

**Scappoose Rural Fire District**  
**Board of Directors Regular Meeting**  
**Thursday, January 11, 2023**

Join on your computer or mobile app

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**Or join by entering a meeting ID**

Meeting ID: 273 755 937 628

Passcode: khapZx

- I. Call to Order & Flag Salute
- II. Roll Call
- III. Public Comment  
**“This is the time for public comment on agenda and non-agenda items. The Board will not take any immediate action but will document all comments and/or concerns. Please note, personnel concerns will not be discussed in a public meeting. If you have any concerns with personnel, please schedule a meeting with the Fire Chief or Board President.”**
- IV. Consent Agenda
  - A. Approve Minutes from 12-14-2023 regular meeting
  - B. Approve Dec. 2023 Profit & Loss Detail
  - C. Approve Dec. 2023 Budget vs. Actual
- V. Statistical Data
  - A. Ambulance Activity Report
  - B. Response Activity Report
  - C. Community Paramedic Program
  - D. UAS Flight Summary
- VI. Staff Reports
  - A. Chief’s Report
  - B. Operations Report
  - C. Fire Marshal & Training Report
  - D. Battalion Chief’s Report
  - E. Member Outreach Report

- F. Finance Report
- VII. Old Business
  - A. Lexipol Policy Updates (None at this meeting)
- VIII. Committee Reports
  - A. Management Team
  - B. Long Range Planning Committee
  - C. Awards & Incentives
- IX. Miscellaneous
- X. New Business
  - a. Appoint Budget Officer
  - b. Approve Budget Calendar
  - c. Purchase Proposal (Replacement of two light apparatus)
  - d. Major Budget Item Discussion
- XI. Communications
- XII. Good of the Order
- XIII. Adjourn

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

# **PREVIOUS MEETING MINUTES**

**Scappoose Rural Fire District**  
**Board of Directors Regular Meeting**  
**Thursday, December 14, 2023**

- I. Call to Order & Flag Salute- President Reeves called the meeting to order at 7:01 pm and led the flag salute.
  
- II. Roll Call- President Reeves, Vice President Graham, Director Kriek, Director Gift, Director Sorenson, Chief Pricher, Asst. Chief Marks, BC Tim Hennigan, Lt. Anderson, FF Ahlers, FF Mathews, FF Hughes, FF Bernier, Emma Marks, and Member Outreach H. Oberbarnscheidt, FA Heath attended electronically.
  
- III. Public Comment- None.
  
- IV. Consent Agenda
  - A. Approve Minutes from 11-9-2023 regular meeting- No comment.
  
  - B. Approve Nov. 2023 Profit & Loss Detail- Directors asked about account 750 expenses. Chief Pricher explained that multiple apparatuses needed repair throughout the month, including the Rosenbauer engine. This apparatus is still out of service. Chief Marks spoke to specific apparatus repairs.

Director Sorenson asked if the discussion regarding audit expenses should take place at this point in the meeting or later during New Business. This will be discussed later in the meeting.

Chief Pricher explained that the IT company chose to change their billing practices mid-year. After we explained that changing billing practices in the middle of a fiscal year makes it difficult for agencies that operate on a July 1 to June 30 budget cycle, Centerlogic has agreed to hold off on changes until July 1, giving us time to budget accordingly.

- C. Approve Nov. 2023 Budget vs. Actual- Director Sorenson noted that tax turnovers were coming in.

Director Kriek moved to approve the consent agenda. Director Gift seconded.

**The motion passed unanimously.**

V. Statistical Data

- A. Ambulance Activity Report- Chief Pricher noted that ambulance revenue fluctuates month to month, which is why we budget conservatively. Director Sorenson asked if GEMT revenue was part of ambulance revenue. Chief Pricher explained that it is a separate line item but related to fire service EMS revenue.
- B. Response Activity Report- Chief Pricher noted that our responses are slightly below what they were at this point last year. Director Graham asked for the average run time for a transport. Depending on the facility transported to, the average time is 2.5 hrs. Overlapping call statistics were discussed among the board.

President Reeves asked for the number of active volunteers. There are approximately 22, at various levels of involvement. Member Outreach Oberbarnscheidt explained the number of new applicants, EMS only, support, and volunteers involved in the academy.

- C. Community Paramedic (CP) program- Thanks to CP Nina Kerr-Bryant and BC Hennigan for working to build the data reporting included in November's packet. Board members expressed interest in how this data is reported and how it will impact the community.  
The use of strictly electronic record keeping is new to the community paramedic, so the Chiefs thanked the staff for helping get this process on-boarded. The entire program was described to the Board, including how the CP is dispatched to clients, program funding, and the cost-savings it provides.
- D. UAS Flight Summary- Director Gift asked if maintenance services to the UAS happened at specific hour intervals. Chief Pricher answered that each aircraft has its own service schedule.

VI. Staff Reports

- A. Chief's Report- Director Gift asked about specific meetings listed in the Chief's report. Chief Pricher described the purpose and content of the meetings he attended in Nov. Director Sorenson referred to the photo of the water tender during the build process. He asked about water capacity. Chief Pricher answered 3,000 gal. and described its features.

- B. Operations Report- Chief Marks shared news that the Board of Commissioners extension of the current franchise agreements for the Ambulance Service Areas. At the time of this extension, the Board of Commissioners was not aware that the new ASA document had been approved by OHA on Monday, Dec. 11, 2023. This will be official and presented to the Commissioners within the next two weeks. These were extended through December 31, 2024.

Director Graham asked if the Chapman roof project had begun. Chief Marks said it had just begun earlier in the day. Director Graham asked about R431 maintenance expenses. Chief Marks explained the decision to scrap this apparatus due to high maintenance fees and low mileage.

Director Gift asked about transponders on FB43. FB43 is in service for Christmas Ships but will be pulled again to put the second transducer on the boat.

- C. EMS Operations Report- This report will be combined in the Operations Report in future board packets.
- D. Fire Marshal & Training Report- Director Gift asked if those items listed were in priority order. Chief Pricher said yes.

Director Kriek asked about a meeting Chief Bautista attended with the economic development council. Chief Pricher said Chief Bautista attended a meeting as the fire service representative. No details were shared as this is an ongoing project that is still in negotiations.

Director Sorensen asked about two new FF 1 volunteers. MO Oberbarnscheidt will provide an update on the status and number of volunteers in the January board packet.

President Reeves noted the swearing-in ceremony scheduled for December 27<sup>th</sup>. Chief Pricher confirmed this ceremony.

The program at Scappoose High School has been fully approved through PCC and the agreement has been signed. There are currently 17 students in attendance. Chief Bautista and Chief Pricher will be at SHS in January 2024 every workday morning teaching the J-Term class.

- E. BC Hennigan's Report- BC Hennigan works in the office on Tuesdays from 0800-1800. President Reeves asked about Blue Card training. Chief Pricher explained that he will be taking Duty Officer shifts in the future.
- F. Finance Report- Director Sorenson asked if there were additional comments on the auditor RFP. FA Heath shared the purpose for going out for an RFP and provided

historical background and reasoning for rotating auditors periodically. The District may have a difficult time finding qualified, licensed auditors given the current statewide shortage.

VII. Old Business - None

VIII. Committee Reports

- A. Management Team- Items discussed during this meeting included LOSAP follow-up and resolution for volunteers involved in it. Chief Pricher will research the history of this proposal so the Board can decide how to resolve the issue with LOSAP funds at the February meeting of the Board.

Conflagration revenue over what was spent on personnel will be redirected to purchases of wildland equipment, technical rescue, and training in FY24-25.

The letter from CRFR was discussed. See New Business minutes.

- B. Long Range Planning Committee- This committee met and discussed the need for a strategic plan prior to going out for a bond. The amount and timing of a bond need to be planned out. See New Business minutes.
- C. Awards & Incentives- No meeting in November. There will be a meeting in January to begin planning the Awards Banquet. Member Outreach Oberbarnscheidt will be included in these committee meetings.

IX. Miscellaneous- No miscellaneous items.

X. New Business

- A. Board approval to issue Auditor Request for Proposal- President Reeves asked how much work is involved for administrative staff when a change in audit firm takes place. Administrative work with auditing firms is relatively similar across firms. Director Graham moved to do a request for proposals for audit services. Director Kriek seconded.

**The motion carried unanimously.**

- B. Bond Discussion- The Board discussed the need to identify, with the help of an outside firm, the needs, and procedures for going out for a bond. Items discussed included pursuing estimates, use of savings, timelines, and the need for an accurate and detailed informational campaign.

Director Kriek moved to direct staff to investigate options for a bond. Director Sorenson seconded.

**The motion carried unanimously.**

- C. Letter from CRFR- The letter from Interim Chief Erik Smythe which was pushed out to CRFR staff and the media is attached under communications in the board packet pgs. 58-60. Chief Pricher drew the Board's attention to paragraph 2, pg. 59. Two items of concern were highlighted for the Board's consideration and discussion. Chief Pricher read the highlighted paragraph. Chief Pricher stated that with Scappoose Fire being named in the letter, he is unsure of the author's intent, specifically with regard to the phrase 'trying to recover funds'. Chief Pricher said the paragraph is ambiguous and includes false statements. It is unclear what was meant by the verbiage 'Scappoose chief arrangement'.

When the letter became public, Chief Pricher spoke with CRFR Board Chair Kelly Niles asking for a retraction of the letter based on the timeline of events that led to CRFR's current financial situation. CRFR Chair Niles then said the letter referred to former Fire Chief Dennis Hoke. Chief Pricher reminded Mr. Niles that he was a member of CRFR's board that hired Chief Hoke, therefore, he implicated himself. The assertion in the letter that the 'Scappoose chief arrangement' was a partial cause for CRFR's overspending is untrue. This statement, among others in the letter, can be proven false based upon the fact there were no agreements between SRFD and CRFR after the IGA was terminated in May 2020. The spend-down of CRFR's \$4.5 million took place after May 2020. President Niles told Chief Pricher he would talk with Interim Chief Smythe to have a retraction printed. No retraction was forthcoming. On Monday, December 11, 2023, Chief Pricher spoke with Mr. Niles while working in his capacity with ODF, asking for an update on a retraction. Mr. Niles said CRFR checked with their board's attorney who said CRFR didn't need to submit a retraction since the letter hadn't caused any problems and unless there were issues, CRFR did not plan to retract the letter. With this, Chief Pricher reasserted that the information in the letter was inaccurate, and the conversation they were currently having indicated that it had caused problems. At 3:00 pm December 14, 2023, CRFR Board Chair Niles and Interim Chief Smythe issued a clarification statement. The statement included the following: 'with reference to the depletion of funds... the previous statement regarding the chief arrangement was not intended to insinuate that Scappoose Fire was responsible for CRFR's financial instability'.

Chief Pricher spoke with SRFD's attorney regarding the letter and clarification statement. SRFD's attorney suggested the following options available to the Board: 1) SRFD can counter CRFR's assertions, 2) respond with a retraction statement of our own that highlights the inaccuracies in CRFR's letter and provides documentation to support the statements, 3) document the discussion in board minutes, and post on our website so the public has access to factual information.

Board discussion focused on maintaining working relationships with our neighbors while also providing the public with accurate information. Directors noted they hoped CRFR would be very careful with their statements and report only clearly written,



factual information, especially when including references to other agencies in public statements. Media representatives are responsible for vetting information prior to printing. Board members discussed how this is not about the line staff of CRFR; the Board hopes to ensure good working relationships with the rank and file of CRFR.

The consensus of the Board was option 3. Should the media approach Chief Pricher the board directed him to share factual information.

- XI. Communications- Thank you letter from Mt. St. Helens DAR
- XII. Good of the Order- Thank you to all involved in Share & Care 2023. Distribution Day is Sunday, December 17, 2023.
- XIII. Adjourn- The Meeting adjourned at 8:44 pm.

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Mark A Gift – Board Secretary-Treasurer

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Date

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Submitted by Maria Heath

# Scappoose Rural Fire District

## FY 2023 Mid-Year Budget Update

This document is intended to provide financial information through December 31, 2023 and projections through fiscal year-end compared to the budget. Below are highlights of specific issues and events.

### General Fund – Revenue

The District budgeted property tax revenue based on estimated assessed values from Columbia & Multnomah County. The actual imposed taxes came in higher than the estimated values by \$135,087. This helped off-set a portion of the permanent tax turnovers lost to the Urban Renewal District. The District had received 104% of the Local Option taxes and 99% of the Permanent taxes by December 31, 2023.

EMS revenue is running ahead of budget by approximately 12%. The volatility of EMS revenue makes it difficult to gauge the amount we can expect to receive by June 30, but using the average monthly revenue over the last 12 months of \$75,600 indicates we'll exceed the budget by around \$180,000.

1/6/2024

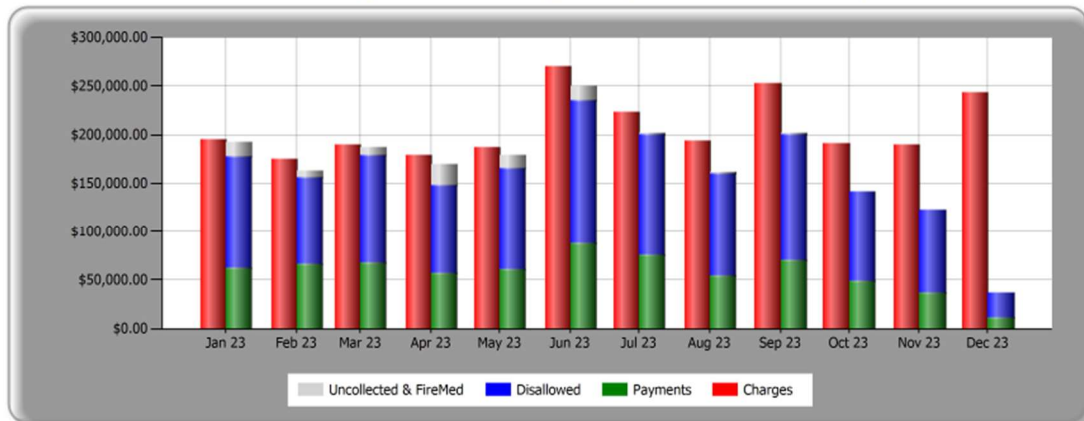
#### Scappoose RFPD ANNUAL COLLECTION STATISTICS

Date Of Service	1/1/2023
Date Of Service	12/31/2023
Invoices	0
Company	Scappoose RFPD

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jan 23	87	195,039.80	-62,727.74	32 %	-5,999.79	3 %	-115,256.18	59 %	-8,097.89	4 %	2,958.20	2 %
Feb 23	79	175,172.00	-66,095.12	38 %	-3,495.20	2 %	-90,495.04	52 %	-3,327.00	2 %	11,759.64	7 %
Mar 23	86	189,890.80	-67,659.30	36 %	-4,310.11	2 %	-111,743.83	59 %	-3,979.64	2 %	2,197.92	1 %
Apr 23	80	178,702.60	-56,553.14	32 %	-3,901.44	2 %	-92,273.56	52 %	-17,307.84	10 %	8,666.62	5 %
May 23	84	186,828.00	-60,521.05	32 %	-1,501.00	1 %	-105,520.70	56 %	-11,254.09	6 %	8,031.16	4 %
Jun 23	121	270,282.60	-87,960.88	33 %	-6,097.44	2 %	-147,630.99	55 %	-8,729.96	3 %	19,863.33	7 %
Jul 23	101	223,169.80	-76,457.57	34 %	-1,576.54	1 %	-124,153.58	56 %	-0.00	0 %	20,982.02	9 %
Aug 23	87	194,554.40	-54,792.16	28 %	-575.00	0 %	-106,577.86	55 %	0.00	0 %	32,609.38	17 %
Sep 23	115	252,600.20	-70,116.81	28 %	-771.80	0 %	-130,848.75	52 %	0.00	0 %	50,862.84	20 %
Oct 23	86	190,960.40	-49,319.88	26 %	0.00	0 %	-91,980.07	48 %	0.00	0 %	49,660.45	26 %
Nov 23	86	189,492.80	-37,500.24	20 %	0.00	0 %	-85,591.59	45 %	0.00	0 %	66,400.97	35 %
Dec 23	110	244,041.00	-11,015.28	5 %	0.00	0 %	-25,969.42	11 %	0.00	0 %	207,056.30	85 %

1,122      2,490,734.40      -700,719.17      -28,228.32      -1,228,041.57      -52,696.51      481,048.83

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



The budgeted amount for GEMT revenue increased last year from \$50,000 to \$125,000. By 12/31/23 the District had received \$90,944. It is likely the District will exceed the budgeted amount since we expect additional GEMT payments in March & May 2024.

The REMS unit deployed in August with personnel from SRFD & two individuals who contracted with us from Clackamas Fire. Revenue generated from this deployment covered expenses for both agency’s personnel & equipment, and the excess revenue was used to improve equipment for the next deployment.

Interest earned on investments was larger than expected due to higher interest rates in the last half of 2023. As of 12/31, the District had received \$16,000 more than was budgeted. We expect interest revenue to taper in 2024 as interest rates are expected to drop.

**General Fund – Expenses**

**Personnel Services:** We are fully staffed as of 1/1/24. We weathered the 2023 fire season which helped save budgeted salary & benefit expenses. PERS rates will remain the same until 2025, so personnel benefits are projected to be within budget.

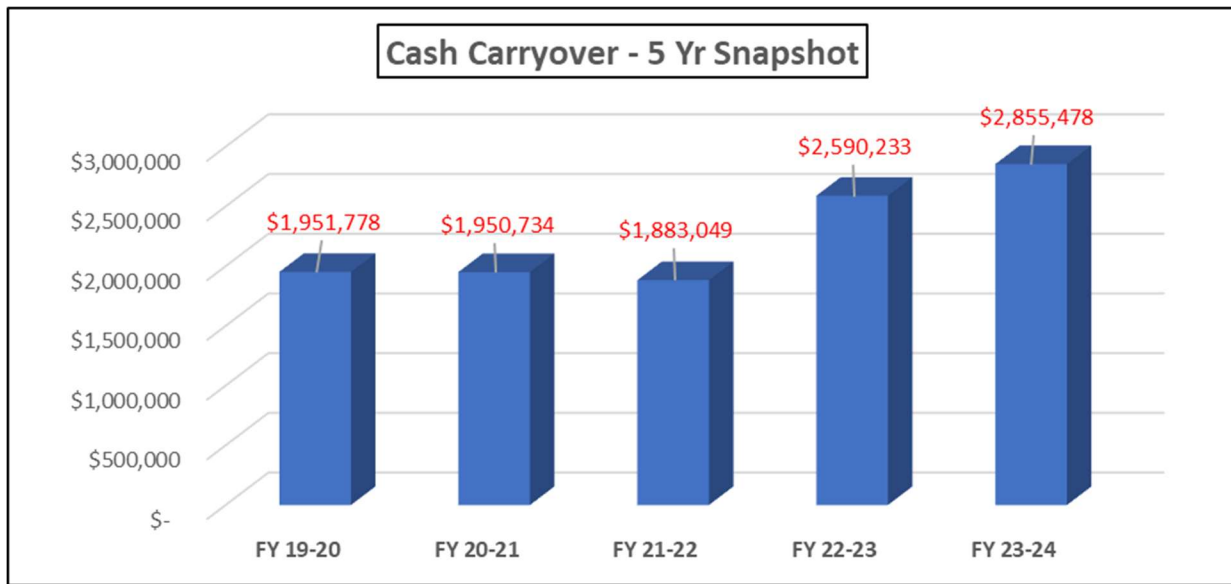
**Materials & Services:** Contract Services budget line includes a payment to Clackamas Fire for the REMS contract employees. Without this single payment, this line item would be well within budget. Maintenance on Equipment, Administration, and Information Technology are also over budget. All other line items are within budget. The Materials & Services budget total is 47% depleted as of 12/31. A close eye on spending in this section of the budget will be necessary to stay within the \$973,445 budgeted amount without the need for another supplemental budget.

