

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

REGULAR BOARD MEETING AGENDA

7 p.m. Thursday September 10, 2020

Members of the public may attend the open portion of the meeting by electronic means. The access information is posted under About Us/Board of Directors on the District website @ www.srfd.us.

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

Call to Order & Flag Salute

Public Comment

SRFD Consent Agenda

- Minutes for 8.13.20 Regular Meeting
- 8.2020 Expense Account Activity (payments totaling \$343,278.99)
- 8.31.20 Budget Vs Actual

Staff Reports

Old Business

- Committee Reports
- Plan to hire permanent chief
- Lexipol – Discussion of Sections 1 & 2
- Scoping Process Results
- Job Descriptions
- Miscellaneous

New Business:

- Miscellaneous

Public Comment

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

Good of the Order

Adjourn

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

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

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

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

Public Comment: None

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

The motion to approve the consent agenda passed unanimously.

Staff Reports:

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

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

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

Fire Marshal's Report: No questions.

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

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

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

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

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

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

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

Old Business:

Committee Reports: No comment

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

The motion to approve the Near Space contract passed unanimously.

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

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

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

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

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

Miscellaneous: Nothing to share.

New Business:

Plan to hire permanent chief:

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

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

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

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

Lexipol: Sections 1 & 2

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

Public Comment:

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

Good of the Order:

A letter from Chief Lake was received thanking SRFD for their assistance during a July 25th wildland fire on Sauvie Island.

The meeting was adjourned at 8:45 pm.

Scappoose Rural Fire District
Itemized Account Activity
August 2020

Date	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
08/04/2020	Benefit Help Soluti...	Flex Savings reimb	799.00
08/12/2020	Benefit Help Soluti...	Flex Savings reimb	19.78
08/13/2020	Special Districts In...	health insurance	22,433.50
08/13/2020	Standard Insurance	Life & LTD Insurance	1,153.44
08/13/2020	HRA VEBA Trust	District contributions	4,925.10
08/13/2020	Benefit Help Soluti...	Flex Savings reimb	9.42
08/18/2020	Benefit Help Soluti...	Flex Savings reimb	225.00
08/27/2020	Benefit Help Soluti...	Flex Savings reimb	441.68
08/28/2020	Paychex - tax	ER Work Benefit	59.44
08/28/2020	Paychex Payroll	Flex spend health ins cashout	12,076.11
08/31/2020	HRA VEBA Trust	District contributions	8,124.97
Total 550 Insurance			50,267.44
560 Personnel Salaries			
08/12/2020	P.E.R.S.	Employee 6% IAP plus unit contr...	10,593.70
08/13/2020	Special Districts In...	Sec 125 deductions	1,275.90
08/13/2020	Standard Insurance	STD staff PR deductions	604.32
08/13/2020	Inroads Credit Union	Staff food fund--July PR deducti...	720.00
08/13/2020	Principal Financial ...	Life Ins policy 4807353 - Nielson	205.21
08/13/2020	Tualatin Valley Fire...	August 2020 Union Dues	1,789.14
08/13/2020	American Heritage ...	Case # 84457 PR Deduc: R And...	217.44
08/28/2020	Paychex - tax	Employee taxes withheld	48,777.17
08/28/2020	Paychex Payroll	Deferred comp	3,730.00
08/28/2020	Paychex Payroll	FLSA Overtime	2,226.24
08/28/2020	Paychex Payroll	FF incentives	1,885.56
08/28/2020	Paychex Payroll	Longevity	1,077.38
08/28/2020	Paychex Payroll	Phone Pay	150.00
08/28/2020	Paychex Payroll	Shift differential	37.92
08/28/2020	Paychex Payroll	Overtime	27,549.86
08/28/2020	Paychex Payroll	Balance of net pay	70,694.86
08/29/2020	Oregon Dept. of Ju...	PR deduction	805.00
08/31/2020	HRA VEBA Trust	Employee PEHP contributions	2,040.00
08/31/2020	Voya-State of Oreg...	Oregon Savings & Growth Plan ...	12,199.95
08/31/2020	Chaffeur, Ken	refund STD premium	47.43
Total 560 Personnel Salaries			186,627.08
570 SocSec/Medicare(FICA)			
08/28/2020	Paychex - tax	Emplr FICA	14,989.65

Scappoose Rural Fire District
Itemized Account Activity
 August 2020

Date	Source Name	Memo	Paid Amount
Total 570 SocSec/Medicare(FICA)			14,989.65
580 Volunteer Services			
08/13/2020	Greenup, Cade	reimb cell phone	34.00
08/13/2020	Curio, Kathryn	reimb vol FF sign supplies	17.58
Total 580 Volunteer Services			51.58
590 Personnel Benefits			
08/12/2020	P.E.R.S.	Employer PERS	44,922.60
Total 590 Personnel Benefits			44,922.60
Total 1.1 GENERAL FUND PERSONNEL SVCS			296,858.35
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
08/31/2020	Systems Design	53 transports + postage	1,216.05
Total 670 Contract Services			1,216.05
680 Communications Maintenance			
08/31/2020	Complete Wireless...	KNG-M150R radio	1,820.00
08/31/2020	Complete Wireless...	factory install high power 110 W ...	227.50
08/31/2020	Complete Wireless...	handheld mic KNG M	172.90
08/31/2020	Complete Wireless...	cable assy remote mount	117.65
08/31/2020	Complete Wireless...	Remote control head plug & play	949.00
Total 680 Communications Maintenance			3,287.05
720 Public Fire Services			
08/11/2020	Ace Hardware - Sc...	address sign supplies	1.01
08/13/2020	Mallory Safety and ...	4 Tychem protective coveralls	166.79
08/13/2020	Ace Hardware - Sc...	address sign supplies	67.69
Total 720 Public Fire Services			235.49
740 Uniforms			
08/31/2020	A+ Engraving, LLC	nameplates for Alexander, Breh...	81.30
Total 740 Uniforms			81.30
750 Maintenance on Equipment			
08/11/2020	Royal Commercial ...	replace evap fan motor on Evere...	458.45
08/13/2020	Alaska Frontier Fa...	FB43 2 fuel filters	154.40
08/13/2020	Fast Lube and Oil	AP 3306-oil change w/ fuel filter	178.30
08/13/2020	St. Helens Marina, ...	34.2 gal diesel	75.24
08/13/2020	St. Helens Marina, ...	74 gal diesel	166.50

Scappoose Rural Fire District
Itemized Account Activity
 August 2020

Date	Source Name	Memo	Paid Amount
08/13/2020	Sunset Auto Parts	AP3306-Napagold air filter	81.33
08/13/2020	Wilcox & Flegel	236.8 gal diesel	346.09
08/13/2020	Heath, Maria	2 \$500 wildland fire Visa cards	1,012.00
08/13/2020	Wilcox & Flegel	240.8 gal diesel	353.72
08/13/2020	Wilcox & Flegel	250 gal unleaded	630.56
08/31/2020	Dept. of Motor Veh...	transfer title--donated brush rig	98.00
08/31/2020	Pro Automotive & ...	replace front brakes	2,354.30
08/31/2020	Pro Automotive & ...	replace radiator	1,421.84
08/31/2020	Pro Automotive & ...	install front shocks	485.74
08/31/2020	Pro Automotive & ...	power steering fluid flush	200.00
08/31/2020	Pro Automotive & ...	front wheel alignment cam bolts	125.00
08/31/2020	Pro Automotive & ...	diagnostic charges	250.00
08/31/2020	Sunset Auto Parts	misc supply	4.99
08/31/2020	Sunset Auto Parts	windshield wash & misc supply	45.42
08/31/2020	Sunset Auto Parts	Napagold air filter	54.77
08/31/2020	Sunset Auto Parts	misc supply	16.46
08/31/2020	Sunset Auto Parts	misc supply	8.54
08/31/2020	Sunset Auto Parts	V431 pickup battery	300.00
08/31/2020	Sunset Auto Parts	F-250 Napagold air filter	61.96
08/31/2020	Heath, Maria	2 \$500 wildland fire Visa cards	1,012.00

