	 <b>(\$1,879)</b>	 <b>(\$3,100)</b>	 <b>\$1,221.22</b>

04 - Retired Senior Volunteer Program (RSVP)

Revenue

04-00-4020	Interest Earned	-	-	-	-
04-00-4030	Grants Revenue-RSVP	7,902	38,281	68,934	(30,653)
04-00-4200	Miscellaneous Revenue-RSVP	250	1,750	3,000	(1,250)

<b>Total Revenue</b>		<b>8,152</b>	<b>40,031</b>	<b>56%</b>	<b>71,934</b>	<b>50%</b>	<b>(31,903)</b>
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Expenses

Personal Services

04-10-5000	Base Salaries	4,149	24,896	48,820	(23,924)
04-10-5200	FICA-RSVP	299	1,796	3,935	(2,139)
04-10-5205	PERS-RSVP	975	5,354	8,900	(3,546)
04-10-5210	Unemployment-RSVP	7	42	50	(8)
04-10-5215	Workers Compensation-RSVP	2	15	30	(15)
04-10-5220	Life Insurance-RSVP	3	20	50	(30)
04-10-5225	Medical Insurance-RSVP	-	-	64	(64)
04-10-5230	Disability Insurance-RSVP	18	107	185	(78)

<b>Total Personal Services</b>		<b>5,454</b>	<b>32,231</b>	<b>52%</b>	<b>62,034</b>	<b>50%</b>	<b>(29,803)</b>
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Materials & Services

04-20-6015	Utilities-RSVP	-	-	-	-
04-20-6016	Rent Expense-RSVP	-	-	-	-
04-20-6020	Administrative-RSVP	365	971	-	971
04-20-6025	Training & Travel-RSVP	100	1,056	2,500	(1,444)
04-20-6400	Volunteer Transports-RSVP	50	573	2,000	(1,427)
04-20-6405	RSVP Meals	106	594	1,500	(906)
04-20-6410	Recognition-RSVP	1,827	6,069	7,000	(931)
04-20-6415	Volunteer Training-RSVP	-	-	-	-
04-20-6900	RSVP-Misc Expense	-	415	-	415

<b>Total Materials &amp; Services</b>		<b>2,448</b>	<b>9,679</b>	<b>74%</b>	<b>13,000</b>	<b>50%</b>	<b>(3,321)</b>
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Contractual Services

04-30-7010	Contractual Services - Service Conti	-	-	-	-
04-30-7045	Contractual Services - Property Leas	-	-	-	-
04-30-7050	Contractual Services - Liability Insu	-	-	-	-

<b>Total Contractual Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>Total Expenses</b>		<b>7,902</b>	<b>41,910</b>	<b>56%</b>	<b>75,034</b>	<b>50%</b>	<b>(33,124)</b>
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<b>NET SURPLUS/(DEFICIT)</b>		<b>250</b>	<b>(1,879)</b>				<b>1,221</b>
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	Month 12/31/2019	YTD 12/31/2019	Annual Budget	Balance
<b>08 - Special Revenue</b>				
<b>Revenue</b>	\$64,425	\$112,503	\$1,390,629	(\$1,278,126.28)
<b>Expenses</b>				
Personal Services	\$17,865	\$63,340	\$260,130	(\$196,790.24)
Materials & Services	\$3,360	\$3,565	\$360,000	(\$356,435.08)
Contractual Services	\$0	\$0	\$5,500	(\$5,500.00)
Capital Outlay	\$0	\$35,471	\$30,000	\$5,470.71
<b>Total Expenses</b>	<b>\$21,225</b>	<b>\$102,375</b>	<b>\$655,630</b>	<b>(\$553,254.61)</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$43,200</b>	<b>\$10,127</b>	<b>\$734,999</b>	<b>(\$724,871.67)</b>

**08 - Special Revenue**

**Revenue**

08-00-4030	Donations & Grants-Special Revenue	64,425	112,503	490,629	(378,126)
08-00-4200	Miscellaneous Revenue	-	-	900,000	(900,000)

**Total Revenue**

<b>64,425</b>	<b>112,503</b>	<b>8%</b>	<b>1,390,629</b>	<b>50%</b>	<b>(1,278,126)</b>
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**Expenses**

**Personal Services**

08-10-5000	Base Salaries	10,636	38,813	148,500	(109,687)
08-10-5135	FLSA-SAFER	-	-	-	-
08-10-5145	EMT Differentials & Recertification	-	-	-	-
08-10-5155	Length of Service-SAFER	-	-	25,000	(25,000)
08-10-5200	FICA	817	2,983	9,895	(6,912)
08-10-5205	PERS	2,203	6,808	25,461	(18,653)
08-10-5210	Unemployment	21	70	65	5
08-10-5215	Workers Compensation	5	17	5,000	(4,983)
08-10-5220	Life Insurance	7	24	75	(51)
08-10-5225	Medical Insurance	4,127	14,443	45,834	(31,391)
08-10-5230	Disability Insurance	49	182	300	(118)
08-10-5240	PEHP	-	-	-	-

**Total Personal Services**

<b>17,865</b>	<b>63,340</b>	<b>24%</b>	<b>260,130</b>	<b>50%</b>	<b>(196,790)</b>
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**Materials & Services**

08-20-6020	Administrative	1,240	1,310	306,000	(304,690)
08-20-6025	Training & Travel	1,480	1,615	51,000	(49,385)
08-20-6030	Uniforms & PPE	-	-	-	-
08-20-6032	Volunteer Recruitment/Retention-S	640	640	1,500	(860)
08-20-6100	Radio Equipment-SAFER	-	-	1,500	(1,500)

**Total Materials & Services**

<b>3,360</b>	<b>3,565</b>	<b>1%</b>	<b>360,000</b>	<b>50%</b>	<b>(356,435)</b>
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**Contractual Services**

08-30-7010	Contractual Svc - Svc Contracts-Spe	-	-	5,500	(5,500)
08-30-7020	Contractual Services - Assistant-SA	-	-	-	-

**Total Contractual Services**

<b>-</b>	<b>-</b>	<b>0%</b>	<b>5,500</b>	<b>50%</b>	<b>(5,500)</b>
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**Capital Outlay**

08-40-8010	Capital Outlay - Equipment/Dispatc	-	35,471	30,000	5,471
	<b>Total Capital Outlay</b>	<b>-</b>	<b>35,471</b>	<b>118%</b>	<b>30,000</b>

**Total Expenses**

<b>21,225</b>	<b>102,375</b>		<b>655,630</b>		<b>(553,255)</b>
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**NET SURPLUS/(DEFICIT)**

<b>43,200</b>	<b>10,127</b>		<b>734,999</b>		<b>(724,872)</b>
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	Month 12/31/2019	YTD 12/31/2019	Annual Budget	Balance
<b>09 - Maintenance Enterprise Fund</b>				
<b>Revenue</b>	\$2,861	\$46,340	\$130,000	(\$83,660.07)
<b>Expenses</b>				
Personal Services	\$2,597	\$16,318	\$65,500	(\$49,182.07)
Materials & Services	\$24,406	\$28,792	\$64,500	(\$35,708.35)
Contractual Services	\$0	\$0	\$0	\$0.00
Capital Outlay	\$0	\$0	\$0	\$0.00
<b>Total Expenses</b>	<u>\$27,003</u>	<u>\$45,110</u>	<u>\$130,000</u>	<u>(\$84,890.42)</u>
 <b>NET SURPLUS/(DEFICIT)</b>	 <u>(\$24,142)</u>	 <u>\$1,230</u>	 <u>\$0</u>	 <u>\$1,230.35</u>

**09 - Maintenance Enterprise Fund**

**Revenue**

09-00-4080	Maintenance Shop Revenue	2,861	46,340	130,000	(83,660)
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**Total Revenue**

<b>2,861</b>	<b>46,340</b>	<b>36%</b>	<b>130,000</b>	<b>50%</b>	<b>(83,660)</b>
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**Expenses**

Personal Services

	00-10-5000 Base Salaries	1,494	8,852	37,000	(28,148)		
	00-10-5100 Overtime	-	-	-	-		
09-10-5200	FICA	115	680	3,025	(2,345)		
09-10-5205	PERS	346	2,040	9,200	(7,160)		
09-10-5210	Unemployment	3	17	150	(133)		
09-10-5215	Workers Compensation	51	205	1,200	(995)		
09-10-5220	Life Insurance	1	7	25	(18)		
09-10-5225	Medical Insurance	580	4,304	14,000	(9,696)		
09-10-5230	Disability Insurance	8	44	150	(106)		
09-10-5240	PEHP	-	169	750	(581)		
	<b>Total Personal Services</b>	<b>2,597</b>	<b>16,318</b>	<b>25%</b>	<b>65,500</b>	<b>50%</b>	<b>(49,182)</b>

Materials & Services

09-20-6000	Vehicle Maintenance	24,218	25,759	56,000	(30,241)		
09-20-6015	Utilities	188	1,450	2,000	(550)		
09-20-6020	Administrative	-	472	-	472		
09-20-6025	Training & Travel	-	1,110	6,500	(5,390)		
	<b>Total Materials &amp; Services</b>	<b>24,406</b>	<b>28,792</b>	<b>45%</b>	<b>64,500</b>	<b>50%</b>	<b>(35,708)</b>

Contractual Services

09-30-7021	Contractual Services - Shop Mainte	-	-	-	-
	<b>Total Contractual Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Capital Outlay

09-40-8025	Capital Outlay - Tools	-	-	-	-
	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Total Expenses**

<b>27,003</b>	<b>45,110</b>	<b>35%</b>	<b>130,000</b>	<b>50%</b>	<b>(84,890)</b>
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**NET SURPLUS/(DEFICIT)**

<b>(24,142)</b>	<b>1,230</b>		<b>-</b>		<b>1,230</b>
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Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 2019 through January 2020

	Jul '19 - Ja...	Budget	\$ Over Bud...	% of B...
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	1,951,510	1,909,977	41,533	102%
Conflagration	58,328	95,000	-36,672	61%
EMS Receipts	437,296	700,000	-262,704	62%
Fire Marshal	3,480	40,000	-36,520	9%
FireMed	42,460	41,175	1,285	103%
G.E.M.T. (Medicaid)	37,440	30,000	7,440	125%
Gas Royalties	6,343			
Grant Awards	0	5,000	-5,000	0%
Interest Earned on Investments	26,707	45,000	-18,293	59%
Intergovernmental	50,196	105,000	-54,804	48%
Miscellaneous Revenue	16,147	15,000	1,147	108%
Property Taxes				
Taxes - Current				
Local Option Levy	1,512,656	1,668,964	-156,308	91%
Permanent Rate Levy	1,360,009	1,480,025	-120,016	92%
Total Taxes - Current	2,872,665	3,148,989	-276,324	91%
Taxes - Prior Years	81,545	125,000	-43,455	65%
Total Property Taxes	2,954,209	3,273,989	-319,780	90%
<b>Total 1. GENERAL FUND REVENUES</b>	<b>5,584,116</b>	<b>6,260,141</b>	<b>-676,025</b>	<b>89%</b>
<b>2. GRANT FUND REVENUE</b>				
Grant Award	0	165,000	-165,000	0%
<b>Total 2. GRANT FUND REVENUE</b>	<b>0</b>	<b>165,000</b>	<b>-165,000</b>	<b>0%</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	334,328	337,252	-2,924	99%
Grant Income	0	333,333	-333,333	0%
Interest Earned on Investments	4,392	4,500	-108	98%
Transfers In	0	55,463	-55,463	0%
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>338,720</b>	<b>730,548</b>	<b>-391,828</b>	<b>46%</b>
<b>4. PERSONNEL SVCS FUND REVEN</b>				
Begin Available Cash On Hand	86,261	133,644	-47,383	65%
Interest Earned on Investments	989	2,900	-1,911	34%
Transfers In	0	100,000	-100,000	0%
<b>Total 4. PERSONNEL SVCS FUND REVEN</b>	<b>87,250</b>	<b>236,544</b>	<b>-149,294</b>	<b>37%</b>
<b>Total Income</b>	<b>6,010,086</b>	<b>7,392,233</b>	<b>-1,382,147</b>	<b>81%</b>
<b>Gross Profit</b>	<b>6,010,086</b>	<b>7,392,233</b>	<b>-1,382,147</b>	<b>81%</b>
<b>Expense</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
<b>1...</b>				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	363,454	668,572	-305,118	54%
560 Personnel Salaries	1,299,841	2,338,641	-1,038,800	56%
570 SocSec/Medicare(FICA)	103,032	188,121	-85,089	55%
580 Volunteer Services	18,824	52,175	-33,351	36%
590 Personnel Benefits	315,351	716,199	-400,848	44%
<b>Total 1.1 GENERAL FUND PERSONNEL...</b>	<b>2,100,503</b>	<b>3,963,708</b>	<b>-1,863,205</b>	<b>53%</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				

