

Scappoose Rural Fire District

Thursday January 13, 2022 7:00PM

BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff meet in-person at

Scappoose Fire District Main Station

Also held electronically via GoToMeeting and telephone call-in number

Thu, Jan 13, 2022 7:00 PM - 10:00 PM (PST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/823732301>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 823-732-301

Call to Order & Flag Salute

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. Any further action deemed appropriate will be taken promptly. We appreciate you keeping comments to 3 minutes per individual or 5 minutes if you are representing a group of patrons. 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.”

Consent Agenda:

- Approve minutes from the December 9, 2021 Regular meeting
- Approve 12.31.21 Expense Account activity
- 12.31.21 Budget vs. Actual

Staff Reports:

- Chief's Report
- Operations Report
- Fire Marshal Report
- Training Report
- Financial Report – Present Audit/Financials

Old Business:

1. Fire Station project upgrade
2. Hiring processes
 - a. Director of Finance
 - b. Part Time
 - c. Firefighter / Paramedic

Committee Reports:

- Management Team
- Long Range Planning Committee
- Awards & Incentives – Funding for SVFA LOSAP

Miscellaneous:

- Consideration of different hiring strategy for April new hires

New Business:

1. Appoint Budget Officer
2. Approve Budget Calendar
3. Executive Session: ORS 192.660(2)(D) to discuss Labor negotiations.

Good of the Order**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

Board Members and Required Staff met in-person at
Scappoose Fire District Main Station
Also held electronically via GoToMeeting and telephone call-in number
Thursday, December 9, 2021 7:00 PM

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/789034413>

You can also dial in using your phone.
United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 789-034-413

In attendance: President Sorenson, Vice President Reeves, Director Kriek, Director Gift, Director Graham. Chief Pricher, Chief Bautista, FD Tardif
Absent:

Call to Order & Flag Salute – 7:02 call to order.

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. Any further action deemed appropriate will be taken promptly. We appreciate you keeping comments to 3 minutes per individual or 5 minutes if you are representing a group of patrons. 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.”

Consent Agenda: Director Graham moved to approve the consent agenda. Director Kriek seconded the motion. Discussion on ambulance maintenance and cost. Chief Pricher thanked the city for support on ambulance replacement note it was perfect timing. No further discussion. **Motion carried unanimously**

- Approve minutes from the November 11, 2021 Regular meeting
- Approve 12.1.21 Expense Account activity (check run was 12/1)
- 12.1.21 Budget vs. Actual (due to check run on 12.1.21 needed to pull 12.1 to capture all data)

Statistical Data:

- Ambulance Activity Report – Director Sorenson commented on transport trends year over year.

- Response Activity Report – Discussion on the fact that the district has been averaging 6 calls a day, and most are over lapping. Director Gift inquired about data for over lapping calls at night/minimal staffing.

Staff Reports:

- Chief's Report – discussion on drone program and recent mission. Director Sorenson inquired about the dyno nobel community meeting. The Board held a discussion on marijuana grows and the impact to fire life safety. Discussion on civil service commission. Show n tell with the litter wheel.
- Fire Marshal Report – Plan Review
- Operations Report-
- Training Report- Discussion on Rebound.
- Chief Bautista Report – discussion on uniforms and finalization of patch. Discussion on marina fire safety and standards.
- Financial Report – No questions

Old Business:

1. Policy Manual Updates (*This will be ongoing over the next several months*)
2. Discussion on Board Goals
3. Architectural design update – kick off meeting with architect went well. Chief Pricher updated the board on the meeting and intent.

Committee Reports:

- Management Team – Chief Pricher is looking at organizational changes
- Long Range Planning Committee – Week after Christmas meet with architect again.
- Awards & Incentives -nothing to report

Miscellaneous:

- Replacement of Finance Director – Discussion on how the position for finance director should be created. Suggestions included a joint director with City, joint director with CRF&R, The Board directed staff to move forward with hiring a sole Finance Director for SRFD.

New Business:

- Approve policies 211,212,213 – Director Graham moved to approve the polices. Director Reeves seconded the motion. **Motion carried unanimously.**

Communications – Thank you from Vernonia Fire for the support.

Good of the Order - drive through donate day 7am at the police Department,

Adjourn – Director Graham moved to adjourn the meeting at 8:34, Director Reeves seconded the motion. Motion carried unanimously.

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.

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire District Itemized Account Activity

December 2 - 31, 2021

Date	Name	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance				
12/10/2021	salaries		J. Salisbury	-751.03
12/13/2021	health insurance	Special Districts In...	Health Benefits	25,384.63
12/13/2021	life insurance	Standard Insurance	Life & LTD Insurance	1,287.03
12/16/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	75.00
12/28/2021	workers comp	Paychex - tax	ER Work Benefit	44.49
12/28/2021	audit & PR svcs	Paychex Invoice	October PR	192.40
12/28/2021	health insurance	Paychex Payroll	Flex spend health ins c...	9,762.09
12/30/2021	health insurance	HRA VEBA Trust	District contributions	8,333.31
Total 550 Insurance				44,327.92
560 Personnel Salaries				
12/13/2021	salaries	American Heritage ...	Case # 84457 PR Ded...	136.90
12/13/2021	salaries	Standard Insurance	STD staff PR deductions	498.48
12/28/2021	salaries	Paychex - tax	Employee taxes withheld	47,859.75
12/28/2021	other wages	Paychex Payroll	Deferred comp	4,057.00
12/28/2021	OT Salaries	Paychex Payroll	FLSA Overtime	1,890.72
12/28/2021	other wages	Paychex Payroll	FF incentives	1,894.79
12/28/2021	other wages	Paychex Payroll	Longevity	947.54
12/28/2021	data communicat...	Paychex Payroll	Phone Pay	100.00
12/28/2021	salaries	Paychex Payroll	Shift Diff	100.20
12/28/2021	OT Salaries	Paychex Payroll	Overtime	19,865.08
12/28/2021	salaries	Paychex Payroll	Balance of net pay	66,539.10
12/28/2021	salaries	Department of Just...	December PR deduction	805.00
12/28/2021	salaries	P.E.R.S.	Employee 6% IAP plus...	12,482.90
12/29/2021	salaries	Principal Financial ...	Life Ins policy 480983...	52.24
12/30/2021	salaries	HRA VEBA Trust	Employee PEHP contri...	2,873.00
12/30/2021	salaries	Tualatin Valley Fire...	Union Dues - PR dedu...	1,882.64
12/30/2021	salaries	Voya-State of Oreg...	Oregon Savings & Gro...	23,313.80
12/30/2021	salaries	Inroads Credit Union	Staff food fund-- Dece...	805.00
Total 560 Personnel Salaries				186,104.14
570 SocSec/Medicare(FICA)				
12/28/2021	social security	Paychex - tax	Emplr FICA	14,886.52
Total 570 SocSec/Medicare(FICA)				14,886.52
580 Volunteer Services				
12/30/2021	volunteer services	Greenup, Cade	reimb cell phone Dece...	34.00

Scappoose Rural Fire District Itemized Account Activity

December 2 - 31, 2021

Date	Name	Source Name	Memo	Paid Amount
Total 580 Volunteer Services				34.00
590 Personnel Benefits				
12/13/2021	wellness	Occup.Safety Heal...	Vaccination clinic x 10	810.28
12/28/2021	PERS	P.E.R.S.	Employer PERS	54,617.47
12/29/2021	wellness	Oregon Occupatio...	WC ED Review	40.00
12/29/2021	wellness	Occup.Safety Heal...	K Bernier Labs - new h...	127.00
12/29/2021	wellness	Occup.Safety Heal...	B. Wenner labs - new ...	127.00
Total 590 Personnel Benefits				55,721.75
Total 1.1 GENERAL FUND PERSONNEL SVCS				301,074.33
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services				
12/13/2021	Kleinberg Tech	Kleinberg Tech	November Report	192.50
12/13/2021	training office	National Testing N...	Annual NTN for FF Te...	500.00
Total 670 Contract Services				692.50
750 Maintenance on Equipment				
12/13/2021	Huser Sales & S...	Huser Sales & Ser...	Hydrotest 9 SCBAs	355.50
12/13/2021	Oregon Dept of ...	Oregon Dept of Avi...	Tail#FA3HPNYM9R	25.00
12/13/2021	maintenance	Pro Automotive & ...	Removed and replace...	932.00
12/13/2021	maintenance	Pro Automotive & ...	4 tire dismount, mount ...	1,744.80
12/13/2021	maintenance	Pro Automotive & ...	Front Disk Brake Repair	1,147.40
12/13/2021	SeaWestern Fire...	SeaWestern Fire A...	Portable Scene Light ii...	637.20
12/13/2021	maintenance	Sunset Auto Parts	Incandescent x2	26.58
12/13/2021	maintenance	Sunset Auto Parts	Lubricant Spray	10.99
12/13/2021	maintenance	Sunset Auto Parts	Triflow 12oz	22.70
12/13/2021	fuel	Wilcox & Flegel	Unleaded Fuel 200Gal...	679.89
12/13/2021	fuel	Wilcox & Flegel	Diesel 600gals @ 2.69...	1,620.86
12/18/2021	maintenance	Ace Hardware - Sc...	Fasteners	3.09
12/18/2021	maintenance	Ace Hardware - Sc...	Fasteners	1.91
12/18/2021	maintenance	Ace Hardware - Sc...	discount	-1.91
12/18/2021	maintenance	Ace Hardware - Sc...	discount	-3.09
12/29/2021	maintenance	Ace Hardware - Sc...	Fasteners	20.51
12/29/2021	maintenance	Ace Hardware - Sc...	Fasteners	12.71
12/29/2021	training office	Booth, Brandon	Fuel for UTV	27.27
12/29/2021	fuel	DuBois, Brian	Propane for boathouse	32.13
12/29/2021	maintenance	Pro Automotive & ...	Wiper transmission	1,465.21
12/29/2021	maintenance	Pro Automotive & ...	Block Heater	493.42
12/29/2021	maintenance	Pro Automotive & ...	Labor	140.00
12/29/2021	maintenance	Pro Automotive & ...	Light truck quick fit cha...	391.08
12/29/2021	maintenance	Pro Automotive & ...	Light truck quick Fit ch...	391.08
12/29/2021	maintenance	Pro Automotive & ...	Super Sil Size 20	74.70