Total 750 Maintenance on Equipment 9,895.61

760 Administration

08/01/2020	Bamford Bakery	Board SWOT workshop	24.00
08/03/2020		LGIP transfer fee	0.05
08/03/2020	Scappoose Bagel	Board SWOT meeting	29.90
08/03/2020	Fred Meyer	Visa gift card fee	3.80
08/04/2020	Elavon Visa Proce...	July Visa processing fees	35.25
08/12/2020		Service Charge	15.95
08/13/2020	Pacific Office Auto...	monthly copy kit	43.56
08/13/2020	Heath, Maria	wildland fire cash	100.00
08/13/2020	Flora Designs	Mary Hales flowers	50.00
08/13/2020	Flora Designs	Katie Hales flowers	50.00
08/13/2020	Flora Designs	Sandra Hales flowers	50.00
08/13/2020	Speer Hoyt LLC	2.3 hrs labor legal work	563.50
08/28/2020	Paychex Invoice	2020 PR svcs	176.90

Total 760 Administration 1,142.91

765 Information Technology

08/03/2020	Apple iTunes	iCloud storage	2.99
08/09/2020	Wix.Com	2 yrs for srfd website	264.00
08/10/2020	Dotster	annual fee for srfd.us domain	11.99
08/13/2020	Salisbury, Janine	reimb Moditech Crash Recovery	299.00
08/13/2020	Centerlogic, Inc.	1.5 hr 7/21 hardware budgeting -...	187.50

09/01/20

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

August 2020

Date	Source Name	Memo	Paid Amount
08/13/2020	Centerlogic, Inc.	1.5 hr 7/24 physical inventory - ...	187.50
08/13/2020	Centerlogic, Inc.	1 hr 7/28 setup Teamviewer - W...	125.00
08/13/2020	Centerlogic, Inc.	managed services plan	228.00
08/13/2020	Centerlogic, Inc.	firewall	120.00
08/13/2020	Centerlogic, Inc.	cybersecurity & malware	109.00
08/13/2020	Centerlogic, Inc.	secure backup and cloud storage	375.00
08/13/2020	Comcast	Acct#8778 10 202 0633936	212.50
08/13/2020	EMS Technology S...	24 fleet mgmt licenses	120.00
08/13/2020	Verizon Wireless	Acct# 342023411	508.12
08/13/2020	Verizon Wireless	Acct# 672550930	10.02
08/13/2020	Maginn, Mike	Reimb phone lost on fireboat	149.00
08/13/2020	City of Portland	800 MHz access	147.81
08/31/2020	AT&T Mobility	FirstNet Acct# 287287321203	181.70
08/31/2020	Centerlogic, Inc.	1.5 hrs Teams & telework setup ...	187.50
08/31/2020	Centerlogic, Inc.	1 hr Office 365 rights issues (8/...	125.00
08/31/2020	CenturyLink	Chapman internet charge	69.95
08/31/2020	Daston Corporation	50 Google Apps--6 mo	1,700.00
Total 765 Information Technology			5,321.58

770 Operating Materials/Suppli

08/03/2020	Fred Meyer	7 hand sanitizer bottles	17.43
08/03/2020	Amazon	gym and fitness wipes	39.49
08/03/2020	Amazon	dishwasher tablets	12.98
08/03/2020	Amazon	toilet paper	42.34
08/03/2020	Amazon	laundry detergent	34.22
08/03/2020	Amazon	kitchen trash can liners	17.22
08/04/2020	Amazon	3 lg hand sanitizer stations	405.00
08/05/2020	Amazon	case of 8 hand sanitizer refills	217.70
08/05/2020	Amazon	hardwound roll towels & kitchen ...	146.46
08/05/2020	Amazon	Dial Soft Scrub	54.96
Total 770 Operating Materials/Suppli			987.80

775 Emerg. Operating Supplies

08/01/2020	Mountain House	6 buckets Classic Assortment	659.94
08/07/2020	Amazon	gatorade for conflag trailer	124.75
Total 775 Emerg. Operating Supplies			784.69

780 Building & Grounds Maint.

08/03/2020	Royal Commercial ...	repair Everest 2D Refrigerator	355.00
08/10/2020	Ace Hardware - Sc...	shower scrub brush	3.99
08/10/2020	Ace Hardware - Sc...	bldg & equipment supplies	-3.99
08/11/2020	Ace Hardware - Sc...	bldg & equipment supplies	-1.01
08/13/2020	AER Fitness Repair	maintenance on gym equipment	179.00

Scappoose Rural Fire District
Itemized Account Activity
August 2020

Date	Source Name	Memo	Paid Amount
08/13/2020	Columbia NW Heat...	annual HVAC maint 9/20-8/21	1,350.00
08/13/2020	Airwave, LLC	install 2 readerboard displays	1,500.00
08/13/2020	Alonzo Yard Maint...	cleanup Holbrook station yard	500.00
08/13/2020	Alonzo Yard Maint...	Holbrook station yard maint	200.00
08/13/2020	Alonzo Yard Maint...	Chapman station yard maint	200.00
08/13/2020	Columbia NW Heat...	clean outdoor compressor unit coil	712.00
08/13/2020	Point Monitor	annual fire alarm test	718.00
08/13/2020	Point Monitor	online report fee	30.00
08/31/2020	Ace Hardware - Sc...	touch n flow pistol	14.99
08/31/2020	Alonzo Yard Maint...	Holbrook station yard maint	200.00
08/31/2020	Alonzo Yard Maint...	Chapman station yard maint	200.00
08/31/2020	Columbia NW Heat...	temp fix for Ruud heat pump	139.95
08/31/2020	Complete Carpet S...	repair mold damage to Holbrook	8,890.00
08/31/2020	Complete Carpet S...	install gutter guards @ Holbrook	1,400.00
08/31/2020	Paramount Pest C...	Chapman Station pest control	110.00
08/31/2020	AER Fitness Repair	install battery & pedal set on Cyb...	249.73
Total 780 Building & Grounds Maint.			16,947.66

810 Utilities

08/03/2020	Comcast	cable	30.85
08/13/2020	Graybar Financial ...	VOIP phone rental	299.25
08/13/2020	N.W. Natural Gas	Acct 447881-4	31.84
08/13/2020	P.G.E.	electricity for Holbrook station	36.67
08/13/2020	Waste Manageme...	2 20 yd dumpsters	152.27
08/13/2020	Waste Manageme...	Garbage/Recycling	127.45
08/31/2020	CenturyLink	Main station fax & Chapman pho...	174.86
08/31/2020	City of Scappoose	water/sewer acct#000421000	350.34
08/31/2020	CRPUD	boathouse electricity	35.51
08/31/2020	CRPUD	main station electricity	832.92
08/31/2020	Comcast	Acct#8778 10 202 0162514	30.85

Total 810 Utilities

2,102.81

870 EMS Operations

08/13/2020	Airgas - USA, LLC	medical oxygen	285.61
08/13/2020	Airgas - USA, LLC	cylinder rental	235.77
08/13/2020	EMS Technology S...	5 inventory & asset mgmt licenses	150.00
08/13/2020	Life-Assist, Inc.	lidocaine	60.00
08/13/2020	Life-Assist, Inc.	amiodarone	25.00
08/13/2020	Sasek, Dean MD	physician advisor svcs	691.67
08/13/2020	Airgas - USA, LLC	medical oxygen	284.78
08/13/2020	Life-Assist, Inc.	medical supplies	872.94
08/13/2020	TriZetto Provider S...	EMS billing fee	106.10
08/31/2020	Bound Tree Corp.	fentanyl and morphine	433.89
08/31/2020	EMS Technology S...	add'l safe for narcotics tracking	100.00

Scappoose Rural Fire District
Itemized Account Activity
 August 2020

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
08/31/2020	Environmental Co...	1 biohazard container	50.00
08/31/2020	Life-Assist, Inc.	medical supplies	145.94
08/31/2020	Life-Assist, Inc.	Tactical Strike conc cleaner	324.00
08/31/2020	Life-Assist, Inc.	4 bxes 3-ply earloop face masks	230.00
08/31/2020	Life-Assist, Inc.	medical supplies	240.00
08/31/2020	Life-Assist, Inc.	medical supplies	145.94
08/31/2020	Airgas - USA, LLC	medical oxygen	36.05
Total 870 EMS Operations			4,417.69
Total 1.2 GENERAL FUND MATERIAL & SVC			46,420.64
Total 1...			343,278.99
Total 1..GENERAL FUND EXPENDITURES			343,278.99
TOTAL			343,278.99