02/04/20  
Accrual Basis

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

	Jul '19 - Ja...	Budget	\$ Over Bud...	% of B...
670 Contract Services	69,006	143,000	-73,994	48%
680 Communications Maintenance	7,198	23,700	-16,502	30%
720 Public Fire Services	6,018	14,800	-8,782	41%
730 Property & Liability Insur.	53,986	56,000	-2,014	96%
740 Uniforms	6,954	20,000	-13,046	35%
750 Maintenance on Equipment	46,249	143,500	-97,251	32%
760 Administration	30,235	56,500	-26,265	54%
765 Information Technology	63,117	71,900	-8,783	88%
770 Operating Materials/Suppli	2,760	5,000	-2,240	55%
775 Emerg. Operating Supplies	5,493	65,000	-59,507	8%
780 Building & Grounds Maint.	49,104	101,500	-52,396	48%
790 Training	46,942	100,000	-53,058	47%
810 Utilities	17,295	35,570	-18,275	49%
870 EMS Operations	32,901	90,000	-57,099	37%
880 FireMed	16,583	23,000	-6,417	72%
<b>Total 1.2 GENERAL FUND MATERIAL &amp;...</b>	<b>453,842</b>	<b>949,470</b>	<b>-495,628</b>	<b>48%</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>2,647,948</b>	<b>5,254,678</b>	<b>-2,606,730</b>	<b>50%</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>2,647,948</b>	<b>6,260,141</b>	<b>-3,612,193</b>	<b>42%</b>
<b>2. GRANT FUND EXPENSE</b>				
2.3 MATERIALS & SERVICES	30,684	165,000	-134,316	19%
<b>Total 2. GRANT FUND EXPENSE</b>	<b>30,684</b>	<b>165,000</b>	<b>-134,316</b>	<b>19%</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	20,277	540,548	-520,272	4%
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>20,277</b>	<b>730,548</b>	<b>-710,272</b>	<b>3%</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>2,738,908</b>	<b>7,392,233</b>	<b>-4,653,325</b>	<b>37%</b>
<b>Net Income</b>	<b>3,271,178</b>	<b>0</b>	<b>3,271,178</b>	<b>100%</b>

## Board Report- Chief Hoke

1. Attended SDAO Conference
2. St Helens is in the process of giving CRFR a 2015 Tahoe. This will be for Recruitment and Retention with a body wrap.
3. Negotiations with IAFF Local 3215 are going well.
4. Cash carryover issue at SRFD is being handled and should be resolved with spending controls.
5. Joint policy manual is on track
6. Overhauling our on-scene REHAB is a priority. Working out how to better provide services on scenes.
7. Will be working on Matrix report recommendations based on what the Boards decide.
8. Master fee schedule is in progress. You will see this at future Board meeting. Important change in how we do business. Looking at a July 1 implementation.

Chief of Operations – Smythe  
January Board Report

- **Lexipol** – As of our February Board Meeting the Chief Officers and Administrative Staff have worked through 3 of the 5 tiers of policies for both agencies. Chief Hoke has given several policies to the locals for review as we move through the policy manual. Our goal to complete the policies by mid-March should occur. At that time, we will begin the Procedure manual. The goal of completing by July 1, 2020 is still on track currently.
- **Rosenbauer Apparatus** – We completed our final revision to the Fire Apparatus/Engine builds. Several safety items were discussed and added to the build sheets. These include additional lighting for night operations, non-slip paint adds to walking surfaces, electronic master stream, and interior options that allow operators to have safer operations. This has been discussed with Finance and the Fire Chief. We are getting the safest and technologically current apparatus that either organization has seen in twenty plus years.
- **Run Cards** – Ongoing changes and adaptations as we find issues with our response plans. We continue to find ways to streamline and update how we respond to our citizens request for service. We are reducing the number of apparatus that respond to basic emergency incidents and adjusting to ensure we have units and staffing to respond to our increases in service demands.
- **Union/Management Negotiations:** Local 3215 and CRFR Admin are currently working through the labor negotiations, Ops is happy with the progress and communication between both sides. Chief Hoke will advise further in his comments.
- **Fire Defense Board** – Columbia County is working on several programs for our communities including: Illegal Burn/Fire Season Response, Conflag Response, Mutual Aid plans/development, and joint training.
- Ops is working with Training on several programs including: Officer Development, Engineer/Apparatus Operator, and Volunteer Officer training.
- 2019/20 Run Calls to date: CRFR – 3183, SRFD – 2016  
Trend for the Fiscal Year 19/20 – CRFR 5456 SRFD 3456
- Combined District Projected Total: **8912 for FY 19/20**



BRUSH - BRUSH FIRE	Fire	6	9	6	2	3	0	0	0	0	0	0	0	26
BURN - ILLEGAL BURN	Fire	10	9	15	14	17	9	5	0	0	0	0	0	79
CAR - CAR FIRE	Fire	1	2	2	1	0	3	2	0	0	0	0	0	11
CFIRE - COMMERCIAL FIRE	Fire	2	1	2	1	2	0	3	0	0	0	0	0	11
CHIM - CHIMNEY FIRE	Fire	0	0	0	1	2	2	2	0	0	0	0	0	7
HAZMAT - HAZMAT INCIDENT	Fire	2	0	0	0	2	0	3	0	0	0	0	0	7
INFF - INFORMATION FIRE	Fire	1	0	0	1	0	0	0	0	0	0	0	0	2
MISCELLANEOUS - FIRE	Fire	6	6	5	9	1	6	10	0	0	0	0	0	43
MISCN - MISC NON FIRE	Fire	2	4	8	3	1	0	2	0	0	0	0	0	20
MOVEUP - MOVE UP	Fire	12	12	11	6	4	9	12	0	0	0	0	0	66
MR2** - MARINE RESCUE EMRGENCY	Fire	1	0	1	0	0	0	0	0	0	0	0	0	2
MUA - MUTUAL AID	Fire	0	0	0	1	0	0	0	0	0	0	0	0	1
NGAS - NATURAL GAS LEAK	Fire	0	0	1	1	0	0	0	0	0	0	0	0	2
ODOR - ODOR INVESTIGATION	Fire	2	1	0	1	1	2	2	0	0	0	0	0	9
PA - PUBLIC ASSIST	Fire	7	5	4	6	10	2	6	0	0	0	0	0	40
RFIRE - RESIDENTIAL FIRE	Fire	3	5	2	4	3	3	4	0	0	0	0	0	24
SEND1 - SEND MEDICAL CODE 1	Fire	23	27	17	10	5	6	7	0	0	0	0	0	95
SEND3 - SEND MEDICAL CODE 3	Fire	2	6	2	3	0	1	0	0	0	0	0	0	14
SERV - SERV	Fire	2	1	4	3	0	1	1	0	0	0	0	0	12
SHT - SHOOTING	Fire	1	0	0	0	0	1	0	0	0	0	0	0	2
SMOKE - SMOKE IN THE AREA	Fire	5	4	3	4	3	1	1	0	0	0	0	0	21
SUA - SUICIDE ATTEMPT	Fire	1	3	3	6	3	2	6	0	0	0	0	0	24
TAU - TRAFFIC ACCIDENT UNK INJ	Fire	14	16	17	17	17	13	17	0	0	0	0	0	111
TRUCK - TRUCK FIRE	Fire	2	0	1	0	0	0	0	0	0	0	0	0	3
Total EMS	EMS	319	322	319	332	306	363	341	0	0	0	0	0	2302
Total Fire	Fire	136	155	142	128	120	94	106	0	0	0	0	0	881
Total	All	455	477	461	460	426	457	447	0	0	0	0	0	3183



Problem	Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
AB - ABDOMINAL PAIN	EMS	5	7	5	6	1	6	3	0	0	0	0	0	33
AB1 - ABDOMINAL PAIN C1	EMS	1	1	1	2	1	2	2	0	0	0	0	0	10
AL - ALLERGIC REACTION	EMS	1	1	1	4	0	2	1	0	0	0	0	0	10
AL1 - ALLERGIC REACTION C1	EMS	0	1	0	1	0	0	0	0	0	0	0	0	2
ANB - ANIMAL BITES/ATTACKS	EMS	2	0	1	0	0	1	0	0	0	0	0	0	4
ANB1 - ANIMAL BITES/ATTACKS-1	EMS	1	1	0	0	0	0	0	0	0	0	0	0	2
ASLW - ASSAULT WEAPONS	EMS	0	0	1	0	2	0	0	0	0	0	0	0	3
AST - ASSAULT PHYSICAL	EMS	0	1	0	1	1	0	0	0	0	0	0	0	3
BA - BACK PAIN	EMS	0	1	0	1	1	1	1	0	0	0	0	0	5
BA1 - BACK PAIN C1	EMS	0	1	0	0	0	1	3	0	0	0	0	0	5
BHI - BEHAVIORAL HEALTH	EMS	1	2	0	3	4	5	2	0	0	0	0	0	17
BL - BLEEDING PROBLEM	EMS	4	1	4	4	4	4	3	0	0	0	0	0	24
BL1 - BLEEDING PROBLEM C1	EMS	1	0	1	1	2	1	2	0	0	0	0	0	8
BR - BREATHING PROBLEM	EMS	15	14	10	16	11	21	13	0	0	0	0	0	100
BR1 - BREATHING PROBLEM C1	EMS	1	0	0	1	1	1	0	0	0	0	0	0	4
BU - BURNS	EMS	0	3	1	0	0	0	0	0	0	0	0	0	4
CH - CHEST PAIN/HEART	EMS	15	16	22	13	13	22	19	0	0	0	0	0	120
CK - CHOKING	EMS	0	0	2	0	0	2	0	0	0	0	0	0	4
CPR - CARDIAC ARREST	EMS	6	3	11	7	11	9	5	0	0	0	0	0	52
CVA - STROKE	EMS	5	3	7	7	5	7	5	0	0	0	0	0	39
DI - DIABETIC PROBLEMS	EMS	2	2	3	6	1	2	0	0	0	0	0	0	16
FA - FALL	EMS	9	13	17	15	12	18	15	0	0	0	0	0	99
FA1 - FALLS C1	EMS	5	5	4	9	10	0	10	0	0	0	0	0	43
HCE - HEAT/COLDS EXPOSURE	EMS	0	1	0	0	0	0	1	0	0	0	0	0	2
HED - HEADACHE	EMS	1	2	0	0	0	1	2	0	0	0	0	0	6
HED1 - HEADACHE C1	EMS	0	1	0	0	0	0	1	0	0	0	0	0	2
HRI - HIT AND RUN INJ	EMS	0	0	0	1	0	0	0	0	0	0	0	0	1
LA - LIFT ASSIST	EMS	5	11	5	13	15	10	6	0	0	0	0	0	65
OVD - OVERDOSE/POISON	EMS	0	2	2	2	1	1	1	0	0	0	0	0	9
PR - PREG/CHILDBIRTH/MISCAR	EMS	1	0	0	0	1	0	3	0	0	0	0	0	5
SK - SICK PERSON	EMS	16	16	24	23	16	19	16	0	0	0	0	0	130
SK1 - SICK PERSON C1	EMS	10	5	7	8	11	9	9	0	0	0	0	0	59
SZ - SEIZURES	EMS	4	2	3	1	2	4	2	0	0	0	0	0	18
TAI - TRAFFIC ACCIDENT INJURY	EMS	8	3	1	10	4	6	11	0	0	0	0	0	43
TOX - TOXIC EXPOSURE	EMS	0	1	0	0	0	0	0	0	0	0	0	0	1
TR - TRAUMA	EMS	9	8	8	11	7	8	7	0	0	0	0	0	58
TR1 - TRAUMA C1	EMS	3	1	3	4	3	1	3	0	0	0	0	0	18
UN - UNCONSCIOUS/FAINTING	EMS	4	6	7	5	1	4	8	0	0	0	0	0	35
ALFC - COMMERCIAL FIRE ALAR	Fire	10	15	14	8	13	8	9	0	0	0	0	0	77
ALFR - RESIDENTIAL ALARM	Fire	3	2	4	1	2	0	0	0	0	0	0	0	12
ALM - MEDICAL ALARM-1	Fire	2	0	6	3	8	9	8	0	0	0	0	0	36
AMB1 - MEDICAL TRANSPORT CODE	Fire	8	12	4	9	6	8	6	0	0	0	0	0	53
AMB3 - MEDICAL TRANSPORT CODE	Fire	2	1	3	1	0	2	3	0	0	0	0	0	12
BARK - BARK DUST FIRE	Fire	2	0	0	2	0	0	0	0	0	0	0	0	4
BRUSH - BRUSH FIRE	Fire	6	10	6	4	2	1	0	0	0	0	0	0	29
BURN - ILLEGAL BURN	Fire	15	12	22	8	14	1	3	0	0	0	0	0	75
CAR - CAR FIRE	Fire	2	2	3	2	2	3	1	0	0	0	0	0	15