Scappoose Rural Fire District Itemized Account Activity

December 2 - 31, 2021

Date	Name	Source Name	Memo	Paid Amount
12/29/2021	maintenance	Sunset Auto Parts	Lock nuts and misc pa...	25.24
12/29/2021	maintenance	Sunset Auto Parts	batteries	64.73
12/29/2021	maintenance	Sunset Auto Parts	windshield washer fluid	4.72
12/29/2021	maintenance	True North Emerge...	Black turtle tile	208.80
12/29/2021	True North Emer...	True North Emerge...	Female edge	58.40
12/29/2021	True North Emer...	True North Emerge...	tool hanger w/strap	593.25
Total 750 Maintenance on Equipment				11,206.17
760 Administration				
12/10/2021			Refund membership l...	-285.00
12/13/2021	attorney fees	Local Government ...	General	122.50
12/13/2021	attorney fees	Local Government ...	Labor	171.50
12/13/2021	attorney fees	Local Government ...	Personnel	98.00
12/14/2021	Pacific Office Aut...	Pacific Office Auto...	monthly B&W billing	47.92
12/14/2021	US Bank	US Bank	December Service Ch...	15.95
12/29/2021	Admin Oper	DocuMart Printing ...	2022 EMS Protocol Fu...	1,607.36
12/29/2021	Admin Oper	DocuMart Printing ...	2022 EMS Protocol B...	2,211.38
12/29/2021	dues	South County Cha...	Annual membership	300.00
12/30/2021	Conflagration Act	Heath, Maria	Petty cash	240.00
Total 760 Administration				4,529.61
765 Information Technology				
12/13/2021	hardware	Apple Inc.	Ipad replacement for JP	195.00
12/13/2021	IT Service Provid...	ArchiveSocial	1/1/22-12/31/22 Econo...	2,388.00
12/13/2021	Centerlogic, Inc.	Centerlogic, Inc.	Monthly managed serv...	692.50
12/13/2021	IT Service Provid...	Centerlogic, Inc.	Nathan 4 hrs @115	460.00
12/13/2021	data communicat...	Verizon Wireless	ACCT 672550930-000...	15.44
12/14/2021	IT Service Provid...	Comcast	Acct#8778 10 202 063...	243.35
12/14/2021	IT software	TriTech Emergenc...	7/15/2021-7/14/2022 ...	250.00
12/29/2021	IT software	Emergency Reporti...	21-22 report access	500.00
12/29/2021	IT Service Provid...	Centerlogic, Inc.	Nathan @ 115 3 hours	345.00
12/29/2021	IT Service Provid...	Centerlogic, Inc.	.25 hours @115	28.75
12/29/2021	IT Service Provid...	CenturyLink	Chapman phone charge	74.95
12/29/2021	data communicat...	City of Portland	800 MHz access Dece...	151.92
12/29/2021	IT software	TaskWorld Inc.	Annual license fee	923.00
12/29/2021	data communicat...	Verizon Wireless	ACCT 342023411-000...	793.18
Total 765 Information Technology				7,061.09
780 Building & Grounds Maint.				
12/13/2021	Aloha Overhead ...	Aloha Overhead D...	door repair and 2 pairs...	1,520.00
12/13/2021	grounds maint	Paramount Pest C...	Chapman Station pest ...	110.00
12/14/2021	grounds maint	Alonzo Yard Maint...	Holbrook fire station S...	200.00

Scappoose Rural Fire District Itemized Account Activity

December 2 - 31, 2021

Date	Name	Source Name	Memo	Paid Amount
12/14/2021	grounds maint	Alonzo Yard Maint...	Chapman fire station S...	200.00
Total 780 Building & Grounds Maint.				2,030.00
790 Training				
12/29/2021	training office	Eventbrite	M. Bautista	350.00
12/29/2021	training office	Eventbrite	M. Heath	350.00
12/29/2021	training office	Eventbrite	Megan Schoof	350.00
12/29/2021	training office	Eventbrite	J. Pricher	350.00
Total 790 Training				1,400.00
810 Utilities				
12/13/2021	water/sewer	City of Scappoose	water/sewer acct#000...	35.52
12/13/2021	water/sewer	City of Scappoose	Water/Sewer acct#000...	350.67
12/13/2021	telephone	Graybar Financial ...	VOIP phone rental - D...	299.25
12/13/2021	Natural Gas	N.W. Natural Gas	Acct 447881-4	379.23
12/13/2021	electricity	P.G.E.	electricity for Holbrook ...	66.86
12/13/2021	garbage	Waste Manageme...	monthly Garbage/Recy...	127.45
12/14/2021	electricity	W.O.E.C.	Chapman electricity - ...	282.00
12/18/2021	CenturyLink	CenturyLink	Chapman Internet	60.00
12/18/2021	CenturyLink	CenturyLink	holbrook internet	75.00
12/29/2021	telephone	CenturyLink	Main station fax & Cha...	123.50
12/29/2021	water/sewer	City of Scappoose	water/sewer acct#000...	35.52
12/29/2021	water/sewer	City of Scappoose	Water/Sewer acct#000...	350.67
12/29/2021	electricity	CRPUD	boathouse electricity	136.30
12/29/2021	electricity	CRPUD	main station electricity	771.91
12/29/2021	telephone	Spectrum VoIP	VOIP internet backup	27.06
12/30/2021	electricity	W.O.E.C.	Chapman electricity - J...	282.00
Total 810 Utilities				3,402.94
870 EMS Operations				
12/13/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN ...	212.00
12/13/2021	EMS Supplies	Bound Tree Corp.	cyanokit	1,205.15
12/13/2021	EMS Supplies	Life-Assist, Inc.	medical supplies IN 11...	90.37
12/13/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	2.29
12/13/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	0.37
12/13/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	200.15
12/13/2021	EMS Supplies	Stryker Sales Corp.	medical supplies - pati...	208.64
12/13/2021	EMS Technology	TriZetto Provider S...	EMS billing fee	110.10
12/13/2021	EMS Operations	Oregon Health Aut...	OHA admin fee pd by ...	5,498.03
12/14/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN ...	309.38
12/14/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	146.27
12/14/2021	EMS Supplies	Airgas - USA, LLC	medical supplies - IN 9...	268.19
12/29/2021	EMS Supplies	Environmental Co...	1 biohazard containers	50.00

Scappoose Rural Fire District Itemized Account Activity

December 2 - 31, 2021

Date	Name	Source Name	Memo	Paid Amount
12/29/2021	EMS Operations	ESO	11-1-2021 - 10-31-202...	500.00
12/29/2021	EMS Supplies	Life-Assist, Inc.	medical supplies IN 11...	1,610.00
12/29/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	0.37
12/29/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	64.92
12/29/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	147.40
12/29/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies In 11...	29.30
12/29/2021	EMS Supplies	Stryker Sales Corp.	battery packs	437.28
12/29/2021	EMS Contracts	Systems Design	November 2021	1,925.11
12/30/2021	EMS Contracts	Sasek, Dean MD	Physician Advisor - De...	691.67
Total 870 EMS Operations				13,706.99
Total 1.2 GENERAL FUND MATERIAL & SVC				44,029.30
Total 1...				345,103.63
Total 1..GENERAL FUND EXPENDITURES				345,103.63
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service				
12/28/2021	Paychex Payroll	Paychex Payroll	Vacation payout/buyou...	20,978.02
Total Liability & Service				20,978.02
Total 4. PERSONNEL SVC FUND EXPENSE				20,978.02
TOTAL				366,081.65

BUDGET VS ACTUAL

01/01/22
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budg et vs. Actual
July through December 2021

	Jul - Dec 21	Budg et	\$ Over Bu d...	% of Bud get
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,883,049.16	1,625,103.00	257,946.16	115.9%
Conflagration	6,526.56	30,000.00	-23,473.44	21.8%
EMS Receipts	371,937.01	532,963.00	-161,025.99	69.8%
Fire Marshal	495.00	10,000.00	-9,505.00	5.0%
FireMed	16,351.75	36,000.00	-19,648.25	45.4%
G.E.M.T. (Medicaid)	-27,490.13	30,000.00	-57,490.13	-91.6%
Gas Royalties	38,715.82	15,000.00	23,715.82	258.1%
Grant Awards	0.00	1,000.00	-1,000.00	0.0%
Interest Earned on Investments	2,925.31	5,000.00	-2,074.69	58.5%
Miscellaneous Revenue	2,006.28	20,000.00	-17,993.72	10.0%
Property Taxes				
Taxes - Current				
Local Option Levy	2,322,411.40	2,779,127.00	-456,715.60	83.6%
Permanent Rate Levy	1,307,677.55	1,556,451.00	-248,773.45	84.0%
Total Taxes - Current	3,630,088.95	4,335,578.00	-705,489.05	83.7%
Taxes - Prior Years	39,125.75	92,069.00	-52,943.25	42.5%
Total Property Taxes	3,669,214.70	4,427,647.00	-758,432.30	82.9%
Total 1. GENERAL FUND REVENUES	5,963,731.46	6,732,713.00	-768,981.54	88.6%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	34,360.43	0.00	34,360.43	100.0%
Grant Award	0.00	100,000.00	-100,000.00	0.0%
Total 2. GRANT FUND REVENUE	34,360.43	100,000.00	-65,639.57	34.4%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	161,205.57	154,668.00	6,537.57	104.2%
Interest Earned on Investments	304.90	0.00	304.90	100.0%
Transfers In	0.00	63,539.00	-63,539.00	0.0%
Total 3. PROPERTY FUND REVENUES	161,510.47	218,207.00	-56,696.53	74.0%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	88,208.84	58,128.00	30,080.84	151.7%
Interest Earned on Investments	160.44	0.00	160.44	100.0%
Transfers In	0.00	50,000.00	-50,000.00	0.0%
Total 4. PERSONNEL SVCS FUND REVEN	88,369.28	108,128.00	-19,758.72	81.7%
Total Income	6,247,971.64	7,159,048.00	-911,076.36	87.3%
Gross Profit	6,247,971.64	7,159,048.00	-911,076.36	87.3%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	303,988.36	643,584.00	-339,595.64	47.2%
560 Personnel Salaries	1,113,989.96	2,460,425.00	-1,346,435.04	45.3%
570 SocSec/Medicare (FICA)	88,292.65	197,775.00	-109,482.35	44.6%
580 Volunteer Services	354.00	20,000.00	-19,646.00	1.8%
590 Personnel Benefits	304,633.91	751,740.00	-447,106.09	40.5%
Total 1.1 GENERAL FUND PERSONNEL...	1,811,258.88	4,073,524.00	-2,262,265.12	44.5%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	6,454.00	52,000.00	-45,546.00	12.4%

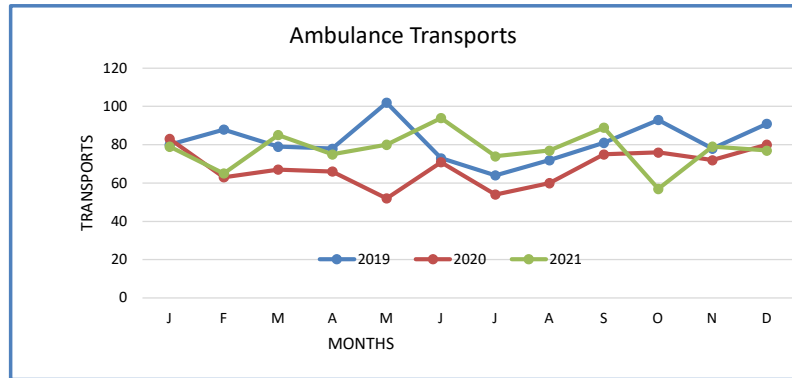
01/01/22
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July through December 2021