**Capital Outlay**

The District has committed to purchasing apparatus & equipment from revenue that exceeds the budgeted amounts and grant awards. In FY23-24, the following capital outlay purchases were made or are expected:

FY 23-24 Apparatus & Equipment Purchases		
23-Oct Fixed wing UAS	\$ 35,100	Grant Purchase
23-Oct GPS Equipment for fixed wing	\$ 5,259	Grant Purchase
23-Nov New Engine	\$ 650,000	District funds
23-Nov New Water Tender	\$ 450,000	Grant purchase + District funds
23-Dec F550 Cab & Chassis	\$ 74,550	District funds
24-Spring Squad Vehicle	\$ 100,000	District funds
24-Spring Command Vehicle	\$ 100,000	District funds
24-Spring Photocopier	\$ 15,000	Budget amount
24-Spring Training Room Upgrades	\$ 45,000	Budget amount
24-Spring Tap-Out System	\$ 40,000	Budget amount

## Cash Carryover to Next Fiscal Year



Given that we've collected 100% of the budgeted tax turnovers and the District's conservative approach to budgeting revenue & expenditures, it is likely we will see increases in the cash carryover much like we have in the last two years.

**Grants/Special Funding** -Regular drawdowns on the Senate Discretionary Funding SHS Project have begun, with approximately \$150,000 still to be requested.

The first-year installment of the SAFER grant (\$85,000) will be requested within the next few months.

The State Homeland Security UAS grant of \$59,350 was used to purchase a fixed wing aircraft and related materials & services.

The District received \$35,000 from OSFM for wildland staffing, but expended only \$15,851. This means we have \$17,564 remaining for wildland staffing in 2024.

The District continues to apply for various grants, but cannot guarantee revenue beyond the amounts currently budgeted.

**Real & Personal Property Reserve Fund** -The District was awarded a FEMA Assistance to Firefighter Grant (AFG) in the amount of \$398,000. This grant will be used to purchase the water tender. Additional equipment for this apparatus is expected to bring the cost closer to \$450,000.

A Type 1 Engine will be purchased from the Property Fund for approximately \$650,000.

A new utility cab & chassis was purchased in December 2023 for \$74,550.

During the budget process for FY 23-24, there were four planned apparatus replacements. At that time, the District planned to purchase a command vehicle and a squad. However, due to multiple maintenance expenses the apparatus committee decided a new utility was a priority purchase. A combination of District funding & a portion of the supplemental budget was used to purchase the utility.

The purchase of a squad and command vehicle are still planned for spring 2024.

**Personnel Reserve Fund** -The District's commitment to keeping a \$200,000 balance in this fund for retirement, unemployment, vacation, and long-term sick leave payouts remains. There are no personnel services payouts expected for the remainder of this fiscal year.

# **EXPENSE ACCOUNT ACTIVITY**

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>Ordinary Income/Expenses</b>						
Income						
<b>1. GENERAL FUND REVENUES</b>						
	EMS Receipts					\$52,699.13
	Fire Marshal					\$35.78
	FireMed					\$3,159.50
	Grant Awards					\$70,512.50
	Interest Earned on Investments					\$23,488.30
	Miscellaneous Revenue					\$3,225.83
	Property Taxes					
	Taxes - Current					\$590,410.62
	Taxes - Prior Years					\$4,909.40
	<b>Total for Property Taxes</b>					<b>\$595,320.02</b>
	<b>Total for 1. GENERAL FUND REVENUES</b>					<b>\$748,441.06</b>
	<b>3. PROPERTY FUND REVENUES</b>					<b>\$123.30</b>
	<b>4. PERSONNEL SVCS FUND REVEN</b>					<b>\$891.13</b>
	<b>Total for Income</b>					<b>\$749,455.49</b>
Expenses						
<b>1..GENERAL FUND EXPENDITURES</b>						
1...						
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>						
550 Insurance						
12/05/2023	Expense		Benefit Help Solutions(FSA)	Flex Savings Reimbursement	Checking U.S. Bank	300.00
12/14/2023	Bill	12012023	Standard Insurance	LTD, AD&D, Life Insurance	Accounts Payable	1,613.42
12/14/2023	Bill	12012023	S.D.I.S.	December Health Insurance	Accounts Payable	32,115.61
12/18/2023	Expense		Benefit Help Solutions(FSA)	Monthly fee	Checking U.S. Bank	125.00
12/27/2023	Bill	122023	HRA VEBA Trust	ER Contributions Oct.	Accounts Payable	10,697.40
12/27/2023	Bill	122023	Colonial Life	Accident/Cancer policy for volunteers	Accounts Payable	866.00
12/28/2023	Expense		Paychex Payroll	Flex spd-cash out	Checking U.S. Bank	10,067.10
12/28/2023	Expense		Paychex - tax	OR ER Work Benefit	Checking U.S. Bank	60.20
	<b>Total for 550 Insurance</b>					<b>\$55,844.73</b>
560 Personnel Salaries						
12/12/2023	Expense		P.E.R.S.	EE PERS IAP Contrib.	Checking U.S. Bank	14,270.09
12/14/2023	Bill	12012023	Standard Insurance	STD	Accounts Payable	79.32
12/14/2023	Bill	12012023	S.D.I.S.	Sect. 125 Insurance	Accounts Payable	2,254.76
12/14/2023	Bill	12012023	American Heritage Life Insurance Co.	Life Ins - Anderson/Marks	Accounts Payable	136.90
12/27/2023	Bill	122023	Standard Insurance	OPFML	Accounts Payable	1,465.66
12/27/2023	Bill	122023	Principal Financial Group	Employee Insurance- Anderson	Accounts Payable	52.24
12/27/2023	Bill	122023	Inroads Credit Union	Dec. food fund	Accounts Payable	945.00
12/27/2023	Bill	122023	Tualatin Valley Fire Fighters Union	Dec. Union dues	Accounts Payable	2,593.72
12/27/2023	Bill	122023	HRA VEBA Trust	EE Contributions Oct.	Accounts Payable	2,888.00
12/28/2023	Expense		Paychex Payroll	Phone pay	Checking U.S. Bank	50.00
12/28/2023	Expense		Paychex Payroll	Longevity	Checking U.S. Bank	1,192.56
12/28/2023	Expense		Paychex Payroll	ShiftDf-Acting Lt. Pay	Checking U.S. Bank	12.50
12/28/2023	Expense		Paychex Payroll	OT	Checking U.S. Bank	14,611.04
12/28/2023	Expense		Paychex Payroll	Incentives	Checking U.S. Bank	2,013.99
12/28/2023	Expense		Paychex - tax	EE Payroll Tax WH	Checking U.S. Bank	56,570.02
12/28/2023	Expense		Paychex Check	Contract payment	Checking U.S. Bank	805.00
12/28/2023	Expense		Paychex Payroll	Deferred Compensation	Checking U.S. Bank	8,826.42
12/28/2023	Expense		Paychex Payroll	FLSA-OT	Checking U.S. Bank	10,587.15
12/28/2023	Expense		Paychex Payroll	Balance of Net Pay	Checking U.S. Bank	95,057.64
12/29/2023	Expense		Voya - Oregon Savings Growth Plan	Dec. OSGP Contributions	Checking U.S. Bank	22,558.41
	<b>Total for 560 Personnel Salaries</b>					<b>\$236,970.42</b>
570 SocSec/Medicare(FICA)						
12/28/2023	Expense		Paychex - tax	ER Payroll Taxes	Checking U.S. Bank	16,255.93
	<b>Total for 570 SocSec/Medicare(FICA)</b>					<b>\$16,255.93</b>
580 Volunteer Services						
12/14/2023	Bill	12012023	Greenup, Cade	Dec . cell phone use	Accounts Payable	34.00
12/14/2023	Bill	12012023	Greisen, Michael S.	Dec. cell phone use	Accounts Payable	34.00
	<b>Total for 580 Volunteer Services</b>					<b>\$68.00</b>
590 Personnel Benefits						
12/12/2023	Expense		P.E.R.S.	ER PERS Pension Contrib.	Checking U.S. Bank	67,013.87
12/27/2023	Bill	122023	Standard Insurance	OPFML	Accounts Payable	977.10
12/28/2023	Expense		P.E.R.S.	ER PERS Pension Contrib.	Checking U.S. Bank	648.00
	<b>Total for 590 Personnel Benefits</b>					<b>\$68,638.97</b>
	<b>Total for 1.1 GENERAL FUND PERSONNEL SVCS</b>					<b>\$377,778.05</b>
1.2 GENERAL FUND MATERIAL & SVC						
670 Contract Services						
12/27/2023	Bill	14110	National Testing Network	Annual NTN for FF Testing & Recruitment thru 12/1/24	Accounts Payable	500.00
	<b>Total for 670 Contract Services</b>					<b>\$500.00</b>
740 Uniforms						
12/06/2023	Expense		LaHaie's	Uniform patches & placement	Credit Card Master Acct. 3512:0198	49.00
12/27/2023	Bill		Galls, LLC	1 pr Mens poly/wool trouser	Accounts Payable	209.99

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>Total for 740 Uniforms</b>						<b>\$258.99</b>
750 Maintenance on Equipment						
12/12/2023	Expense		Shell Oil	Fuel for C43 Sunriver Conference	Credit Card Master Acct. 3512:7084	100.00
12/14/2023	Bill	0834587	Wilcox & Flegel	Bio Diesel - 325 gal @ \$3.12982	Accounts Payable	1,019.39
12/14/2023	Bill	20018	Pro Automotive & Diesel	2005 Chevy Suburban oil change	Accounts Payable	112.51
12/14/2023	Bill	FA3HPNYM9R	Oregon Dept of Aviation	FA3HPNYM9R	Accounts Payable	25.00
12/14/2023	Bill	163406	Rocky Pointe Marina	Fuel for FB43 - 57 gal @ \$5.49/gal	Accounts Payable	312.93
12/15/2023	Expense		Amazon	Headlight Assembly - AP3305	Credit Card Master Acct. 3512:2972	72.78
12/18/2023	Expense		Amazon	Headlight Assembly - AP3305 - replacement	Credit Card Master Acct. 3512:2972	72.78
12/27/2023	Bill	942042	Sunset Auto Parts	2 AGM batteries & core deposit	Accounts Payable	787.98
12/27/2023	Bill	940888	Sunset Auto Parts	Spade terminal	Accounts Payable	8.98
12/27/2023	Bill	942518	Sunset Auto Parts	6 mo warranty battery & core deposit	Accounts Payable	474.04
12/27/2023	Bill	944387	Sunset Auto Parts	AP3307 headlights	Accounts Payable	44.99
12/27/2023	Bill	944388	Sunset Auto Parts	LED signal x5	Accounts Payable	207.35
12/27/2023	Bill	944546	Sunset Auto Parts	Fluid filter FB43	Accounts Payable	47.49
12/27/2023	Bill	944386	Sunset Auto Parts	Misc cable ties	Accounts Payable	150.62
12/27/2023	Bill	944629	Sunset Auto Parts	3 yr warranty battery & core deposit	Accounts Payable	190.97
12/27/2023	Bill	944639	Sunset Auto Parts	battery accessories	Accounts Payable	7.99
12/27/2023	Bill	O04638	True North Emergency Equipment	Environ. fees and shop supplies	Accounts Payable	188.10
12/27/2023	Bill	O04638	True North Emergency Equipment	Rosenbauer Pump test & valve (labor)	Accounts Payable	1,980.00
12/27/2023	Bill	O04638	True North Emergency Equipment	Rosenbauer Pump test & valve (parts)	Accounts Payable	1,188.47
12/27/2023	Bill	20030	Pro Automotive & Diesel	HazMat charges	Accounts Payable	17.61
12/27/2023	Bill	20030	Pro Automotive & Diesel	2006 Dodge Sprinter maint. (parts)	Accounts Payable	143.36
12/27/2023	Bill	20030	Pro Automotive & Diesel	2006 Dodge Sprinter maint. (labor)	Accounts Payable	1,618.00
12/27/2023	Bill	22900578618	Les Schwab Tires	Mobile truck fee	Accounts Payable	134.99
12/27/2023	Bill	444421/4	Ace Hardware - Scappoose	Misc fasteners	Accounts Payable	3.63
12/27/2023	Bill	444727/4	Ace Hardware - Scappoose	Utility Heater	Accounts Payable	49.99
12/27/2023	Bill	444834/4	Ace Hardware - Scappoose	Lumen scene light	Accounts Payable	8.99
12/27/2023	Bill	946857	Sunset Auto Parts	2.5 DEF & electrical connector	Accounts Payable	170.04
<b>Total for 750 Maintenance on Equipment</b>						<b>\$9,138.98</b>
760 Administration						
12/01/2023	Check	SVCCHRG			State Pool	0.10
12/05/2023	Expense		Fred Meyer	Charging cable for MO computer	Credit Card Master Acct. 3512:5425	19.99
12/05/2023	Expense		Amazon	Cards for Staff	Credit Card Master Acct. 3512:2972	25.60
12/05/2023	Expense		Amazon	2 Multi Charging Cables	Credit Card Master Acct. 3512:2972	20.79
12/05/2023	Expense		Amazon	Cards for Staff	Credit Card Master Acct. 3512:2972	16.95
12/13/2023	Expense		FAADroneZone	UAS Registration	Credit Card Master Acct. 3512:7084	5.00
12/13/2023	Expense		Pizza Vendor	Safety Mtg dinner	Credit Card Master Acct. 3512:4369	124.75
12/14/2023	Bill	444926/4	Ace Hardware - Scappoose	Velcro Tape	Accounts Payable	9.99
12/14/2023	Bill	05-203418	DocuMart Printing & Copying	Bus. Cards for 6 employees	Accounts Payable	437.94
12/14/2023	Bill	67934	Local Government Law Group	Personnel matter	Accounts Payable	135.00
12/14/2023	Bill	860669	Pacific Office Automation, Inc.	B/W Copies Nov.	Accounts Payable	57.98
12/14/2023	Bill	305858	Pamplin Media - Spotlight	Supplemental Budget Public Notice	Accounts Payable	25.00
12/14/2023	Bill	AIE19052	Government Ethics Commission	07/01/2023 - 06/30/2024 AIE 19052	Accounts Payable	945.68
12/14/2023	Expense		Fred Meyer	Partner agency recognition	Credit Card Master Acct. 3512:5425	18.95
12/14/2023	Expense		Scappoose Bagel	Partner agency recognition	Credit Card Master Acct. 3512:5425	116.15
12/14/2023	Expense		US Bank	Analysis Service Charge	Checking U.S. Bank	16.95
12/20/2023	Expense		Fred Meyer	Partner agency recognition	Credit Card Master Acct. 3512:5425	24.48
12/21/2023	Expense		U.S. Postal Service	Postage for uniform to Lighthouse	Credit Card Master Acct. 3512:0198	10.55
12/29/2023	Expense		Paychex Invoice	payroll processing invoice	Checking U.S. Bank	229.55
<b>Total for 760 Administration</b>						<b>\$2,241.40</b>
765 Information Technology						
12/03/2023	Expense		JAMF Software, LLC	monthly subscription	Credit Card Master Acct. 3512:5425	196.00
12/14/2023	Bill	308859-20230712	AirData UAV, Inc.	Enterprise Subscription 1 yr.	Accounts Payable	1,200.00
12/14/2023	Bill		City of Portland - Bureau of Tech Services	800 MHZ access Dec.	Accounts Payable	166.71
12/14/2023	Bill	9950661942	Verizon Wireless	Machine to Machine	Accounts Payable	7.87
12/14/2023	Bill	9950591162	Verizon Wireless	iPhones & iPads	Accounts Payable	576.59
12/14/2023	Bill	86352	TargetSolutions Learning LLC	66 TSCRPRO subscrip. @ \$61.95 ea.	Accounts Payable	4,088.70
12/14/2023	Bill	145	Kleinberg Tech	November Report	Accounts Payable	210.00
12/14/2023	Bill	12012023	Comcast Business	Main station IT Dec.	Accounts Payable	253.85
12/14/2023	Bill	88890	Centerlogic, Inc.	3.5 hrs @ \$115	Accounts Payable	402.50
12/14/2023	Bill	89162	Centerlogic, Inc.	Monthly billing for December	Accounts Payable	1,711.50
12/14/2023	Bill	285289	ArchiveSocial	1/1/24-12/31/24 Archive Subscription	Accounts Payable	3,141.00
12/15/2023	Expense		Fred Meyer	Webcam for Comm Para	Credit Card Master Acct. 3512:2972	59.99
12/17/2023	Expense		Apple Inc.	monthly storage	Credit Card Master Acct. 3512:4369	9.99
12/18/2023	Expense		CenturyLink	Holbrook modem	Credit Card Master Acct. 3512:2972	75.00
12/18/2023	Expense		CenturyLink	Main Station backup	Credit Card Master Acct. 3512:2972	60.00
12/19/2023	Expense		Apple Inc.	Apple care renewal	Credit Card Master Acct. 3512:4369	139.99
12/22/2023	Expense		Intuit Quickbooks	QBO monthly invoice	Credit Card Master Acct. 3512:2972	90.00
12/23/2023	Expense		Prezi	Presentation software	Credit Card Master Acct. 3512:7084	59.00
12/27/2023	Bill	94621716	ESRI	GIS mapping software	Accounts Payable	5,000.00
12/27/2023	Bill	820448	Spectrum VoIP	VOIP monthly charge	Accounts Payable	29.78
12/27/2023	Bill	122023	AT&T Mobility	Dec. charges - phones, iPads	Accounts Payable	682.70
12/27/2023	Bill	122023	CenturyLink	Chapman Internet	Accounts Payable	84.25
12/27/2023	Bill	89560	Centerlogic, Inc.	.5 hrs @ \$115	Accounts Payable	57.50
<b>Total for 765 Information Technology</b>						<b>\$18,302.92</b>
770 Cleaning Materials & Supplies						
12/08/2023	Credit Card Expense		Amazon		Credit Card Master Acct. 3512:2972	69.96