CFIRE - COMMERCIAL FIRE	Fire	2	1	2	1	2	0	2	0	0	0	0	0	10
CHIM - CHIMNEY FIRE	Fire	0	0	0	1	3	2	2	0	0	0	0	0	8
HAZMAT - HAZMAT INCIDENT	Fire	4	4	1	1	2	1	3	0	0	0	0	0	16
INFF - INFORMATION FIRE	Fire	3	3	1	4	5	1	1	0	0	0	0	0	18
MISCELLANEOUS - FIRE	Fire	9	9	6	12	3	8	11	0	0	0	0	0	58
MISCN - MISC NON FIRE	Fire	2	5	7	5	1	2	4	0	0	0	0	0	26
MOVEUP - MOVE UP	Fire	0	0	0	1	0	1	2	0	0	0	0	0	4
MR2** - MARINE RESCUE EMRGENCY	Fire	2	0	1	0	0	0	0	0	0	0	0	0	3
MUA - MUTUAL AID	Fire	0	0	1	1	0	1	1	0	0	0	0	0	4
NGAS - NATURAL GAS LEAK	Fire	0	0	2	2	1	0	0	0	0	0	0	0	5
ODOR - ODOR INVESTIGATION	Fire	2	2	0	0	2	2	2	0	0	0	0	0	10
PA - PUBLIC ASSIST	Fire	34	33	24	38	50	31	38	0	0	0	0	0	248
RFIRE - RESIDENTIAL FIRE	Fire	2	3	1	4	3	4	3	0	0	0	0	0	20
SEND1 - SEND MEDICAL CODE 1	Fire	7	6	5	4	4	4	2	0	0	0	0	0	32
SEND3 - SEND MEDICAL CODE 3	Fire	0	2	1	1	0	2	0	0	0	0	0	0	6
SERV - SERV	Fire	4	4	6	3	0	0	2	0	0	0	0	0	19
SHT - SHOOTING	Fire	1	0	0	1	0	1	0	0	0	0	0	0	3
SMOKE - SMOKE IN THE AREA	Fire	6	5	7	5	6	1	1	0	0	0	0	0	31
SUA - SUICIDE ATTEMPT	Fire	3	3	3	6	5	3	6	0	0	0	0	0	29
TAU - TRAFFIC ACCIDENT UNK INJ	Fire	7	14	12	16	13	12	18	0	0	0	0	0	92
TRUCK - TRUCK FIRE	Fire	2	0	0	0	0	0	0	0	0	0	0	0	2
Total EMS	EMS	135	135	151	175	141	168	154	0	0	0	0	0	1059
Total Fire	Fire	140	148	142	144	147	108	128	0	0	0	0	0	957
Total	All	275	283	293	319	288	276	282	0	0	0	0	0	2016

**Columbia 9-1-1 Communications District  
Calls for Service - By Department\*  
Fiscal Year July 2019 - June 2020**

Agency	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals	
CFD	104	93	114	99	86	101	101	0	0	0	0	0	698	2.0%
CPD/CSO	373	358	306	261	253	235	43	0	0	0	0	0	1829	5.4%
CCPD	88	109	74	81	49	77	69	0	0	0	0	0	547	1.6%
CCSO	1164	1304	1296	1266	1083	1018	1136	0	0	0	0	0	8267	24.2%
CRFR	486	506	484	495	465	487	447	0	0	0	0	0	3370	9.9%
MBFD	17	20	20	18	10	18	15	0	0	0	0	0	118	0.3%
MWA	46	43	38	45	40	33	24	0	0	0	0	0	269	0.8%
RPD	691	389	442	544	486	501	460	0	0	0	0	0	3513	10.3%
SHPD	1461	1425	1299	1270	1116	1063	1153	0	0	0	0	0	8787	25.7%
SFD	241	252	270	280	246	245	282	0	0	0	0	0	1816	5.3%
SPD	500	474	464	466	399	397	369	0	0	0	0	0	3069	9.0%
VFD	17	21	8	15	18	14	18	0	0	0	0	0	111	0.3%
VPD	299	288	210	220	205	158	183	0	0	0	0	0	1563	4.6%
ODF	43	44	46	27	35	11	7	0	0	0	0	0	213	0.6%
<b>TOTAL</b>	<b>5530</b>	<b>5326</b>	<b>5071</b>	<b>5087</b>	<b>4491</b>	<b>4358</b>	<b>4307</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34170</b>	<b>100.0%</b>

**Traffic Stops - By Department**

CPD/CSO	55	41	38	49	29	41	9	0	0	0	0	0	262	5.8%
RPD	43	35	35	56	41	61	42	0	0	0	0	0	313	6.9%
CCPD	42	44	44	40	72	57	50	0	0	0	0	0	349	7.7%
CCSO	170	166	147	125	142	145	147	0	0	0	0	0	1042	22.9%
SHPD	237	254	246	180	278	340	260	0	0	0	0	0	1795	39.5%
SPD	95	116	103	67	60	64	82	0	0	0	0	0	587	12.9%
VPD	27	49	21	39	37	18	6	0	0	0	0	0	197	4.3%
<b>TOTAL</b>	<b>669</b>	<b>705</b>	<b>634</b>	<b>556</b>	<b>659</b>	<b>726</b>	<b>596</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4545</b>	<b>100.0%</b>

**Activity Summary**

L. Enf.	4576	4347	4091	4108	3591	3449	3413	0	0	0	0	0	27575	71.2%
Trf. Stops	669	705	634	556	659	726	596	0	0	0	0	0	4545	11.7%
Fire	374	412	376	355	349	257	301	0	0	0	0	0	2424	6.3%
EMS	580	567	604	624	551	652	593	0	0	0	0	0	4171	10.8%
<b>TOTAL</b>	<b>6199</b>	<b>6031</b>	<b>5705</b>	<b>5643</b>	<b>5150</b>	<b>5084</b>	<b>4903</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38715</b>	<b>100.0%</b>

\* These statistics reflect the calls for service for each agency received by C9-1-1CD, but do not necessarily mirror the actual number of incidents handled by each individual agency.



## Columbia 9-1-1 Communications District    Calls For Service

Columbia County Law CFS & Traffic Stops by Agency for the period 07/01/2019 00:00:00 - 01/31/2020 23:59:59

Agency													
Clatskanie PD (CSO)													
Problem	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Total CFS	373	358	306	261	253	235	43	0	0	0	0	0	1,829
Total Traffic Stops	55	41	38	49	29	41	9	0	0	0	0	0	262
Total	428	399	344	310	282	276	52	0	0	0	0	0	2,091

Agency													
Columbia S.O.													
Problem	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Total CFS	1,164	1,304	1,296	1,266	1,083	1018	1136	0	0	0	0	0	8,267
Total Traffic Stops	170	166	147	125	142	145	147	0	0	0	0	0	1,042
Total	1,334	1,470	1,443	1,391	1,225	1,163	1,283	0	0	0	0	0	9,309

Agency													
Columbia City PD													
Problem	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Total CFS	88	109	74	81	49	77	69	0	0	0	0	0	547
Total Traffic Stops	42	44	44	40	72	57	50	0	0	0	0	0	349
Total	130	153	118	121	121	134	119	0	0	0	0	0	896

Agency													
Rainier PD													
Problem	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Total CFS	691	389	442	544	486	501	460	0	0	0	0	0	3,513
Total Traffic Stops	43	35	35	56	41	61	42	0	0	0	0	0	313
Total	734	424	477	600	527	562	502	0	0	0	0	0	3,826

Agency													
Scappoose PD													
Problem	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Total CFS	500	474	464	466	399	397	369	0	0	0	0	0	3,069
Total Traffic Stops	95	116	103	67	60	64	82	0	0	0	0	0	587
Total	595	590	567	533	459	461	451	0	0	0	0	0	3,656

Agency													
St Helens PD													
Problem	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Total CFS	1,461	1,425	1,299	1,270	1,116	1,063	1,153	0	0	0	0	0	8,787
Total Traffic Stops	237	254	246	180	278	340	260	0	0	0	0	0	1,795
Total	1,698	1,679	1,545	1,450	1,394	1,403	1,413	0	0	0	0	0	10,582

Agency													
Vernonia PD													
Problem	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Total CFS	299	288	210	220	205	158	183	0	0	0	0	0	1,563
Total Traffic Stops	27	49	21	39	37	18	6	0	0	0	0	0	197
Total	326	337	231	259	242	176	189	0	0	0	0	0	1,760

Training Report  
February 2020  
Chief Marks

- Training Program Management at NFA
- Probationary Fire Fighter 6 month testing
- Duty Officer Training
- Lexipol Work
- Staff Meetings
- Duty Shifts
- Continued College Work
- Drills
  - o Topics covered required training
    - Hipaa
    - Blood Bourne Pathogens

Large Continuing Projects

Annual Training Plan

Volunteer Academy

EMR Academy went well. Captain Cole did an amazing job again with this section. Final testing occurred on February 1<sup>st</sup>. Good success with most of the students. We had 4 current volunteers attend with the new recruits. This was the first EMR class we offered in 2020 with the goal to have all operations level responders trained to the EMR level by the end of 2020.

Fire Academy begins February 8<sup>th</sup> and will continue almost every weekend through May with graduation set for either May 30<sup>th</sup> or 31<sup>st</sup>. We will have a total of 14 attending the fire academy (6 from CRFR, 4 from Scappoose, and 4 from Sauvie Island).

EMS Division Chief Erick Holsey

February 5, 2020

### February Board Report

- Board Goals
  - Board goals continue to be on radar, in focus, and on track.
- Community Paramedic
  - Community Paramedic
    - Working on end of year report will provide 2019 data next month
  - CPCCO Meetings
    - PMPM model still being discussed, grant has been extended to provide time to introduce new funding method at end of fiscal year.
- Compliance
  - CQI Update-New process is being developed in Image Trend hopefully will roll out with a demo program this month.
  - ASA-
    - ASA boundaries within the county have been adjusted to provide the most logical service to county residents. Meetings with Washington County and Multnomah County have occurred and are currently working at cleaning up border to ensure no ambulance coverage gaps exist and we are in compliance with our current contract responsibilities.
    - ASA committee met and new plan is under development. The need to formalize boundaries and time zones exists for mapping layer which also has the capacity to provide dispatch advantages.
  - OHA- Have few left to bring SRFD up to date CRFR is current to my knowledge.
  - EMS Files-No further work has been done yet
  - Licensing-All currently up to date
- EMS Medical Director-New protocols are out and Dr. Sasek will be providing several trainings this month through the county. Will be working with Dr. Sasek and Dispatch this week to discuss EMS dispatch cards and high-risk exposure alarms to decrease disease transmission.
- Single Role EMS-CRFR single role EMT's have been hired and started this week
- Health Care Partnerships- No new changes
  - Public Health Flu Updates
    - Declining activity, positive test down from >30% to 17%
    - ED utilization down 3%
    - 31 hospitalizations in metro area
    - Still predominantly Flu B
  - Corona Virus
    - 24,632 confirmed cases
    - 494 deaths
    - 1029 recovered
    - 12 cases in US, 1 confirmed in Washington State, no deaths
    - Requires use of contact, droplet, and airborne precautions for EMS

- Requires reduction of personnel to minimize possible exposures
  - Requires disinfectants that are effective against corona virus
  - Will require reporting and follow up if potential exposure exists
  - In summary it is a virus that normally transmits from animal to human but has mutated to human to human transition in airborne droplets currently.  
Symptoms of fever and lower respiratory.
- Compliance Officer
  - As noted in Marit's report
- Capital Projects
  - SRFPD- LP 15 Monitors-Project Complete
  - CRFR- Lucas Devices-Project Complete
  - CRFR Mannequins-Research for new EMS training mannequins will begin this month.