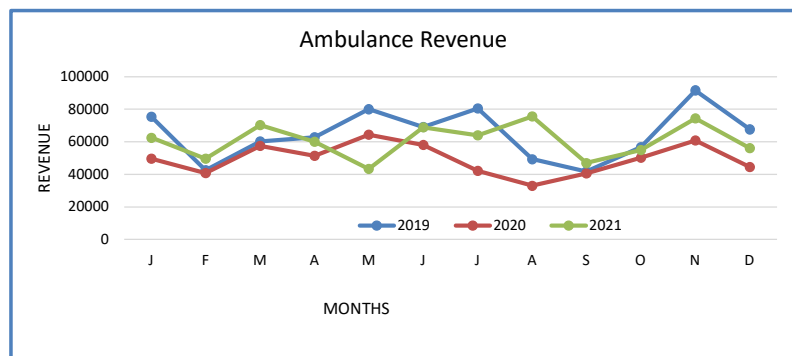
	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
680 Communications Maintenance	5,699.68	15,000.00	-9,300.32	38.0%
720 Public Fire Services	1,624.86	15,000.00	-13,375.14	10.8%
730 Property & Liability Insur.	82.00	63,000.00	-62,918.00	0.1%
740 Uniforms	6,524.89	15,000.00	-8,475.11	43.5%
750 Maintenance on Equipment	46,293.45	130,000.00	-83,706.55	35.6%
760 Administration	33,647.15	50,500.00	-16,852.85	66.6%
765 Information Technology	46,886.90	115,000.00	-68,113.10	40.8%
770 Operating Materials/Supplies	2,062.18	5,000.00	-2,937.82	41.2%
775 Emerg. Operating Supplies	18,525.73	65,000.00	-46,474.27	28.5%
780 Building & Grounds Maint.	12,927.18	94,000.00	-81,072.82	13.8%
790 Training	17,349.82	70,000.00	-52,650.18	24.8%
810 Utilities	16,449.40	36,150.00	-19,700.60	45.5%
870 EMS Operations	58,864.02	155,000.00	-96,135.98	38.0%
Total 1.2 GENERAL FUND MATERIAL &...	273,391.26	880,650.00	-607,258.74	31.0%
1.3 GENERAL FUND CAPITAL OUTLAY				
910 CO Equipment	0.00	200,000.00	-200,000.00	0.0%
Total 1.3 GENERAL FUND CAPITAL OUT...	0.00	200,000.00	-200,000.00	0.0%
1.4 GENERAL FUND DEBT				
930 Debt	63,652.72	65,000.00	-1,347.28	97.9%
Total 1.4 GENERAL FUND DEBT	63,652.72	65,000.00	-1,347.28	97.9%
Total 1...	2,148,302.86	5,219,174.00	-3,070,871.14	41.2%
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0.00	50,000.00	-50,000.00	0.0%
Transfers to Property Fund	0.00	63,539.00	-63,539.00	0.0%
Total 1.5 GENERAL FUND TRANSFER OUT	0.00	113,539.00	-113,539.00	0.0%
1.6 GENERAL FUND CONTINGENCY	0.00	400,000.00	-400,000.00	0.0%
1.7 GENERAL RESERVED FOR FUTURE	0.00	1,000,000.00	-1,000,000.00	0.0%
Total 1..GENERAL FUND EXPENDITURES	2,148,302.86	6,732,713.00	-4,584,410.14	31.9%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	21,550.32	100,000.00	-78,449.68	21.6%
Total 2. GRANT FUND EXPENSE	21,550.32	100,000.00	-78,449.68	21.6%
3. PROPERTY FUND CAPITAL OUTLAY				
EMS Apparatus & Equipment	0.00	87,000.00	-87,000.00	0.0%
Fire Apparatus & Equipment	0.00	126,207.00	-126,207.00	0.0%
Miscellaneous Real Property	0.00	5,000.00	-5,000.00	0.0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	0.00	218,207.00	-218,207.00	0.0%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	31,956.53	100,000.00	-68,043.47	32.0%
Reserved for Future Expenses	0.00	8,128.00	-8,128.00	0.0%
Total 4. PERSONNEL SVC FUND EXPENSE	31,956.53	108,128.00	-76,171.47	29.6%
Total Expense	2,201,809.71	7,159,048.00	-4,957,238.29	30.8%
Net Income	4,046,161.93	0.00	4,046,161.93	100.0%

AMBULANCE BILLING & TRANSPORT REPORT

	2019	2020	2021
J	80	83	79
F	88	63	65
M	79	67	85
A	78	66	75
M	102	52	80
J	73	71	94
J	64	54	74
A	72	60	77
S	81	75	89
O	93	76	57
N	78	72	79
D	91	80	77



	2019	2020	2021
J	75406	49,639	62,433
F	42641	40,764	49,564
M	60274	57,548	70,213
A	62786	51,391	59,929
M	80009	64,340	43,379
J	69047	58,014	68,789
J	80583	42,023	63,882
A	49376	33,007	75,612
S	41784	40,574	47,015
O	56713	50,250	55,047
N	91565	60,727	74,287
D	67635	44,503	56,095



MONTHLY RESPONSE & ACTIVITY REPORTS

MONTHLY REPORT

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



DECEMBER 2021

OPERATIONS

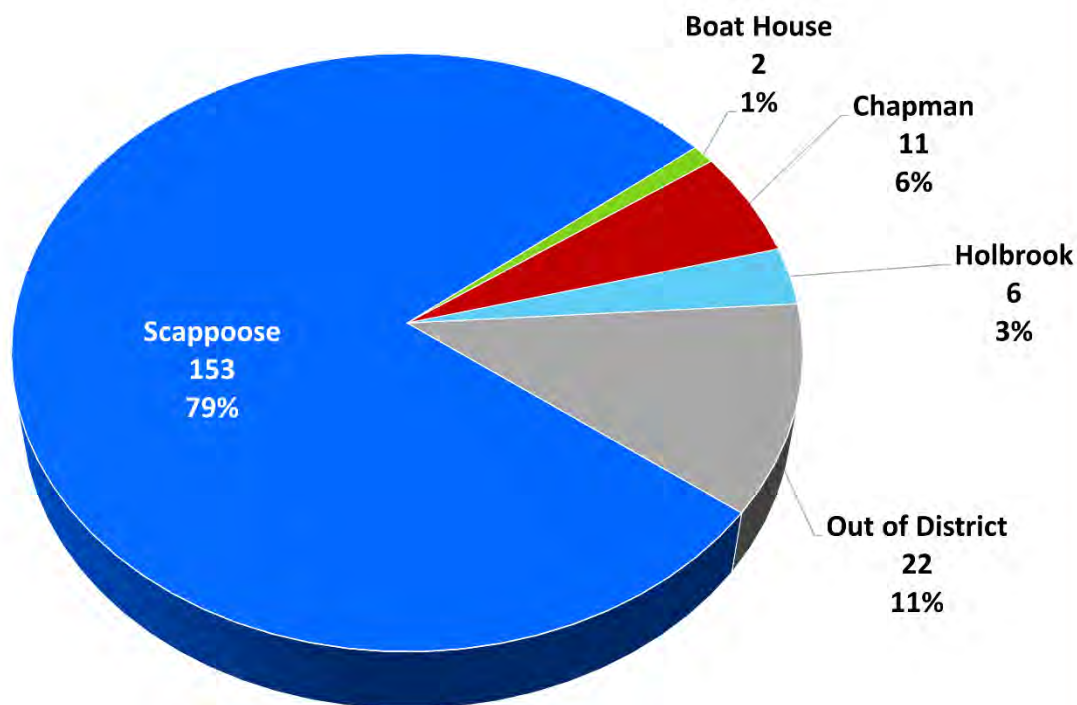
For the month of December, the ratio of EMS incidents to Fire incidents was 71% to 29% respectively. There were 138 EMS related calls for the month, where 140 patients were treated. COVID-19 was suspected or confirmed in 11 patients.

Approximately 40% of the total call volume (78 incidents) represents overlapping calls (at least one other call in progress). 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.

Total Fire & EMS calls for service during the month was 194, with a total of 375 apparatus responses spending 216 hours and 57 minutes of time.

For the month of December, SRFD averaged 1.81 Fire calls per day and 4.45 EMS calls per day for an overall daily average of 6.26 calls per day.