09/01/20
Cash Basis

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

	Jul - Aug 20	Budget	\$ Over Bud...	% of Budget
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,950,734	1,876,467	74,267	104%
Conflagration	0	30,000	-30,000	0%
EMS Receipts	75,030	640,000	-564,970	12%
Fire Marshal	43,553	10,000	33,553	436%
FireMed	215	42,000	-41,785	1%
G.E.M.T. (Medicaid)	39,333	30,000	9,333	131%
Gas Royalties	19,576	5,000	14,576	392%
Grant Awards	0	1,000	-1,000	0%
Interest Earned on Investments	2,929	1,000	1,929	293%
Intergovernmental	8,974	0	8,974	100%
Miscellaneous Revenue	749	20,000	-19,251	4%
Property Taxes				
Taxes - Current				
Local Option Levy	0	1,578,911	-1,578,911	0%
Permanent Rate Levy	0	1,419,110	-1,419,110	0%
Total Taxes - Current	0	2,998,021	-2,998,021	0%
Taxes - Prior Years	55,638	105,000	-49,362	53%
Total Property Taxes	55,638	3,103,021	-3,047,383	2%
Total 1. GENERAL FUND REVENUES	2,196,731	5,758,488	-3,561,757	38%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	2,554	0	2,554	100%
Grant Award	0	100,000	-100,000	0%
Total 2. GRANT FUND REVENUE	2,554	100,000	-97,446	3%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	298,225	298,278	-53	100%
Interest Earned on Investments	551	0	551	100%
Transfers In	0	97,122	-97,122	0%
Total 3. PROPERTY FUND REVENUES	298,776	395,400	-96,624	76%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	47,585	47,817	-232	100%
Interest Earned on Investments	83	0	83	100%
Transfers In	0	50,000	-50,000	0%
Total 4. PERSONNEL SVCS FUND REVEN	47,668	97,817	-50,149	49%
Total Income	2,545,729	6,351,705	-3,805,976	40%
Gross Profit	2,545,729	6,351,705	-3,805,976	40%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	145,840	658,155	-512,315	22%
560 Personnel Salaries	359,608	2,277,956	-1,918,348	16%
570 SocSec/Medicare(FICA)	28,750	178,978	-150,228	16%
580 Volunteer Services	156	20,000	-19,844	1%
590 Personnel Benefits	94,595	710,834	-616,239	13%
Total 1.1 GENERAL FUND PERSONNEL...	628,948	3,845,923	-3,216,975	16%
1.2 GENERAL FUND MATERIAL & SVC				

09/01/20
Cash Basis

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

	Jul - Aug 20	Budget	\$ Over Bud...	% of Budget
670 Contract Services	8,159	45,000	-36,841	18%
680 Communications Maintenance	3,431	15,000	-11,569	23%
720 Public Fire Services	235	14,800	-14,565	2%
730 Property & Liability Insur.	0	58,050	-58,050	0%
740 Uniforms	572	15,000	-14,428	4%
750 Maintenance on Equipment	13,607	110,000	-96,393	12%
760 Administration	3,322	56,500	-53,178	6%
765 Information Technology	11,678	95,000	-83,322	12%
770 Operating Materials/Suppli	1,368	5,000	-3,632	27%
775 Emerg. Operating Supplies	4,467	50,000	-45,533	9%
780 Building & Grounds Maint.	18,487	93,264	-74,777	20%
790 Training	50	55,000	-54,950	0%
810 Utilities	4,324	35,570	-31,246	12%
870 EMS Operations	19,234	155,000	-135,766	12%
880 FireMed	65	23,000	-22,935	0%
Total 1.2 GENERAL FUND MATERIAL &...	89,001	826,184	-737,183	11%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	0	25,000	-25,000	0%
Total 1.3 GENERAL FUND CAPITL OUT...	0	25,000	-25,000	0%
1.4 GENERAL FUND DEBT				
930 Debt	0	64,259	-64,259	0%
Total 1.4 GENERAL FUND DEBT	0	64,259	-64,259	0%
Total 1...	717,949	4,761,366	-4,043,417	15%
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0	50,000	-50,000	0%
Transfers to Property Fund	0	97,122	-97,122	0%
Total 1.5 GENERAL FUND TRANSFER OUT	0	147,122	-147,122	0%
1.6 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.7 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	717,949	5,758,488	-5,040,539	12%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	2,554	100,000	-97,446	3%
Total 2. GRANT FUND EXPENSE	2,554	100,000	-97,446	3%
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipment	0	389,400	-389,400	0%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	1,000	-1,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	0	395,400	-395,400	0%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	2,440	96,817	-94,377	3%
Reserved for Future Expenses	0	1,000	-1,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	2,440	97,817	-95,377	2%
Total Expense	722,943	6,351,705	-5,628,762	11%
Net Income	1,822,786	0	1,822,786	100%

Interim Chief Report

September 2020

August was an incredibly busy month. Probably the busiest I can remember in my employment with Scappoose Fire. It started off with having to write a COVID guideline as one of our employees had to self-quarantine. This caused several weeks of mandatory duty officer coverage and at least half of the month without any additional chief support (we are still down 1 position). Then we sent an engine and crew to the Mosier Creek fire.

During that time span, staff worked through many IT challenges. One of these caused me to work 18 hours straight through the night so that our crews would still be able to complete the digital patient care and fire incident reports. Big chunks of time were spent on admin level meetings to stay on top of district business and working with Multnomah County to redefine our southern boundary for Ambulance responsibilities. We are still working out a few transition details with CRFR, but for the most part everything is starting to get into a manageable rhythm.

We are still implementing Microsoft Teams to try to evaluate if we should continue to pay and keep our Office 365 contract. Microsoft Teams is a wonderful asset that we have been under-utilizing for over a year because we were never told why it was a benefit. Teams allows us to communicate and store important documents and conversations in one place without having the clumsiness of general email searching. I will try and do a demonstration at the next meeting.

The Detail position was posted and sent out to all persons meeting the Lieutenant qualifications. We did not receive any applications. This is a challenge for the two remaining chief officers with the additional responsibilities and work load. Honestly, I am not sure how we will be able to last until December or beyond. The Operational tempo is pretty significant.

Hopefully you were able to spend some time looking over the policies so that we can start to plow through them and implement the policies and the training that comes with it. We are paying for the Lexipol platform and part of the clearinghouse function is regular training and refreshers on policies based upon the matrix in the background. Chief Greenup has been instrumental in developing this.

We sent out over 60 letters to members of the community to ask for their participation in our scoping process. We did not have as much participation as we wanted and I will be asking if we can post the video online to see if we can garner additional input from the community. Some preliminary data is included in this month's packet for your review.

Lastly, of significant concern are several aging infrastructures and rolling stock hotspots. We will need to budget and/or plan for replacement of the following in the immediate future:

- **STATION:** Replacement of 2014 computer server (\$12,000), replacement of a few or all 1987 AC units on the roof (cost unknown at this time), work station computers (Various ages and processor speeds, \$10-16,000-high estimate), Tap out system for the station (\$15-30,000), front lobby remodel (security and COVID preparedness (\$20-30,000), remodel and expansion of kitchen and sleeping quarters in the main station (Unknown cost at this time), Vehicle exhaust system for the main station (Unknown cost at this time) and finishing the boat house (Tape, mud and paint unknown cost at this time). There are other items, but these are the most critical.
- **ROLLING STOCK:** Rescue (\$250,000), Type 1 Ambulance (\$200,000), Type 1 fire engine (\$550,000), Squads / Suburban's (\$60,000ea.)

