



SCAPPOOSE FIRE DISTRICT

P.O. BOX 625 SCAPPOOSE, OREGON 97056

BUDGET HEARING OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT, THURSDAY, JUNE 13, 2019, AT 7 P.M. SCAPPOOSE FIRE STATION, SCAPPOOSE, OREGON.

President Cairns opened the budget hearing and led the flag salute. No comments were made about the budget. President Cairns closed the budget hearing.

REGULAR MEETING OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, THURSDAY, JUNE 13, 2019, SCAPPOOSE FIRE STATION, SCAPPOOSE, OREGON.

ATTENDANCE: Board members present: R. Cairns, D. Sorenson, D. Graham and D. Grant. Mr. Kriek had an excused absence.

ALSO PRESENT: Fire Chief Greisen, D/C Marks, D/C Pricher, D/C Smythe and J. Salisbury

CALL TO ORDER: President Cairns called the meeting to order at 7:04 p.m.

AUDIENCE: K. Niles, Lt Anderson, FF Kriek, FF Booth, and FF Gandara

CONSENT AGENDA: President Cairns opened discussion on the consent agenda items. Mr. Sorenson requested additional information on four expenses, one of which needed an amended memo in the notes. Mr. Cairns asked about an increase in the clothing budget. Increases in that budget were attributed to new recruit uniform orders. Mr. Sorenson moved approval of the consent agenda and Mr. Grant seconded.

The motion to approve the consent agenda carried unanimously.

REPORTS:

Fire Chief Report – Chief Greisen discussed the proposed Scappoose Urban Renewal District (URD). He explained that increases in permanent rate taxes within the Fire District are taken by the URD and are not available to the District to provide increased services to the new improvements. Chief attended the URD meetings, and spoke against the City moving forward. The City stopped the hearing. Chief Greisen has reviewed his notes and said that St. Helens planned its URB better. St. Helens met with each affected district to bring them on board. St. Helens analyzed and determined the most productive use of funds, and prepared detailed specifications for their use. Chief Greisen will meet with the Scappoose City Planner to discuss how Scappoose could have planned and prepared for this.

There were interviews for EMS chief. One of three was postponed due to flooding and tornadoes in his district in Kansas, but that candidate has since pulled his name from consideration. The hiring committee is considering its next steps.

Training Report - Chief Marks reported on the completion of the recruit academy, which graduated on June 2. He also reported that SRFD has taken possession of the Class A Burn Prop that will be operational after fire season due to the need to set it up and add concrete to the floor. The Fire Officer 1 class is finished and the District will be reimbursed by DPSST for class expenses. Chief Marks is working on the training schedules for a career academy for CRFR.

Operations Report - Chief Smythe reported the arrival of extrication gear. The training schedule to teach firefighters how to use it is in development. ImageTrend usage is improving over time and with continued experience. Chief Smythe shared information about the status of medics in the district.

Safety Report - There were no comments on Chief O'Connor's report.

Fire Marshal's Report - Chief Pricher reported that May was busy with two trainings: Wildland Academy and Fire Officer 1 class. He attended a legal & management seminar required for national Fire Marshal certification. He also spent time working on fire investigations and working with St. Helens Middle School as it draws near completion.

Miscellaneous Items –

Systems Design West (SDW) – Ms. Salisbury reported that the District's total EMS receipts year-to-date are \$40,000 more than they were in the prior year. Some of this is due to increased calls. However, a significant amount is due to SDW, our third-party ambulance billing company. Cheryl Engstrom predicted that this would happen.

Alonzo Mowing Services was chosen to contract the mowing of the Holbrook and Chapman stations. The contract is written for \$200/station/month, for a total of \$400 for both Chapman and Holbrook per month. The question was asked whether Alonzo Mowing is licensed and bonded. Research later determined that landscape maintenance is unregulated in Oregon and does not require a state license.

May and June, 2019 Safety Minutes – No comment was made regarding the safety minutes.

President Cairns closed the meeting at 7:35 pm to go into executive session.

EXECUTIVE SESSION

President Cairns re-opened the meeting at 7:59 pm.