DECEMBER 2021 - INCIDENTS BY STATION
194 Incidents with 375 Apparatus Responses

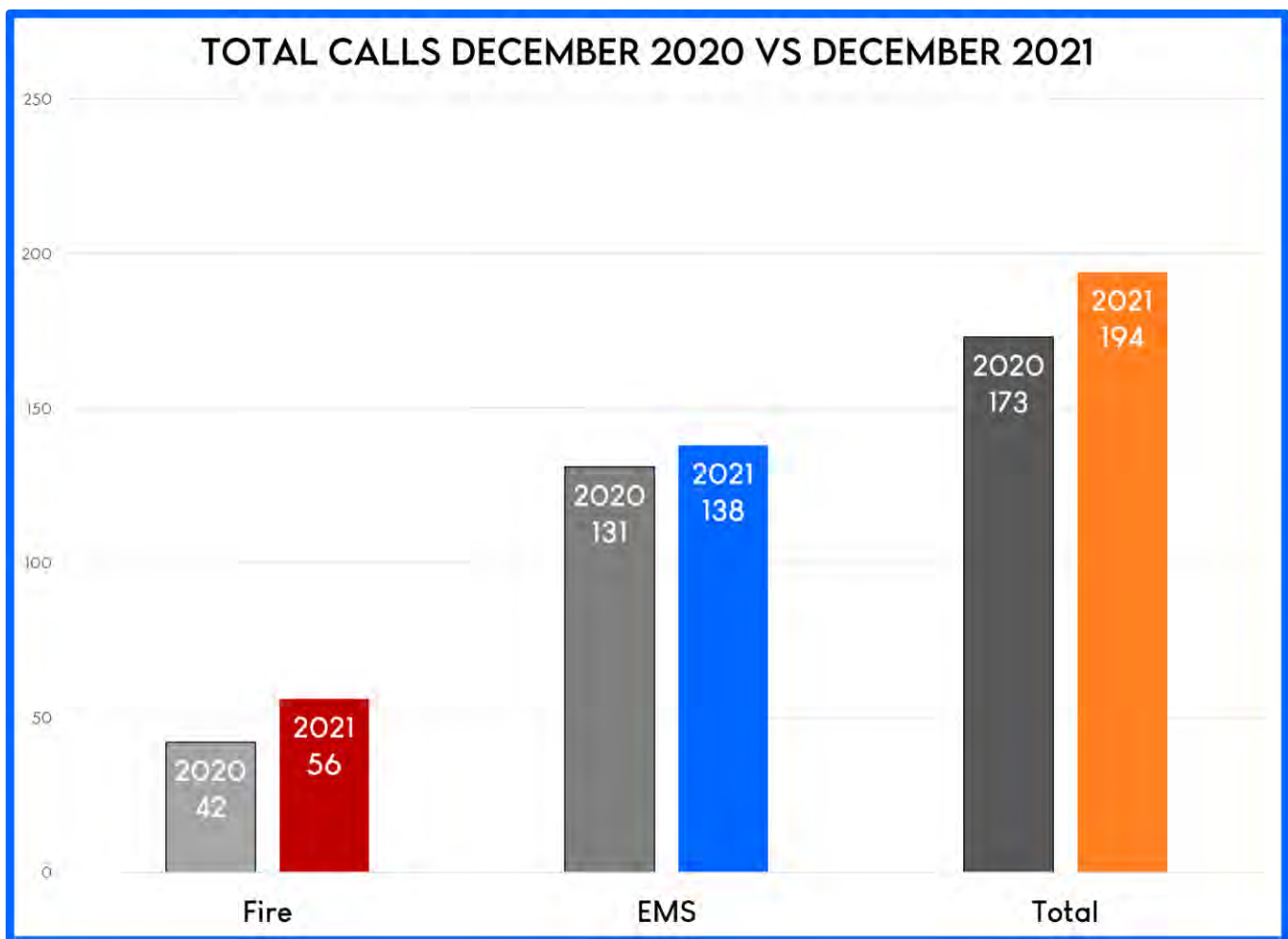


OPERATIONS

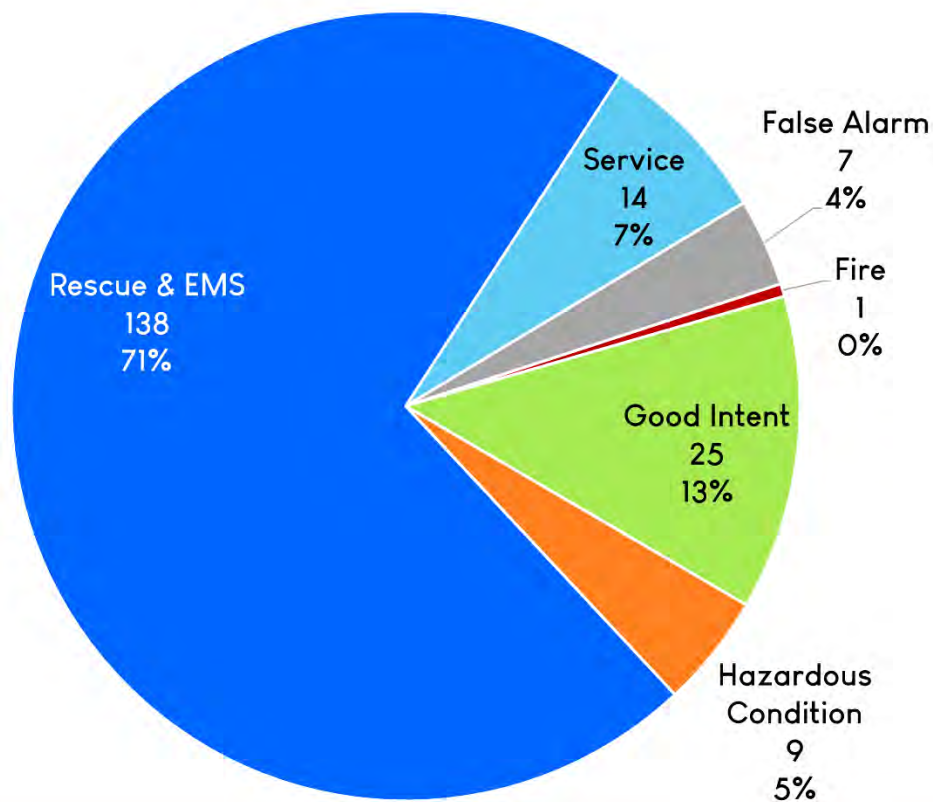
FIRE AND EMS CALL BREAKDOWN FOR DECEMBER 2021

Fires	1
Hazardous Condition	9
Service Call	14
Good Intent	25
Other Assistance	0
False Alarm	7
FIRE CALLS TOTAL	56

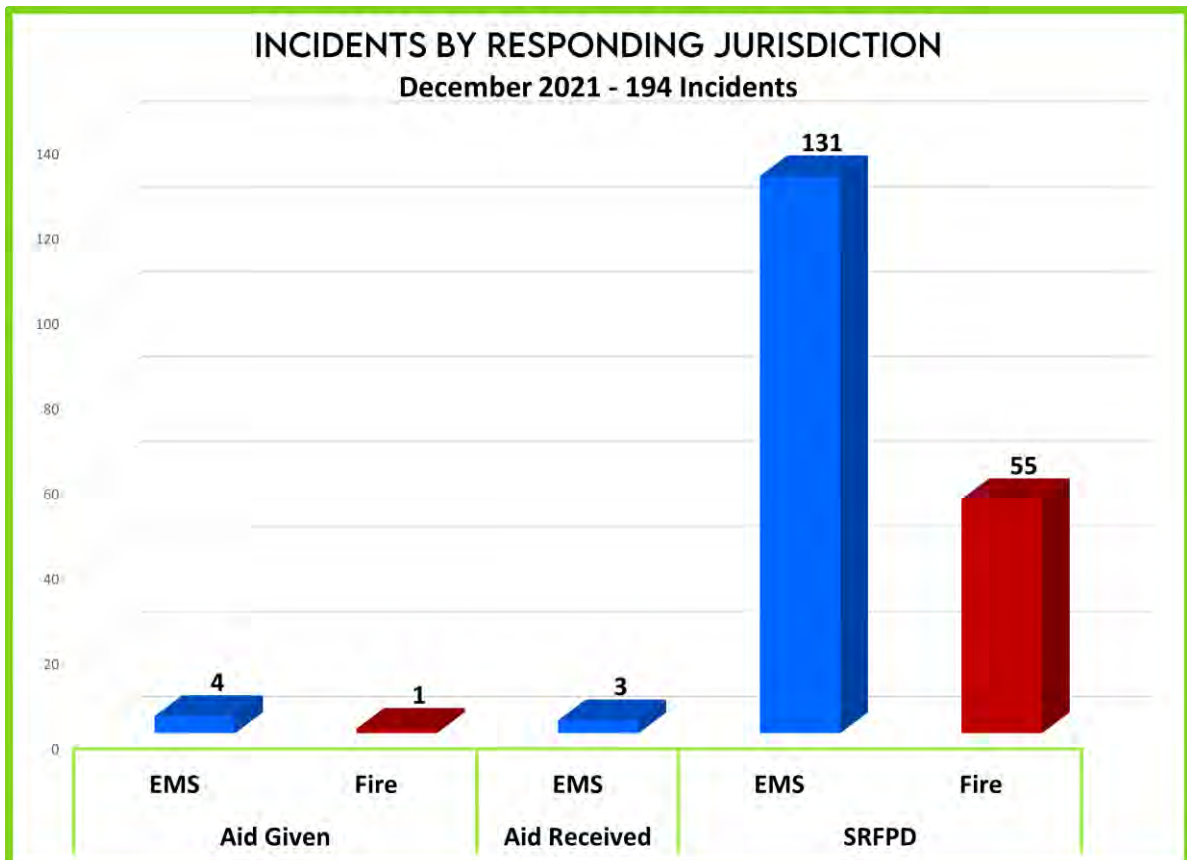
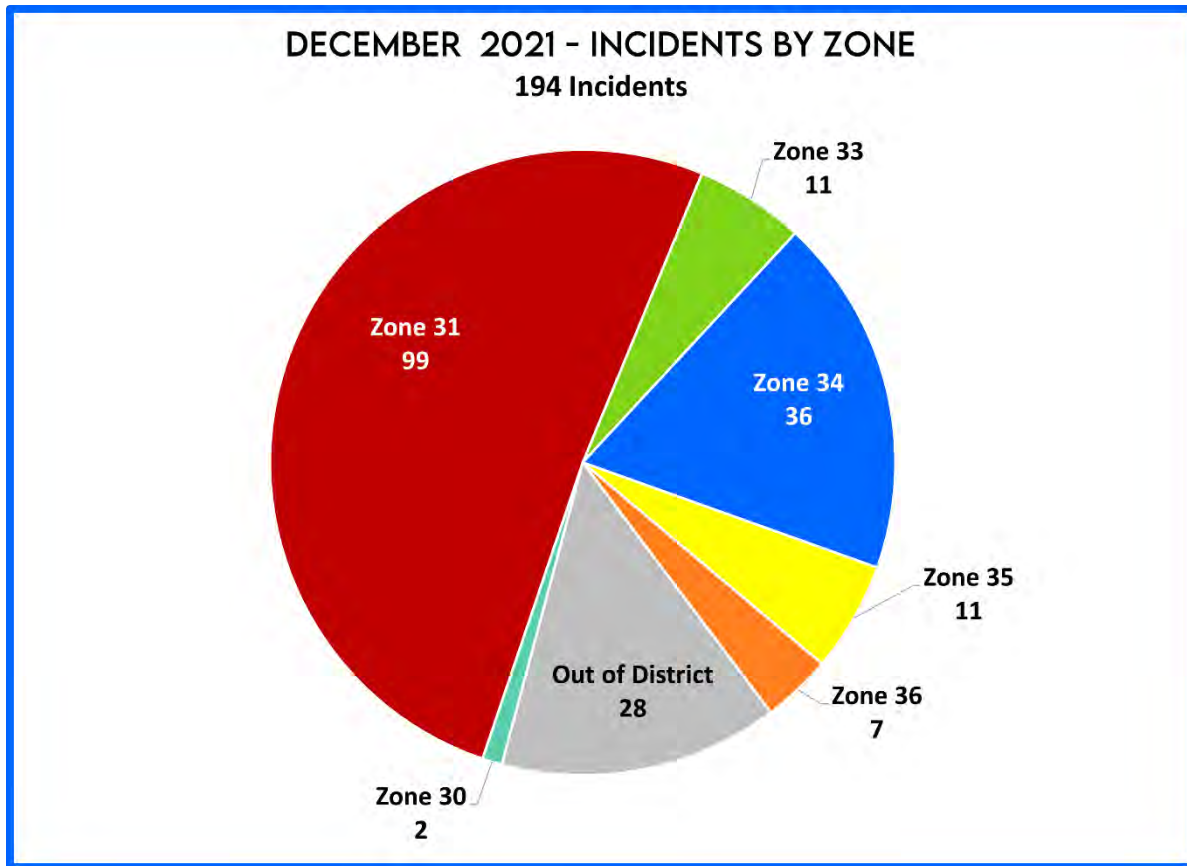
ALS Provided	83
BLS Provided	51
Investigate	2
Cancelled	0
Other Assistance	2
EMS CALLS TOTAL	138