Meetings Attended

Date	Topic	Date	Topic
8/1/20	Board SWOT retreat	8/13/20	Board Meeting
8/3/20	Meeting with Dr. Sasek	8/17/20	Scoping Meeting
8/4/20	Food Truck Inspection	8/18/20	IFUAS call
8/5/20	Traffic Safety Meeting (County)	8/19/20	REGIS steering committee mtg
8/5/20	FireRescue1 Demo	8/19/20	CCOM Boundary mtg with Mult. Co.
8/5/20	Taught EVOC to Admin Staff	8/19/20	Virtual Fire Rescue Int. Conference
8/6/20	CCOM Boundary mtg with Mult. Co.	8/19/20	Pick up new to us Engine from PFB
8/6/20	Meeting with Columbia County EM	8/20/20	Labor Management Meeting
8/6/20	Taught EVOC to Admin Staff	8/24/20	Steve Nehl Farwell
8/10/20	Fire Defense Board Meeting	8/24/20	Scoping Process #2
8/10/20	Image Trend Inspection Training	8/24/20	Admin Meeting
8/11/20	Traffic Safety Meeting (City of Scap)	8/27/20	River Safety Task Force Meeting
8/11/20	Fire Investigation Meeting	8/27/20	Intterra Analytic meeting
8/11/20	Admin Meeting	8/31/20	Meet with Sauvie Island Chief
8/13/20	Met with Auditors	8/31/20	Met with Near Space Corporation

Hours Worked in July:
250.7 Hours (63 hrs/wk)

Hours On Call in July:
359 Hours (15 Days)

Training

Taught S-130 (Wildland Firefighter training July 11 and 12)
AIRT Public Safety Survey Release
Office 365 Training (Provided by IT contractor)
Making Remote Work Safe
Co-instructed a Fire Investigation class with OSP to CCSO

Projects

Fire Code Guide Update

Finish Grievances with L1660

TV Dashboards
sUAS Regional COA
Special Operations
Contract with ODF
SWOT Analysis x2

Job Descriptions
Organizational Chart
Intterra
Image Trend (Analytics)
Scoping Process

FIRE MARSHAL REPORT

We are still actively involved in several projects in the CRFR area and have been requested to help with a few projects. We have started to spend more time with the OMIC project, PCC and the new airport hanger project. We have also received preliminary plans for the 2-building apartment complex to be built near the Peace Candle. Building activity is steady and we continue to receive inquiries from various builders about different prospective projects.

We finally received our privileges to be able to finish setting up the Occupancy / Inspection module in Image Trend. Our first meeting with Image Trend on the 10th of August went very well.

We have also been spending more time with moorage owners with respect to spacing of floating homes and other fire and life safety components. We will need to spend considerably more time with the moorages to effect better code adherence and public education. We participated with the Scappoose Bay Watershed Council over the last year to assist them in their publication “Living On The Water,” for new homeowners. Fire Prevention Week is next month, October 4th through the 10th. The theme this year is “Serve Up Fire Safety In The Kitchen.”

Plan Reviews

6

Driveway Inspections

8

System Tests

4

General Inspections

3

Fire Investigations

0

UAS (Drone) Missions

1

Operations Report

We have been maintaining the lockdown of the station as a result of COVID-19. We are currently adapting to this new reality. We have now had two instances of employees needing to be away from work as it relates to COVID precautions. We have been working with one of our local government agencies to determine if we might be able to qualify for some CARES Act funding to assist us with meeting COVID requirements. When staff learns more, we will update you.

Tower 431 is still out of service but being close to completion. The UL test was completed and it passed. It was then taken in for its required DOT testing and it failed. Repairs that were made included a leaky exhaust system and power steering leak. Repairs are being completed and the Tower will be back in service the week of September the 7th.

Engine 431/AP3106 still has a problem with its foam system. When Tower 431 is ready to be picked up at True North in Hillsboro, we will be taking Engine 431 to them for the repair.

AP3306, the big Ambulance had several repairs and failures this month. This included the brakes being serviced and replaced, new shocks, new radiator to replace the broken one, and the ignition had to be replaced (key switch). While at idle, the ambulance ignition would unnecessarily initiate and start the turnover process while the vehicle was running.

Brush 436 had to have the transmission replaced

Fire Boat 43 is back in service

Holbrook station is complete.

Air Conditioner: Last month in the board report we talked about the air conditioner for the Training Room. This month we had to have an emergency repair during our first heat wave when the front office and downstairs area air conditioner broke. There was a circuit board that was bad. A new part was ordered and was installed the first week of September.

Our IT consultant has been asked to provide us with a replacement report and schedule for all work stations and servers so we can start future planning for upgrades. We were told this month that our server is now starting to fail and our replacement of this may need to be moved up a bit. We are going to try and limp this along till December and evaluate our cash flow and priority list.

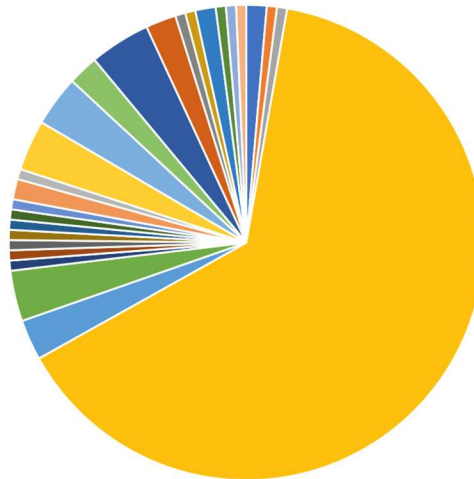
Our iPad management or Mobile Data Management (MDM) system is operational. It will take several months to do some tweaking, but it is working well enough for the crews to be able to do their job without too much interruption.

We have received a surplus Brush unit from Portland Fire. We are taking our time to train up volunteers and staff, determining the weight of the vehicle to better understand how to best insert it into our fleet. We are looking to potentially remove a vehicle from service, but we will not do that until we can best find a fit for it. It can serve as a possible rescue, squad and brush rig.

NIFF Curio has been working hard on our new narcotic tracking system and newer inventory control approach.



August Calls



- | | |
|---|--|
| ■ 111 - Building fire | ■ 141 - Forest, woods or wildland fire |
| ■ 221 - Overpressure rupture of air or gas pipe/pipeline | ■ 321 - EMS call, excluding vehicle accident with injury |
| ■ 3211 - Walk-in | ■ 322 - Motor vehicle accident with injuries |
| ■ 324 - Motor vehicle accident with no injuries. | ■ 342 - Search for person in water |
| ■ 444 - Power line down | ■ 4611 - Downed Tree |
| ■ 510 - Person in distress, other | ■ 522 - Water or steam leak |
| ■ 550 - Public service assistance, other | ■ 551 - Assist police or other governmental agency |
| ■ 553 - Public service | ■ 554 - Assist invalid |
| ■ 561 - Unauthorized burning | ■ 611 - Dispatched and cancelled en route |
| ■ 6111 - Dispatched and Cancelled prior to going En Route | ■ 622 - No incident found on arrival at dispatch address, Unable to Locate (UTL) |
| ■ 631 - Authorized controlled burning | ■ 650 - Steam, other gas mistaken for smoke, other |
| ■ 733 - Smoke detector activation due to malfunction | ■ 736 - CO detector activation due to malfunction |
| ■ 740 - Unintentional transmission of alarm, other | ■ 743 - Smoke detector activation, no fire - unintentional |

111 - Building fire	2
141 - Forest, woods or wildland fire	1
221 - Overpressure rupture of air or gas pipe/pipeline	1
321 - EMS call, excluding vehicle accident with injury	93
3211 - Walk-in	4
322 - Motor vehicle accident with injuries	5
324 - Motor vehicle accident with no injuries.	1
342 - Search for person in water	1
444 - Power line down	1
4611 - Downed Tree	1
510 - Person in distress, other	1
522 - Water or steam leak	1
550 - Public service assistance, other	1
551 - Assist police or other governmental agency	2
553 - Public service	1
554 - Assist invalid	5
561 - Unauthorized burning	5
611 - Dispatched and cancelled en route	3
6111 - Dispatched and Cancelled prior to going En Route	6
622 - No incident found on arrival at dispatch address, Unable to Locate (UTL)	3
631 - Authorized controlled burning	1
650 - Steam, other gas mistaken for smoke, other	1
733 - Smoke detector activation due to malfunction	2
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	1

AUGUST 2020 (145 Calls)

JULY 2019 (164 Calls)

**Training Report
Chief Marks
Spetember 2020**

Projects:

- DPSST Certification Board Updates
- Duty Shifts
- Training Calendar Updates
- DPSST Re-certification work
- Phone System Work (Complete)
- Transition work with Chief O'Conner and Jennifer
- Drills in August included
 - Wildland Size-up
 - Communications
 - Rope Rescue Overview
 - Portable Pumps
 - Driving with the new Apparatus donated from Portland
 - Vehicle Extrication
- Took part in the Scoping Process
- We have one current recruit from the last academy. We lost one for a good reason. They were hired at Hillsboro Fire and began their academy in the middle of August.