# EMS CHIEF

Columbia River Fire & Rescue / Scappoose Fire District



2/5/2020

Subject: Letter of Recognition

I am drafting this correspondence to recognize multiple individuals who gone above and beyond their call of duty to take care of the citizens of our community.

On Saturday, February 1, 2020 our crews were dispatched to an alarm at a local adult care facility. While responding to an unconscious person, crews arrived to find the resident caretaker deceased. Recognizing quickly the change of events and the current need of the residents, crews swiftly organized to ensure the continuity of care that the residents needed was delivered. Breakfast was made, clothes were changed, medical needs were assessed and addressed and locating another caregiver for the residents was provided by our crews.

I would like to point out that these actions exemplify our membership living up to our standards, values and expectations. It shows the care, concern and compassion our members have for providing service to our constituents. I would like to identify the following individuals for a job well done:

- **Chief Ian O'Connor**
- **Captain Dave Coombs**
- **Lieutenant Ben Davis**
- **Firefighter Tim Hennigan**
- **Firefighter Jeff Lockhart**
- **Firefighter/Chaplain Carrey Wacker**
- **Chaplain Steve Berry**

A handwritten signature in black ink, appearing to be "I. O'Connor", written over a light blue horizontal line.

# **S&R CHIEFS REPORT**

## **JANUARY 2020**

### **SAFETY**

- CRFR (AM) and SRFD (PM) Safety meeting 1/8; completed OSHA 300 logs for Scappoose Fire stations

### **FACILITIES**

- Developed plan with timeline for capital improvement projects at Goble, Deer Island, St. Helens, and LBTC stations.
- Created Request for Proposal (RFP) to remodel St. Helens station sleeping dorm, Deer Island Station remodel and LBTC shower installation. This is based on capital improvement plan in the budget.
- Received estimates to replace station bay heaters at Rainier. Bays with Medic units are required by the state to be heated to a minimum temperature of 60 degrees. Bay is currently unheated as units have failed. Recommend we move forward with Robben & Sons to replace the units.
  - Robben & Sons = \$11,192
  - Feltons Heating & Cooling = \$15,405
  - Western Heating & Cooling declined to provide an estimate after looking at the project.
- Received final invoice from Lovett for \$14,084.13. This is for the water line repair into the St. Helens station. Original estimate was for \$2,467.62. Price is due to multiple breaks in the water line including under and into the building foundation, irrigation system tied into the line and building electrical system grounding cables to the water line. Repair has already resulted in a savings of \$564.59 in the last quarter of 2019. Currently working with City of St. Helens for an adjustment for water charges.
- Working on plan to repair or replace roof at Holbrook station. Water is running down the back walls, resulting in water damage, mold and electrical hazard.
- CRFR station exhaust system (Neiderman) inspection completed by qualified technician. Minor repairs needed.
- Peak Electric replaced overhead lighting with LED lites at admin in 3 offices and entry way.
- Received asbestos report for St. Helens station with no asbestos detected in areas tested.

### **INFORMATION TECHNOLOGY**

- Work with IT and line staff to trouble shoot ECG transmission problem between medics and hospitals.
- Firewalls for Rainier, Fairgrounds and St. Helens stations were purchased and are being installed week of 2/3. This should eliminate the connectivity problems between the primary server and all satellite stations.
- Trouble shoot and repair Scappoose ipad (slow) activity.

- Implement new Scappoose iPhones into Airwatch

### **VOLUNTEERS**

- Created Student Firefighter Program document. This is part of the SAFER grant.
- 3 CRF&R volunteers started EMT-Basic class – funded by SAFER grant.
- Completed firefighter training with volunteers on Wednesday 1/8 and Saturday 2/1.
- Chaplain group meeting 1/30
- Processing NFPA physicals for new volunteer recruit firefighters
- 

### **MISC**

- Completed employee evaluations.
- Completed changeover from old hose to new hose on remaining apparatus with B shift personnel. This is from the AFG grant. All CRFR apparatus carries new, NFPA compliant hose.
- Received nozzles and appliances and started putting this new equipment on apparatus.
- Continued work on Lexipol
- Worked with line staff to revise apparatus equipment check list on OPIQ software.
- Duty officer training 1/15
- Meeting w/SDAO rep on worker comp injuries and employee return to work program.
- 911 advisory meeting 1/28

CRFR Director of Finance/HR Nelson

February 2020

- December 2019 financials included in the Board packet. 50% of the fiscal year is complete. Overall General Fund expenses are at 40% and revenue is at 86%. No major red flags. Conflagration billing for our trip to California in October has been approved and will be submitted for payment to California. Expect to see reimbursement by the end of the fiscal year. All other funds trending normally as compared to previous years. We will have a budget adjustment for the RSVP grant in April to account for additional funds awarded for outreach programs. Program Director Cade has been very successful in acquiring new funds through donations to help maintain her Teen Support program.
- Special Notice Budget Calendar for FY 2020-21 and budget request forms sent to all CRFR members on February 4. Approved requests must be submitted to DC's for consideration by March 23<sup>rd</sup>.
- Community Paramedic interim funding agreement signed in January. Funding through the end of June will be provided by Columbia Pacific CCO.
- SAFER Grant for Volunteer Recruitment and Retention began on December 9. Monthly costs will be reimbursed after FEMA updates their website to allow those requests. We are currently waiting for that ability.
- The change order for the engines has come in and is on the agenda for approval. Based off of what we budgeted for down payments and required actual payments, this will have no budgetary impact on FY 2019-20. Please see agenda item under Old Business.
- Chiefs Hoke and Holsey and I met to discuss Medical Services Officer/Compliance Officer position. We have adjusted the name, compared the duties to programs at TVF&R, AMR and Clackamas. We agree the position is important to the success of the District EMS program and would like begin recruiting in the coming months. Please see documents in "Old Business" for further information.
- Entry-Level Firefighter/Paramedic recruitment is open until March 16, 2020. A new hiring list is slated for Civil Service certification on March 30, 2020.
- I will be out of the office February 12-14, 2020 on vacation and March 12-23, 2020 for training.

If you have any questions about the financial materials, please email me ([nelsonm@crfr.com](mailto:nelsonm@crfr.com)) prior to noon on February 11<sup>th</sup>. I will send answers to those questions with Chief Hoke and Janine Salisbury for dissemination at the February 13<sup>th</sup> meeting.

J. Salisbury  
Finance Administrator  
February 2020

- As of January 31, the District is 58% into the fiscal year. General Fund Personnel and Materials & Services combined are at 52% of budget. EMS receipts remain slightly ahead at 62% of budget.
- The analysis required to do the mid-year budget report and begin 2020-21 budgeting revealed a projected fiscal year end cash carryover that, when combined with next year's EMS and prior year tax revenues, was insufficient to pay personnel and operating expenses through November when most current year taxes are received. There are two reasons for this.

First, Columbia County's January 2019 estimate of 2019-20 SRFD total assessed value was \$74 million more than the actual assessed value. This reduced actual tax imposed by over \$170,000 and explains why tax receipts are below budget instead of over budget as they usually are.

Second, the \$200,000 engine down payment was appropriated in General Fund Capital Outlay instead of the Property Reserve Fund. This was necessary in order to complete all budget requirements in the short time frame that the purchase opportunity was available.

Tight spending controls are in place, budgeted transfers to other funds can be canceled, and purchases postponed that will not negatively affect operations. The District plans conservatively and has determined that this projected shortfall can be eliminated over the next 5 months.

- The usual calendar year-end reports were completed in January, including 1099s, Oregon fuel tax, OSHA 300, and Oregon Hazardous Substance inventory.
- Additional safety features were added to the Rosenbauer engine and final pricing has been negotiated. These changes require an increase of \$20,000 from the original approved request of \$435,000.
- The Surplus Property Resolution included in this packet will help the District remove old vehicles with high maintenance needs from its apparatus list. Any sale proceeds will be set aside for future apparatus purchases.
- The EMS Billing Procedure for Financial Hardship provides objective, standardized bases for hardship claims. This will eliminate Board review, protect patient confidentiality and expedite hardship claim decisions.

**SCAPPOOSE FIRE DISTRICT**  
**SAFETY COMMITTEE MEETING**

**SAFETY MESSAGE:** Be sure to wash hands often and disinfect PPE and equipment including the bottom of shoes to prevent the spread of illness.

**DATE:** January 8, 2020

**TIME:** 1800

**MEMBERS PRESENT:** D.C. O'Connor, FF Gandara, Logs Meres, Logs Stewart, Logs Laney

**ACCIDENT REPORT:** Reviewed an incident from 11/6/19 that was originally submitted as a near miss. M431 clipped the rear corner of a chief's vehicle breaking the tail light lens. There were no injuries and no damage to the medic. After review the incident was determined to be preventable.

**SAFETY ACTION GENERATOR:** None submitted

**STATION INSPECTION:** FF Oberbarnscheidt was assigned to complete the station safety inspection but has not yet finished. It will be completed by the February meeting. FF Klippell will complete the station safety inspection for the Chapman Station.

**OLD BUSINESS:**

- Seat belt replacements for the 2 Freightliner engines have been ordered by the shops. We are waiting for the parts to arrive to replace them.
- Discussion on the need for back up alarms on the brush engines. Some brush engines have them some don't. FF Gandara will follow up on requirements for back up alarms and check to make sure there is not a mechanical failure on those that do not have audible alarms.

**NEW BUSINESS:**

- A new Safety Committee Chair needs to be appointed as FF Dietz is gone on military leave. There were no willing members present. D.C. O'Connor will follow up with other staff to find a willing participant.
- FF Gandara mentioned an incident in the station where the bay door closed while a mop bucket was under the door. The door's pressure sensor did not stop the door causing the motor to continue running and burning up the belt. D.C. O'Connor will follow up with a door company to replace/repair the sensors and conduct a safety inspection on all the bay doors.

**ADJOURNED:** 18:25 Next meeting February 12 at 1800



*Save the Date*

**Oregon Fire Service  
Conference**

October 22-24, 2020  
Salem, OR

Fire service partners and providers are invited to join us for the annual Oregon Fire Service Conference, hosted by OFDDA on October 22-24 at the Salem Convention Center.



**OREGON FIRE DISTRICT  
DIRECTORS ASSOCIATION**  
EDUCATION • COORDINATION • LEGISLATION

**AGENDA ITEM**

**COLUMBIA RIVER FIRE & RESCUE**

**SUBJECT/ITEM:** St. Helens Station Water Leak Repair

**FOR AGENDA OF:** February 13,2020

**DIVISION OF ORIGIN:** Safety/Resource

**DATE SUBMITTED:** February 13, 2020

**ACTION REQUESTED:** Authorize Invoice Payment

**BUDGET IMPACT**

<b>EXPENDITURE REQUIRED:</b> \$14,084.13	<b>AMOUNT BUDGETED:</b> \$249,000	<b>APPROPRIATION REQUIRED:</b> Yes
--	---------------------------------------	--

Final repair invoice has been received for the water line repair at St. Helens Station. This repair is covered under the Capital Outlay-Building Improvement line item in the General Fund. Repair has been completed and City of St. Helens has been notified to finalize water bill adjustment. Board approval required due to the amount exceeding \$10,000.