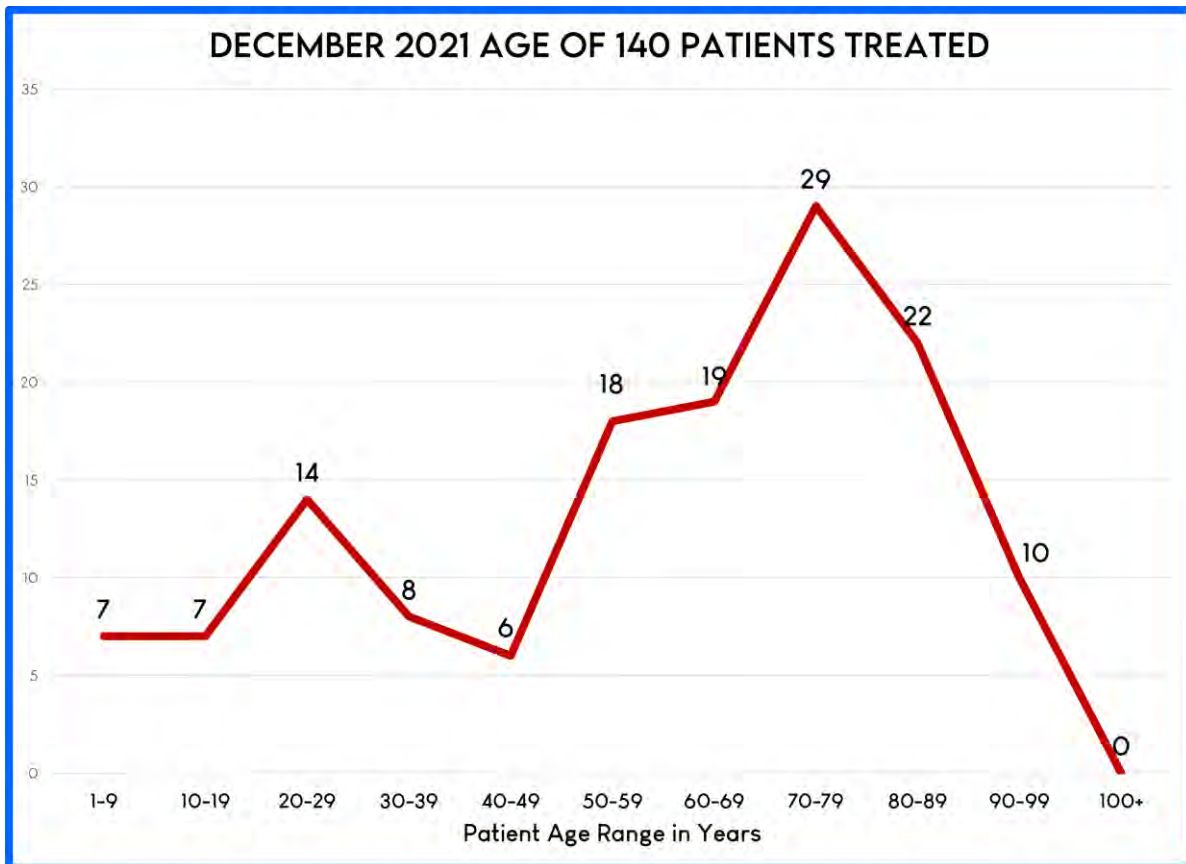
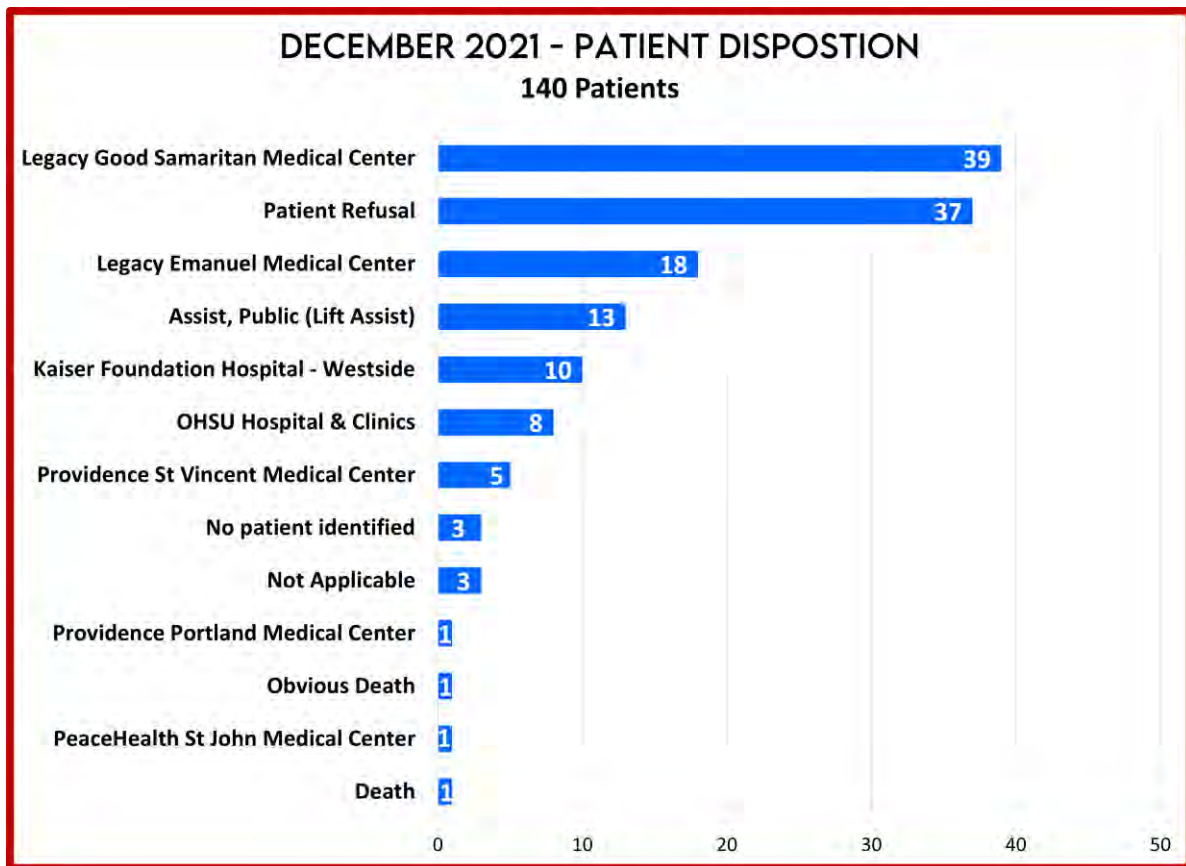


DECEMBER 2021 - 194 CALLS BY TYPE



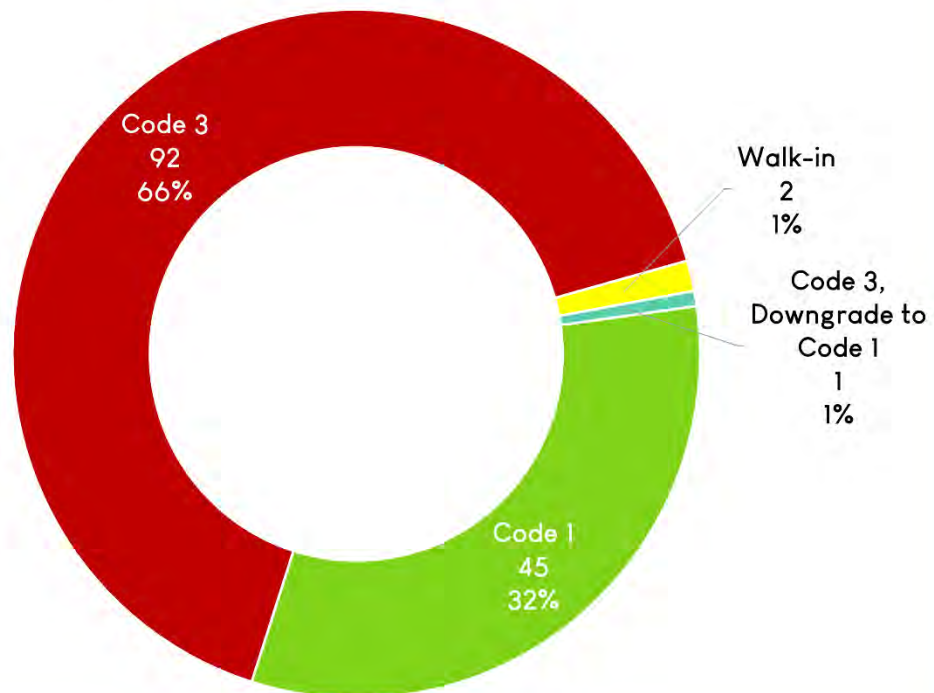
	Average Calls Per Day	Total Number of Calls	Percentage
Fire	1.81	56	29%
EMS	4.45	138	71%
TOTAL	5.97	179	100%





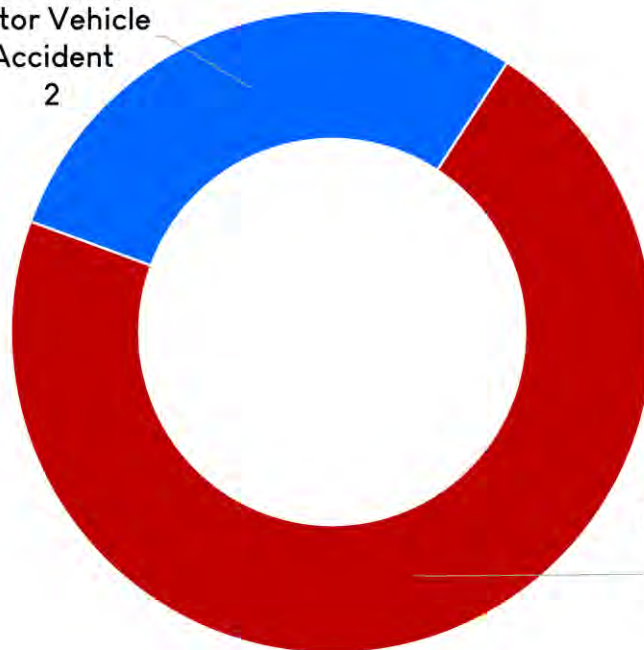
DECEMBER 2021 - EMS RESPONSE MODE

140 Patients

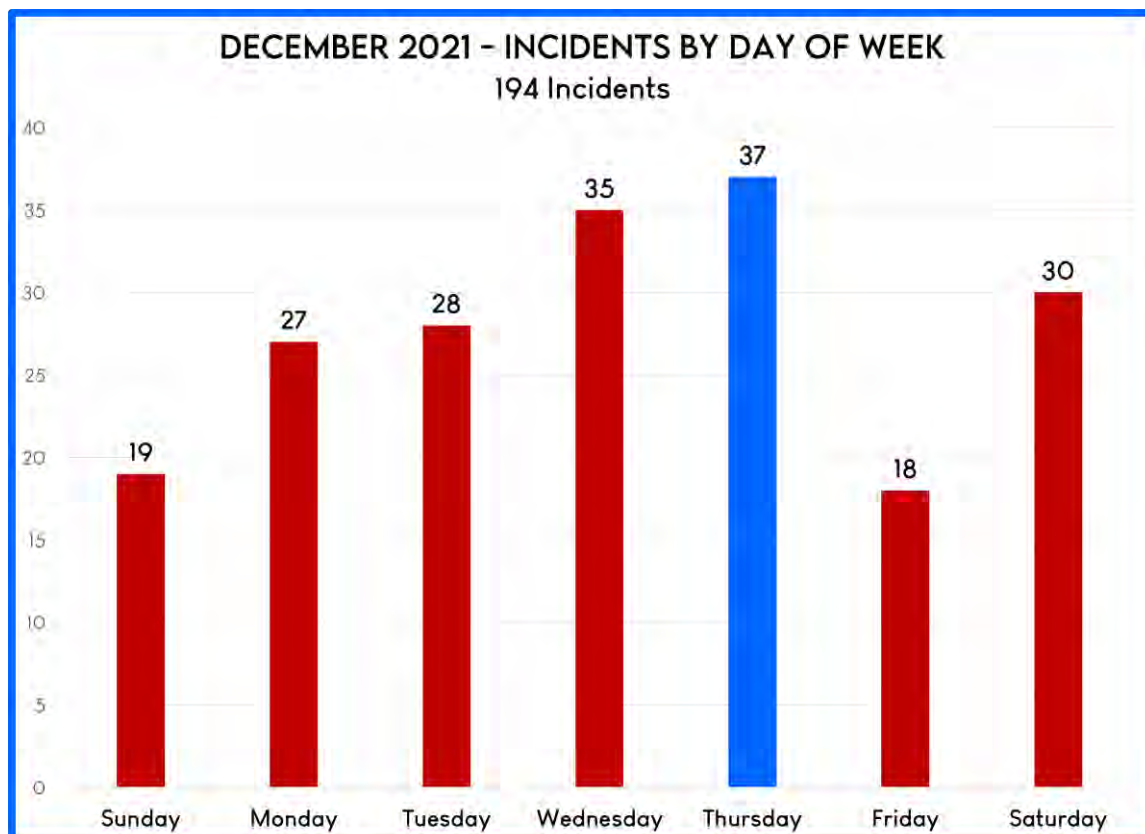
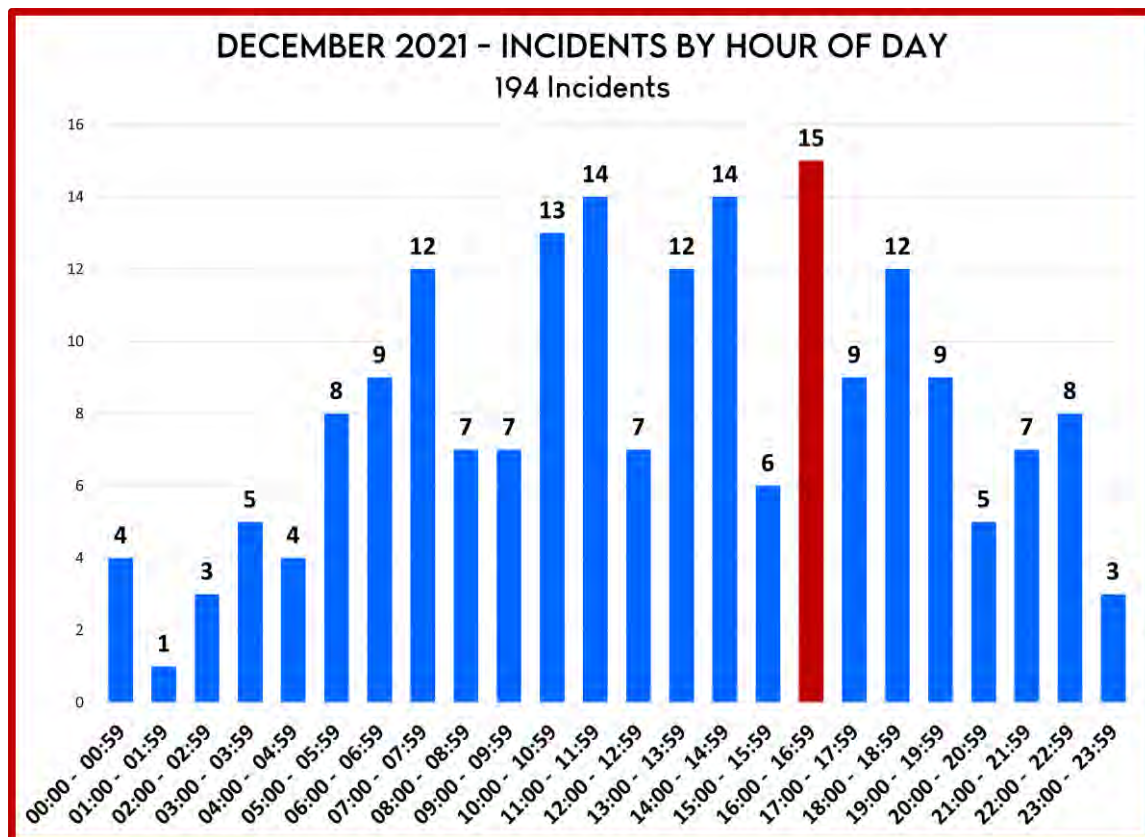