I deployed to the Mosier Creek Fire with Columbia County Task Force #6 in August. Those joining me from Scappoose were Chloey Alexander and Henry Oberbarnsheidt. Lt. Neilson was also deployed to the incident as part of the overhead team. We received glowing appraisals from our Division Supervisor. Once again, our team went above and beyond showing that Columbia County Task Forces are not afraid to work and work hard. I was able to deploy to this incident due to the teamwork here in the district as well. Chief Pricher and Greenup covered my open shifts due to the deployment. These deployments are always difficult for those working in the district, but the experience gained is phenomenal. We did have a weather event while on the line causing us to pull back to safety zones. Our crews handled the situation well.

Total Volunteer Hours in August 2020	213.86 between 13 individuals.
My Time Worked in August 2020	223.5 hours

Call Time in August 2020

215 Hours



J. Salisbury
Finance Administrator
September 2020 Meeting

At August 31, the District completed 17% of the fiscal year. The 2018-19 GEMT Revenue arrived earlier than expected. We are still owed about \$8,000 to reimburse the excess non-Federal share that was billed prior to correction of the report.

Personnel salaries and payroll taxes are on track at 16%. Insurance is at 22% because the District paid the \$50,000 annual workers compensation in July, thereby obtaining a discount of \$1500.

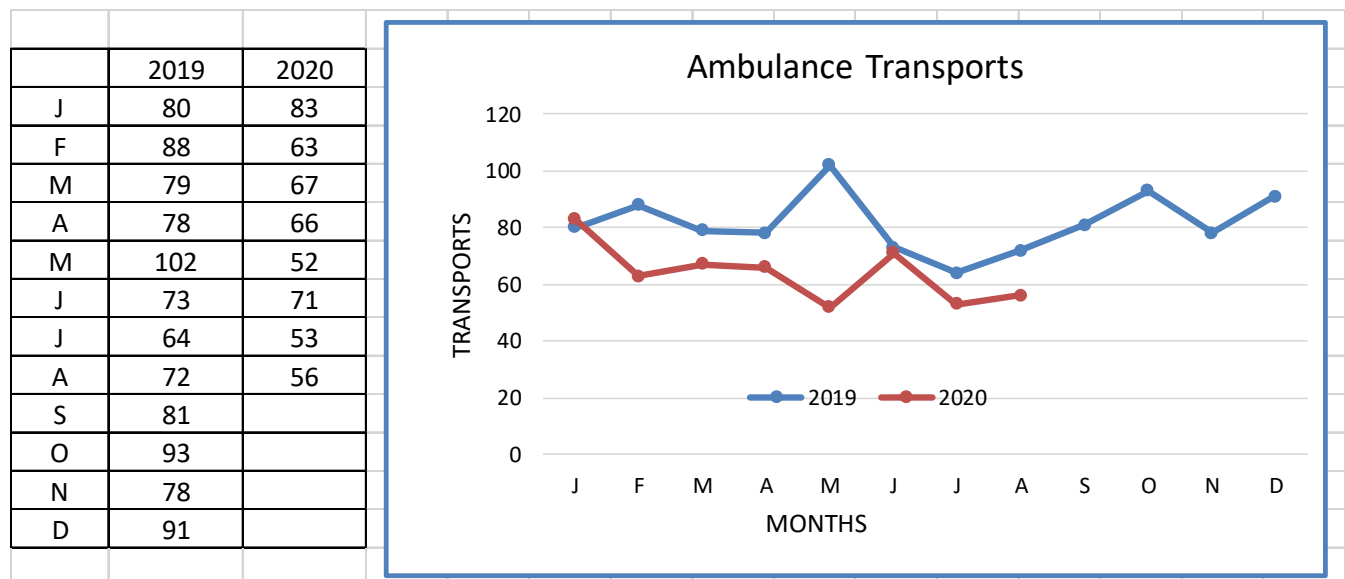
Materials & Services overall is at 11%. Operating Materials at 27% includes the purchase of COVID supplies, especially hand sanitizer stations at all entrances. Building Maintenance at 20% includes the \$10,300 paid to repair Holbrook water damage and install gutter leaf guards.

The monthly budget pay for Chapman electricity has fallen from \$357 to \$282, a reduction of 21%. This reflects energy-saving steps taken over a year ago.

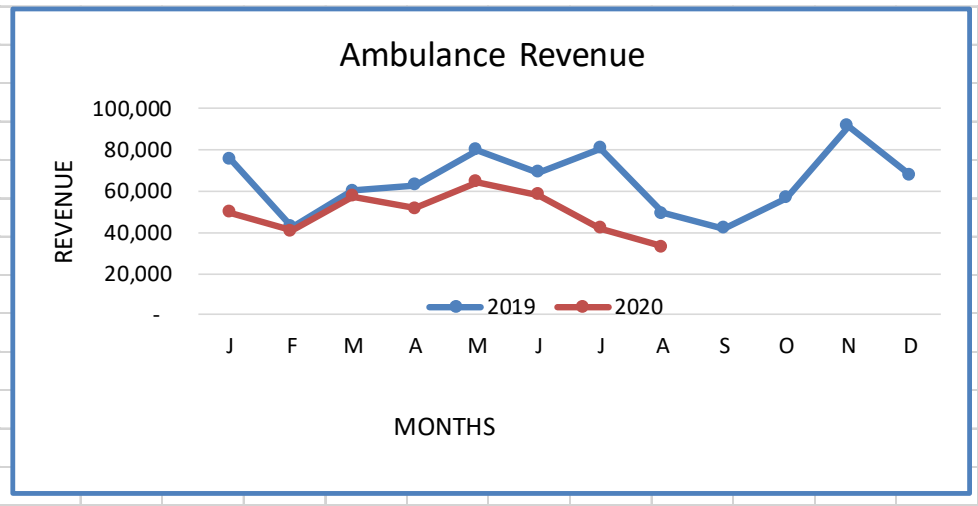
Other pending 2020-21 items:

- Sutphen truck repair. Not to exceed \$20,000. Expected in September.
- \$210,000 – down payment owed on Rosenbauer engine, now scheduled for September.

July and August combined EMS receipts of \$75,030 are 12% of budget. EMS revenue must average \$53,333 per month to reach this year's conservative budget of \$640,000. Below is historical information which shows the effect of the pandemic on transports and related revenue. It is too soon for a long-term forecast, but we will pay attention to see how the year develops.



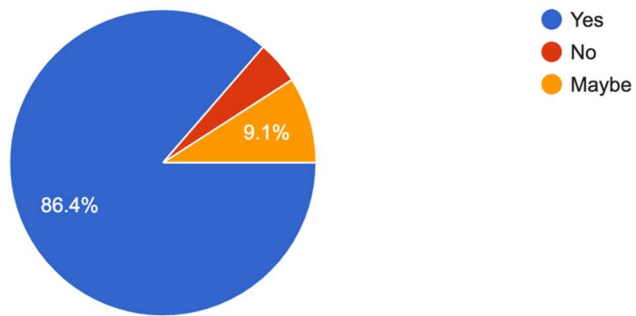
	2019	2020
J	75,406	49,639
F	42,641	40,764
M	60,274	57,548
A	62,786	51,391
M	80,009	64,340
J	69,047	58,014
J	80,583	42,023
A	49,376	33,007
S	41,784	
O	56,713	
N	91,565	
D	67,635	



Scoping Process Results

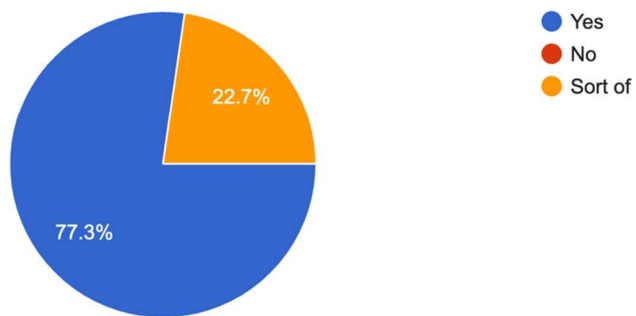
Did the presentation provide you with new information?