# Invoice

6920 NE 42nd Ave  
Portland, OR 97218

Invoice Date	Invoice #
10/16/2019	221913573.2

Bill To
Columbia River Fire and Rescue 270 Columbia Blvd St Helens, OR 97051

P.O. No.	Terms	Project:
	Net 30	Columbia River Fire and Rescue 105 S 12th St St Helens, OR 97051

Item	Qty	Description	Rate	Amount
SOV #1	1	SOV #1 - Extra time for vacuum truck and dump fees	1,031.01	1,031.01
SOV #2	1	SOV #2 - Excavation and drill could drill, had to excavate line	3,942.41	3,942.41
SOV #3	1	SOV #3 - Plumbing due to break inside and line replacement	8,091.81	8,091.81
SOV #4	1	SOV #4 - Backfill after complete.	1,018.90	1,018.90
		Change order was for extra work done on this project due to multiple breaks in water line and re-grounding electrical. This included connecting up the irrigation line.		

CCB: OR #125507 - WA #LOVETE1995KQ Plumbing License #26-773PB Phone # (503) 737-8423 - Fax # (503) 288-1630  www.lovettservices.com Email: billing@lovettservices.com	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$14,084.13

**AGENDA ITEM**

**COLUMBIA RIVER FIRE & RESCUE**

**SUBJECT/ITEM:** Final Pricing-Rosenbauer Engines (2)

**FOR AGENDA OF:** February 13,2020

**DIVISION OF ORIGIN:** Operations

**DATE SUBMITTED:** February 13, 2020

**ACTION REQUESTED:** Authorization to increase project budget

**BUDGET IMPACT**

<b>EXPENDITURE REQUIRED:</b> \$50,000	<b>AMOUNT BUDGETED:</b> \$400,000	<b>APPROPRIATION REQUIRED:</b> Yes
---	---------------------------------------	--

Final pricing has been received by Columbia River Fire & Rescue for two (2) Rosenbauer fire engines requiring an increase in total project cost of \$50,000 from the original approved request in September 2019. The total change order on the two engines is \$68,788.

The original project was approved for \$860,000, with an original proposal of \$850,756. (\$9244)  
The District will receive \$4863 for each engine when chassis are paid. (\$9726)  
Remaining balance of change order is \$49,818.

This increase will have no financial impact on the current year budget as the District planned on paying \$400,000 in down payments and the required down payments is \$253,886. The District can pay the change order increase out of the current year budget or can roll the savings over into the FY 2020-21 budget for appropriation when the trucks are completed and ready for delivery.



# Columbia River & Scappoose Fire

Eric Smythe, Robert Anderson, Jr., Raymond Malone, Jeremy Lehner & Ryan Ridinger  
 With Jonathan Brunton & Will Hayne  
 Ray, Rob, Ryan, Eric, Jon & Jeremy

Attending:

Date	12-Dec-19
Revised	3-Jan-20
Truck #	94936-7 & 94948
Cost	Approved

Responsible	Part No.	Action	Description	Cost	Approved
<b>CHASSIS Changes/Clarifications</b>					
			OAH:		
			OAL:		
		CHANGE	Can the exhaust be horizontal rather than vertical? FL: Horizontal exhaust is not available with this 1085D engine/AWD combination	\$0.00	n/a
		CHANGE	Get paint spray-outs of the red & black for approval. FL: will send spray-outs		
		CHANGE	What tire options do we have with these front and rear ratings. FL: With the AWD 14/26, you will need 14/26, you will need 12R22.5 m/s tires. See additional comments below on line 17 & 18.		
		CHANGE	What options do we have for fuel tank size? 50 currently. FL: there is an option for a 70 gallon tank		
		CHANGE	Front tire options. They don't want the Michelin XDN2. tire size to 315 X 8 22.5 Michelin Xworks Z . . FL: 315/s are not compatible with this AWD axle. Price noted is for Xworks Z 12R22.5 Feist/012320: Provide whatever works	\$0.00	
		CHANGE	Rear tire options. They don't want the Michelin XDN2. Size the same Michelin 12R22.5 XDS tread Feist/012320: Provide whatever works	\$0.00	
		CHANGE	Is there an option for wider tires on the front? Current is 12R 22.5 Michelin. FL: Nope-no wider option	\$0.00	n/a
		CHANGE	Is there a Black grille option from FL. FL: Stationary black grille with black hood mounted air intake grille	(\$57.00)	
		CHANGE	Mirrors to have black IPO chrome	\$250.00	
		CHANGE	Is there an option from FL to have everything that is normally chrome to be black. FL: see the following lines.		
			FL: front bumper will be Black IPO chrome (note that RMN will be replacing the bumper)	(\$205.00)	
			FL: Upper stack of exhaust will be black (no brightwork)	(\$68.00)	
		PRICE	FL: Halogen composite headlight bezels will be black	\$0.00	n/a
			LED light IPO halogen. LED headlights aren't available with the 1085D officer seats to be SCBA back. FL: Seats Inc 911 Universal series SCBA non-suspension passenger seat with underseat storage and NFPA 1901-2009/2016 compliant seat sensor	\$248.00	
		CHANGE	No center crew area seat. FL: Seats Inc 911 Universal series SCBA non-suspension LH and RH rear passenger seats with under seat storage and NFPA 1901-2009/2016 compliant seat sensor	(\$375.00)	
		DELETE	Seat material to be gray vinyl IPO cordura. FL: Gray vinyl with vinyl insert for all seats		
		CHANGE	what is the difference between L0762EB and EY med red elite. FL: there is no difference in these two colors.		
		ADD	add back-up alarm with auto volume adjust (Smart Back-Up Alarm). FL: Preco/Ecco 1040 87 decibels to 112 decibels automatic self-adjusting backup wider fenderettes, black, if possible. FL: Bolt-on molded flexible fender extension	\$74.00	
		NOTE	Paint Break: FTL-Emergency 4 (065-373) Black over Red	\$160.00	



## Columbia River & Scappoose Fire

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 Ray, Rob, Ryan, Eric, Jon & Jeremy

Attending:

Responsible	Part No.	Action	Description	Date	Approved
			Does the FL come with an outside temp gauge? Is it an option? FL: Yes, it is in the ICU, viewable by scrolling thru options.	12-Dec-19	
				3-Jan-20	
				94936-7 &	
				Truck #	94948
				Cost	Approved

Total Credits - Chassis (\$705.00)  
 Total Charges - Chassis \$732.00  
 Net Changes - Chassis \$27.00

### BODY Changes/Clarifications

Responsible	Part No.	Action	Description	Cost	Approved
			OAH:		
			OAL:		
			Front bumper winch receiver with power [Warn winch supplied by CRFR] (sized to accommodate 15,000 # winch) (Feist: QW#77-10-7710 & 77-10-8400)		
			Feist/012320: Deleted by Chief Phone call		
		ADD	Tele-Pole lights on sides of cab (assuming we can do an horizontal exhaust) w/h: horizontal exhaust is not an option. FRC top raise with FRC Spectra. (Feist: Wait for chassis response on exhaust). Wbh: Pricing is based on one (1) FRC Evolution 12v FCAS40-V20 Top Raise telescoping light, mounted on the driver side of the cab, rearward of the crew door.	\$2,435.00	
	51-20-3310 / 51-15-4120 / 54-15-6400	PRICE	They want all chrome to be painted black. (Feist: Will?). Wbh: see individual line items for black-out paint option pricing.		
		CHANGE	Painted roll-up doors (Feist: Will, do you have an easy price to figure w/o changing QW?). Wbh: option 30-02-1697, \$400.00/door (6 doors, not including get a drawing of the fiberglass console with LCS located in lower left side of angled portion and joy stick at front and center of flat portion. Wbh: no longer needed, Ray sketched up what they want.	\$2,978.00	
		PRICE	delete DS cab step compartment to allow for a larger fuel tank	(\$302.00)	
		PRICE	DEF and Fuel ports are to be behind separate access doors.	\$195.00	
			Train Horns, location TBD. Switch at pump op panel and activated via the lanyard. Wbh: Nathan Archime K31A train horns are quoted in the Dealer Cost column. Feist/012320: Deleted by Chief Phone call	\$0.00	
		ADD	the standard air horns are to be replaced with train horns. Feist/012320: Deleted by Chief Phone call	\$0.00	
		delete	train horns and e-siren to have switch for horn ring select Feist/012320: Deleted by Chief Phone call	\$0.00	
	50-43-2000	ADD	air inlet adjacent to the shore power plug. Wbh: looks like we already have an air inlet, option 10-19-3010	\$0.00	
		ADD			



## Columbia River & Scappoose Fire

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Attending:

<b>Date</b>	12-Dec-19
<b>Revised</b>	3-Jan-20 94935-7 & 94948
<b>Truck #</b>	94948

Responsible	Part No.	Action	Description	Cost	Approved
wbhd	33-62-6210	ADD	wbhd: add flip-down step on rear like Aumsville. Line-X Black Feist/012320. Deleted by Chief Phone call NFFPA waiver for chevron... safety yellow on top of body do we need to change to the LCS? (Feist: NO) water/foam gauges in cab.. Gauges to only come on when pump is engaged. discharge pressure gauge in cab (Feist: QW#27-03-5200) tank-to-pump control in cab (BF: Included in QW#22-51-8810) Monitor remote control (Feist: QW# 24-16-1820) True ID hose is used. CRFR to advise flat lay widths of hose make sure pump compartment lights are included, strip light (OSS Access 30") L3: C-Tech drawer, 3-drawer about 31" wide (forward area). (1) 8" & (2) 4" have Josh work up a painted apparatus and send to JB Front bumper guide poles, lighted. Painted black forward view cam to read to existing display. Mounted inside cab, up high on windshield. Wbhd: change to FRC True Sight 4-camera system with display (52-02-1256 special with and added front view camera) make sure to finalize change order two (2) 3" hard suction with 2.5" couplings, 10' long.	\$0.00	
		ADD		\$1,334.00	
		ADD		\$125.00	
		CLARIFY		\$0.00	
		PRICE		\$1,983.00	
CRFR	55-01-3320	ADD		\$145.00	
		PRICE		\$2,515.00	
Josh K	10/4/3310	ADD		\$688.00	
		PRICE		\$275.00	
		CLARIFY		\$796.00	
		PRICE		\$0.00	
	10-13-2600S				
	10-13-3540				
	10-13-3550				
	10-13-3600				
	55-01-3330S				
	80-50-1800	Lettering, 4" Mylar Gold Leaf, 75 Letters	wbhd: to be determined. Wbhd: pricing will be dependent on what graphics we are to		
	60-25-9610	Shore Power Strip, 120V, 15 Amp, 4-Plug Strip Rcpct	wbhd: (1) in EMS cabinet in crew area, up high on back wall. (1) in R3 fwd wall, below shelf. (1) L3 fwd wall above Ctech		
	32-06-7042	1-- R2 - Abv Rt Whls-52" Sngl Compr w/o Hyd Rack-RU Outside Cmptr	wbhd: add 5" storz elbow with 5" Storz x 2.5" cab. LW alum. For rear center 2.5" dschg. Wbhd: 24-02-2400 elbow, 24-01-4000 adapter (5" Storz to 2.5" nstrn) & 24-03-1410 2.5 cap.	\$275.00	
	24-03-1400	1-- Cap, 2-1/2", NST Chrome, Rocker Lug, w/Chain	wbhd: add back-up alarm on chassis. With auto volume adjust if available. Wbhd: waiting for chassis pricing.	\$397.00	
	52-01-1210	Back Up Alarm, EXT, Supplied with Chassis 1-- Wm Lts, Wheeln, Upper Side	wbhd: add black bezels if available.	\$78.00	
	58-46-2400	Front (2) M9V2 LED Warn/Scene Lt	wbhd: the upper side rear warns are to be changed from the M9's to M9V2 combo warn/scene lights with black bezels. Per drawing.	\$579.00	
	80-72-1000	ADD	wbhd: add front bumper chevron (red/black)	\$1,351.00	
		CHANGE		\$750.00	
	29-10-8150	Hosebed, Divider, 1/4" Alum, EXT	wbhd: add one (1) dividers with hand holds		