DECEMBER 2021 - 7 MOTOR VEHICLE ACCIDENTS

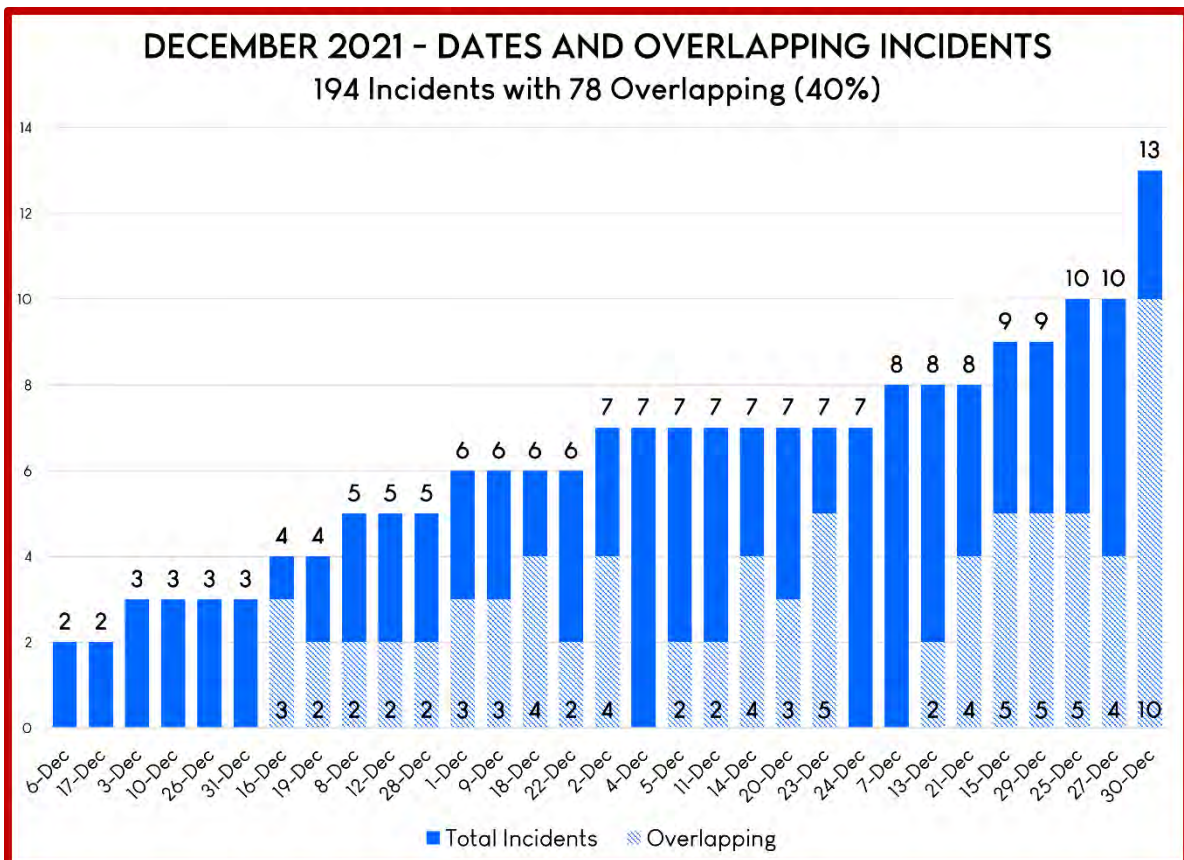
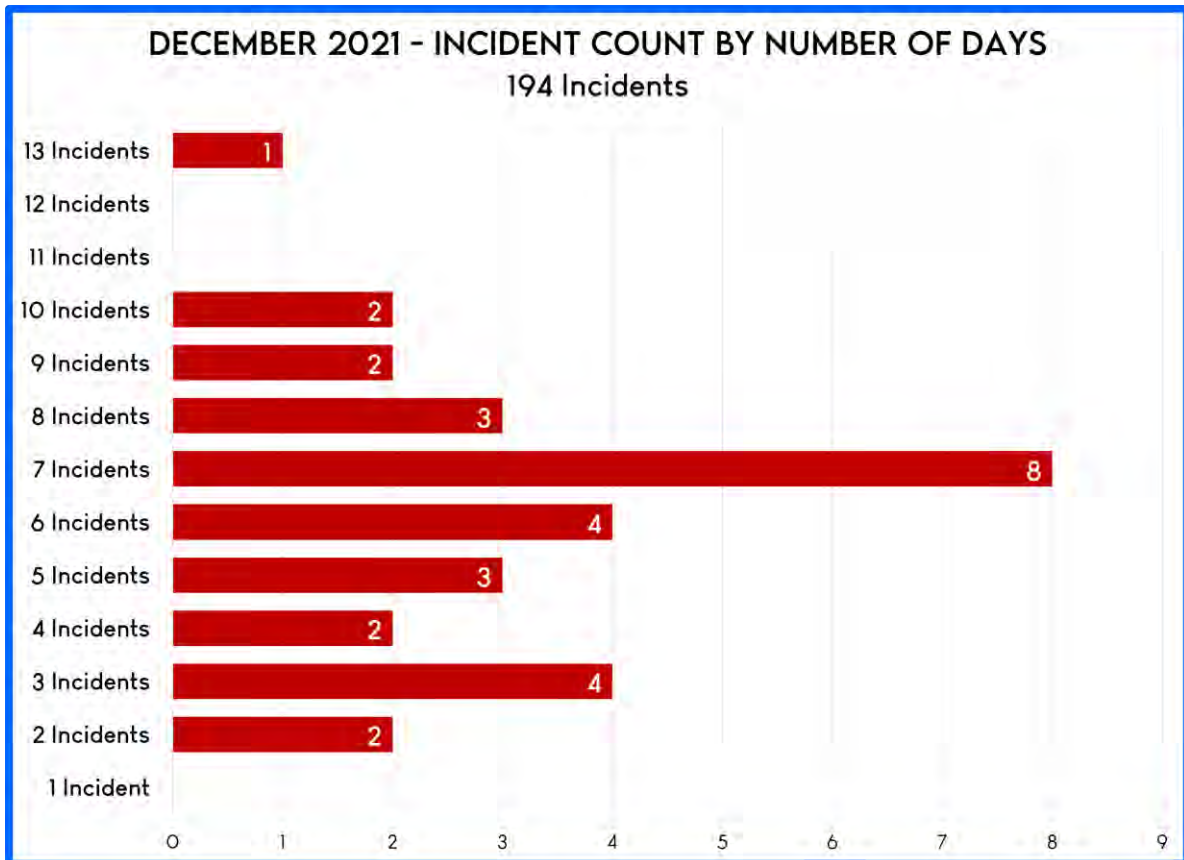
Non-Injury
Motor Vehicle
Accident
2