22 responses



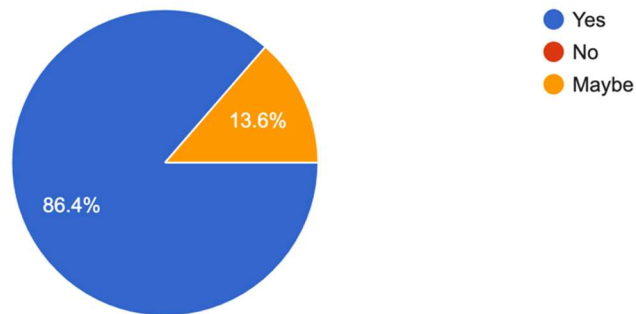
Do you feel that the Fire District is meeting the needs of the community?

22 responses



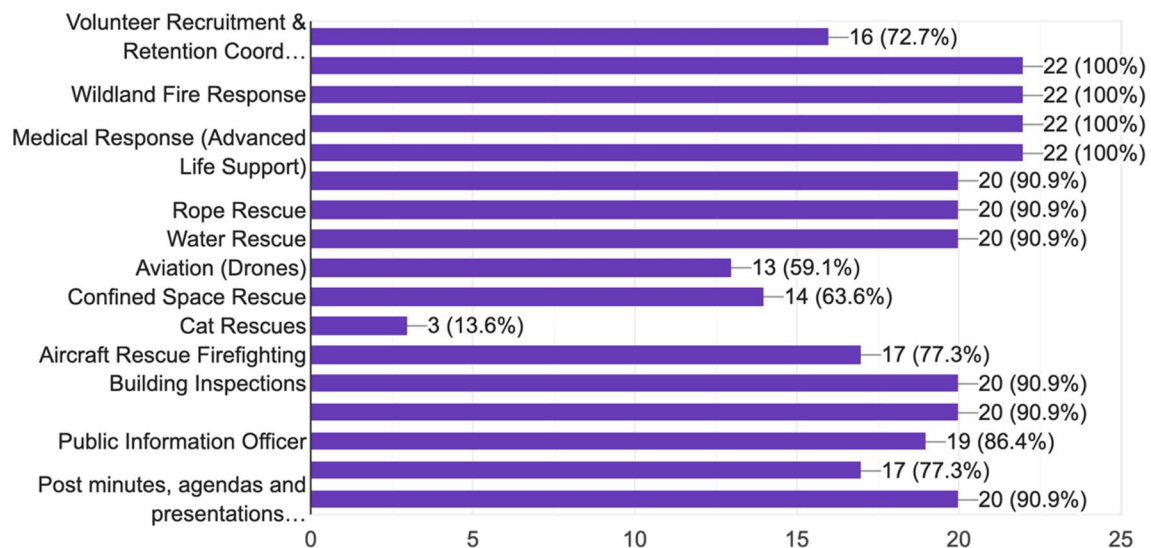
Should the Fire District continue to provide Emergency Medical Services (EMS)?

22 responses

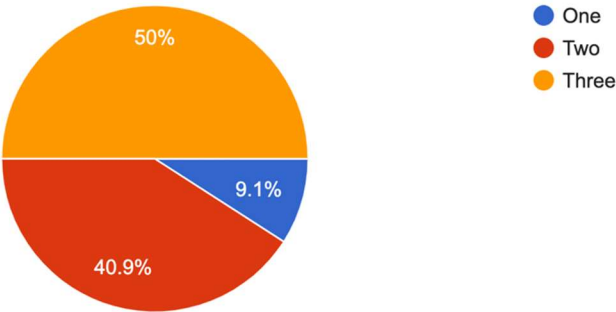


What services should the Fire District provide? (Check all that apply in your opinion)

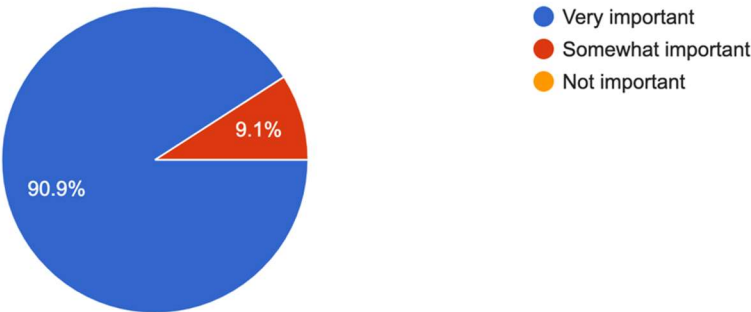
22 responses



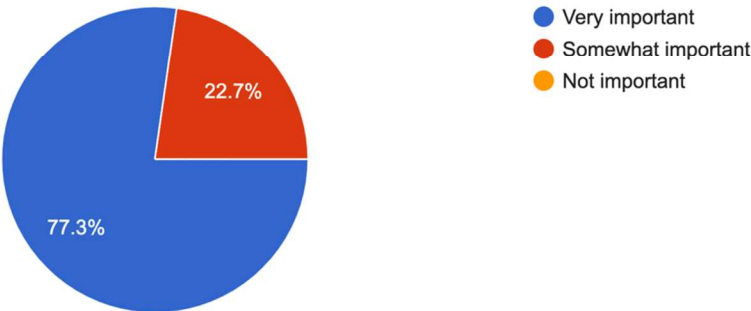
How many ambulance calls should the Fire District be able to cover at one time 24 hours a day?
22 responses



How important is a strategic plan for the fire district?
22 responses

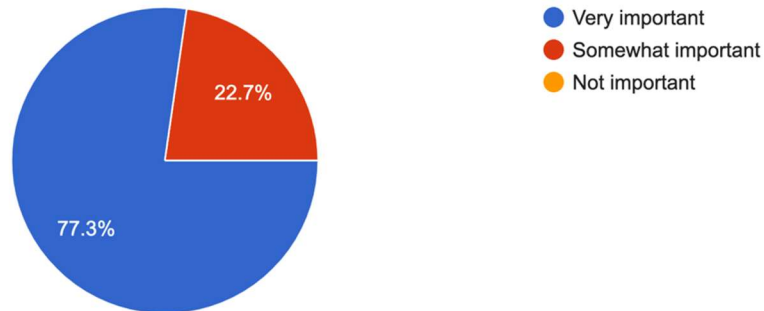


How important is a communication plan for the fire district?
22 responses



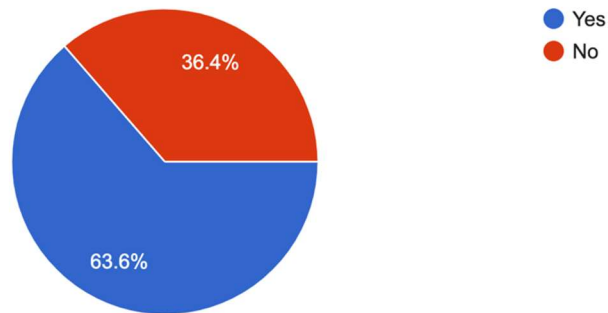
How important is it for the Fire District to have a documented plan and program for volunteer firefighters?

22 responses



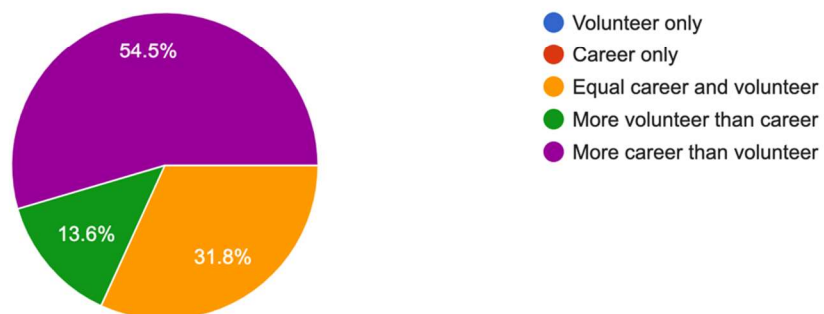
With the decline in volunteers, should the district continue to dedicate significant time for recruitment?