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Attending:

<b>Date</b>	12-Dec-19
<b>Revised</b>	3-Jan-20
<b>Truck #</b>	94935-7 & 94948
<b>Cost</b>	Approved

Responsible	Part No.	Action	Description	Cost	Approved
	29-20-7326	1-- Hstd Cvr Lt, OSS Access, 48" LED Tube Lt, Ea	wbh: add second hosebed light	\$210.00	
		== EXT Timberwolf SA Chassis Modificans - 22.019 02/18/19 ==	wbh: add Whelen Tracer traffic arrow, trio (red/blue/yellow). On with e-master (red/blue), 37.4" wide. Mounted just below markers. Switch at pump op panel to disable but to reset when truck is turned off. Feist/012320: Deleted by Chief Phone call	\$0.00	
	29-20-3550	Hosebed Cvr, Alum T/P, <168" L, 49-74" Wide - EXT	wbh: alum treaplate hosebed cover to be line-x black. Wbh: note that the hosebed itself and the hosebed dividers are not painted black.	\$1,555.00	
	52-15-1200	Radio Antenna Base, Supply and Install, Ea	wbh: antenna cables to terminate in the center console with 3' coil in console.		
	58-01-2140	1-- Flange, Chrome, Wrm Lt, Whln, M6, Ea	wbh: Lower front warns, black bezel	\$78.00	
	58-01-2180	1-- Flange, Chrome, Wrm Lt, Whln, M9 Ea	wbh: Upper side rearward warns, black bezel	\$78.00	
	30-02-1920	1-- Side Body Header, Alum, Prnd, Singl Axle, EXT	wbh: black header add ladder rack cover that will be black (only as long as body, both sides) (ref: Glasco #14695). wbh: this is an expensive add. Engineering has to fully design the rack itself to accommodate the cover. add driver side upper panel to match ladder rack cover, black. Wbh: NOTE that if we add the D5 panel we need to do something with the deck gun. Either extend the pipe up higher so the gun will be above the panel (increasing overall height) OR decrease the depth of L3 to 12" so we can install an extend-a-gun so the gun can be raised above the header. The pricing doesn't include an extend-a-gun or other modifications required for the deck gun provision Feist/012320: Deleted by Chief Phone call	\$0.00	
	10-10-0900	Cab Step Overlay, 4 Dr RH Side w/ Comp	wbh: cab step overlays to be Line-X black wbh: change shop note to "catalogs"	\$1,985.00	
		SHOP NOTE: -One (1) set of Parts Catalos is to be supplied and will be used as reference for both vehicles.	wbh: change all compartment lights to OSS Access. (2) per compartment (wall mounted) Feist/012320: Deleted by Chief Phone call	\$0.00	
	55-01-1810	1-- Cmptr Lt, Wall, Rcsd LED, (2) Ea Cmptr, Truck-Lite Super 44	wbh: change lightbar as per mark-up. Add traffic emitter. Infra-Red	\$1,937.00	
	57-02-1210	1-- Lt Bar, Whelen, Ultra Freedom IV, #F4NOVLED, LED, 60"	wbh: change Qty to four	(\$44.00)	
	52-10-3290	1-- Hanger Hook - Headset	wbh: change Qty to two	(\$1,106.00)	
	52-10-3320	1-- Headset, Wireless, Intercom, Intercom Only, Fircom, UHW503	wbh: change SCBA brackets to IMMI (see CO1)	\$2,331.00	
	10-12-6300	SCBA Bklt, Cab Seat, Zico "NPPA" Restraint, Ea	wbh: change shop note to "all three vehicles" rather than "both vehicles"		
		SHOP NOTE: -One (1) set of manuals is to be supplied and will be used as reference for both vehicles.			



## Columbia River & Scappoose Fire

Eric Smythe, Robert Anderson, Jr., Raymond Malone, Jeremy Lehner & Ryan Ridinger  
 With Jonathan Brunton & Will Hayne  
 Ray, Rob, Ryan, Eric, Jon & Jeremy

<b>Date</b>	12-Dec-19
<b>Revised</b>	3-Jan-20
<b>Truck #</b>	94936-7 & 94948

Responsible	Part No.	Action	Description	Cost	Approved
	29-10-5300	1-- Hosebed, Strge Cpcty 1.5" DJ Hose (50-ft Length)	wbh: change to 200' of 1.5"		
	29-10-5400	1-- Hosebed, Strge Cpcty 1.75" DJ Hose (50-ft Length)	wbh: change to 200' of 1.75"		
	29-20-5600	1-- Vinyl Cover, Color, RED	wbh: front bumper crossslay cover, change to black		
	57-20-1000	1-- Wm Lt, Dvr, Whelen, M2, Red LED, Color Lens, Ea	wbh: Lower mid body warn, change to blue		
	57-20-1001	1-- Wm Lt, Ofcr, Whelen, M2, Red LED, Color Lens, Ea	wbh: Lower mid body warn, change to blue		
	57-20-1200	1-- Wm Lt, Dvr, Whelen, M6, Red LED, Color Lens, Ea	wbh: Lower Rear driver side warn, change to blue		
	57-20-1601	1-- Wm Lt, Ofcr, Whelen, M9V2, Red LED, Color Lens, Ea	wbh: Upper rear officer side warn, change to blue		
	90-16-5420	Pike Pole Mfg. In Ladder Comp, Ea	wbh: change to ladder rack mounting (90-16-5420)	\$266.00	
	02-90-1200	Chassis, Freightliner M2 4 Dr	wbh: change to match actual chassis we're getting		
	57-20-1200	1-- Wm Lt, Dvr, Whelen, M6, Red LED, Color Lens, Ea	wbh: Lower front warns, change to split red/blue	\$35.00	
	57-20-1201	1-- Wm Lt, Ofcr, Whelen, M6, Red LED, Color Lens, Ea	wbh: Lower front warns, change to split red/blue	\$35.00	
	51-00-1700	12V Power/Ground, 30A, Radio Lctr	wbh: change to two. Combine all touch up paint for the three trucks in one container for each color	\$446.00	
	80-42-1500	Bdy Paint, Touch Up, 2 oz. Brl, One Color	wbh: change to Two (2) distribution block with split circuit. CRFR has provided brand/model: Blue Sea 5032 Blade Split Bus Fuse Block. One side batt direct. One side switched power. 30amp per circuit, 100amp total. One (1) in EMS cabinet in crew area, driver side wall down low, and one (1) in center console.	\$0.00	
	23-16-1110	1-- Speedday Dschg, (1) 1-1/2", Front of Bdy, Timberwolf	wbh: current storage of the 200' of hose needs about 15" height. Raise 2.5" speedday bed up a little to allow for higher lower speedday.		
	52-04-1782	Split, GoLight 20204, LED, Wired Remote, Black, On Cab Roof	wbh: delete go lights and add Whelen PFP2 brow light, black housing.	\$1,256.00	
	45-10-2100	1-- Pull-Out Drop-Down Tray, 250# (1/4 Dpth), EXT	wbh: RI, delete out-&-down	(\$557.00)	
	52-10-6120	1-- Intercom, Interface Cable, Single Radio	wbh: delete the interface cable	(\$345.00)	
	10-10-0800	Cab Step Overlay, 4 Dr LH Side w/Comp	wbh: delete this compartment to allow for larger fuel tank	(\$284.00)	
	10-04-2320	1-- Bumper Gravelshield, 20", By Bdy Bldr	wbh: cab step overlays to be Line-X black. Wbh: see below for line-x pricing.	\$455.00	
	10-04-3560	Bumper, w/Chassis	wbh: gravel shield to be Line-X black (80-43-3020)		
	44-06-4120	1-- Fenderette, Polished Molding, EXT	wbh: WE need to change this to the Structural bumper (option 10-04-3570) as per drawing. Looks like we both missed this selection so I'd recommend we split the price of \$633.00 and add it. Wbh: if you can change them for it leave Dealer price at \$633.00. If not, we can split the \$633.00 so Dealer price would be \$316.00.	\$316.00	
			wbh: line-x black, 80-43-3100	\$505.00	



Attending:

**Columbia River & Scappoose Fire**  
 Eric Smythe, Robert Anderson, Jr., Raymond Malone, Jeremy Lehner & Ryan Ridinger  
 With Jonathan Brunton & Will Hayne  
 Ray, Rob, Ryan, Eric, Jon & Jeremy

<b>Date</b>	12-Dec-19
<b>Revised</b>	3-Jan-20 94936-7 & 94948
<b>Truck #</b>	
<b>Cost</b>	Approved

Responsible	Part No.	Action	Description	Cost	Approved
	44-05-1200	1-- Whl Well Panel, Alum, Pntd, Sngl Axle	wbh: job color red		
	90-02-1265	1-- Equipment Rack, Covering, Support Arms, Pntd to Match Body	wbh: keep this cover, painted black DS to have matching panel. See line #88 for pricing of rack cover and DS panel.		
	24-30-3410	1-- Hose Reel, HAIN, RH Under Cab Cmptr, Elec, Ssl Pntd., Tmbrwlf	wbh: make sure there are drain holes in hose reel compartment		
	10-02-1200	Label, Data, Height x Length, Weight 1-- Wm Lts, Whalen, Intrscr (2) M2	wbh: mount label overhead of driver wbh: move forward of crossstay		
	58-09-2600	LED 1-- Foam Sys, F/P/RO 1600, Cls A,			
	25-06-1110	1.7G, 12V - Tmbrwlf	wbh: change normal pressure plumbed to front bumper and rear 2" pre-connect		
	33-70-2100	Handrails, Pmptr, Below Hosebed, Horz, 48"	wbh: painted black	\$210.00	
	33-70-3110	Handrails, Pmptr, Left Top of Bdy Side, Rr, 12", Single	wbh: painted black	\$210.00	
	44-01-1400	Bdy Trim, Frrt Bdy, Ht of Side Cmptr, Alum T/P	wbh: painted black, 80-43-3128 (12" in from each side (center area just treadplate).	\$531.00	
	44-02-1120	Rub Rails, Lwr Bdy, EXT, Extd Alum Up, Left Rr	wbh: painted black, 80-43-3110	\$691.00	
	44-30-1850	1-- Roof Access Ladder, Alum Tubing, Fold Up, Left Rr	wbh: painted line-x black (QW#80-43-3200)	\$698.00	
	20-31-3200	Dump-Relief Vlv, Suction Side, ELK #40, NST	wbh: Set at 150 psi		
	44-10-1600	1-- Whl Well Cmptr, Sngl SCBA, Poly Tube, S/S Dr, (Fire Shopp)	wbh: these doors are to be painted black	\$343.00	
	44-10-1600	1-- Whl Well Cmptr, Sngl SCBA, Poly Tube, S/S Dr, (Fire Shopp)	wbh: these doors are to be painted black	\$343.00	
	44-10-1600	1-- Whl Well Cmptr, Sngl SCBA, Poly Tube, S/S Dr, (Fire Shopp)	wbh: these doors are to be painted black	\$343.00	
	44-10-1600	1-- Whl Well Cmptr, Sngl SCBA, Poly Tube, S/S Dr, (Fire Shopp)	wbh: these doors are to be painted black	\$343.00	
	01-33-3300	Version 1-- Mnl's, Bdy Complete, CD Compact Disc	wbh: to be on a jump drive lLO cd		
	01-33-5400	Disc Version 1-- Mnl's, Elec, As Built Bdy, CD Compact	wbh: to be on a jump drive lLO cd		
	58-71-2400	M9V2 LED Warn/Scene Lt 1-- Wm Lts, Whalen, Upper Rear (2)	wbh: upper rear scene lights to come on with reverse. air horns painted black. Depending on where the Train horns are mounted this option may disappear (if horns aren't visible).	\$230.00	
	80-43-3012		air horns painted black. Depending on where the Train horns are mounted this option may disappear (if horns aren't visible).	\$385.00	
	80-43-3004		Q28 painted black	\$295.00	
	80-43-3000		e-siren grille painted black	\$295.00	







### Columbia River & Scappoose Fire

Eric Smythe, Robert Anderson, Jr., Raymond Malone, Jeremy Lehner & Ryan Ridinger  
Attending:  
With Jonathan Brunton & Will Hayne  
Ray, Rob, Ryan, Eric, Jon & Jeremy

Responsible	Part No.	Action	Description

<b>Date</b>	12-Dec-19
<b>Revised</b>	3-Jan-20
<b>Truck #</b>	94936-7 & 94948
<b>Cost</b>	Approved

Columbia River Fire & Rescue  
270 Columbia Blvd.  
St. Helens, OR 97051



Date: October 9, 2019

We hereby propose and agree to furnish, after your acceptance of this proposal and the proper execution by the Columbia River Fire & Rescue, hereinafter called the Buyer and an officer of Rosenbauer Minnesota, LLC, hereinafter called the Company, the following apparatus and equipment.