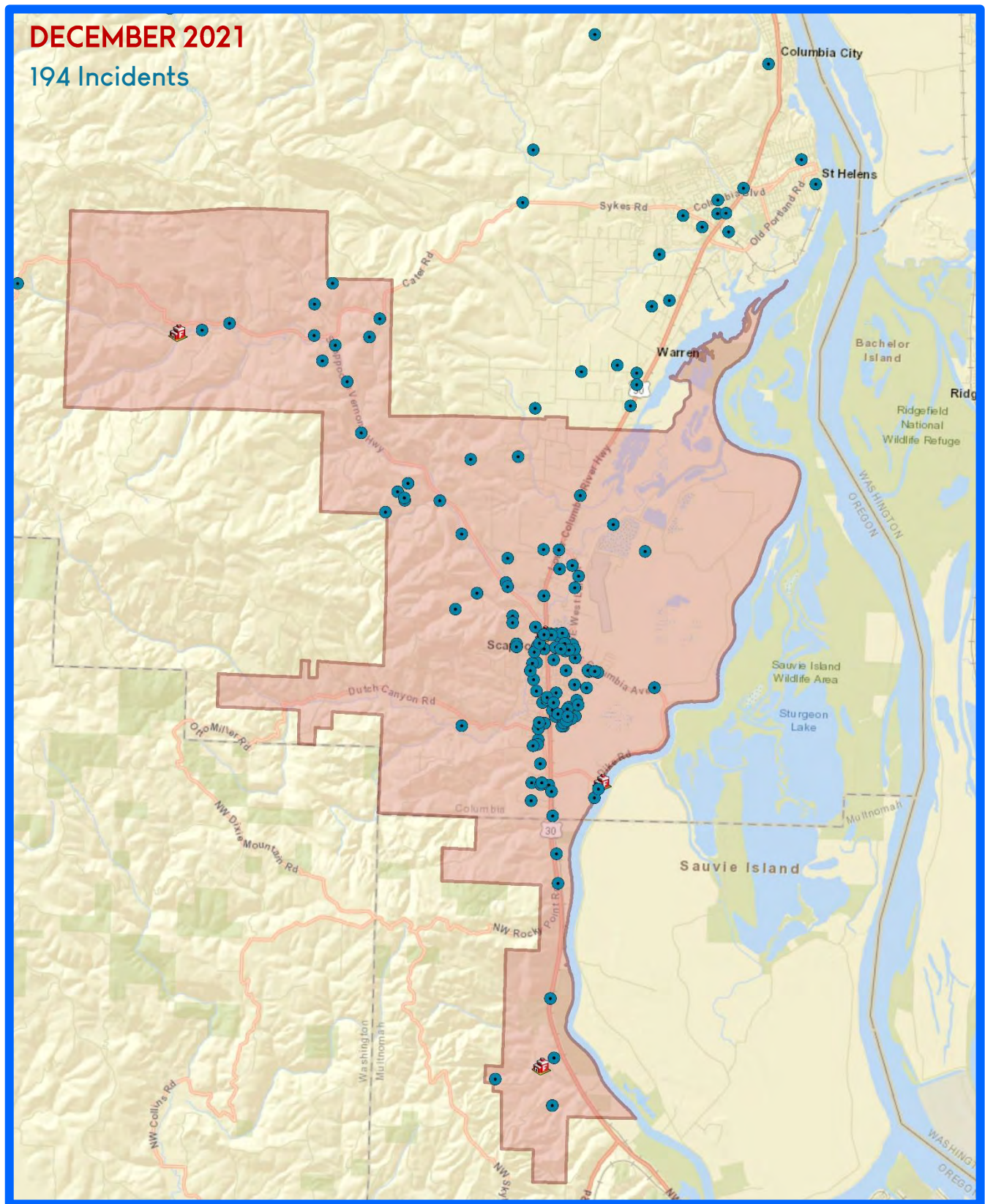


Injury Motor
Vehicle
Accident
5



OPERATIONS





STAFF REPORTS

Fire Chief Report January 2022

Meetings Attended

Date	Topic	Date	Topic
12/1/21	Traffic Safety Meeting	12/15/21	UAS Training for Public Safety
12/1/21	Meeting with city about radio system	12/15/21	Booster Clinic
12/2/21	Alaris Pro Meeting	12/16/21	Tenzinga Meeting
12/2/21	Apparatus Committee Meeting	12/16/21	Meeting with Drone Sense
12/2/21	Meeting with Beyond Uniforms	12/16/21	IAAI PDX Meeting
12/6/21	Labor MGT Meeting	12/19/21	Share and Care Distro
12/6/21	OMIC bldg2 mtg	12/20/21	Officers Meeting
12/6/21	Work Session at City Hall	12/21/21	Meeting with A-Shift
12/7/21	Video Interview by AUVSI	12/22/21	Meeting with B-Shift
12/9/21	IFUASS Meeting	12/24/21	Meeting with C-Shift
12/9/21	Meeting with county fire marshals	12/26/21	MTG with Union and 4303
12/10/21	Meeting with ImageTrend	12/26/21	Meeting with Tenzinga
12/10/21	Columbia County EM meeting	12/27/21	Meeting with Drone Sense
12/13/21	Fire Defense Board Meeting	12/28/21	Meeting with Near Space Corp.
12/14/21	Image Trend Meeting	12/29/21	Admin Meeting
12/14/21	Meeting with FD Tardif		

Hours Worked December: 240 Hours (60 hrs/wk)

On Call in December: 356 Hours (15 Days)

TOTAL HOURS: 536

Training

10hrs – National TIM Training

32hrs – S-203 PIO Class

Projects

Hiring – *In Progress for Finance Director*

Mutual Aid Agreement with Cowlitz County – *In Progress*

Driveway standard update with FDB and County – *In Progress*

EMS Boundaries Multnomah County – *In Progress*

Draft Strategic Plan – *In Progress*

Department Reorganization – *Completed*

Fire Station Project ~ *In Progress*

RDPO UAS Grant ~ *90% complete*

OSFM HMEP Grant ~ *Just starting*

2022 AFG Grants ~ *Working with Staff and Contractor*

Jamf – *Managing over 40 devices*

Fire Code Guide Update - *Tabled*

December was as busy as every December, but made easier by utilizing a different strategy with staffing for the share and care program as well as creating a partnership with the Port of Columbia County. Without their help, things would have been significantly different.

Due to this, while a lot was accomplished, not much was accomplished on the major projects.

Staffing still seems to be a bit of a challenge. With our one on the job injury, our experience with SDIS seems to be challenged. We are still keeping the employee on light duty, although, SDIS is not willing to cover the injury as on the job. The light duty project that is being worked on as described in last month's report has slightly changed. The major focus has been to build the back end of the inventory and maintenance module. More on this in the Operations report.

As a result of the challenges with time, we elected to hire a grant consultant to assist us with our two grant submissions. The Water Tender grant is just about ready to be submitted.

In the coming weeks we will be establishing a workgroup to revamp our volunteer program.

The goals for 2022 are as follows:

- Volunteer Program Update
 - Create Workgroup
 - Implement by September 2022
- Strategic Plan
 - Complete Station Design / Redesign
 - Draft Plan to Board
- Streamline Operations
- Continue Build out of ImageTrend
 - Training Module
 - Inventory Module (Maintenance / Repair)
- Financial Stability
 - Continue to pursue grants and other funding opportunities

FIRE MARSHAL REPORT

Finished up 8 plan reviews for the cities and will begin to transition these responsibilities to Chief Bautista.

Plan Reviews

8

Driveway Inspections

3

System Tests

0

General Inspections

3

Fire Investigations

1

OPERATIONS REPORT

In December we were plagued by yet another round of maintenance challenges. We are continuing to stay on top of the budget as we plan out expenses over the rest of the fiscal year.

Holbrook station: At this time, there are no outstanding deficiencies and is operating within limits.

Chapman station: At this time, the generator is out of service. Crews performing an inspection last week think we may have a roof leak, but we were not able to verify if it was condensation or truly a leak.

The boat House station: Nothing to report at this time.

Scappoose station: This is a work in progress, most of the information regarding this project will occur in Old Business.

One of the other future purchases we are starting to plan for is hose replacement. We are short on hose due to older hose timing out or failing during testing and use. We have not bought any substantial amount of hose in over 5 years.

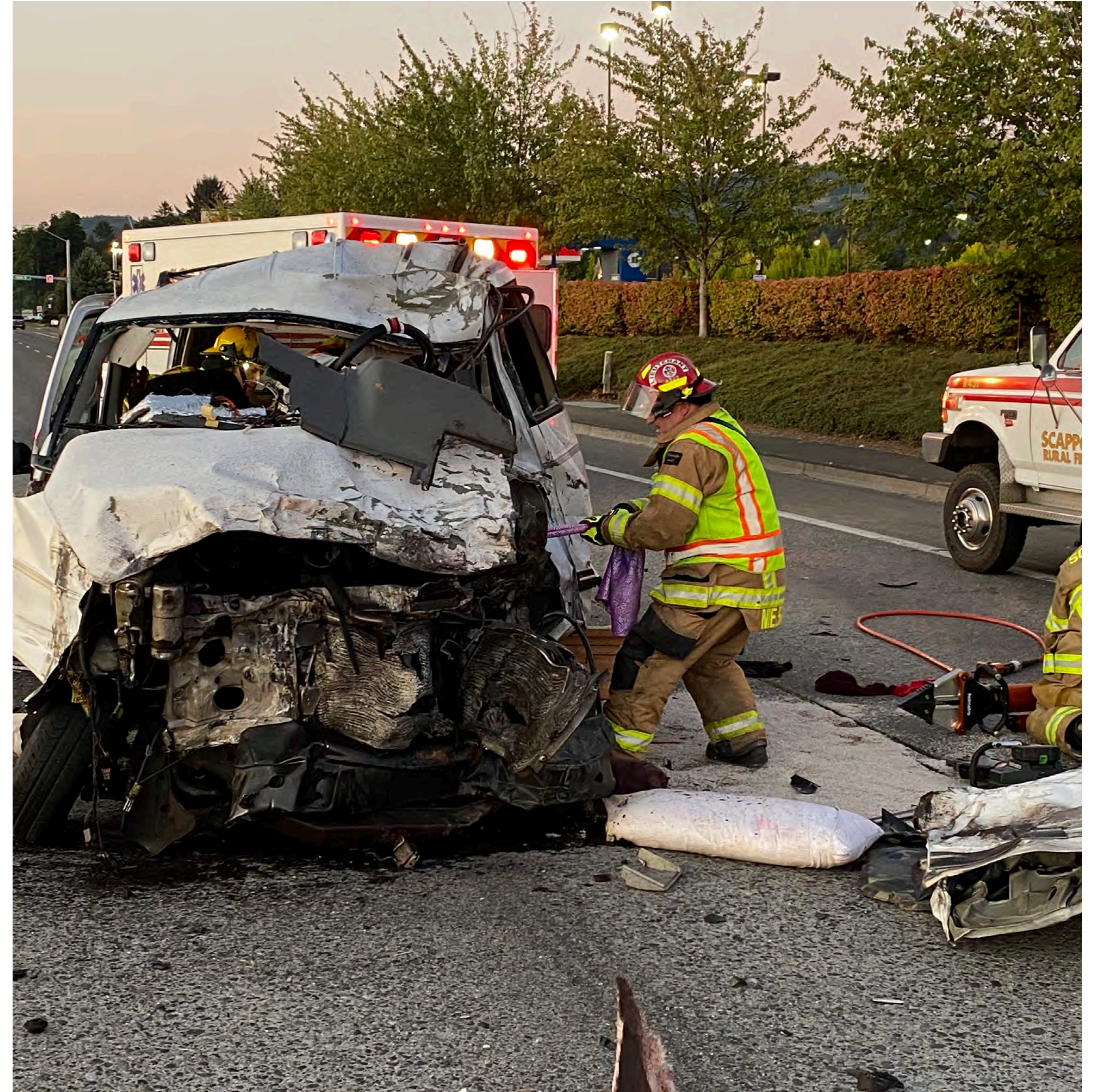
Staff is starting the initial process of moving the fire and rescue inventory from Operative IQ to ImageTrend. This move will help to store and operate in one ecosystem that we are currently paying for but not using. This will help with lessening the load on the volunteers of having to have multiple logins for multiple platforms. To be clear, we will continue to use operative IQ for all things EMS. There is no desire to phase out that platform for ems. It is too valuable and successful.



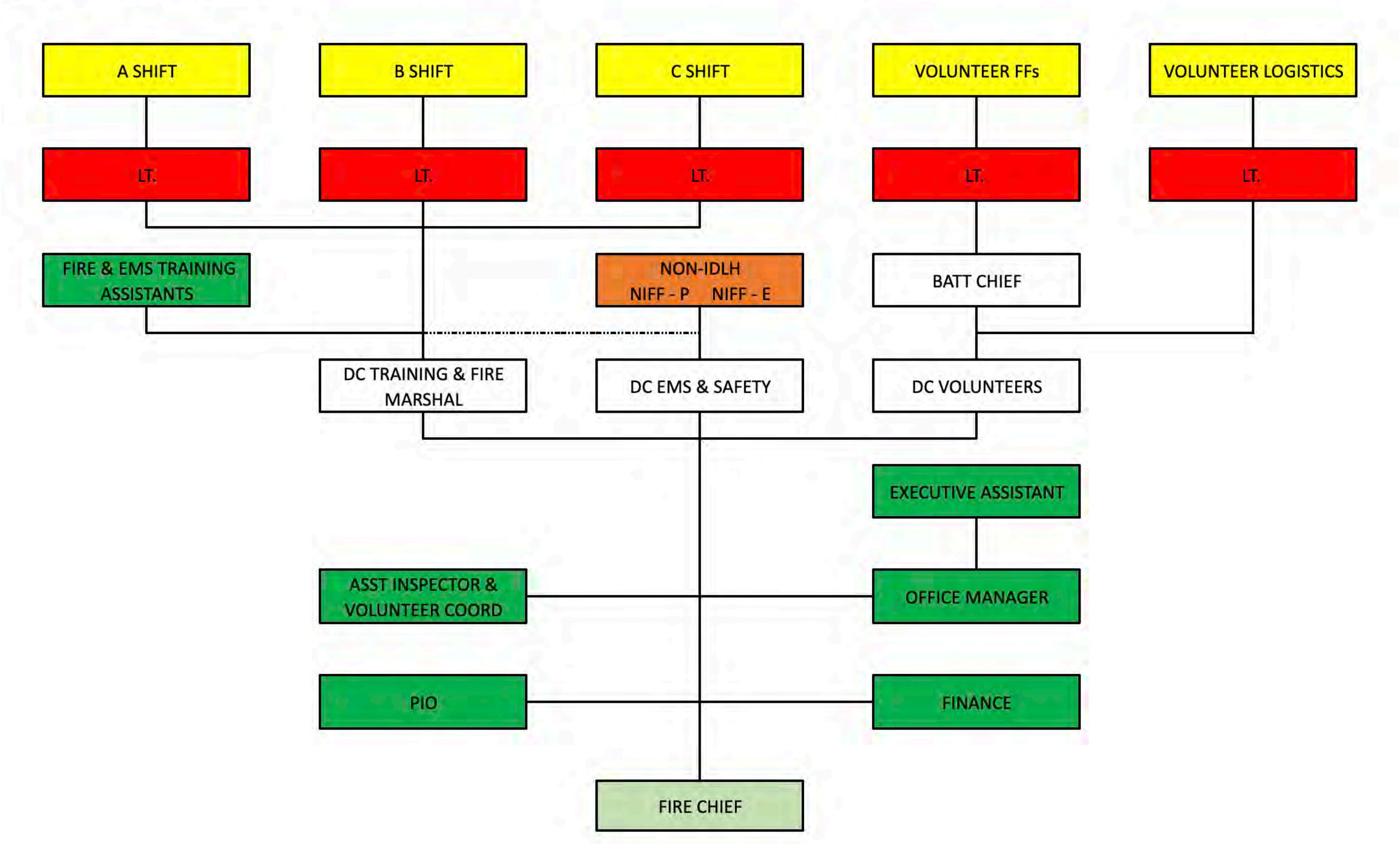
Department Realignment

Right Size Operations

- Offload Chief Responsibilities
- Share the workload amongst the shifts
- Create more ownership for all staff
- Create redundancy and Continuity Of Operations
- Build and develop staff for future responsibilities