22 responses



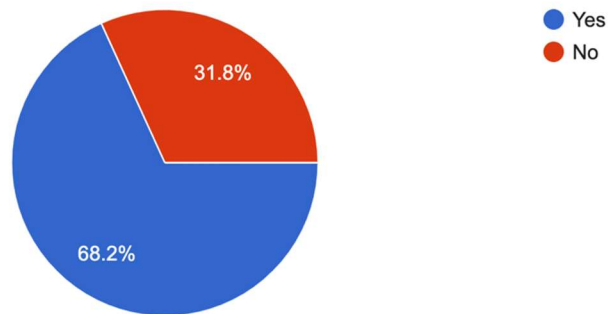
What do you think the make up of the Fire district operational staff should be?

22 responses



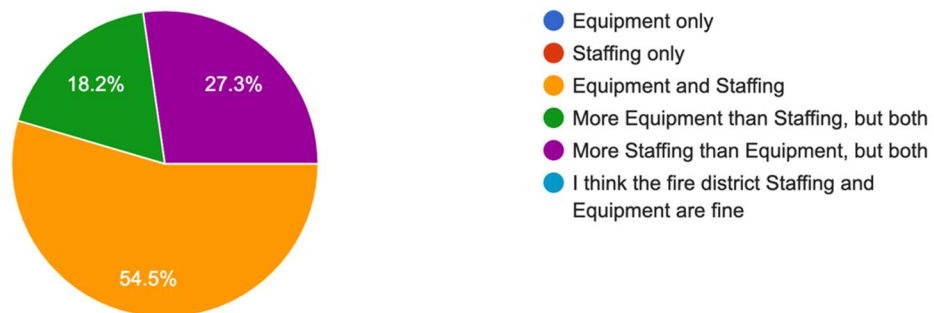
Should the district pursue a Volunteer Recruitment and Retention Coordinator?

22 responses



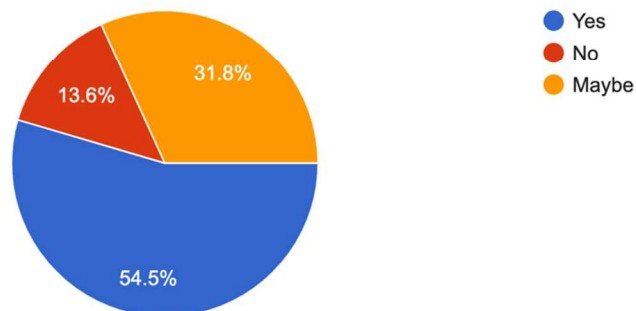
What should the focus of the district be; Staffing or Equipment replacement?

22 responses



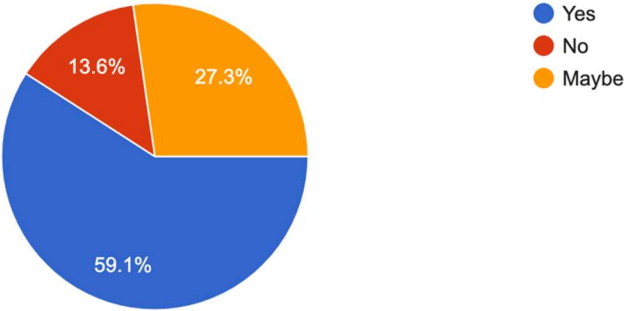
Would you entertain a bond?

22 responses



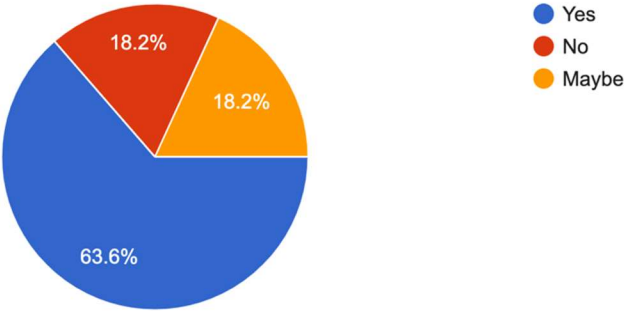
Would you entertain a bond that would cover the replacement of 2 Fire Engines, 1 Rescue, 1 Water Tender and a Station Remodel?

22 responses



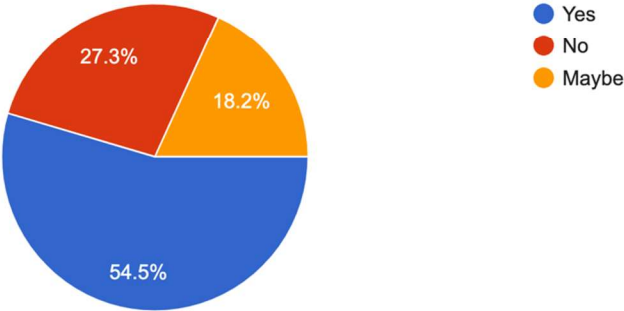
Would you entertain a capitol levy?

22 responses



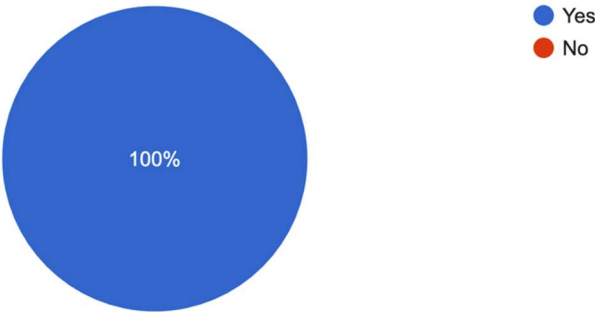
Would you entertain a capitol levy that would cover the replacement of 2 Fire Engines, 1 Rescue, 1 Water Tender and a Station Remodel?

22 responses



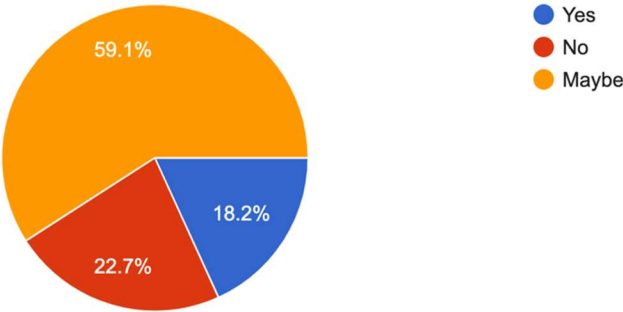
Do you support the current levy?

22 responses



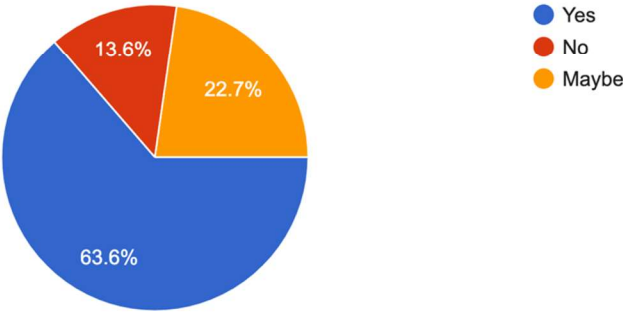
Do you think the voters would approve of a second levy?

22 responses



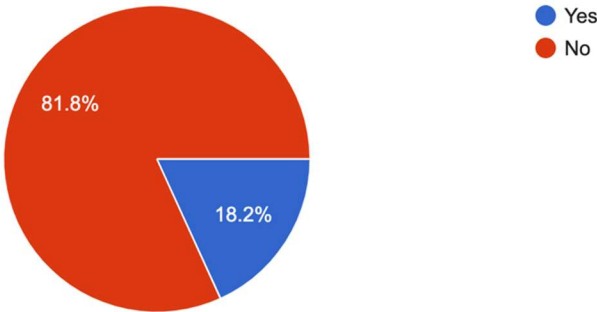
Do you think it is too risky to vote down the current levy and vote in a new one?