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>Total for 770 Cleaning Materials &amp; Supplies</b>						<b>\$69.96</b>
775 Emerg. Operating Supplies						
12/04/2023	Expense		Ereplacement parts.com	Chainsaw parts	Credit Card Master Acct. 3512:5425	89.29
12/06/2023	Expense		DJI Service LLC	UAS repair	Credit Card Master Acct. 3512:7084	900.00
12/14/2023	Bill	27930	SeaWestern Fire Apparatus	Shipping & Handling	Accounts Payable	14.20
12/14/2023	Expense		Amazon	Fabric Softener	Credit Card Master Acct. 3512:2972	38.97
12/14/2023	Bill	27930	SeaWestern Fire Apparatus	Boston leather belt	Accounts Payable	21.00
12/27/2023	Bill	23-37078	Northwest Safety Clean	Nameplate for turnout set	Accounts Payable	74.88
12/27/2023	Bill	27077	SeaWestern Fire Apparatus	4" hose - 100 ft x 11 @ \$1117.95	Accounts Payable	12,297.45
12/27/2023	Bill	28384	SeaWestern Fire Apparatus	6 Detachable earlaps @ \$37.75	Accounts Payable	243.12
12/27/2023	Bill		Crux Rescue LLC	Rope Rescue materials	Accounts Payable	4,493.86
12/27/2023	Bill	27778	SeaWestern Fire Apparatus	20 helmet shields @ \$41.50 ea	Accounts Payable	854.60
<b>Total for 775 Emerg. Operating Supplies</b>						<b>\$19,027.37</b>
780 Building & Grounds Maint.						
12/27/2023	Bill	23-428	American Firehouse Furniture, LLC	7 Dining Chairs @ \$128 ea	Accounts Payable	896.00
12/27/2023	Bill	23-428	American Firehouse Furniture, LLC	5 Recliners @ \$945 ea	Accounts Payable	4,725.00
12/27/2023	Bill	206550	Paramount Pest Control Inc.	Main Station pest control	Accounts Payable	89.00
12/27/2023	Bill	23-428	American Firehouse Furniture, LLC	Shipping minus discount	Accounts Payable	308.00
12/27/2023	Bill	122023	Mark's Custom Exteriors	Chapman roof replacement balance owed	Accounts Payable	14,636.00
12/27/2023	Bill	2205774	SME Solutions LLC	Travel & labor for diesel pump switch	Accounts Payable	212.25
12/27/2023	Bill	206438	Paramount Pest Control Inc.	Chapman Pest Control	Accounts Payable	110.00
<b>Total for 780 Building &amp; Grounds Maint.</b>						<b>\$20,976.25</b>
790 Training						
12/11/2023	Expense		Special Districts Assoc. of Oregon	SDAO Conference -M Gift	Credit Card Master Acct. 3512:2972	315.00
12/14/2023	Bill	24154	Blue Card	On-line training - Mathews	Accounts Payable	365.75
12/14/2023	Bill	134075	Crux Rescue LLC	ROPE wkshp 2.5 * \$525	Accounts Payable	1,312.50
12/19/2023	Expense		D.P.S.S.T.	Fingerprint fee Stewart	Credit Card Master Acct. 3512:0198	46.25
12/20/2023	Expense		Amazon	Firefighter Zen - book	Credit Card Master Acct. 3512:2972	12.17
12/21/2023	Expense		Amazon	Firefighter Zen - book	Credit Card Master Acct. 3512:2972	12.67
12/23/2023	Expense		Amazon	Modern Fire Officer - book	Credit Card Master Acct. 3512:2972	27.88
<b>Total for 790 Training</b>						<b>\$2,092.22</b>
810 Utilities						
12/14/2023	Bill	15677493	Graybar Financial Services	Voip phones - December	Accounts Payable	299.25
12/14/2023	Bill	15677493	Graybar Financial Services	2023 Property tax on phones	Accounts Payable	119.17
12/14/2023	Bill	12012023	N.W. Natural Gas	Monthly charges Acct 447881-4	Accounts Payable	287.76
12/14/2023	Bill	12012023	P.G.E.	Cleetwood	Accounts Payable	140.15
12/14/2023	Bill	071142947473	Waste Management of Oregon, Inc.	Nov. garbage/recycling	Accounts Payable	140.18
12/14/2023	Bill	0834587	Wilcox & Flegel	Unleaded fuel - 175 gal @ \$2.85943	Accounts Payable	568.04
12/14/2023	Bill	12012023	CRPUD	Nov. main station electricity	Accounts Payable	788.86
12/14/2023	Bill	12012023	CRPUD	Nov. boathouse electricity	Accounts Payable	76.20
12/14/2023	Bill	12012023	Comcast	Xfinity - Acct 0162514	Accounts Payable	29.81
12/27/2023	Expense		W.O.E.C.	Acct 13045001 - Dec. billing	Checking U.S. Bank	229.57
12/27/2023	Bill	122023	City of Scappoose	Base water meter charge	Accounts Payable	40.29
12/27/2023	Bill	122023	City of Scappoose	Sewer & Water charges	Accounts Payable	576.57
12/27/2023	Bill	122023	CenturyLink	Main Station Fax	Accounts Payable	61.15
12/27/2023	Bill	122023	CenturyLink	Chapman Phone	Accounts Payable	61.64
<b>Total for 810 Utilities</b>						<b>\$3,418.64</b>
870 EMS Operations						
12/14/2023	Bill	56988	EMS Technology Solutions, LLC	Fleet Mngmt Licenses @ 24	Accounts Payable	120.00
12/14/2023	Bill	56988	EMS Technology Solutions, LLC	Inventory/Asses Mngmt @ 1	Accounts Payable	35.00
12/14/2023	Bill	56988	EMS Technology Solutions, LLC	Inventory/Asset Mngmt @ 5	Accounts Payable	150.00
12/14/2023	Bill	5504232947	Airgas - USA, LLC	Cylinder Rental	Accounts Payable	83.15
12/14/2023	Bill	9144764772	Airgas - USA, LLC	Standard Invoice 4 CL	Accounts Payable	521.30
12/14/2023	Bill	20232447	Systems Design West (SDW)	86 EMS Billing for Nov. @ 23.50	Accounts Payable	2,125.94
12/14/2023	Bill		Life-Assist, Inc.	EMS supplies	Accounts Payable	85.96
12/14/2023	Bill		Life-Assist, Inc.	EMS medications	Accounts Payable	110.20
12/14/2023	Bill	12012023	Jenna Wiley, MD	Physician advisor - Dec.	Accounts Payable	666.00
12/14/2023	Bill	1387071	Life-Assist, Inc.	EMS medications	Accounts Payable	427.37
12/14/2023	Bill	1387071	Life-Assist, Inc.	EMS supplies	Accounts Payable	2,101.37
12/14/2023	Bill	9507771183	Teleflex	EZ-IO 45mm (box of 5)	Accounts Payable	550.00
12/14/2023	Bill	9507771183	Teleflex	EZ-IO 25mm (box of 5)	Accounts Payable	550.00
12/14/2023	Bill	9507771183	Teleflex	EZ stabilizer (box of 5)	Accounts Payable	100.00
12/27/2023	Bill	05-204302	DocuMart Printing & Copying	114 Protocol Books B/W	Accounts Payable	2,491.55
12/27/2023	Bill	9145163123	Airgas - USA, LLC	Standard Invoice	Accounts Payable	249.17
12/27/2023	Bill	05-204302	DocuMart Printing & Copying	25 Protocol Books full booklets	Accounts Payable	1,425.83
<b>Total for 870 EMS Operations</b>						<b>\$11,792.84</b>
<b>Total for 1.2 GENERAL FUND MATERIAL &amp; SVC</b>						<b>\$87,819.57</b>
<b>Total for 1...</b>						<b>\$465,597.62</b>
<b>Total for 1..GENERAL FUND EXPENDITURES</b>						<b>\$465,597.62</b>
3. PROPERTY FUND CAPITAL OUTLAY						
Fire Apparatus & Equipment						
12/26/2023	Bill	TA-122123A	Kayser Commercial Sales	2023 F550 Cab & Chassis	Accounts Payable	74,550.00
<b>Total for Fire Apparatus &amp; Equipment</b>						<b>\$74,550.00</b>
<b>Total for 3. PROPERTY FUND CAPITAL OUTLAY</b>						<b>\$74,550.00</b>



# Scappoose Rural Fire Protection District

## Profit and Loss Detail

December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>Unapplied Cash Bill Payment Expense</b>						
12/27/2023	Bill	122023	US Bank	Dec. CC charges	-Split-	-3,277.86
12/27/2023	Bill	122023	US Bank	12-28-23	Accounts Payable	177.80
12/27/2023	Bill	122023	US Bank	12-28-23	Accounts Payable	464.86
12/27/2023	Bill	122023	US Bank	12-28-23	Accounts Payable	1,352.00
12/27/2023	Bill	122023	US Bank	12-28-23	Accounts Payable	1,008.47
12/27/2023	Bill	122023	US Bank	12-28-23	Accounts Payable	274.73
<b>Total for Unapplied Cash Bill Payment Expense</b>						<b>\$0.00</b>
<b>Total for Expenses</b>						<b>\$540,147.62</b>
<b>Net Income</b>						<b>\$209,307.87</b>

# **BUDGET VS ACTUAL**

# Scappoose Rural Fire Protection District

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	2,855,478.01	2,787,811.00	67,667.01	102.43 %
Conflagration	139,267.66	30,000.00	109,267.66	464.23 %
EMS Receipts	453,404.12	720,000.00	-266,595.88	62.97 %
Fire Marshal	2,098.41	1,000.00	1,098.41	209.84 %
FireMed	13,739.50	20,000.00	-6,260.50	68.70 %
G.E.M.T. (Medicaid)	90,943.83	125,000.00	-34,056.17	72.76 %
Gas Royalties		1,000.00	-1,000.00	
Grant Awards	143,797.11	169,000.00	-25,202.89	85.09 %
Interest Earned on Investments	65,995.50	50,000.00	15,995.50	131.99 %
Miscellaneous Revenue	18,743.04	20,000.00	-1,256.96	93.72 %
Property Taxes				
Taxes - Current				
Local Option Levy	2,968,300.33	2,843,637.00	124,663.33	104.38 %
Permanent Rate Levy	1,581,421.21	1,592,580.00	-11,158.79	99.30 %
<b>Total Taxes - Current</b>	<b>4,549,721.54</b>	<b>4,436,217.00</b>	<b>113,504.54</b>	<b>102.56 %</b>
Taxes - Prior Years	101,137.06	105,000.00	-3,862.94	96.32 %
<b>Total Property Taxes</b>	<b>4,650,858.60</b>	<b>4,541,217.00</b>	<b>109,641.60</b>	<b>102.41 %</b>
<b>Total 1. GENERAL FUND REVENUES</b>	<b>8,434,325.78</b>	<b>8,465,028.00</b>	<b>-30,702.22</b>	<b>99.64 %</b>
<b>2. GRANT FUND REVENUE</b>				
Begin Available Cash on Hand	51,253.41	51,016.00	237.41	100.47 %
Grant Award	2,264.25	352,850.00	-350,585.75	0.64 %
<b>Total 2. GRANT FUND REVENUE</b>	<b>53,517.66</b>	<b>403,866.00</b>	<b>-350,348.34</b>	<b>13.25 %</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	395,222.38	460,367.00	-65,144.62	85.85 %
Grant Income	33,535.00	398,000.00	-364,465.00	8.43 %
Interest Earned on Investments	6,710.59	4,000.00	2,710.59	167.76 %
Transfers In		584,969.00	-584,969.00	
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>435,467.97</b>	<b>1,447,336.00</b>	<b>-1,011,868.03</b>	<b>30.09 %</b>
<b>4. PERSONNEL SVCS FUND REVEN</b>				
Begin Available Cash On Hand	206,959.49	204,412.00	2,547.49	101.25 %
Interest Earned on Investments	4,492.98	3,000.00	1,492.98	149.77 %
<b>Total 4. PERSONNEL SVCS FUND REVEN</b>	<b>211,452.47</b>	<b>207,412.00</b>	<b>4,040.47</b>	<b>101.95 %</b>
<b>Total Income</b>	<b>\$9,134,763.88</b>	<b>\$10,523,642.00</b>	<b>\$ -1,388,878.12</b>	<b>86.80 %</b>
<b>GROSS PROFIT</b>	<b>\$9,134,763.88</b>	<b>\$10,523,642.00</b>	<b>\$ -1,388,878.12</b>	<b>86.80 %</b>
<b>Expenses</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
1...				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	323,781.01	814,258.00	-490,476.99	39.76 %
560 Personnel Salaries	1,486,889.64	3,206,660.00	-1,719,770.36	46.37 %

# Scappoose Rural Fire Protection District

Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
570 SocSec/Medicare(FICA)	113,428.05	254,986.00	-141,557.95	44.48 %
580 Volunteer Services	1,911.72	20,000.00	-18,088.28	9.56 %
590 Personnel Benefits	416,740.48	1,047,055.00	-630,314.52	39.80 %
<b>Total 1.1 GENERAL FUND PERSONNEL SVCS</b>	<b>2,342,750.90</b>	<b>5,342,959.00</b>	<b>-3,000,208.10</b>	<b>43.85 %</b>
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	77,887.19	55,000.00	22,887.19	141.61 %
680 Communications Maintenance	1,724.83	6,100.00	-4,375.17	28.28 %
720 Public Fire Services	5,302.67	15,000.00	-9,697.33	35.35 %
730 Property & Liability Insur.		80,000.00	-80,000.00	
740 Uniforms	5,291.55	20,000.00	-14,708.45	26.46 %
750 Maintenance on Equipment	88,423.01	140,000.00	-51,576.99	63.16 %
760 Administration	42,074.65	60,000.00	-17,925.35	70.12 %
765 Information Technology	59,620.18	115,000.00	-55,379.82	51.84 %
770 Cleaning Materials & Supplies	1,594.88	5,500.00	-3,905.12	29.00 %
775 Emerg. Operating Supplies	36,610.59	100,000.00	-63,389.41	36.61 %
780 Building & Grounds Maint.	34,992.92	82,000.00	-47,007.08	42.67 %
790 Training	26,654.50	132,345.00	-105,690.50	20.14 %
810 Utilities	15,505.41	45,000.00	-29,494.59	34.46 %
870 EMS Operations	59,346.89	117,500.00	-58,153.11	50.51 %
<b>Total 1.2 GENERAL FUND MATERIAL &amp; SVC</b>	<b>455,029.27</b>	<b>973,445.00</b>	<b>-518,415.73</b>	<b>46.74 %</b>
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment		100,000.00	-100,000.00	
<b>Total 1.3 GENERAL FUND CAPITL OUTLAY</b>		<b>100,000.00</b>	<b>-100,000.00</b>	
1.4 GENERAL FUND DEBT				
930 Debt Service Interest	2,168.44	2,170.00	-1.56	99.93 %
930 Debt Service Principal	61,484.28	61,485.00	-0.72	100.00 %
<b>Total 1.4 GENERAL FUND DEBT</b>	<b>63,652.72</b>	<b>63,655.00</b>	<b>-2.28</b>	<b>100.00 %</b>
<b>Total 1...</b>	<b>2,861,432.89</b>	<b>6,480,059.00</b>	<b>-3,618,626.11</b>	<b>44.16 %</b>
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Property Fund		584,969.00	-584,969.00	
<b>Total 1.5 GENERAL FUND TRANSFER OUT</b>		<b>584,969.00</b>	<b>-584,969.00</b>	
1.6 GENERAL FUND CONTINGENCY		400,000.00	-400,000.00	
1.7 GENERAL RESERVED FOR FUTURE		1,000,000.00	-1,000,000.00	
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>2,861,432.89</b>	<b>8,465,028.00</b>	<b>-5,603,595.11</b>	<b>33.80 %</b>
2. GRANT FUND EXPENSE				
2.1 PERSONNEL SVCS		125,000.00	-125,000.00	
2.3 MATERIALS & SERVICES	12,580.47	231,516.00	-218,935.53	5.43 %
2.4 CAPITAL OUTLAY	40,358.90	47,350.00	-6,991.10	85.24 %
<b>Total 2. GRANT FUND EXPENSE</b>	<b>52,939.37</b>	<b>403,866.00</b>	<b>-350,926.63</b>	<b>13.11 %</b>
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipment	406,211.00	1,439,240.00	-1,033,029.00	28.22 %
Miscellaneous Real Property		7,096.00	-7,096.00	

# Scappoose Rural Fire Protection District

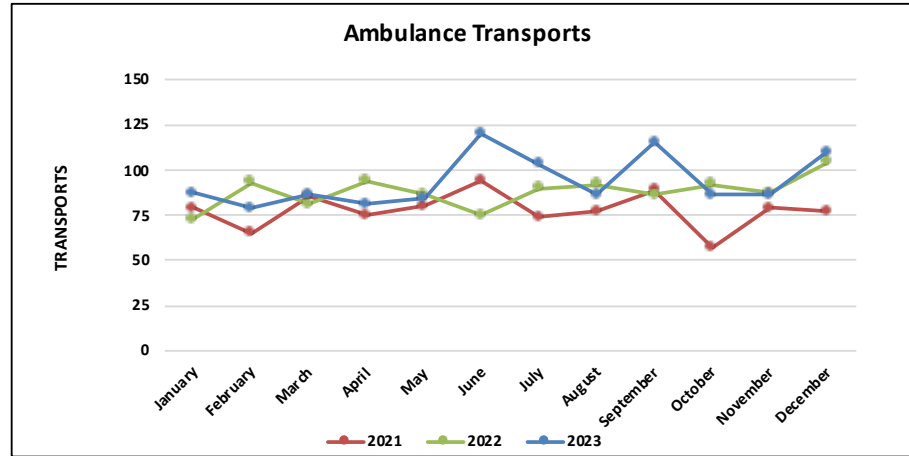
Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 2023 - June 2024

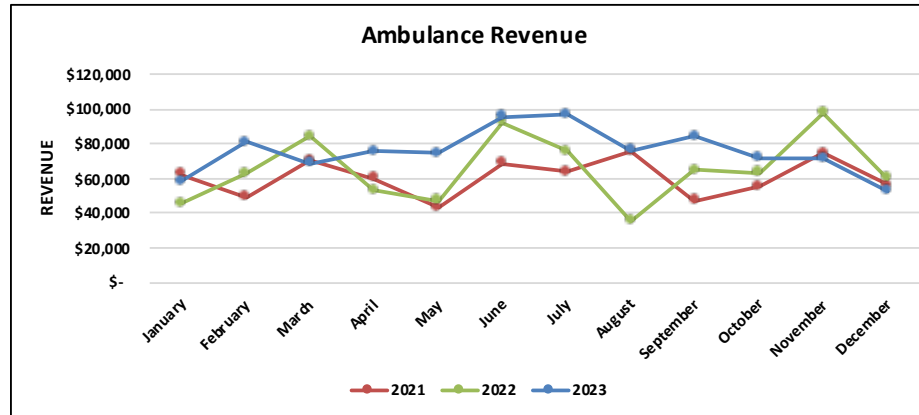
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Reserved for Future Expenses		1,000.00	-1,000.00	
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>406,211.00</b>	<b>1,447,336.00</b>	<b>-1,041,125.00</b>	<b>28.07 %</b>
<b>4. PERSONNEL SVC FUND EXPENSE</b>				
Liability & Service		202,412.00	-202,412.00	
Reserved for Future Expenses		5,000.00	-5,000.00	
<b>Total 4. PERSONNEL SVC FUND EXPENSE</b>		<b>207,412.00</b>	<b>-207,412.00</b>	
Unapplied Cash Bill Payment Expense	0.00		0.00	
<b>Total Expenses</b>	<b>\$3,320,583.26</b>	<b>\$10,523,642.00</b>	<b>\$ -7,203,058.74</b>	<b>31.55 %</b>
NET OPERATING INCOME	<b>\$5,814,180.62</b>	<b>\$0.00</b>	<b>\$5,814,180.62</b>	<b>0.00%</b>
NET INCOME	<b>\$5,814,180.62</b>	<b>\$0.00</b>	<b>\$5,814,180.62</b>	<b>0.00%</b>