Two (2) Rosenbauer Timberwolfs, complete with Freightliner chassis per attached specifications.	\$425,378.00 each
Gross due upon completion and delivery total	<b>TOTAL \$850,756.00</b>
<i>*Note: If chassis amount of \$126,943.00 is paid upon arrival at our plant in Minnesota, deduct \$4,863.00 each</i>	

All of which are to be built in accordance with the specifications, clarifications and exceptions attached, and which are made a part of this agreement and contract.

**DELIVERY:**

The estimated delivery time for the completed apparatus, is to be made 365 days after receipt of and approval of this contract duly executed, (chassis and (or) major components must arrive within 180 days or delivery may be extended), subject to all causes beyond the Company's control. The quoted delivery time is based upon our receipt of the specified materials required to produce the apparatus in a timely manner. "Delivery" means the date company is prepared to make physical possession of vehicle available to customer.

**CONTRACT CHANGES:**

After execution and acceptance of this Contract, the Buyer may request that the Company incorporate a change to the Products or the Specifications for the Products by delivering a Change Order to the Company; provided, however, that any such Change Order must be in writing and include a description of the proposed change sufficient to permit the Company to evaluate the feasibility of such Change Order. Within seven (7) working days of receipt of a Change Order, the Company will inform the Buyer in writing of the feasibility of the Change Order, the earliest possible implementation date for the Change Order, of any increase or decrease in the Purchase Price resulting from such Change Order, and of any effect on production scheduling or delivery resulting from such Change Order. The Company shall not be liable to the Buyer for any delay in performance or delivery arising from any such Change Order. Purchase Price may be modified only by mutual written agreement of the Parties because of changes to the Apparatus required or requested by the Buyer during the construction process pursuant to Appendix C, Change Order Policy. Any changes in the Purchase Price resulting from changes to the Apparatus required or requested by the Buyer during the construction process shall be stated in the Change Order signed by both parties. Additional Changes: If various state or federal regulatory agencies (e.g. NFPA, DOT, EPA) require changes to the specification and/or the product that result in a cost increase to comply therewith this cost will be added to the Purchase Price to be paid by the customer.

**FORCE MAJEURE:**

The Company shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond the Company's control which make the Company's performance impracticable, including but not limited to civil wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

[www.rosenbaueramerica.com](http://www.rosenbaueramerica.com)

[info@rosenbaueramerica.com](mailto:info@rosenbaueramerica.com)

ROSENBAUER SOUTH DAKOTA, LLC.  
100 THIRD STREET  
P.O. BOX 57  
LYONS, SOUTH DAKOTA 57041  
P: 605.543.5591

ROSENBAUER MINNESOTA, LLC.  
5181 260TH STREET  
P.O. BOX 549  
WYOMING, MINNESOTA 55092  
P: 651.462.1000

ROSENBAUER MOTORS, LLC.  
5190 260TH STREET  
P.O. BOX 549  
WYOMING, MINNESOTA 55092  
P: 651.462.1000

ROSENBAUER AERIALS, LLC.  
870 SOUTH BROAD STREET  
FREMONT, NEBRASKA 68025  
P: 402.721.7622



**PAYMENT TERMS:**

Final payment for the apparatus shall be made at time of delivery or pick up of the completed vehicle. It is the responsibility of the Buyer to have full payment ready when the apparatus is complete and ready to deliver. If payment is delayed or delivery is delayed pending payment, a daily finance and storage fee may apply. Upon delivery of the apparatus or upon pickup of the apparatus by the Buyer, the Buyer agrees to provide all liability and physical damage insurance. It is further agreed that if on delivery and testing, any defects should develop, the Company shall be given reasonable time to correct changes. Guarantee of the chassis is subject to the guarantee of the chassis manufacturer. \*NOTE: upon final inspection at the factory for pick-up or delivery, the Buyer will need to supply a Certificate of Insurance and full payment prior to release of the vehicle, unless prior arrangements for vehicle's release have been made.

**TITLE:**

The Apparatus shall always be the property of the Company until it is delivered to the Buyer pursuant to the terms of this agreement. The Company shall bear the sole responsibility and risk for destruction, loss or damage to the apparatus, or any portion of the Apparatus, through the date and time it is delivered to the Buyer. The Company shall deliver good and merchantable title to the Apparatus at the time it is delivered to the Buyer. The Buyer shall bear the sole responsibility and risk for destruction, loss or damage to the Apparatus upon the date and time it takes delivery of the Apparatus.

**PIGGY BACK ORDERS:**

The Company, at its sole discretion, will allow the terms of the contract to be extended to both the Buyer, as well as to other Municipal, State, or Federal agencies for similar unit(s). The Company will allow tag on / additional orders for up to three (3) years from the date of contract execution. To facilitate pricing, the Company will quote the original price plus manufacturer's price increases or Producer's Price Index (PPI) whichever is greater as it applies to either Fire Apparatus and/ or commercial heavy truck industries.

**MISCELLANEOUS PROVISIONS:**

This agreement shall be construed in accordance with the laws of the State of Minnesota. The parties agree that any litigation arising from or in connection with any dispute between the parties under this agreement shall be venue in Minnesota. The parties agree that this agreement bears a rational relationship to the State of Minnesota, and they consent to the personal jurisdiction of such state and further consent and stipulate to venue in the above described court.

Respectfully submitted,

**Buyer:**

We accept the above proposal and enter into contract with signature below.

Dealer: General Fire Apparatus

Sales Rep: Brenden Feist  
Brenden Feist

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

*After company receipt of this document signed by the Buyer, the document will be reviewed and upon approval, countersigned by the Company thereby putting the document in force.*

Rosenbauer Minnesota, LLC

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

[www.rosenbaueramerica.com](http://www.rosenbaueramerica.com)

[info@rosenbaueramerica.com](mailto:info@rosenbaueramerica.com)

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## Explanation and Justification for Medical Services Compliance Specialist

Job descriptions have been developed at various times within the organization for over a decade demonstrating identified need for this position several times. EMS progresses more rapidly than any other program and its current movement towards community health will further expand the sphere of influence in which our medics will operate, and in some areas, may become the single source provider. Collaboration through a healthcare network will only add to our involvement to meet growing demands for a growing community. This experienced and anticipated growth will demand the need for progressive research, data collection, and retrieval.

Billing codes and laws are becoming more complex requiring diligent data management and assessment of data input. Monitoring this system is necessary to provide a world class EMS system from time of call through patient payment. As value-based funding and alternative payment models become more prevalent and complex, oversight of reporting procedures must be carefully monitored for continued financial success of our EMS system. Licensing requirements and Statutes are increasing changing, becoming more numerous, and difficult to stay in compliance and abreast of current mandates. This position assists in the reduction of liability and increases in revenues to these programs.

Evaluation of systems and programs require meticulous information and a mastery of data management programs. It is within this task set the drives our abilities to provide QA and CQI in meaningful and exciting ways to improve our services. Ongoing maintenance and the ability to provide quality assurance and improvement is in drastic need of assistance. Future program development, current program utilization and improvements will require the skills of this position to progressively move forward.

Currently, as EMS Division Chief I am ensuring that basic program needs are being met for our ambulance service, the care we provide, the community paramedic program, the single-role EMS program, CQI, QA, capital projects, vehicle replacement, and serve on multiple community committees and organizations that are committed to the enhancement of the overall health of our community. Where I am falling short is in providing the necessary oversight to maintain all of these programs and ensure that we comply with all necessary requirements. In addition, manipulation of our current records management system requires a specialized skill set to continually produce the data required to manage all programs under my direction. This position closes these critical gaps and places our organization in the best position to ensure we are ready to take care of our community today and in the future.



## ***Columbia River Fire & Rescue*** **Job Classification System**

<b>Position</b>	<b>Medical Services Compliance Specialist</b>
<b>Division</b>	EMS
<b>Immediate Supervisor</b>	Division Chief of EMS
<b>Supervision Exercised</b>	Reviews the work of EMS providers for compliance with State EMS and Federal Medicare rules. Checks for technical competency, quality of work, volume of acceptable work and compliance with district policy & procedures. Indirectly supervises all individuals who work on programs under their management and will review work for quality and compliance.
<b>Salary Status</b>	Monthly salary – qualifies overtime.
<b>Civil Service Status</b>	Non-Civil Service position
<b>Representation Status</b>	This is a non-represented position and is a confidential and administrative employee.

**HIPAA Responsibilities:** The Medical Services Compliance Specialist will have access to “Protected Health Information” generated by the Fire District’s operations as outlined in District SOP L-2. This position must sign a HIPAA confidentiality form.

**General Statement of Duties:** The Medical Services Compliance Specialist shall be responsible for managing the compliance functions to support a complex system of EMS first response and ambulance service delivery under the direct supervision of the Division Chief of EMS.

The Medical Services Compliance Specialist will be responsible for coordinating compliance with multiple state and federal agencies on behalf of the District. The Oregon fire service and EMS system is regulated by multiple entities at the local, state, and federal level. Collectively, these agencies regulate the legal operating requirements to provide care and transportation of the sick and injured. These applicable laws, rules, and industry guidelines include, but are not limited to: personal safety, privacy, fee collection, personnel professional licensure, ambulance licensure, agency licensure, quality assurance, narcotic security, and incident documentation.

This position is responsible for assisting the EMS Division Chief by ensuring on-going compliance with all applicable industry laws, rules, and guidelines that govern the ability to operate the EMS delivery system. The Medical Services Compliance Specialist will create, oversee, and maintain the various programs and practices intended to support the quality assurance and improvement process and reinforce the District’s commitment to excellent patient care. The individual in this position must have the ability to access, retrieve and manipulate data from the District’s records management system (currently ImageTrend) to



## *Columbia River Fire & Rescue* **Job Classification System**

effectively measure performance. The position can provide coaching and counseling for repeated errors and recommend discipline and corrective action to the Division Chief of EMS for non-compliance.

### **Typical Tasks:**

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

1. Interprets and monitors applicable emergency medical services laws and regulations.
2. Ensures licensed ambulance service operations are aligned with local, state, and federal laws, regulatory standards, District guidelines and industry best practices.
3. Advises EMS Division Chief regarding policies and practices relating to transport EMS operations, including emergency operations procedures and other medical programs.
4. Provides support to all line personnel including health issues, protocol, procedures, incident support, and guideline development.
5. Maintains Report Management System software and ensures compliance with all applicable patient care documentation laws and rules. Accesses, retrieves and manipulates RMS data to measure performance and compliance.
6. Conducts preliminary review and investigation of incidents as assigned. Provides coaching and counseling related to performance.
7. Oversees medical Quality Improvement Program. Analyzes and evaluates the effectiveness of the District's patient care. Forwards medical incident reports to the EMS Supervising Physician as indicated.
8. Advises the Training Division Chief on identified EMS training needs and ensures re-licensing requirements are being provided. May provide training to employees.
9. Ensures compliance with all applicable laws regarding medical incident and patient care documentation. Works closely with billing department to ensure medical documentation is appropriate and complete for billing purposes.
10. Participates in the development and implementation of professional management, information and data tracking services. Participates in the identification of medical resource needs and prepares/presents various reports on EMS operations and activities as requested by the EMS Division Chief.
11. Ensures personnel, agency and ambulance licensure and re-licensure are current, complete, and compliant with current rules and regulations.
12. Serves as a member of the EMS Committee.
13. Attends regular meetings, seminars, workshops, and trainings to keep abreast of new industry developments and requirements to ensure agency ongoing compliance with local, state, and federal entities.