OLD BUSINESS

- A. Awards & Incentives Committee – Chief Greisen described the Length of Service Award Program (LOSAP) for volunteers, saying Resolution 2019-04 the Oregon Fire District Director’s Association (OFDDA) LOSAP was ready for board approval. Mr. Graham moved, and Mr. Grant seconded approval.

The motion to approve the LOSAP Plan passed unanimously.

- B. Management Team Committee – The team met before the board meeting to discuss the Length of Service Plan and the other agenda items.

- C. Planning Committee – No date had been set by board meeting time.

- D. Oversight Committee –

1. Fire Chief Hiring Process – Applications will be accepted until June 24, 2019. The hiring timeline was discussed. A joint board meeting will be held on July 30, 2019 so that CRFR and SRFD boards can discuss the hiring decision in executive session.

2. Mr. Sorenson requested a discussion of the Oversight Committee’s research findings on the cooperative service study proposals. Of the three, ECSI’s proposal was immediately thrown out due to an error in the cover letter. The committee was then left with PCG and Matrix for consulting contracts. PCG’s proposal was open-ended, so additional costs may be added later. PCG’s hourly rate was \$32. Matrix’s proposal was the most expensive, yet less likely to incur additional costs since their proposal estimated almost twice as many hours. Matrix’s hourly rate was \$46. References obtained on both companies were excellent. Mr. Graham made a motion to contract with Matrix for the Cooperative Service Study. Mr. Grant seconded.

The motion to contract with Matrix passed with a nay vote from Mr. Cairns.

3. IGA for Sharing Chiefs with CRFR and Appendices -Mr. Sorenson said he was prepared to approve the IGA and all the Appendices except the one concerning the Volunteer Retention and Recruitment Coordinator. The Board directs the Oversight Committee to investigate Appendix 4 for more study. Mr. Graham moved to approve the IGA with Appendices 1-3 and 5, and Exhibits A, B and C. Mr. Grant seconded.

The motion to approve the IGA with Appendices 1-3 and 5, and Exhibits A, B and C passed unanimously.

- E. Fire Chief’s contract – Mr. Grant moved to approve the Fire Chief’s contract. Mr. Sorenson seconded the motion.

The motion to approve the Fire Chief’s contract carried unanimously.

NEW BUSINESS

- A. 2019-20 Budget Resolutions - Mr. Graham moved to adopt the 2019-2020 Budget

as outlined in Resolution 2019-03. Mr. Sorenson seconded.

The motion to adopt the 2019-2020 Budget passed unanimously.

- B. 2019-2022 Union Contract – Mr. Graham moved to authorize district negotiators, Mr. Grant and Mr. Sorenson, to finalize the tentative agreement with IAFF Local 1660. Mr. Grant seconded the motion.

The motion to authorize District negotiators to finalize the union contract passed unanimously.

- C. Commodity Flow Study for Local Emergency Management Committee – Chief Greisen described how this federal grant of \$50,000 would affect the District. There was one bid that came in just under \$26,000. The federal government pays 75% and the sub-grantee pays 25%. Should the county not pay the 25%, the District's portion would cost approximately \$6,000 minus the hours worked. Mr. Grant moved to approve this flow study. Mr. Sorenson seconded.

The motion to accept the grant for the Commodity Flow Study passed unanimously.

- D. Credit Card limit changes – Ms. Salisbury informed the board that the VISA card limit on Shelly Booth's card would be increased to \$4,000 and David Grant's would be increased to \$10,000. This reallocation of available credit is due to the cancellation of Cheryl Engstrom's card upon her retirement. The credit union only requires a letter signed by the board president to reallocate funds.

- E. Election Abstract- The notice of election canvas to certify Mr. Sorenson's, Mr. Cairns', and Mr. Grant's positions on the board was approved. Mr. Graham moved to accept the post-election abstract and Mr. Sorenson seconded.

The motion to approve the May election canvass passed unanimously.

AUDIENCE: No comments from the audience.

GOOD OF THE ORDER: Thank you notes were reviewed.

ADJOURNMENT: President Cairns adjourned the meeting at 8:55 p.m.

Signed this 9th day of July, 2019.



David Graham, President



David Sorenson, Secretary