**AMBULANCE BILLING  
&  
TRANSPORT REPORT**

Month	2021	2022	2023
January	79	73	87
February	65	93	79
March	85	81	86
April	75	94	81
May	80	86	84
June	94	75	120
July	74	90	103
August	77	92	86
September	89	86	115
October	57	92	86
November	79	87	86
December	77	104	110



Month	2021	2022	2023
January	\$ 62,433	\$ 45,385	\$ 58,387
February	\$ 49,564	\$ 62,509	\$ 81,019
March	\$ 70,213	\$ 84,303	\$ 68,763
April	\$ 59,929	\$ 52,956	\$ 75,599
May	\$ 43,379	\$ 47,415	\$ 74,577
June	\$ 68,789	\$ 92,324	\$ 95,639
July	\$ 63,882	\$ 75,581	\$ 96,872
August	\$ 75,612	\$ 35,455	\$ 76,175
September	\$ 47,015	\$ 64,803	\$ 84,125
October	\$ 55,047	\$ 63,485	\$ 71,943
November	\$ 74,287	\$ 97,509	\$ 71,590
December	\$ 56,095	\$ 60,188	\$ 52,699



# MONTHLY REPORT

# SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



DECEMBER 2023

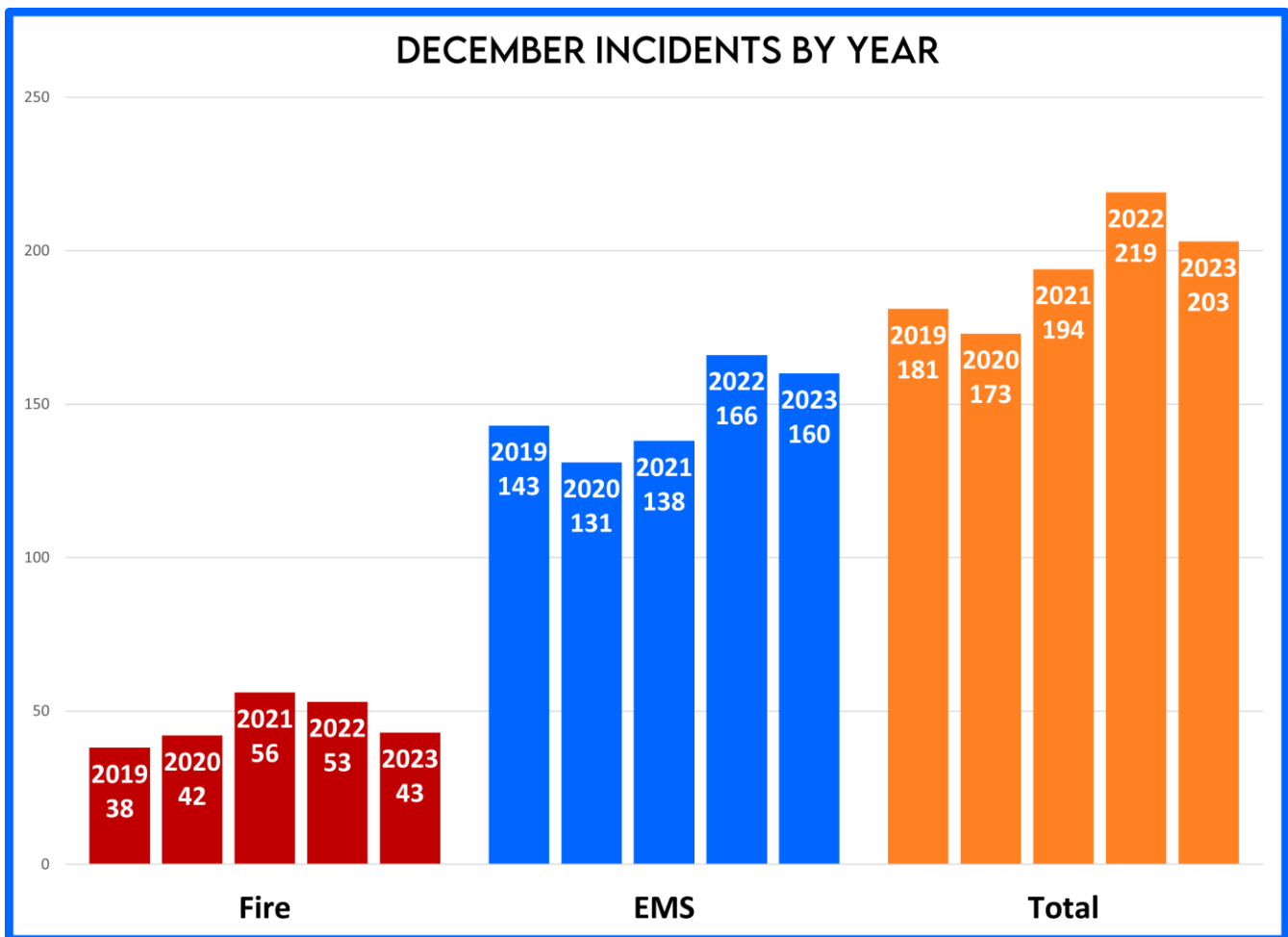


# OPERATIONS

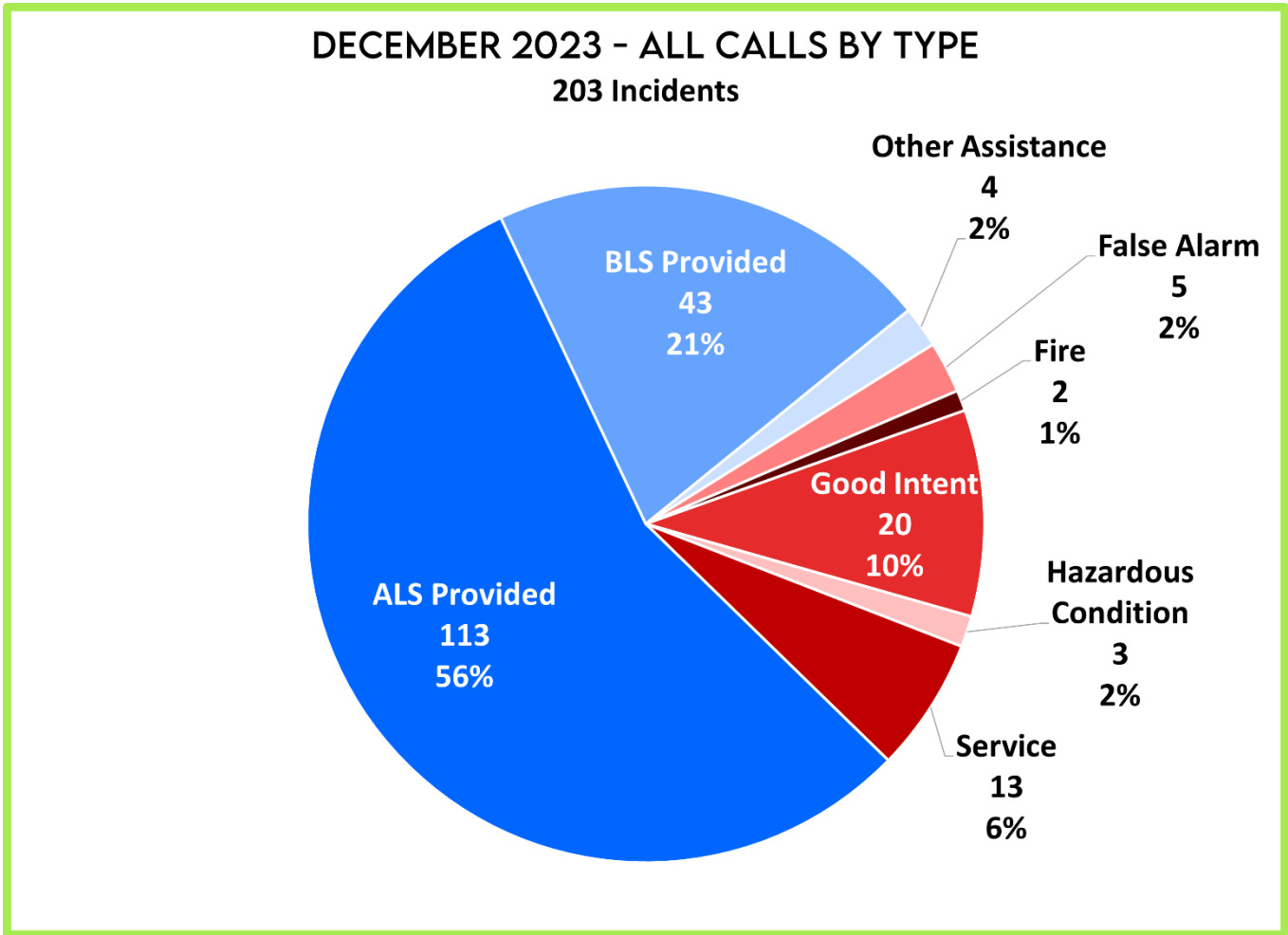
For the month of December, Scappoose Rural Fire Protection District responded to a total of **203** calls for service. There was a total of **428** apparatus responses spending **267** hours and **21** minutes of time. EMS incidents accounted for **79%** of the call volume, while Fire incidents were **21%**. There were **160** EMS related calls for the month, including a total of **169** patients treated, with **110** of those transported to area hospitals. COVID-19 was suspected or confirmed in **4** patients.

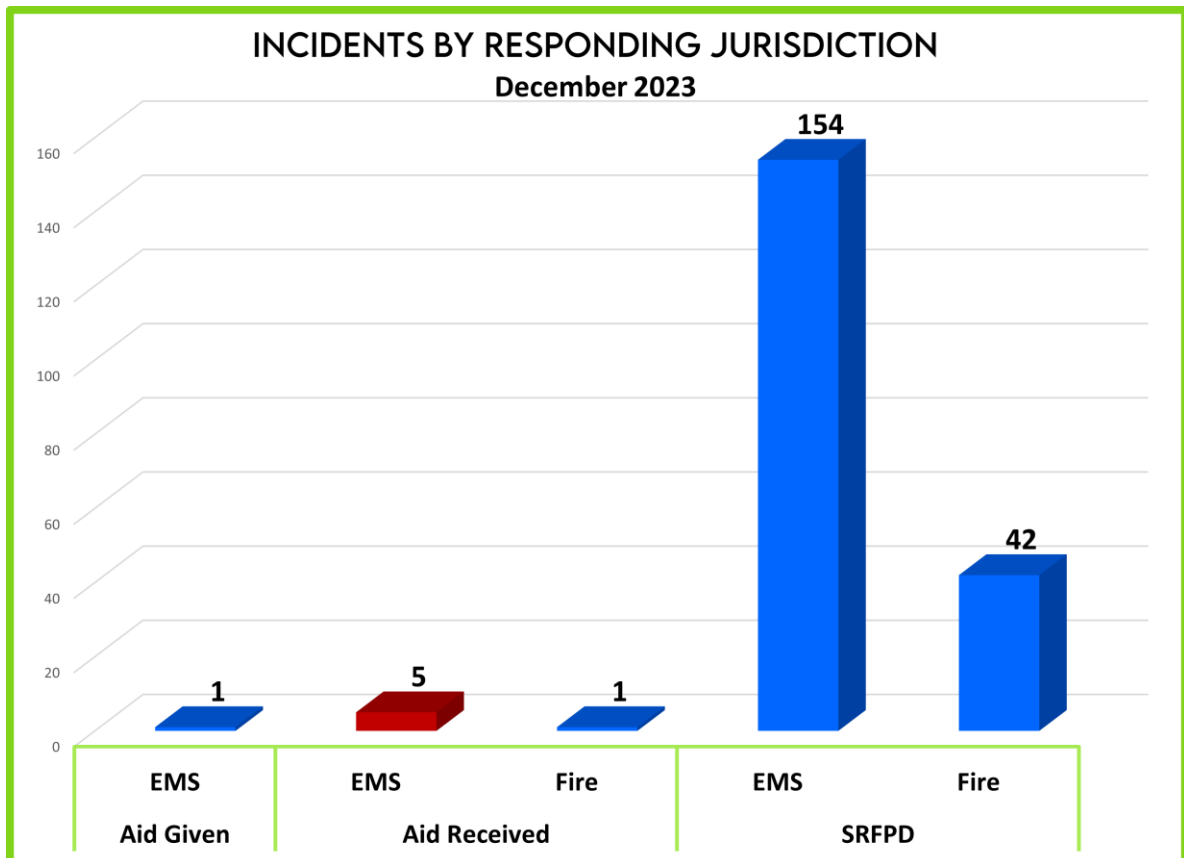
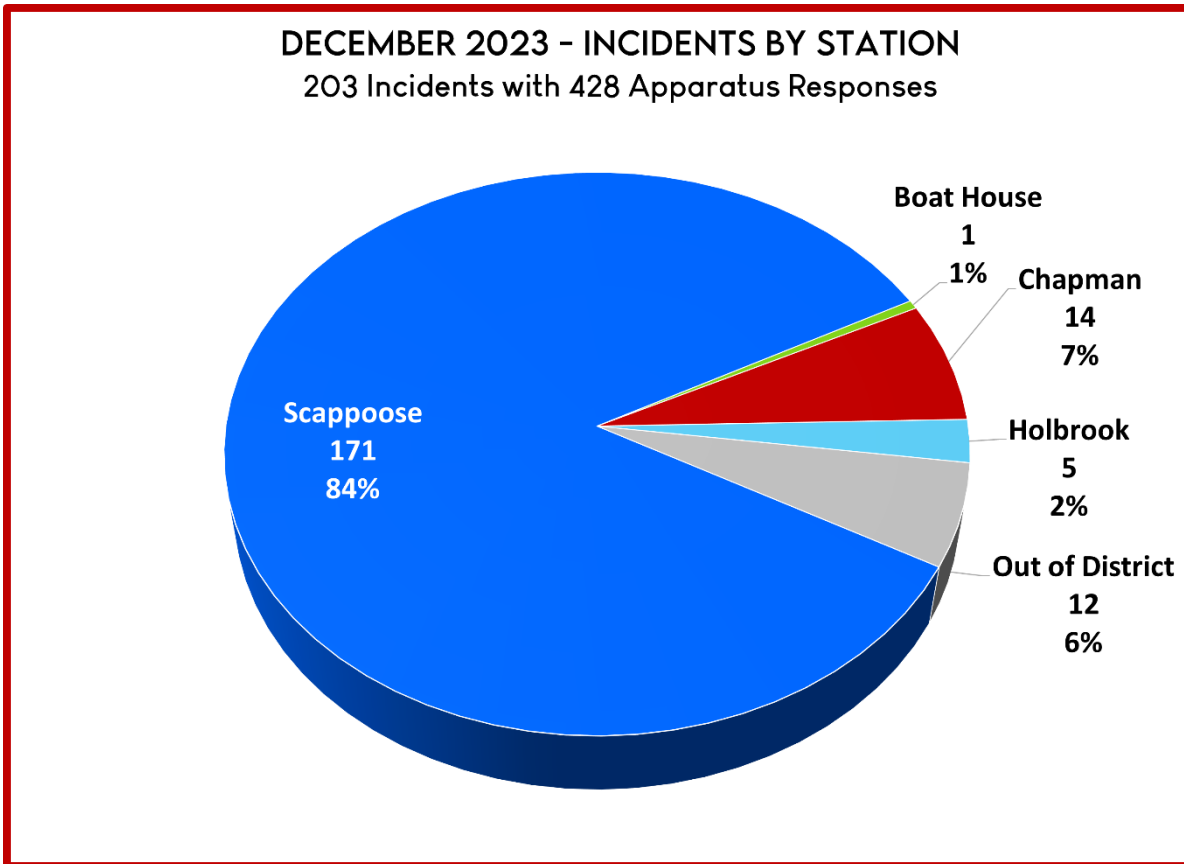
Approximately **49%** of the calls for service (**100** incidents) represent overlapping calls (at least one other call in progress). Approximately **33%** (**22** incidents) of the of the **66** incidents that occurred during the hours of 8 PM to 8 AM represent overlapping calls. There were **no** incidents where unit(s) were deployed for more than two days. Either of these situations could require units to respond to areas outside their base districts, which would result in increased response times as well as depleted available resources to respond to emergencies.

For the month of December, SRFD averaged **1.39** Fire calls per day and **5.16** EMS calls per day for an overall daily average of **6.55** calls per day. Total Fire & EMS incidents for the same month in 2022 was **219**. There were **7.31%** less calls this month compared to the same month last year.