22 responses



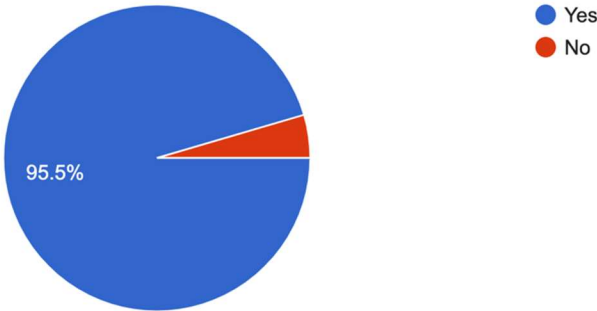
Should the Fire District continue to rely on a non renewable 5 year levy?

22 responses



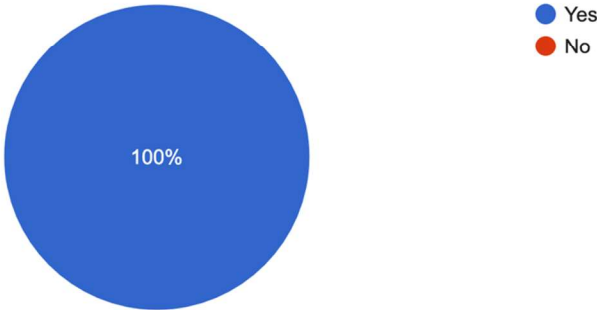
Should the Fire District try to increase the boundaries of the Fire District if it would lead to a new permanent tax rate?

22 responses



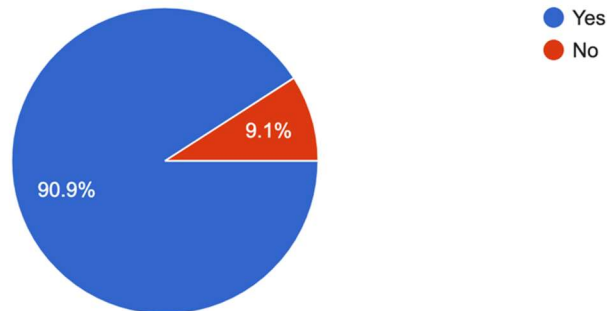
Would you support a new permanent tax rate?

22 responses



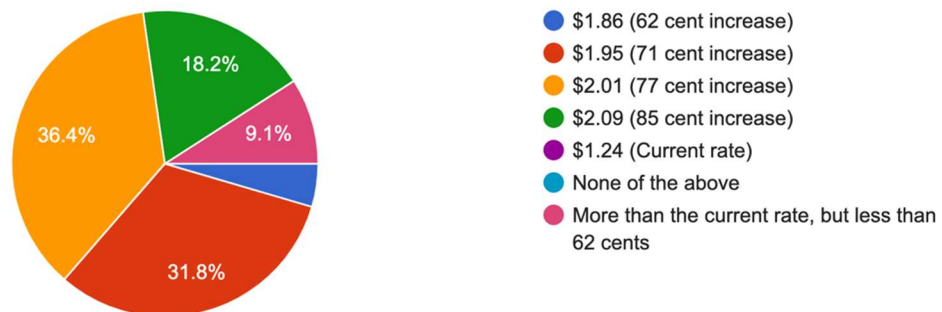
Would you still support a new permanent tax rate even if it were more money than the combined tax rate and levy?

22 responses



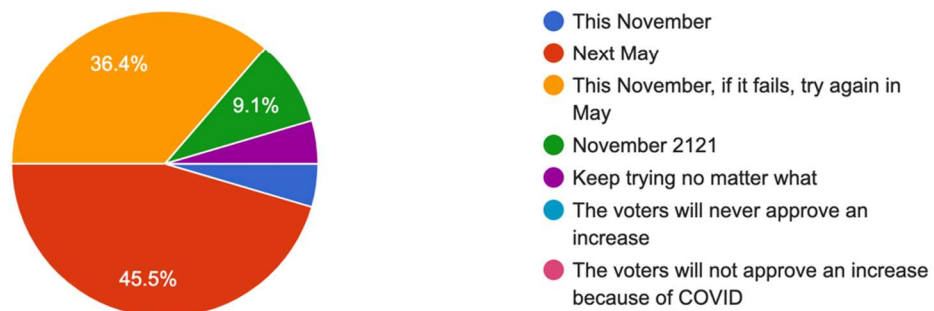
Based upon the presentation, which of the following levy increases would you support?

22 responses



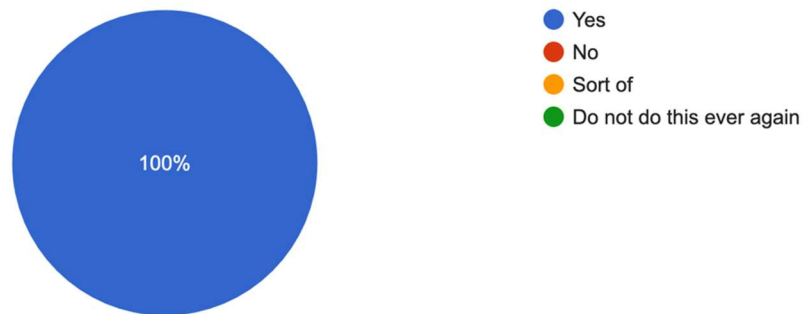
If the Fire District were to ask the voters for an increase in funds, when should this occur?

22 responses



Was the presentation and survey worthwhile?

22 responses



Is there anything else you would like to share with us about this process?

Our community part of the process is appreciated. Volunteer coordinator is not a full-time job; the volunteer #'s and decline show it did not have a positive outcome for the dollars it cost. I agree with part time VC or a combo job. I do not think voters would like a levy over \$2. It's too high. November is too soon to go for any \$. The voters do not know or trust the new Chief yet, they knew and trusted Chief Greisen, they only read bad things about Chief Hoke and don't know Chief Pricher yet or even if he is permanent. Can they trust him with their money? Check your demographic of voters with Portland State info. Where do those voters each get their information about the Fire District? Target all of that. Go in person to their meetings. Explain needs. Recession time is really hard to ask for MORE money as seen in history. November would be too soon to market, educate, plan etc. Consider May for FY2021/2022. Make time to really communicate with your voters with each interaction on the phone, in person, each call, each inspection, each post, each letter etc. How each person with the district makes them FEEL is how they will spend their dollars. This takes time. With the money saved not hiring a DC, use it to catch up on one of these items. I appreciate being asked for my participation! I think you are on the right track.

Increase the levy for operating expenses and equipment, giving time to work on a comprehensive redistricting campaign.

1. I do not live in the community. 2. I support volunteer recruitment and retention, however maybe not spending a significant amount of time not necessary.

Definitely worried about the impact Covid will have on success of tax increase, bond or levy approval.

You need time to develop a plan and get information to the community. This November is too soon. Plus with the recent economy, any increase will most likely be voted down.

Great job!

Since I do not live in the area, I chose "maybe" on the answers asking if I would support the different funding options so that I would not throw off the results. It was difficult to answer the question about what services the district should provide since I don't know if they are currently providing all of the services mentioned.

My answers are biased since I am a board member.

A really good grant writer is invaluable; combining with Columbia River should be worked out. I think that more information and explanation about compression to the community would be beneficial. The more educated voters are, the better. Design an R&R program with easy access for the volunteers that gives them ownership and pride in the program.

Communication and how all this is presented to the community is key. I just want to say that I think wholeheartedly that this community has the depts back but knowledge is power. If the community does not understand what you are asking for and why, and understand the longer term benefits of potential reform, then levies and bonds will not pass. I think if time is spent to inform and allow the community to understand the need for the levy increases and potential for restructuring and rebranding that passing should not be an issue. So much good info was shared today and I think that is an amazing start! Great work. As far as the volunteer programs goes in my opinion, for that platform to work effectively a total rebrand and recruitment strategy has to be done! I know that may not be possible until funds are available but if that's something that is part of the department's mission, some serious research and time has to go into it.

Was there any information missing or that you need, that was not talked about?

No

May want to explain compression a little more.

NO

The package was relatively complete. While the sources of income were well covered, there wasn't much information on where the money is spent, which might help provide additional context.

More of a question: For renewal for new businesses and industry. Tax breaks that didn't include new tax generation for services like fire and city workers. Is there not fire representation at the city planning meetings when they are meeting with the new businesses?

It was a very thorough presentation. More discussion on the Bond option and what that would entail would be helpful.