## *Columbia River Fire & Rescue* **Job Classification System**

14. The Medical Services Compliance Specialist shall perform other such duties as their supervisor shall assign. The Medical Services Compliance Specialist shall be physically and mentally capable of performing all activities that are required of their position.

### **Required Knowledge, Skills, and Abilities (KSAs):**

1. Have knowledge of and consistently apply the goals of the Fire District as outline in the Vision, Mission, Values and Expectations Statements
2. This position must have a working understanding of current EMS system delivery systems, ambulance transportation models, and state licensing requirements.
3. This position must have in depth understanding of HIPPA rules and regulations.
4. This position must successfully complete a background check.
5. Ability to use new concepts and acquire skills rapidly.
6. Ability to understand, follow and give oral and written instructions.
7. Ability to work effectively with the public, fellow employees and to project a positive image of the organization.
8. Ability to work effectively with the Fire District's computer hardware and software.
9. Ability sufficient to perform work of the class as established by the Fire District.
10. Ability to use knowledge in keeping the Fire District's EMS programs operating smoothly.
11. Ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities in a high activity, multi-task environment.
12. Ability to deliver excellent customer service to the citizens of the Fire District in a wide array of situations, including handling citizen complaints and solving customer problems with positive outcomes.
13. Ability to communicate effectively in both written and verbal form.
14. Knowledge of management principles and practices of human and financial resource management.
15. Ability to manage and control a wide of activities and programs simultaneously.

### **Required Certificates and Other Qualifications:**

1. Maintain Oregon Paramedic Licensure.
2. Eight to ten years of work-related experience in EMS as a transporting paramedic.
3. In depth knowledge of electronic patient care reporting systems, data retrieval, and data management.





## *Columbia River Fire & Rescue* **Job Classification System**

4. Must possess a current, valid driver's license, and maintain a driving record insurable by the District's insurer in order to operate District-owned vehicle or drive a personal vehicle for District Business.
5. Associates degree, preferably in EMS, business, or other healthcare related field, or equivalent experience.
6. Ambulance Compliance Officer Certification within one year of hire.
7. Ability to manage and manipulate EMS data and create reports.

### **Preferred Education and Experience:**

1. Bachelor's degree or above in Fire Science, Emergency Medical Services, Business Administration or a related field.
2. Two years of committee, project management, or program lead experience.
3. Experience working with local, state, and federal government entities with matters relating to EMS treatment and transportation planning and regulation.
4. Experience managing administrative functions that support complex EMS delivery systems.

AGENDA ITEM  
SCAPPOOSE RURAL FIRE

RE: Final Pricing on Rosenbauer Engine                      FOR AGENDA OF: February 13, 2020

FROM: D/C Smythe, Operations                      ACTION: Increase purchase authorization from  
\$435,000 to \$455,000

Final pricing has been received by Scappoose Fire for the Rosenbauer fire engine. This requires an increase of \$20,000 from the original approved request in November 2019. The total change order is \$34,394. The purpose of these changes was to add safety features.

Note changes listed in the Rosenbauer documentation earlier in the board packet.

The original project was approved for \$435,000 with an original proposal of \$425,378. (\$9622)  
The District will receive \$4863 when the chassis is paid. (\$4863)  
Remaining balance of change order is \$19,909.

This increase will have no financial impact on the current year budget as the District planned on paying \$200,000 in down payments and the required down payment is \$126,943. The District can pay the change order increase in the FY 2020-21 budget when the truck is completed and ready for delivery. The amount needed is already saved in the Property Reserve Fund.

**RESOLUTION # 2019-20-005  
DECLARING SURPLUS EQUIPMENT  
BEFORE THE BOARD OF DIRECTORS OF THE  
COLUMBIA RIVER FIRE AND RESCUE FIRE DISTRICT**

WHEREAS, the Board of Directors of Columbia River Fire and Rescue ("District") has determined that certain items ("the Property") in the inventory of Columbia River Fire and Rescue are outdated and are of no use to Columbia River Fire and Rescue 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, Columbia River Fire and Rescue's public contracting rule E-16 provides 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 the Property 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, attached hereto as Exhibit B, prior to conveyance of the Property;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Columbia River Fire and Rescue, Oregon that:

1. The Property attached hereto as Exhibit A is declared Surplus Property and will be disposed of according to the policies of Columbia River Fire and Rescue 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, both of which are attached hereto as Exhibit B.
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 \_\_\_\_\_, 2020, by Columbia River Fire and Rescue's Board of Directors.

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary

Exhibit A—Resolution 2019-20-005

List of Surplus Items:

- (1) 2001 GMC Yukon XL 2500 Lic# E242080 Vin#3GK GK26U11G188124
- (1) 2003 Chevy Suburban Lic# E242079 Vin# 1GNGK25U43R176216
- (1) 2008 GMC Sierra Lic# E242100 Vin# 1GDHK3964E164187
- (1) 1999 Jeep Cherokee Lic# E208739 Vin# 1J4FF28SXXL588177
- (1) 2003 Chevy Tahoe Lic# E224073 Vin# 1GNEK13V93J205111

**AGENDA ITEM**

**COLUMBIA RIVER FIRE & RESCUE**

**SUBJECT/ITEM:** Apparatus Bay Heater

**FOR AGENDA OF:** 2/13/2020

**APPROVED FOR AGENDA:**

**DIVISION OF ORIGIN:** Resource Management

**DATE SUBMITTED:** 2/5/2020

**ACTION REQUESTED:** Approve for purchase and installation

**BUDGET IMPACT**

<b>EXPENDITURE REQUIRED:</b> \$11,192	<b>AMOUNT BUDGETED:</b> \$249,000	<b>APPROPRIATION REQUIRED:</b> Yes
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The District currently has two electric furnace units in place in the apparatus bays at the Rainier station. Both units have failed and must be replaced by a qualified HVAC company.

The District has budgeted for capital improvements to the Rainier Station. The goal is to replace failed facility infrastructure to maintain readiness of emergency response vehicles and equipment as well as comply with Oregon Health Authority rules. The apparatus bays are currently unable to meet a minimum temperature of 60 degrees as determined by OHA during the colder months of the year.

The project includes labor and permits; remove/recycle/dispose of equipment being replaced; licensed electrician to install circuits to units; duct transitions; 2 thermostats; starting and testing procedures. Not included is any drywall patching and painting that may occur as a result of the installation.

We received 2 quotes for the project:

**Feltons Heating & Cooling** \$15,405

**Robben & Sons Heating** \$11,192

**Western Heating & Cooling** – Considered the project but denied the proposal, no estimate given.

**RESOLUTION #2020-02  
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 the Property 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 12<sup>th</sup> day of February, 2020, by Scappoose Rural Fire's Board of Directors.

By: \_\_\_\_\_  
David Graham, Board President

Attest: \_\_\_\_\_  
David Sorenson, Board Secretary

EXHIBIT A

List of Surplus Items:

- (1) 2005 Chevy Suburban K25906 Lic # E231985 Vin# 3GNGK26G15G188871
- (1) 2005 Chevy Suburban K25906 Lic # E229567 Vin# 3GNGK26G95G150630
- (1) 1999 Chevy K3500 Ambulance K3500 Lic# E208742 Vin# 1GBJK34FOXF006469

# EMS BILLING PROCEDURE FOR FINANCIAL HARDSHIP

## FINANCIAL ASSISTANCE AND CLAIM REVIEW

### 1. Introduction

It is the policy of Scappoose Rural Fire District Board of Directors that the Ambulance Service provided by the Fire District will be funded primarily from transport revenue. Therefore, all patients transported will be billed for services in accordance with industry standards. However, it is recognized that ambulance rates and billing practices may result in Fire District patrons being placed in an unreasonable financial position or may elect to refuse services because of an inability to pay for services rendered. Therefore, Scappoose Rural Fire District Board of Directors will implement a Financial Assistance Program for patrons of the Fire District who meet/or qualify under the standards set forth in this policy.

### 2. Available Assistance Programs

- A. The primary financial aid package through the Fire District is the FireMed Program. This program covers its members for any out of pocket expenses after insurance has been billed (provided the member has insurance.)
- B. For patrons who do not have FireMed, Scappoose Rural Fire District Financial Assistance Package will be offered, when requested, to help offset financial burdens to financially distressed patients and families.
- C. Any patron of Scappoose Rural Fire District may submit an ambulance bill for review.

### 3. SRFD Financial Assistance & Claim Review Program

The Financial Assistance & Claim Review Program will offer qualifying patrons an opportunity to have all or a portion of their ambulance service bills adjusted. The patron must meet certain qualifying standards and submit a financial aid package to the EMS Billing Specialist to review.

#### A. Qualifying Standards

- a. A US Citizen or Legal Alien
- b. A resident of Oregon
- c. Have a gross income that meets the standards of the Department of Health and Human Services Poverty Guidelines Level for the number of family members
- d. Not eligible for other financial assistance
- e. Have less than \$5,000 in "liquid assets." Liquid assets are things like cash, checking and savings accounts, stocks and bonds. A home and car are not liquid assets.
- f. Submit an application package with required documentation

#### B. Documentation

- g. Copy of previous year's income tax statement
- h. Paycheck stub or documentation of previous month's income
- i. If patient only has minimal insurance, documentation of insurance coverage.



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FOR FINANCIAL HARDSHIP**

- j. Financial Assistance Form filled out completely
- k. Death certificate if applicable

**C. Financial Assistance Review**

- a. The Financial Assistance Form will be reviewed by the EMS Billing Specialist. If the form is filled out completely and has met all the qualifying standards, the package will be submitted to the EMS Division Chief and/or the Financial Director to review the request and make recommendations for final approval.
- b. Alternatively, if the patient provides documentation that they have received financial hardship assistance from the hospital, the District may match and accept the hospital's adjusted write off percentage.

**4. Authorized Adjustment to Ambulance Bills**

Qualified amounts exceeding \$150.00 will be submitted to the EMS Division Chief and/or the Financial Director. They will make their recommendations for final approval. Patients who qualify for 100% discount will be held accountable for the first \$150.00 regardless of their hardship. Monthly payments will be allowed, not to exceed 8 months. CRFR will waive the \$150.00 accountability on all patients who qualify for the 50% discount, if the remaining balance is greater than \$150.00. Monthly payments will be allowed, not to exceed 12 months. Payments will be due on the 15<sup>th</sup> of every month with a 15-day grace period. One default in non-payment will revoke all financial assistance and the entire patient balance will be sent to a collection agency.

It is not the intent of this policy to automatically dismiss bills but to gauge the individual's ability to pay and adjust the bill accordingly. The following chart, which is used by the Oregon Health Plan, will be the primary guideline for decision making in an individual's ability to pay and/or have their bill adjusted poverty guidelines, which are outlined below. This chart will be updated and adjusted annually or as often as DHS recalculates the guidelines.

<b>2020 Poverty Guidelines for the 48 Contiguous States and the District of Columbia</b>	
<b>Persons in family/household</b>	<b>Poverty guideline</b>
1	\$12,490
2	16,910
3	21,330
4	25,750
5	30,170
6	34,590
7	39,010
8	43,430
For families/households with more than 8 persons, add \$4,420 for each additional person.	

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Persons in family or household	Poverty Guidelines 100% discount	Poverty Guidelines 75% discount	Poverty Guidelines 50% discount	Poverty Guidelines 25% discount
1	12,490	9,368	6,245	3,123
2	16,910	12,683	8,455	4,228
3	21,330	15,998	10,665	5,333
4	25,750	19,313	12,875	6,438
5	30,170	22,628	15,085	7,543
6	34,590	25,943	17,295	8,648
7	39,010	29,258	19,505	9,753
8	43,430	32,573	21,715	10,858
each add'l person	4,180	3,135	2,090	1,045

Approved: President, David Graham \_\_\_\_\_  
Secretary, David Sorenson \_\_\_\_\_  
Date: February 13, 2020