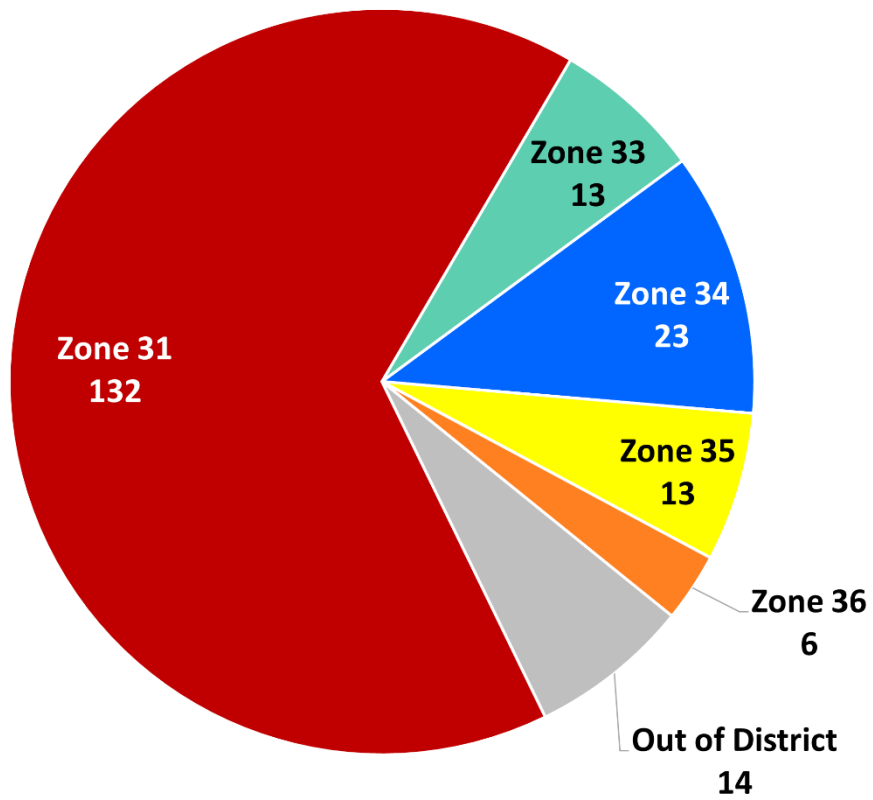


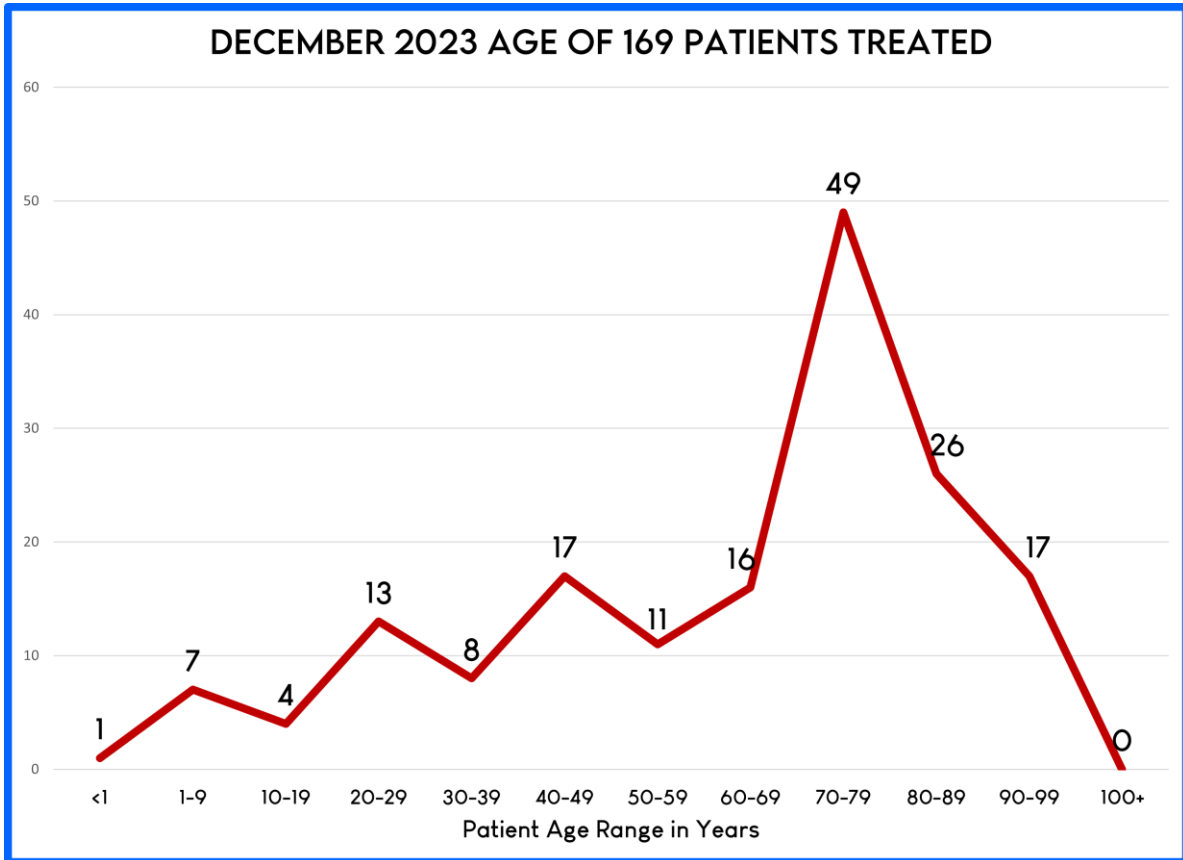
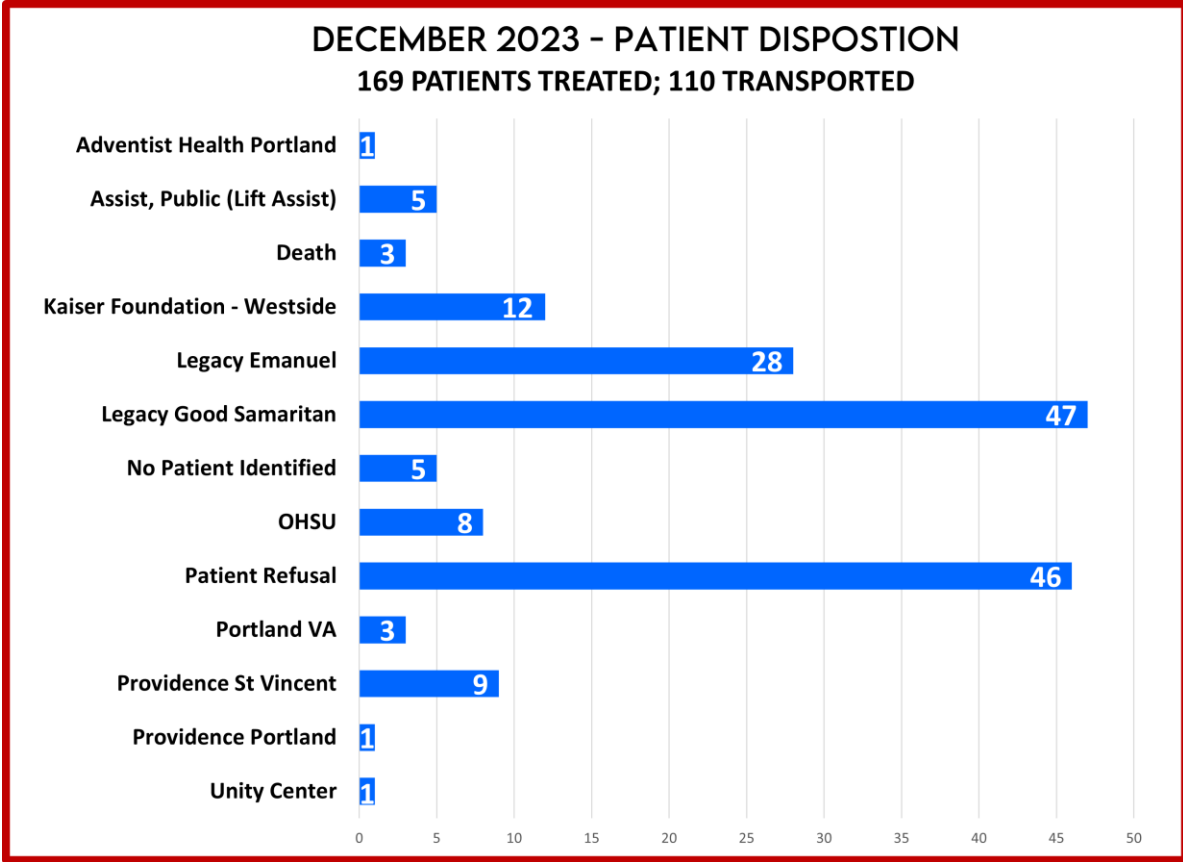
FIRE AND EMS CALL BREAKDOWN FOR DECEMBER 2023



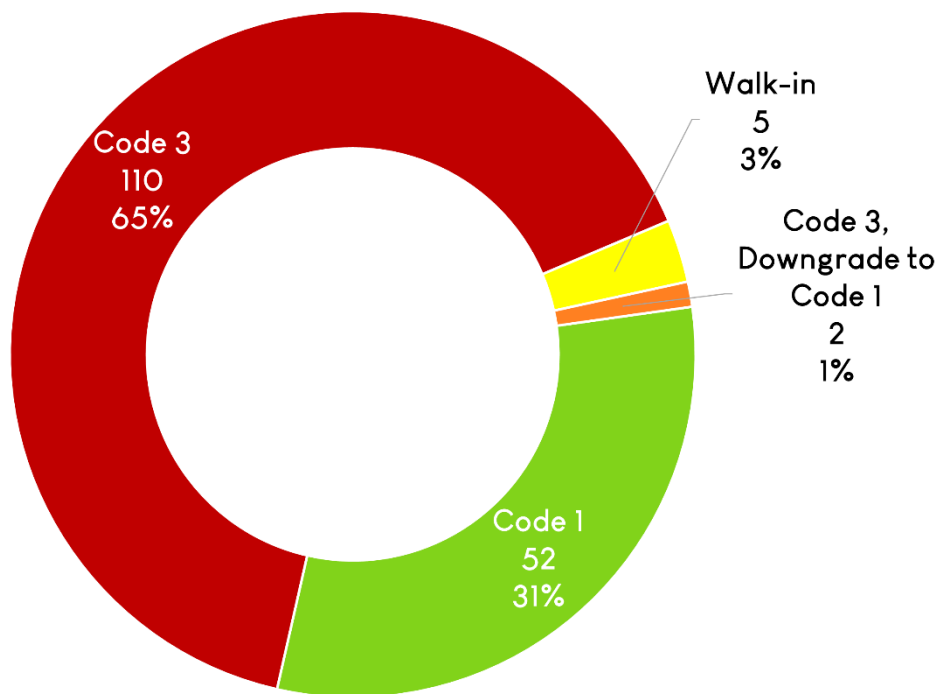


**DECEMBER 2023 - INCIDENTS BY ZONE**

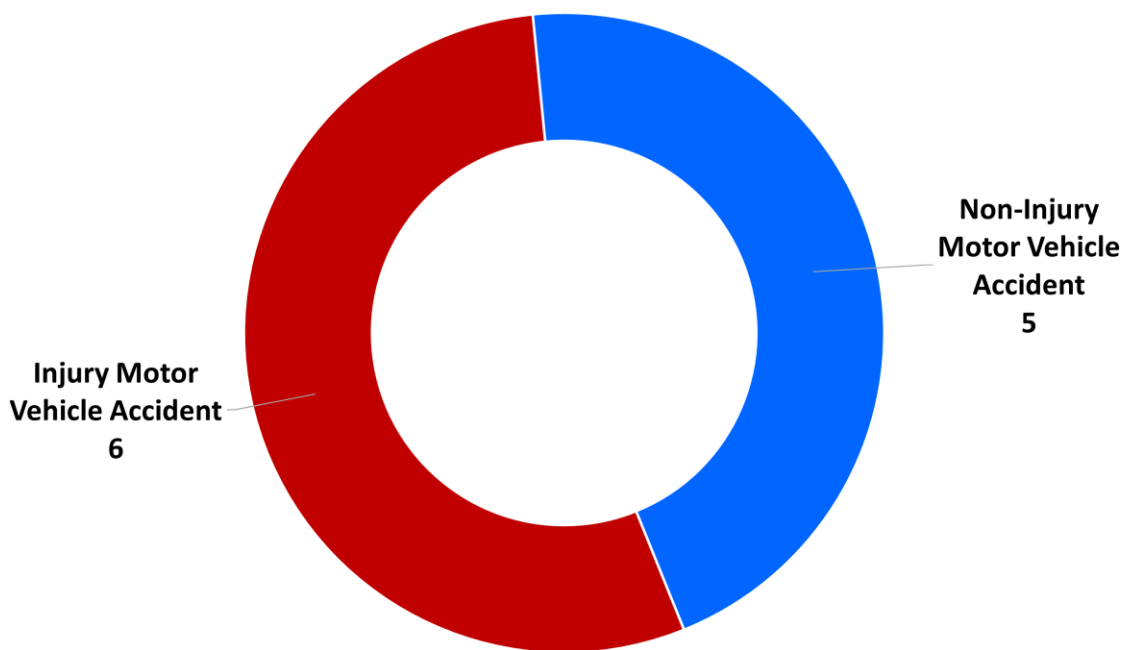




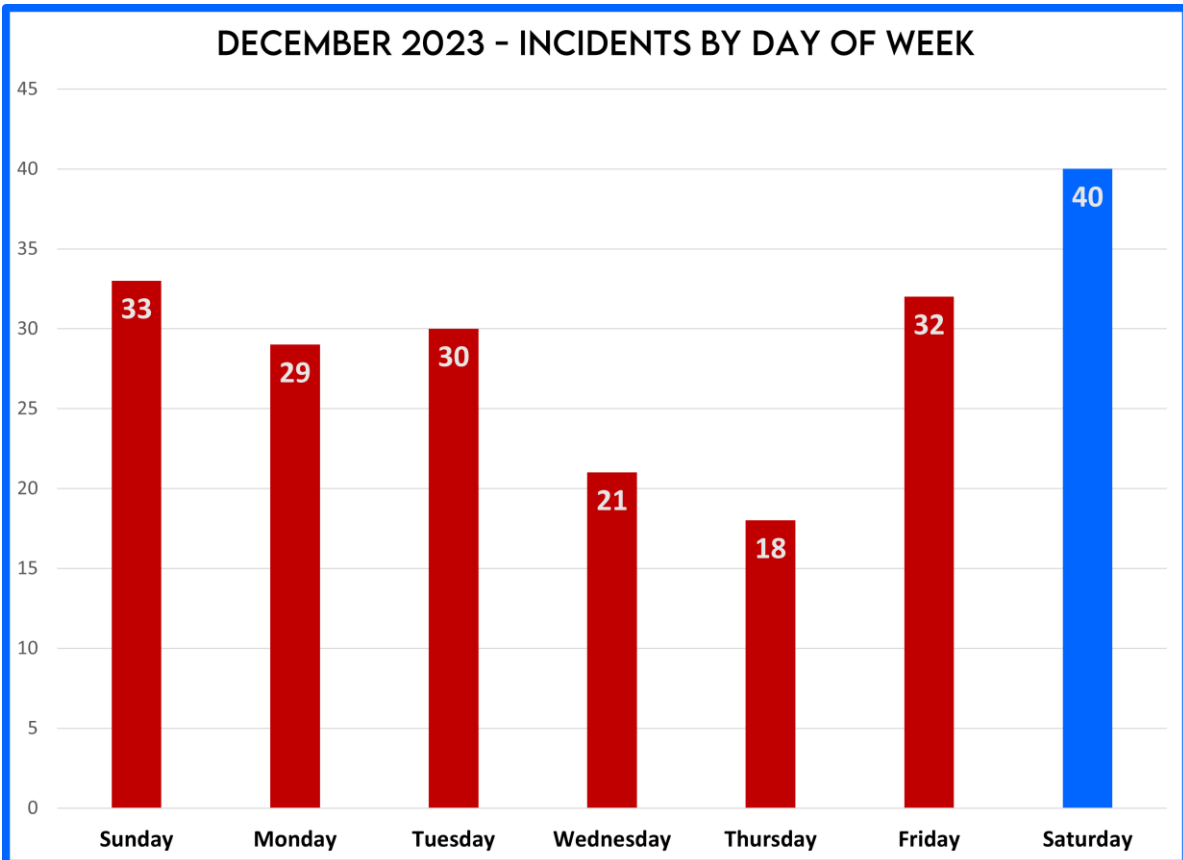
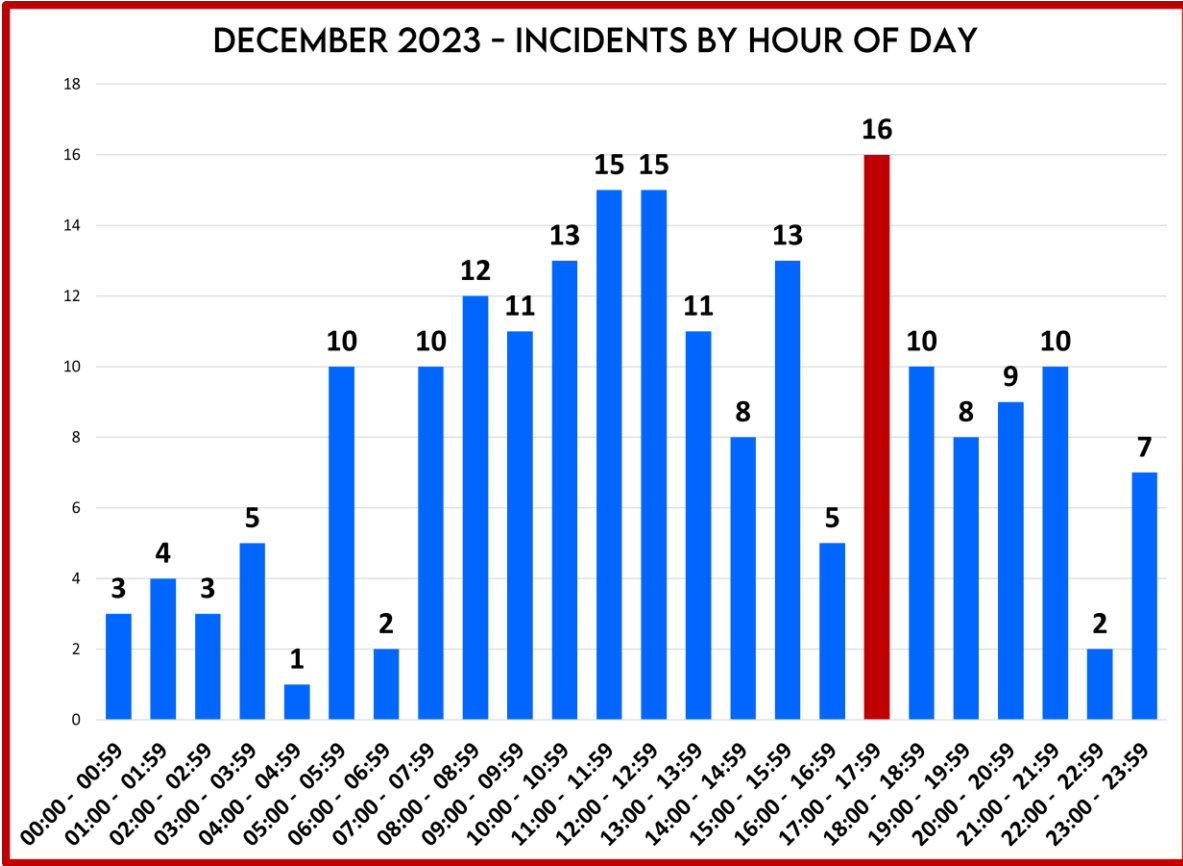
### DECEMBER 2023 - EMS RESPONSE MODE



### DECEMBER 2023 - 11 MOTOR VEHICLE ACCIDENTS

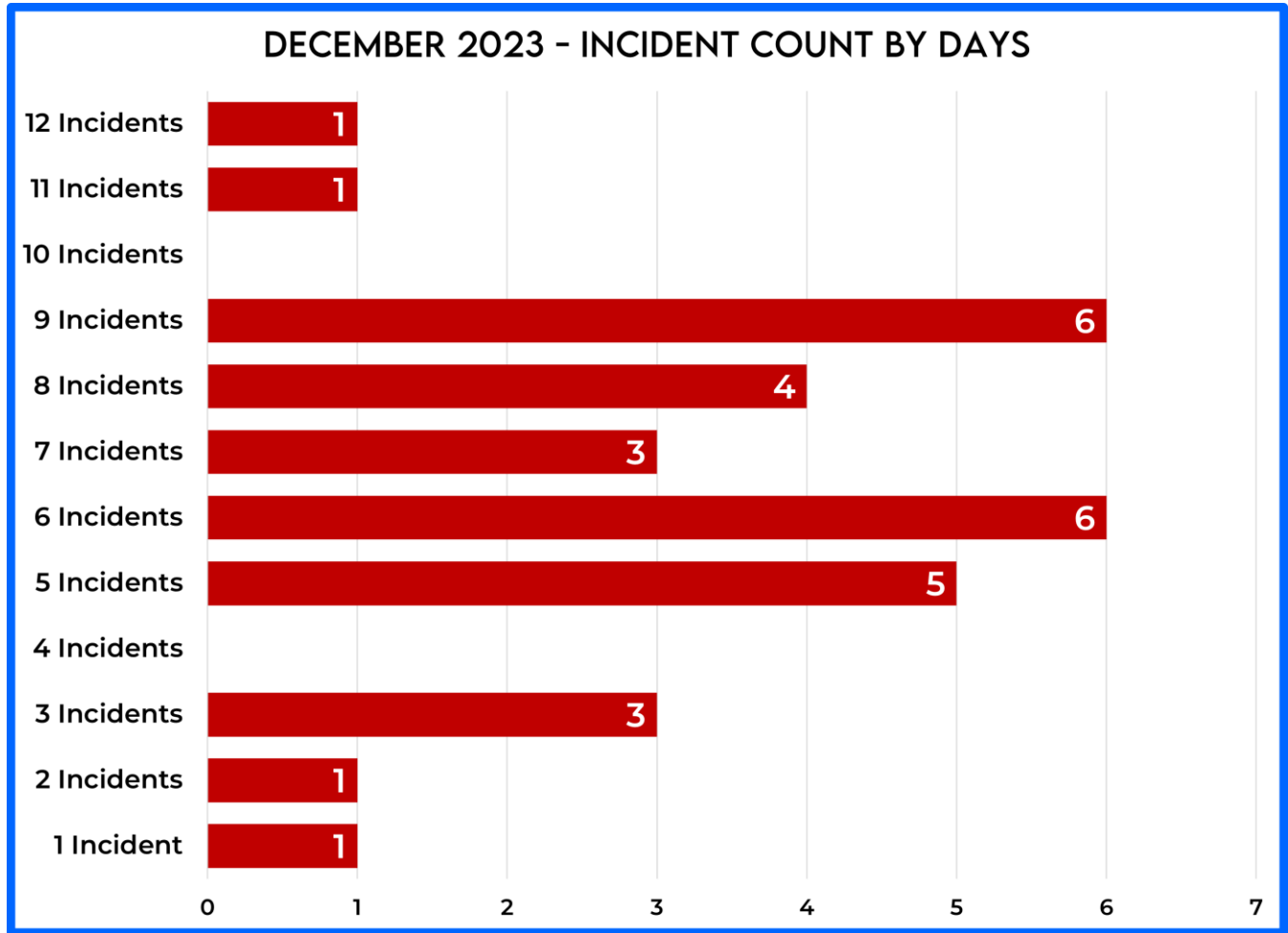


# OPERATIONS

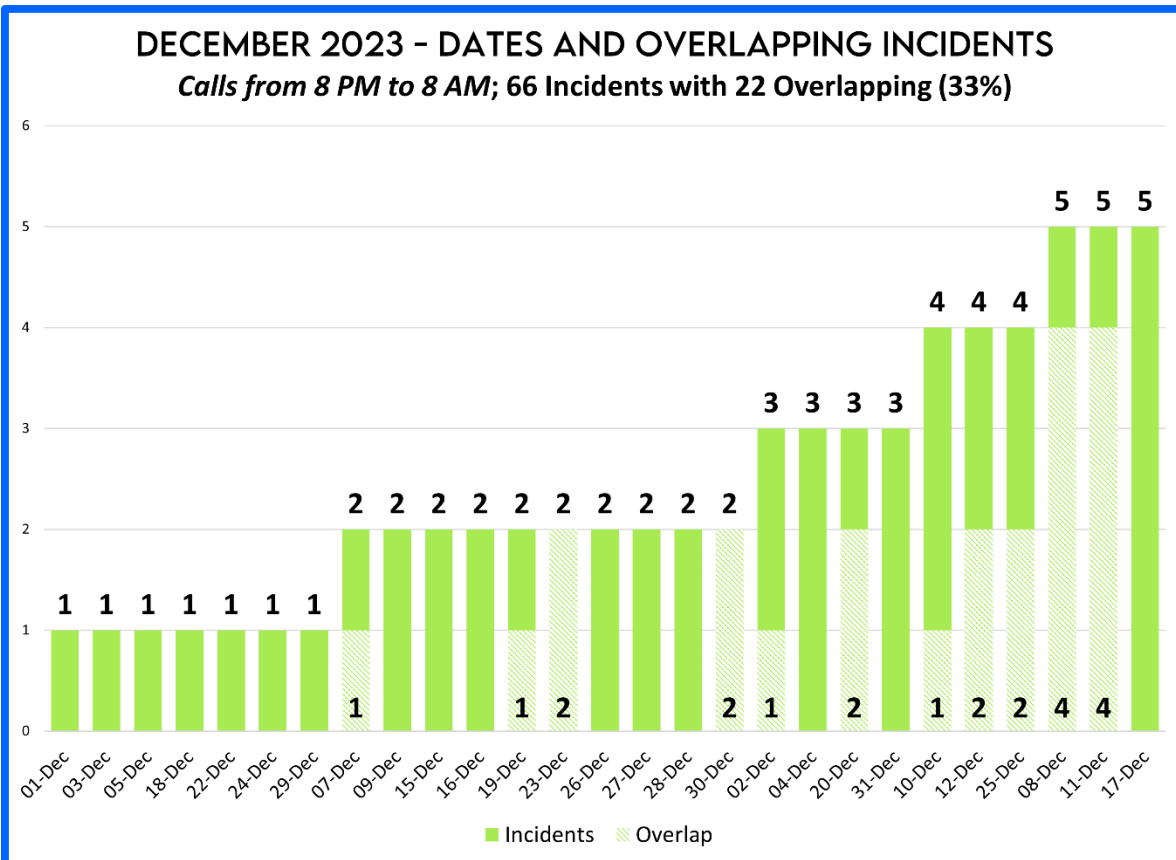
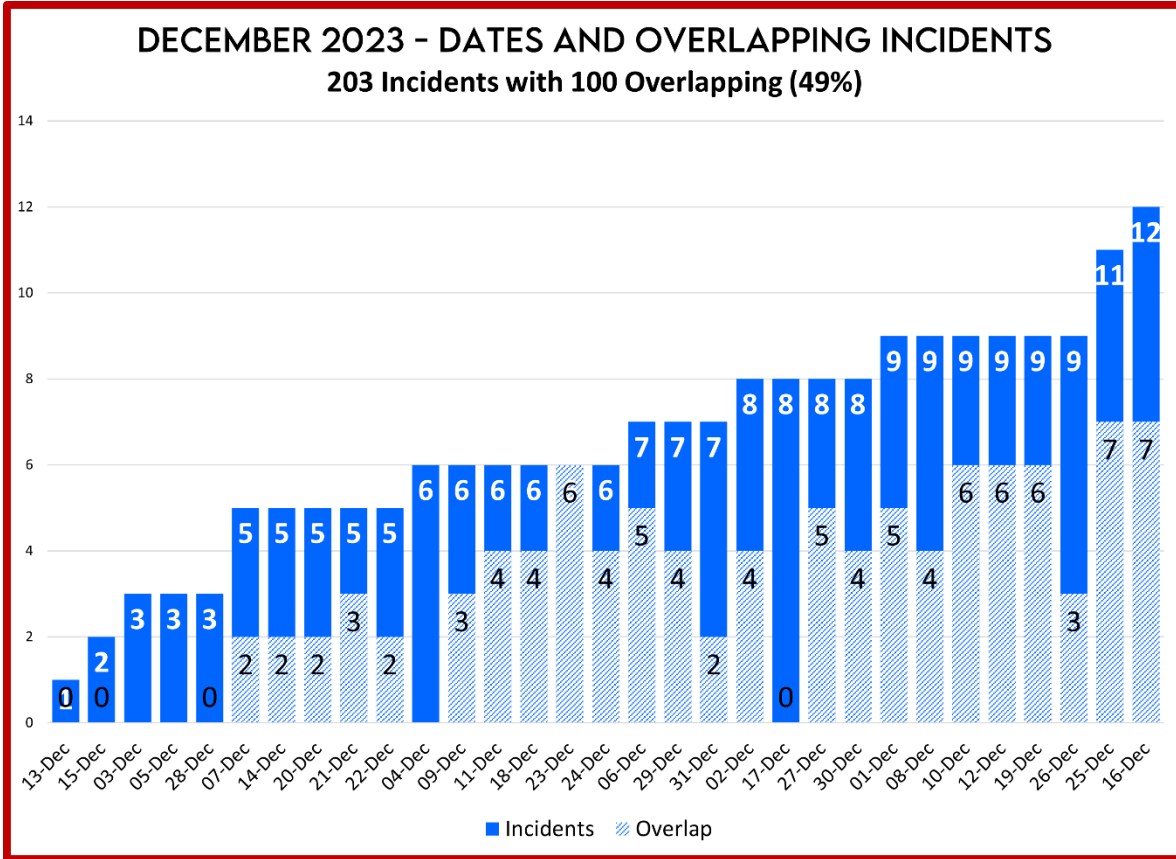


# OPERATIONS

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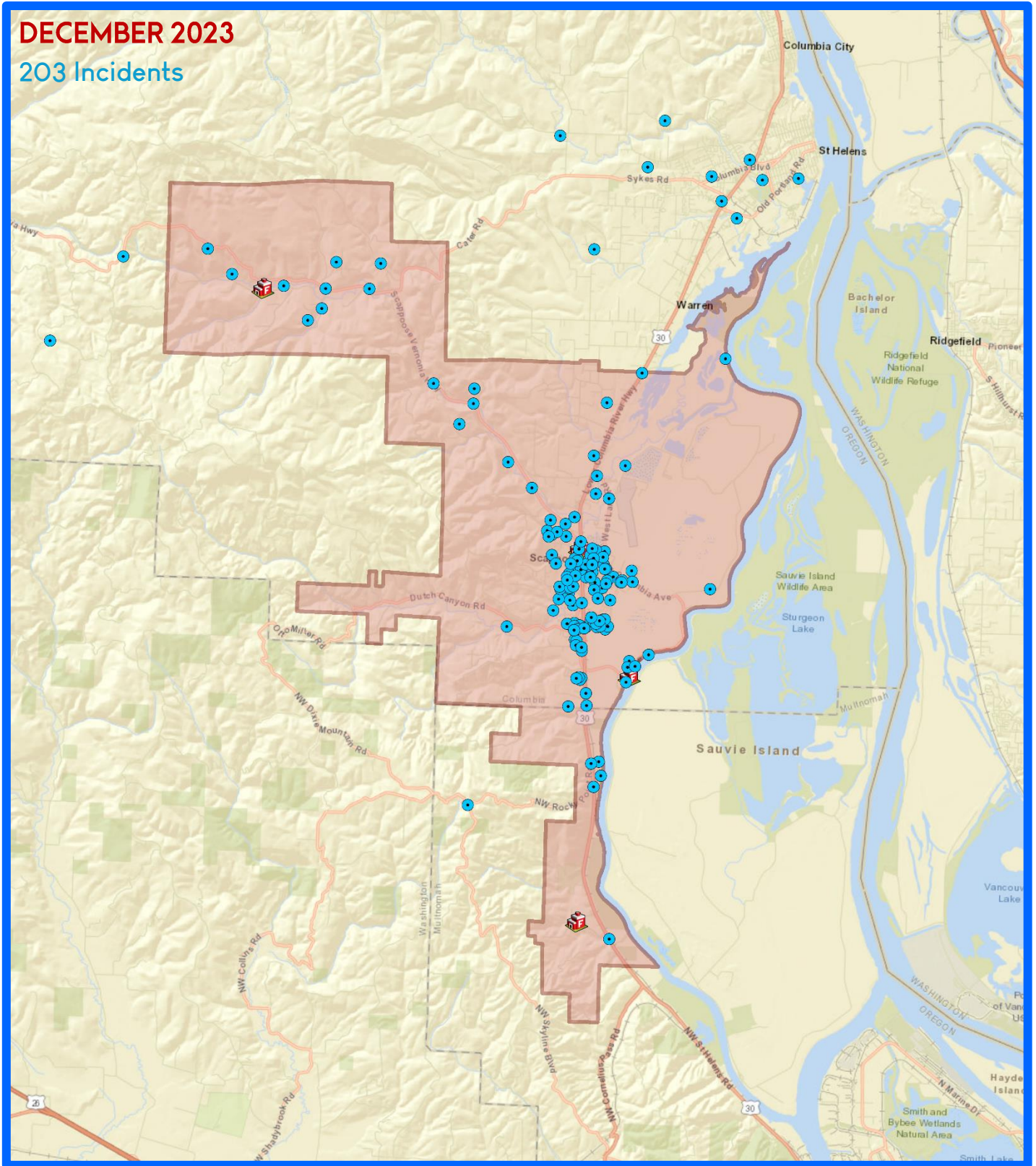




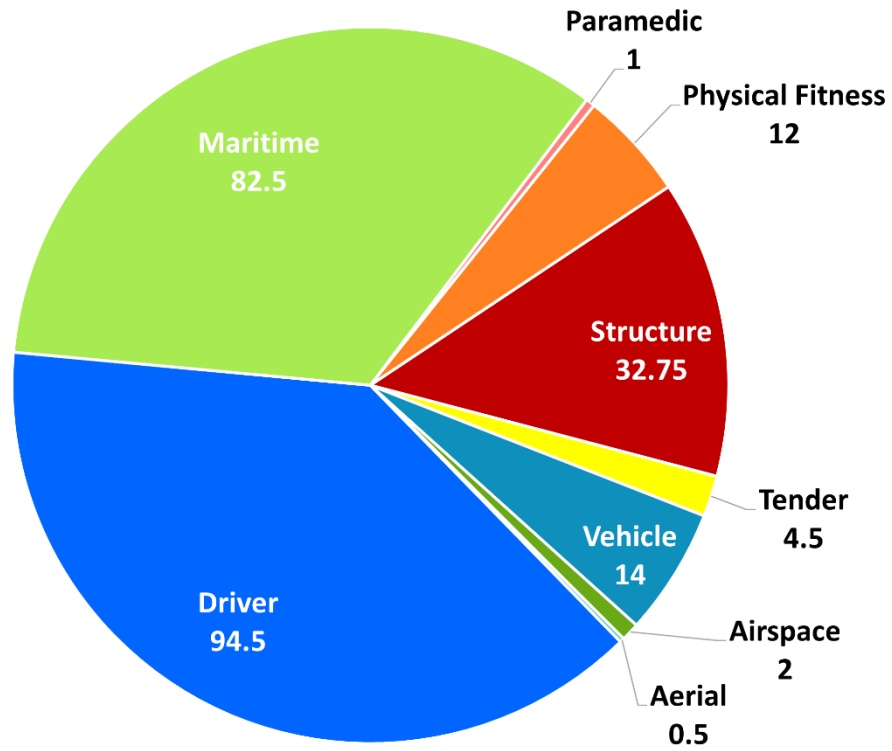
# OPERATIONS

**DECEMBER 2023**

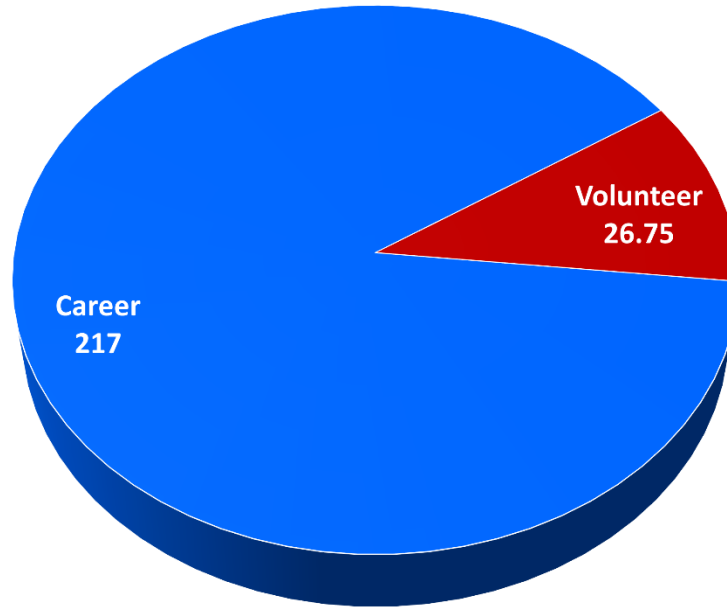
203 Incidents



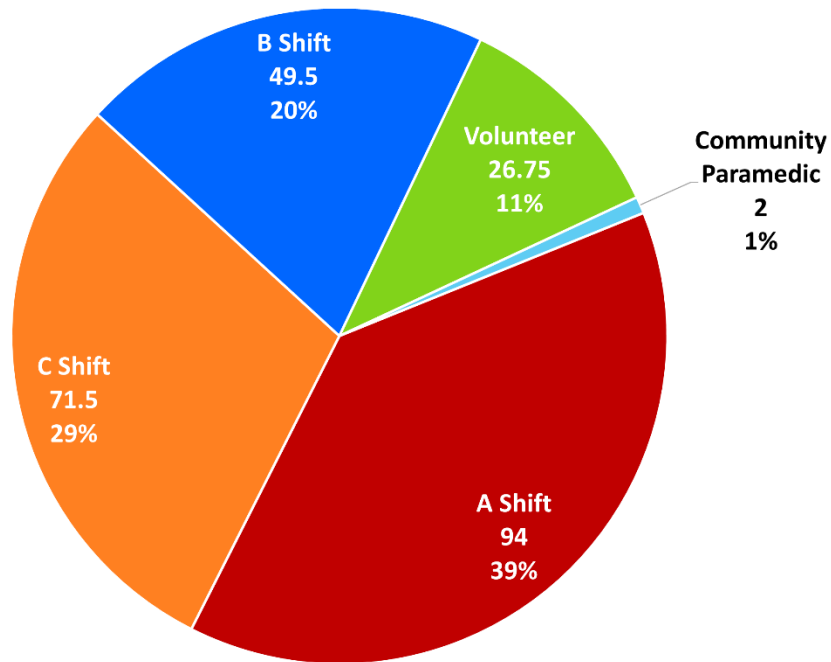
## DECEMBER 2023 - TRAINING HOURS BY SUB-CATEGORY 243.75 Total Hours



## NOVEMBER 2023 - VOLUNTEER & CAREER TRAINING HOURS



## DECEMBER 2023 - TRAINING HOURS BY SHIFT



Flight #1	2023-12-21 18:50:06	Air Time: 00:09:41 Total Mileage (Miles): 1	Max Altitude (Feet): 344.8 Max Distance (Miles): 0
Takeoff Lat/Long: 45.797734,-122.923364 Above Sea Level (Feet): 256.7			
Max Bat Temp (f): 76.6	Takeoff Bat: 94% Takeoff mAh: 5326 Takeoff Volts: 25.087	Landing Bat: 68% Landing mAh: 3793 Landing Volts: 22.881	
Takeoff Degrees/Minutes/Seconds: 45° 47'51.84"N,122° 55'24.11"W Photos: 0 Videos: 0 Drone Type: M30 Max Speed (mph): 24.8			

Flight #2	2023-12-19 22:20:51	Air Time: 00:25:01 Total Mileage (Miles): 3	Max Altitude (Feet): 701.4 Max Distance (Miles): 1
Takeoff Lat/Long: 45.809776,-123.072002 Above Sea Level (Feet): 1544.9			
Max Bat Temp (f): 87.4	Takeoff Bat: 92% Takeoff mAh: 10134 Takeoff Volts: 25.057	Landing Bat: 15% Landing mAh: 853 Landing Volts: 20.741	
Takeoff Degrees/Minutes/Seconds: 45° 48'35.19"N,123° 4'19.21"W Photos: 0 Videos: 3 Drone Type: M30 Max Speed (mph): 38.0			

Flight #3	2023-12-19 21:51:25	Air Time: 00:25:40 Total Mileage (Miles): 2	Max Altitude (Feet): 516.1 Max Distance (Miles): 1
Takeoff Lat/Long: 45.809789,-123.072005 Above Sea Level (Feet): 1546.0			
Max Bat Temp (f): 87.6	Takeoff Bat: 92% Takeoff mAh: 5081 Takeoff Volts: 25.113	Landing Bat: 15% Landing mAh: 819 Landing Volts: 20.693	
Takeoff Degrees/Minutes/Seconds: 45° 48'35.24"N,123° 4'19.22"W Photos: 0 Videos: 0 Drone Type: M30 Max Speed (mph): 37.8			

Flight #4	2023-12-19 21:23:10	Air Time: 00:25:24 Total Mileage (Miles): 4	Max Altitude (Feet): 733.6 Max Distance (Miles): 1
Takeoff Lat/Long: 45.809785,-123.072005 Above Sea Level (Feet): 1545.7			
Max Bat Temp (f): 85.3	Takeoff Bat: 91% Takeoff mAh: 5120 Takeoff Volts: 24.762	Landing Bat: 16% Landing mAh: 893 Landing Volts: 20.704	
Takeoff Degrees/Minutes/Seconds: 45° 48'35.23"N,123° 4'19.22"W Photos: 0 Videos: 0 Drone Type: M30 Max Speed (mph): 33.4			

Flight #5	2023-12-14 13:37:48	Air Time: 00:28:17 Total Mileage (Miles): 1	Max Altitude (Feet): 329.1 Max Distance (Miles): 0
Takeoff Lat/Long: 45.520902,-122.691431 Above Sea Level (Feet): 78.5			
Max Bat Temp (f): 89.6	Takeoff Bat: 92% Takeoff mAh: 9542 Takeoff Volts: 24.881	Landing Bat: 6% Landing mAh: 317 Landing Volts: 20.514	
Takeoff Degrees/Minutes/Seconds: 45° 31'15.25"N,122° 41'29.15"W Photos: 241 Videos: 0 Drone Type: M30 Max Speed (mph): 29.1			

Flight #6	2023-12-14 13:08:43	Air Time: 00:27:59 Total Mileage (Miles): 4	Max Altitude (Feet): 250.7 Max Distance (Miles): 0
Takeoff Lat/Long: 45.520858,-122.691388 Above Sea Level (Feet): 78.1			
Max Bat Temp (f): 80.4	Takeoff Bat: 94% Takeoff mAh: 5315 Takeoff Volts: 25.076	Landing Bat: 18% Landing mAh: 969 Landing Volts: 20.636	
Takeoff Degrees/Minutes/Seconds: 45° 31'15.09"N,122° 41'29.00"W Photos: 313      Videos: 0      Drone Type: M30      Max Speed (mph): 31.2			

Flight #7	2023-12-14 12:59:38	Air Time: 00:05:20 Total Mileage (Miles): 1	Max Altitude (Feet): 201.1 Max Distance (Miles): 0
Takeoff Lat/Long: 45.520867,-122.691407 Above Sea Level (Feet): 78.1			
Max Bat Temp (f): 77.7	Takeoff Bat: 62% Takeoff mAh: 6710 Takeoff Volts: 22.926	Landing Bat: 46% Landing mAh: 2568 Landing Volts: 21.552	
Takeoff Degrees/Minutes/Seconds: 45° 31'15.12"N,122° 41'29.06"W Photos: 0      Videos: 0      Drone Type: M30      Max Speed (mph): 34.4			

Flight #8	2023-12-14 12:50:16	Air Time: 00:05:40 Total Mileage (Miles): 1	Max Altitude (Feet): 161.1 Max Distance (Miles): 0
Takeoff Lat/Long: 45.520759,-122.691638 Above Sea Level (Feet): 78.8			
Max Bat Temp (f): 74.1	Takeoff Bat: 79% Takeoff mAh: 8575 Takeoff Volts: 24.064	Landing Bat: 63% Landing mAh: 3431 Landing Volts: 22.507	
Takeoff Degrees/Minutes/Seconds: 45° 31'14.73"N,122° 41'29.90"W Photos: 39      Videos: 0      Drone Type: M30      Max Speed (mph): 32.3			

Flight #9	2023-12-14 12:46:20	Air Time: 00:01:47 Total Mileage (Miles): 0	Max Altitude (Feet): 182.1 Max Distance (Miles): 0
Takeoff Lat/Long: 45.520734,-122.691652 Above Sea Level (Feet): 83.4			
Max Bat Temp (f): 68.0	Takeoff Bat: 85% Takeoff mAh: 4587 Takeoff Volts: 24.513	Landing Bat: 80% Landing mAh: 4338 Landing Volts: 23.418	
Takeoff Degrees/Minutes/Seconds: 45° 31'14.64"N,122° 41'29.95"W Photos: 0      Videos: 0      Drone Type: M30      Max Speed (mph): 29.2			

Flight #10	2023-12-14 12:37:37	Air Time: 00:02:04 Total Mileage (Miles): 0	Max Altitude (Feet): 126.6 Max Distance (Miles): 0
Takeoff Lat/Long: 45.520739,-122.691647 Above Sea Level (Feet): 80.9			
Max Bat Temp (f): 64.4	Takeoff Bat: 93% Takeoff mAh: 4921 Takeoff Volts: 24.982	Landing Bat: 87% Landing mAh: 4695 Landing Volts: 23.954	
Takeoff Degrees/Minutes/Seconds: 45° 31'14.66"N,122° 41'29.93"W Photos: 0      Videos: 1      Drone Type: M30      Max Speed (mph): 21.2			

Flight #11	2023-12-03 15:37:50	Air Time: 00:15:06 Total Mileage (Miles): 0	Max Altitude (Feet): 47.2 Max Distance (Miles): 0
Takeoff Lat/Long: 45.761484,-122.878962 Above Sea Level (Feet): 54.1			
Max Bat Temp (f): 32.0	Takeoff Bat: 59%	Landing Bat: 11%	
Takeoff Degrees/Minutes/Seconds: 45° 45'41.34"N,122° 52'44.26"W Photos: 0      Videos: 0      Drone Type: Anafi USA      Max Speed (mph): 23.7			

Flight #12	2023-12-03 15:21:26	Air Time: 00:15:24 Total Mileage (Miles): 0	Max Altitude (Feet): 34.4 Max Distance (Miles): 0
Takeoff Lat/Long: 45.761507,-122.878976 Above Sea Level (Feet): 54.1			
Max Bat Temp (f): 32.0		Takeoff Bat: 60% Takeoff Volts: 11.833	Landing Bat: 10% Landing Volts: 10.827
Takeoff Degrees/Minutes/Seconds: 45° 45'41.42"N,122° 52'44.31"W Photos: 0                      Videos: 0                      Drone Type: Anafi USA                      Max Speed (mph): 3.0			
Flight #13	2023-12-03 11:36:05	Air Time: 00:06:00 Total Mileage (Miles): 0	Max Altitude (Feet): 78.1 Max Distance (Miles): 0
Takeoff Lat/Long: 45.751004,-122.865220 Above Sea Level (Feet): 17.2			
Max Bat Temp (f): 32.0		Takeoff Bat: 51%	Landing Bat: 32%
Takeoff Degrees/Minutes/Seconds: 45° 45'3.62"N,122° 51'54.79"W Photos: 0                      Videos: 0                      Drone Type: Anafi USA                      Max Speed (mph): 5.7			
Item #14	Total	Air Time: 03:31:58 Total Mileage (Miles): 17	
Photos: 593                      Videos: 4			

## FLIGHTS USING DRONE SENSE

Start Date	Start Time	End Time	Flight Hours	Flight Duration(HH:mm:ss)	Drone Model	Drone Name	Takeoff Latitude	Takeoff Longitude	Mission Names
12/7/23	8:28 AM	8:40 AM	0.2	0:12:13	Evo II	UR4TW	45.751089	-122.865307	["IAFC_TSI_Conference"]
12/7/23	8:21 AM	8:27 AM	0.11	0:06:22	Evo II	UR4TW	45.751133	-122.865384	["IAFC_TSI_Conference"]

# STAFF REPORTS



# Fire Chief Report

## December

### Meetings Attended

12/4/23	TSI Conference TX	12/19/23	Officers Meeting
12/5/23	TSI Conference TX	12/21/23	Trojan Inspection
12/5/23	RDPO Program CMTE MTG	12/25/23	Vacation
12/6/23	TSI Conference TX	12/26/23	Vacation
12/7/23	TSI Conference TX	12/27/23	Vacation
12/8/23	RDPO Fire & EMS Mtg	12/28/23	Vacation
12/11/23	FDB Meeting	12/29/23	Vacation
12/12/23	Wildfire Investigation Bend		
12/13/23	Meet with IT		
12/13/23	Fire Science Class		
12/13/23	Lifelight LZ training		
12/14/23	Providence Park UAS Training		
12/14/23	Board Meeting		
12/17/23	Distro Day		
12/18/23	PCC SHS Meeting with students		

**Hours Worked December: 128 Hours**

**On Call in December: 168 Hours (Call shifts minus office time)**

**TOTAL HOURS: 296**

**Training**

TSI Conference  
DT4EMS

**Projects**

Portland Fire Mutual Aid Agreement – *In Progress*

Strategic Plan – *In Progress*

Fire Station Project ~ *In Progress*

SHSGP ~ *Received aircraft and additional equipment, waiting to complete the last part of training*

Senate Discretionary spending request ~ *Still working with PCC, class started*

UASI UAS Detection Cases and tripods ~ *Waiting for contract to spend \$8,000*

SPIRE 2023 ~ *3 Grants submitted*

2022 AFG Grants

Tender Project ~ *In progress*

Engine Project ~ *In Progress*

December seemed to finish kicking and screaming. While staff accomplished a lot (Volunteers, Career and Administrative), there seemed to be an opportunity for everyone to enjoy the holiday season. Without all of the efforts from everyone, we would not have been as successful as we were with all that we were tasked with. A huge thanks to all of the volunteers that were specific to the Share and Care program as well as Linda for all of her efforts in keeping things together. Looking forward to adding what was learned this year to make next year even more successful.

December had a few unsettling events locally, and some of the effects are going to last a while. From what we have been hearing, the city manager from Scappoose will be taking another job and the police chief for Scappoose will be leaving at the end of the month. This will be a challenge for our agency as our working relationship with those individuals really helped in many different ways. They will both be missed.

Hopefully later in this week we will hear back from our architect regarding costing on the station renovation and annex building. At the direction of the board, we will be moving forward with obtaining as much information as possible to bring back for a decision on whether to move forward with a bond request to the community. We have asked for several different cost estimates. This will help us determine if we try to do everything or if we do things in stages. We are at a breaking point for space and for staff to be effective to complete day to day tasks due to a lack of office space and computer work stations.

A large part of December was spent planning for all of the new positions, training schedule rotations and training plans. We seem to be on track despite a couple of speed bumps. Looking back, getting back to full staffing, promoting a new lieutenant has been quite a lift. In the process we have found holes in communications as well as notifications.

We were successful in purchasing a new utility (Truck) to replace the 1996 Chevy 2500. This vehicle was beyond its service life and had served the district very well. The replacement was purchased in Wisconsin due to the challenges of finding exactly what we needed. In total, we spent \$74,500 on the cab and chassis. We are waiting for the truck to be delivered. It was cheaper to have it delivered than to drive it ourselves, not to mention the valuable staff time lost. In looking for this vehicle, we searched every state.

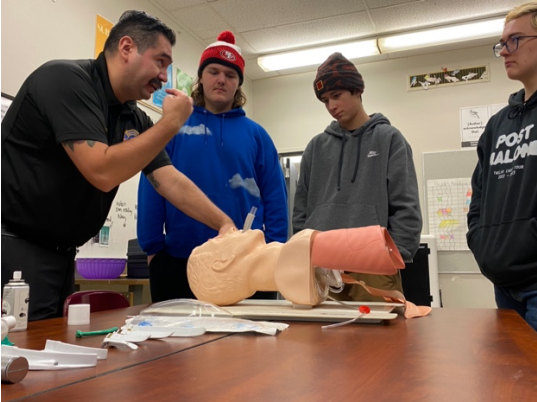
We applied for three equipment items through the Oregon SPIRE (State Preparedness Incident Response Equipment) grant program. The SPIRE 3 process is in its final year of funding from State House bill 2687. We received letters of support from Columbia County Emergency Management, Multnomah County Emergency Management, Washington County Emergency Management, Portland Office of Emergency Management and Mist-Birkenfeld Fire District. The three items we went for were Heavy Lift Airbags, Water Purification trailer (This would be for the community), and a Cell On Wheels (Commonly referred to as a COW). We should know in the next three to four months if we are successful.

This next month will be very busy with the high school program. Chief Bautista and I will be teaching every day till the end of the month as the school is in "J" term. Significant time was spent in December jumping through all of the PCC hoops to be able to deliver the college credit portion of the class to the students. There were several days of back and forth between the PCC professors, the dual credit coordinator, the high school and the FD before

all of the sign offs could be acquired. We still have a few more purchases to make for this program. We have more software, one more aircraft, computer and various supplies that will occur soon. We finally acquired all of our training aircraft, we are just waiting on the final large aircraft as a result of supply chain issues.

The new water tender is ahead of schedule. We will be working with the vendor to schedule the final inspection as well as the delivery of the vehicle. There are a few minor details that we need to work out, but it should be in Scappoose by the middle of February. I am assuming it will take one to two months to get it in service. With the daytime LT position, we hope that this will speed up the training as well as the consistency of training for all our career and volunteer staff.

We are also in the process of experimenting with some project planning software that we have as part of our Microsoft platform. It is our hope that this will help with internal communication as well as do a better job of compiling documents specific to a project or task all in one space. There will more on this in the future as we spend more time learning about the software.



*High School Fire Class*



*UAS Training at Providence Park*



*Meeting with the US Fire Administrator*



*Presenting at the TSI Conference with Austin Fire and IAFF*

**Division Chief Marks**  
**January 2024**

**December Projects:**

Duty Shifts - Safety Program - Wellness Program  
CQI Program – Compliance Data Collection -  
Medicare Ground Ambulance Data Collection System (GADCS)  
Civil Service Processes - Records Requests

**Drills / Activities / Meetings in December included:**

Admin Meetings	Fire Defense Board
Columbia County Winter Planning	
Columbia Pacific CPCCO	Meeting with Public Health
Board Meeting	Meeting with Peer Support Members
4 <sup>th</sup> Quarter FPAAC	HPO Steering Committee
Officers Meeting	Civil Service Meeting

ERT Curio has completed the protocol book project. She continues to be a shining star with other EMS related activities. Through her networking she was able to locate training material for the 2024 protocol updates. Working with her through this process, she was able to build a test and I was able to upload the material to our learning platform. The new protocols will go into place Feb. 1. She also works hard to ensure staff is up to date regarding medication issues and back orders.

At the December 13, 2023, Columbia County Board of Commissioners approved a one-year extension for the current ASA providers. This was due to the timing of OHA reviewing the submitted ASA plan upgrades. The Columbia County ASA plan has been approved by OHA. I have requested historical documents regarding ASA renewal procedures to assist me with this project in 2024.

The GADCS project continues. Again, this will be a consistent item in FY 23/24. We are trying to steam line the process as much as we can.

The CQI program is beginning to come together. I continue to find ways to improve the system to better our crew's documentation.

The Fire Boat project is still underway. The boat was taken to Multnomah Yacht repair for installation for new equipment and maintenance. During this process, their technicians identified additional issues and made recommendations regarding the new electronics. Due to this more in-depth conversation, along with the time crunch to have the boat back for Christmas Ships, some of the items were put on hold. Lt. Anderson is working diligently to complete this project.

I have been working with SME Solutions regarding our fuel pumps. We have had to have warranty work performed on both the gasoline and diesel pumps over the past few months. SME have been very responsive to our needs and have gone out of their way to make sure the parts are warrantied. I asked them to provide me with information on how we can improve our system to decrease failure rates.

Marks Custom Exterior has completed the Chapman roof project. During this project, water was noted to be leaking from the electrical panel when the furnace was shut down during the install. Lt Anderson will be working with electrical contractors to ensure the electrical panel is in good working order.

Both Holbrook and The Boat House Station are currently in order and working efficiently.

As requested at the September Board meeting, here is a list of my larger projects in their current priority.

1. Work with Chief Pricher on taking over the Operations role for the district.
2. GACDS: This project will remain priority number one throughout our collection period. Correct and thorough completion of this project will ensure the organization is not fined 10% of our Medicare billing.
3. Ambulance Service Area Plan: Compiling documents for the 2024 ASA renewal process.

4. Physician Advisor: While we have completed the search and have a signed contract, we still have many aspects that need transferred over to the new doctor.
5. Continue to support staff: While this is listed at the bottom of my priority list, it is of vital importance to me. This item can be little things throughout the month to assist with a vast number of items to increase workflow and continuity of the organization.

My time Worked in December 2023

133Hours

Call time in December 2023  
(time)

218 Hours (call shifts minus office

Total Hours for December

351 Hours



Chief Pricher trying to be sneaky at Share and Care (Left)  
Chapman Roof (Right)

**Chief Bautista Report  
Prevention & Training Divisions  
January 2024**

**December Projects:**

- ◆ Volunteer Program Coordination (On Going) - Working on onboarding Henry Oberbarnscheidt the in the Member Outreach position.
- ◆ SRFD Uniforms (On Going) - With the two primarily personnel assigned being on shift rotations and medical leave, I am working to make sure our uniform needs are taken care of.
- ◆ 2022 Fire Code Update for ImageTrend (In Progress) - Working with contractor to update all code citations to reflect the 2022 OFC.
- ◆ Update Probationary LT Training Plan (Completed)
- ◆ Create Lateral FF Training Plan (Completed)

**Fire Marshal Duties:**

One (1) driveway inspection was completed.

Currently working with fire investigators to complete any outstanding fire investigation reports from 2023.

We had a request for youth firesetting intervention screening assistance from Vernonia Fire District. We are working with the Juvenile department to assist them with the screenings since they do not have a certified Youth Firesetting Intervention Specialist. This will also us the opportunity for task book sign offs for those members that have had the initial training. Currently, SRFD is one of only two agencies in Columbia County with a certified Youth Firesetting Intervention Specialist on staff.

**Training Duties:**

We have made progress on many of the certifications missing from members except for a couple members. Overall, great progress was made on the obtaining certifications in 2023. In total, 87 new certifications were issued from DPSST to SRFD members. Great work from our members and everyone who supported getting our members across the finish line.

**Public Information Program:**

The Columbia County PIO team will start meeting in 2024. In 2024, we had one new certified PIO added to the roster. In 2024, we will continue to expand this roster with the current pool of trainees and enhance our PIO program. This will be essential to supporting upcoming levy and bond measure outreach efforts.

**Volunteer Program:**

Working with Henry Oberbarnscheidt on program priorities and training plan for probationary period. He and FF Booth have been working in incident response cards for recruits that allow crews to understand clearances for emergency responses (e.g. cleared for brush fires and motor vehicle accident

responses).

**Scappoose High School Program:**

Chief Pricher and I will be committed to J term in January for the Scappoose High School program, this will occupy our personnel for 3 hours every morning, five days a week. We have coordinated field trips, presentations from different emergency service professions and lectures during this time.

**December Meetings & Activities:**

<b>Date</b>	<b>Meeting/ Topic</b>
<b>12/5/2023</b>	<b>Columbia County Economic Development – Project Sprint</b>
<b>12/12/2023</b>	<b>LCRTOA</b>
<b>12/13/2023</b>	<b>Fire Science Course</b>
<b>12/14/2023</b>	<b>Canairy App and Device Review (Virtual Meeting)</b>

**Upcoming Chief Officer Development:**

Nothing to report

**Upcoming Training:**

Total hours for December 2023: 269.75 hours (156.75 hours (10 holiday and 23.5 sick hours used) & 113 Duty Officer On-call hours, minus office hours)



Membership Outreach  
Henry Oberbarnscheidt

Most of my time has been spent finding my way around the computer while also getting used to programs I have never used. This is the first time using Word. I feel that I'm learning a lot, but there is also plenty more to learn. There are so many resources to recruit volunteers and a lot of places to store and locate information. Everyone has been extremely helpful, but there has also been an adjustment period as I settle into place.

Some time was spent assisting with Share and Care, as well as logistics to move around equipment. There were 2 minor flooding incidents at the station I assisted with, one that required bypassing a drinking fountain in the hallway. Time has also been spent assisting in answering the doors and phones when the rest of the administrative staff was preoccupied.

I was involved in some training on Maritime towing and spent 4+ hours touring C-com, which was an eye-opening experience.

I tried to be involved in volunteer activities such as drill, safety meetings, and association meetings, while also being available as much as possible for small group or individual drills and task book signoffs. If I was unable, I tried to set something up with the duty crew who stepped up and made things work out.

Assisted in coordinating the advancement ceremony, worked coordination with a Ride-along, assisted in conducting volunteer interviews and sat in on interview panels, coordinated applicant background checks as well as provided information for physicals. I've been checking on applicants' and volunteers' Certs and Qualifications and created temporary labels for their mailboxes. I'm getting back in touch with some volunteers who have fallen off the radar.

There are four new applicants we have in the pipeline that will be heading to logistics until we start a new Academy next fall, or some will stay in Logistics. If you would like more specifics, please inquire. We are working on creating more senior Firefighters.

## **January 2024 – Finance Report**

### **General Fund Highlights**

#### **Revenue:**

- \$595,320 in tax turnovers
- \$52,699 in EMS revenue
- \$44,513 in Grant Revenue for Q1 of Community Paramedic Program
- \$26,000 in Grant Revenue – Drawdown for high school program expenses
- \$23,488 for interest on investments
- \$3,160 in FireMed membership revenue

#### **Expenditures:**

- \$20,976 for Building & Grounds Maintenance expenses (Chapman roof replacement \$14,636)
- \$19,027 in Emergency Operating expenses (Hose & rope rescue equaled \$16,791)
- \$18,303 for Information Technology expenses (Subscriptions to Archive Social, Target Solutions, and mapping software equaled \$12,230)
- \$11,793 for EMS Operations
- \$9,139 for Maintenance on Equipment expenses
- \$3,278 for credit card expenses
- \$2,241 for Administration expenses

#### **Property Fund Capital Outlay Highlights:**

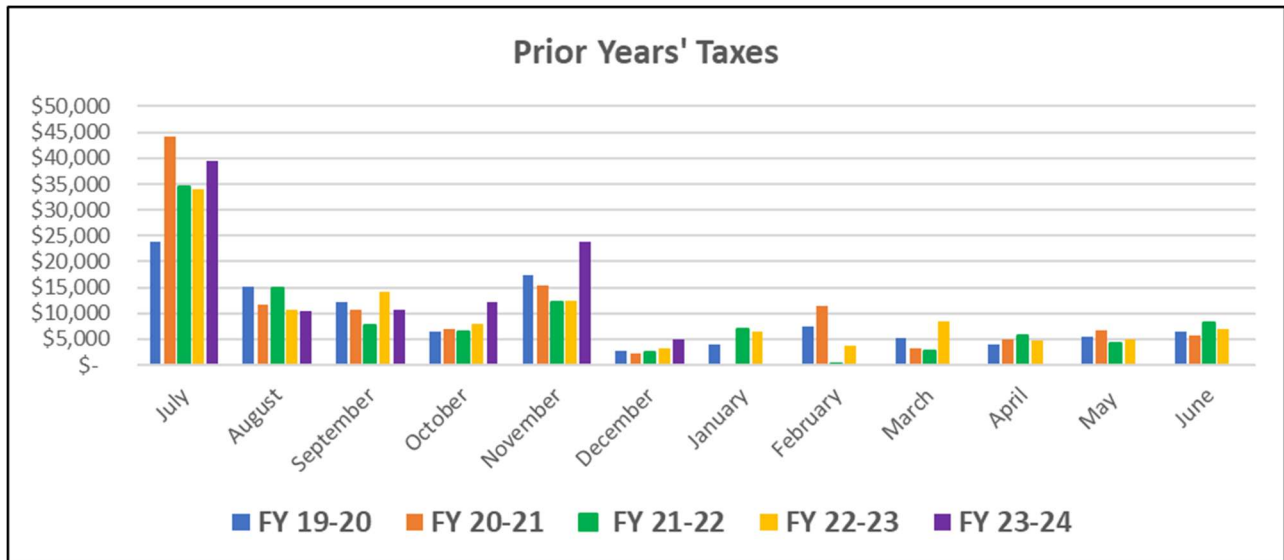
- \$74,550 for the purchase of a F550 cab & chassis to replace the utility.

The District has received 104% of the budgeted Local Option taxes and 99% of the budgeted Permanent taxes. This is due, in part, to the actual imposed taxes being higher than what was estimated. (See the mid-year report for details.)

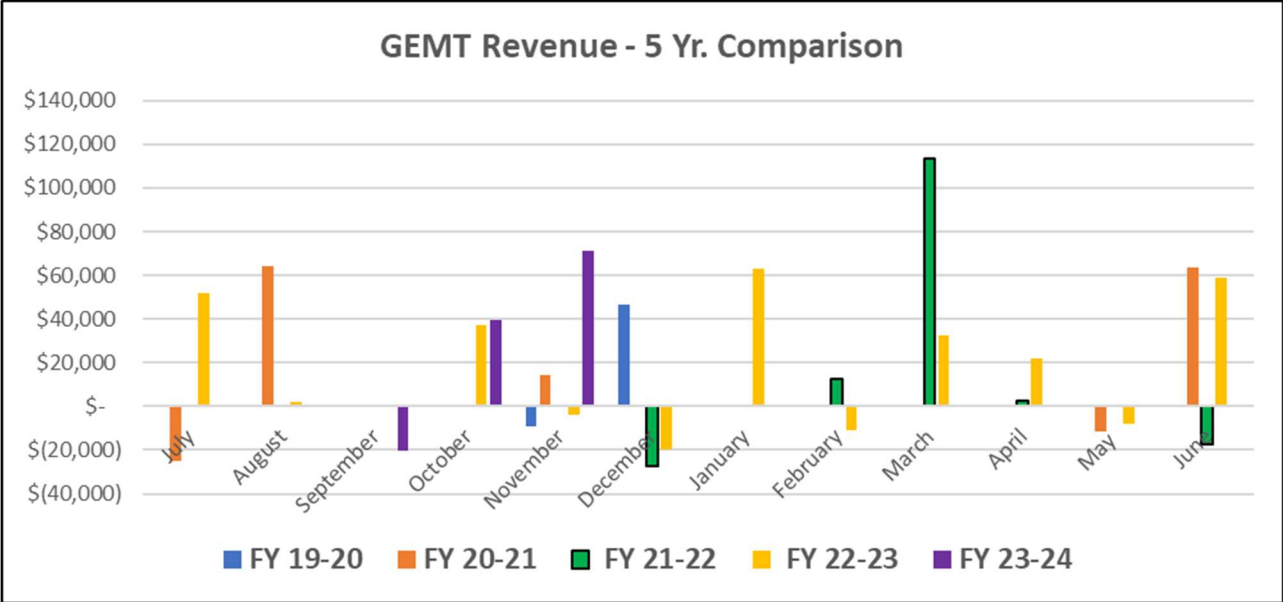
Due to the audit not being completed by year-end, the District filed for an extension with the Secretary of State's office. The extension was approved, however recent communication with the auditor suggests we should expect to see the draft report in the very near future.

Attached are graphs that are intended to share the District's financial picture over a 5 year period. Because the District's tax revenue is proportionally much greater than any other revenue, we decided to show revenue sources separately.

97% of all current year taxes are received in November, December, and January. The remaining 3% is received in small amounts throughout the remainder of the year.

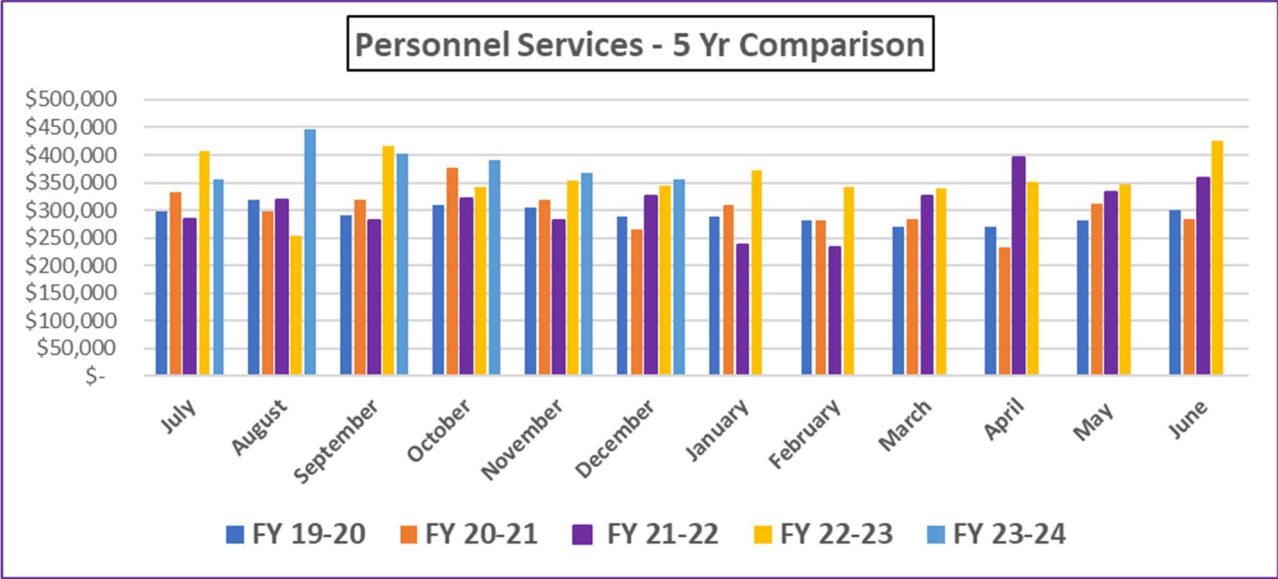


The majority of prior year taxes comes between July & November.

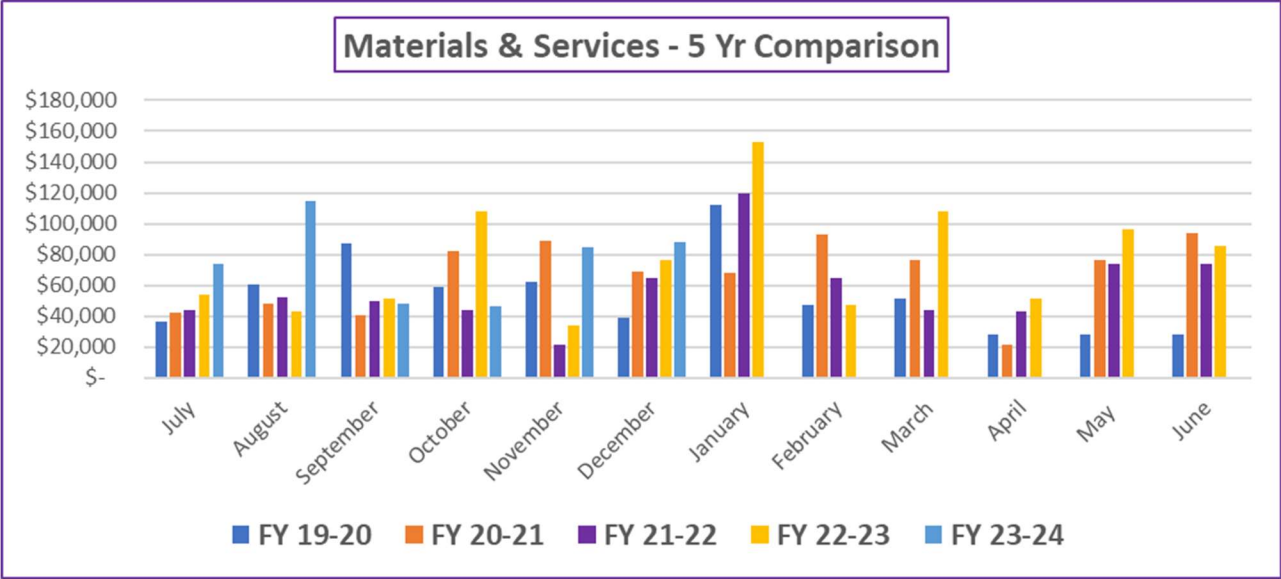


In the graph above, you will notice that our payments to OHA, which are necessary to receive GEMT revenue, are shown as negative amounts, but are then followed by payments to the District a month or two later.

Personnel Services (salaries, benefits, insurance, and volunteer services) make up roughly half of the annual budget.



The months of August, September, & October experience higher personnel costs due to conflagrations.



Property & liability insurance is paid in January each year. You will notice the contract payment for the REMS deployment in August of this year.

Submitted by Maria Heath

# OLD BUSINESS

# MISCELLANEOUS

# NEW BUSINESS



## **2024-2025 BUDGET CALENDAR**

January 11, 2024	7:00 PM	Board Meeting Appoint Budget Officer Approve Budget Calendar Major Budget Item Discussion
February 8, 2024	7:00 PM	Board Meeting Major Budget Item Discussion
March 14, 2024	7:00 PM	Board Meeting Major Budget Item Discussion
April 11, 2024	7:00 PM	Board Meeting Final Direction on Major Budget Items
April 12, 2024		1 <sup>st</sup> Notice of Budget Committee Meeting Notice on website <a href="http://www.srfd.us">www.srfd.us</a>
May 3, 2024		2 <sup>nd</sup> Notice of Budget Committee Meeting Published in Spotlight
May 9, 2024	7:00 PM	Budget Committee Meeting Board Meeting follows
May 24, 2024		Notice of Budget Hearing Published in the Spotlight
June 13, 2024	7:00 PM	Budget Hearing Budget Meeting follows with Budget Adoption, Appropriation, and Tax Imposition
July 15, 2024		Deadline for Budget Documents delivered to County Assessors



# MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Request to purchase replacement Squad and Duty Officer vehicle

DATE: January 8<sup>th</sup> 2024

**Requested Action:** Authorize staff to expend funds from the Real and Property Reserve Fund (Account #2000, page 31 of Budget Workbook).

**Critical date for action:** February 2024 (Due to the time it will take to source / build the vehicle)

**Purpose:** To replace an 18-year-old Squad and a 15-year-old Duty officer vehicle.

**Impact:** Scappoose Fire has 23 response vehicles that are utilized for responses to emergencies. 10 of the 23 are over 24 years old (Page 8 of 52, 2022 Annual Report). Staff has been working hard to get back on track with timely apparatus replacement. It is important that response vehicles are ready for response at all times and are reliable.

Last summer on an incident, the 18-year-old Squad had a significant maintenance issue requiring it to be out of service. The two vehicles that need to be replaced are pushed hard to get to emergencies in all sorts of weather and road conditions. This type of wear and tear necessitates replacement over a period of time.

If we push the replacement of these vehicles down the road like was done previously for many years, we may not be in a position to replace them in a timely fashion.

Current supply and demand require that we move quickly as the demand for these vehicles is high. An example of this was our recent Utility purchase from Wisconsin.

## **Availability of funding:**

The district has budgeted this expense for this fiscal year. Based upon the available budget data, we are on target with revenue and the funds are available for use.

**Coordination:**

This project to be coordinated by Chief Pricher and Chief Marks.

**Contact person(s):**

Jeff Pricher

Chief Marks

Lt. Anderson

**Attachments:** None

**Recommendations:**

1. Allow staff to start the purchase process.
2. Take no action.
3. Table this for another month.

**Conclusion:**

Both of these vehicles are essential to our response plan. The Squad is used for most medical calls as a chase vehicle instead of sending a \$500,000+ fire engine. The Squad is also used for rescue incidents and sent out on state Conflagrations.

We also need to replace the F-150 duty officer vehicle and upgrade it to a F-250 to match the rest of the duty officer vehicles (standardization) but also make sure that the duty officers have a safe and reliable vehicle. The F-150 was purchased used with over 100,000 miles on it.

c file

r.f.

# COMMUNICATIONS