Begins Jan 1
Effective February 1



Position Changes

Maria Heath

- Office Manager

Katy Curio

- EMS Coordinator

Chief Marks

- EMS Operations / Safety

Chief Bautista

- Training / Fire Marshal

Linda diPietro

- Executive Assistant

Current Vacancies

Finance Director

- **Post This Week**

Part Time FF/EMT

- **Interview by the end of the month**

Fulltime FF/Paramedic

- **Still on target for April 4th 2022**
 - **Civil Service list certification
next week**



General

Posts

Files

2122_P.O._Tracker

Water_Usage

Employee Onboarding

Department Responsi...

Wiki



File

Home

Insert

Draw

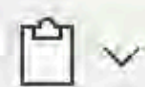
View

Help

Open in Browser



Tell me what you want to do



Calibri Light

20

B

I

U



Styles



Tags

abc



Department Responsibilities



All Responsibilities

All Responsibilities

NIFF

B-Shift

Volunteers

All Projects

Admin Staff

A-Shift

C-Shift

All Responsibilities

Wednesday, January 5, 2022 7:42 AM

Responsibilities	Primary	Secondary	Volunteer
Vehicles	Anderson		
SCBA / Cascade System	Gandara	Green	
Small Engines	Gandara	Bernier	Cates
Fuel (Small Eng and Station)	Liebig	Kreick	
Bunker Gear	Mathews	Green	Oberbarscheidt
Medical Equipment	Wenner	Bernier	
Training Equipment	Mathews	Bautista	
REMS	Group	Group	
Uniforms	Chaffeur	Booth	
Lawn Care	Green	Bernier	
PIO	Heath	Bautista/Pricher/Schoof	
Youth Fire Setter	Bautista	Heath	
Fire Investigation	Bautista	Pricher	

TENZINGA

2022 Goals

Volunteer Program Update

- Create Workgroup
- Implement by September 2022

Strategic Plan

- Complete Station Design / Redesign
- Draft Plan to Board

Streamline Operations

- Continue Build out of ImageTrend
 - Training Module
 - Inventory Module (Maintenance / Repair)

Financial Stability

- Continue to pursue grants and other funding opportunities

Division Chief Marks
January 2022

December Projects:

Duty Shifts	Probationary Test Building	Safety Program Review
6 Month Probationary Test Challenge		Covid Booster Clinic

Drills / Activities / Meetings in December included

Admin and Officers Meetings	LCRTOA
Safety Meeting	Fire Defense Board
Civil Service Meeting	Share and Care
Apparatus Committee	

In December I attended my normally scheduled meetings. I have also continued working on On-Board Training for the recently hired NIFF personnel who began their academy November 29th. Both new NIFF personnel have completed their FTEP process and have been released to work solo.

I worked with Chief Pricher with Covid Boosters. We had a total of 40 booster doses that we offered to our members and their immediate family members. At this time, booster doses are not required for health care workers. If this changes, we will ensure the rest of the staff receives the booster.

As always, Share and Care took a good chunk of December. To increase volunteer participation in the program, trainings in December consisted of Share and Care projects. I received good feedback from membership who enjoyed assisting in the evening as they were unable to assist during the day due to work commitments.

My Time Worked in December 2021	152 hours
Call Time in December 2021	212 Hours (call shifts minus 80
	hours office time)

Total Hours	364 Hours
--------------------	------------------

Total December 2021 Training Hours	188.8 Hours
Total Volunteer Hours in December 2021.	269.14 hours between 11
	individuals

Chief Bautista Report

January 2022

December Projects:

Uniform Project

Job Shirt (sweatshirt) design and product style have been finalized. Fit line ordered for sizing of all members.

Uniform T-Shirt has been finalized and item product being finalized for an order for all members.

Class B uniforms are finalized, and items can be ordered as needed.

We are really happy with the work and customer service provided by Beyond Uniforms.

Fire Alarm Upgrade Security Grant Application

Unfortunately, we were unsuccessful with the grant. SDIS stated it did not meet the criteria of the program although previously confirming the fire alarm upgraded application did.

FM Global Grant

We were informed that we did not receive this grant, although it had merit it was denied because of the large number of competitive applications they received and the limited amount of funds they had available. We can re-apply next quarter. I am reaching out to the coordinator for feedback on any adjustments we can make for next application cycle.

Fire Prevention Programs

Working to transition the Fire Marshal duties from Chief Pricher. Currently developing a plan for the following programs: fire inspections, pre-incident plans, youth fire setter screenings, public information and fire investigations. I will be scheduling meetings with career and volunteer members to discuss these programs. We are excited to build upon these programs towards a comprehensive Community Risk Reduction (CRR) program.

Meetings in December

Date	Topic
12/2/2021	IAAI OR Chapter Executive Board Meeting
12/2/2021	Apparatus Committee Meeting
12/2/2021	Beyond Uniform Meeting
12/3/2021	Driveway Consult Armstrong
12/5/2021	Final Inspection Fullerton Rd
12/20/2021	Officer's Meeting
12/29/2021	Architect Meeting

Training:

I completed my third Duty Officer rotation end of December. After being shadowed by the district Chief Officers, I am entering the rotation in 2022.

Continuing my completion of my FTEP task book as my schedule allows. I have responded to various medical calls since I started.

I have continued to work on Rope Rescue Operations task books for myself and district members. We have coordinated drills with Rope Rescue Technician certifications to go over systems and perform task performance evaluations. We have also incorporated Volunteer personnel into the training opportunities.

Four members completed the "Introduction to Incident Information (S-203)" course held virtually on December 6 through December 10. FF Schoof, PIO Heath, Chief Pricher and I successfully completed the training.

I attended the L-381 Incident Leadership course in Redmond, Oregon December 13 through 17. The course unfortunately was ended on the last day due to a suspected COVID-19 exposure. Testing was conducted for all students and results were negative. The final simulation will be scheduled at a future date. This course is part of the leadership development training plan Chief Pricher has assigned to the Division Chiefs.

Will attempt to complete Blue Card training, currently at 88% completion. My goal is to complete this training by first quarter of 2022.

Total hours worked 381 hours (289 Duty Officer hours worked onsite at Scappoose Station)

A. Tardif Finance Director January 2021 Meeting

On December 31st, the District completed the sixth month of the 21-22 fiscal year, or 50% of the year.

Personnel salaries and payroll taxes are at 44.5%. This fund is currently under budget. This is primarily due to 3 open FF positions that have not be filed.

Materials & Services overall is at 31% of the budget. At this time 50% would be equal to 6 months, if allocated evenly. The district expects to spend more on materials and services in Q3, and Q4 based on when revenue is received. One sub account is higher than 50% which is Administration at 66.6%. This is because audit expenses and election expense were paid in the first half of the year.

EMS receipts to date total \$371,937 or 69.8% of what was budgeted. The Monthly average for EMS receipts is \$61,898.50. To meet this year's budgeted revenue of \$532,963, the district needs to collect \$44,414 a month. Currently the district is on track to meet this amount. For the month of December, the district had 77 transports.

Currently property tax collection is at 83 percent. I believe the district will hit 100 percent of what was budgeted but time will tell. This is the first year with the higher levy rate and adjustments will need to be made to next years budgeted tax revenue. That will ensure a strong budget moving forward. Overall revenue income will meet the total budgeted resources/revenues, and I have no concerns about current revenue trends. The district should pay close attention to expenses to ensure a healthy cash carry over. The district has put \$1,000,000 in reserve for future use and \$400,000 in contingency to help. However, the district will need about 1,900,000 in cash carryover to fund operation until November. Should spending stay consistent with years past the district will have no problem meeting this target.

OLD BUSINESS



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Alternate Staffing Idea

DATE: January 11th 2022

Requested Action: None, information only.

Critical date for action: None, information only.

Purpose:

Staff was asked to look at an alternative staffing model as we near our April hiring date. Specifically, we were asked to look at what the impact would be if we were to not hire three firefighter paramedics and instead, hire one additional Non-Immediately Dangerous to Life and Health (IDLH) - NIFF Emergency Medical Technician (EMT) – (NIFF EMT) and upgrade the two existing NIFF EMT to 24-hour employees instead of 12-hour employees. The concept of this staffing model would add a NIFF EMT to every shift guaranteeing 24-hour ambulance coverage when one firefighter is on vacation. The thought process is premised off of cost savings to the district while still providing two ambulances 24-hours a day.

Impact:

On the surface, the concept is intriguing and theoretically could save money. However, when we break down all of the considerations, several questions arise.

Based upon the language in the current Collective Bargaining Agreement (CBA), the starting wage for a NIFF EMT is \$21.70. At that rate, going to a 24-hour shift would be complicated as there is no conversion from a 12-hour to a 24-hour employee. On the surface, the salary would double.

If we used the conversion in the CBA that changes the 12-hour rate of a FF/EMT and apply it to the NIFF EMT, the hourly wage would be \$15.53. That hourly rate is very close to minimum wage.

Another challenge identified was, if we added an additional classification to the 24-hour shift, we would have a significant issue covering shifts. Currently, we are challenged on the firefighter side of staffing with the differences between paramedic and EMT. Meaning, when paramedics take time off, our paramedic pool is currently reduced by three. When we throw in the NIFF EMT, we create a delta of six.

Availability of funding:

We would have enough budgeted funds to cover this concept. However, it would be realistic to assume that the \$15.53 hourly rate would not be acceptable by the employees and the labor group as the hours of work would increase, but with a decrease in the hourly rate. We would have to bargain with the labor group with an increase in overall salary. This increase over time would not net a savings and would most likely be neutral and not help with the current overtime and vacancies in the firefighter paramedic pool.

Coordination:

This project to be coordinated by finance and staff assigned to this project.

Contact person(s):

Jeff Pricher

Director of Finance

Attachments: None

Recommendations:

1. Take no action.
2. Table this for another month.

Conclusion:

Despite the ability to calculate a savings on employee wages and benefits, this concept would create an additional set of challenges as the NIFF EMT are limited by their scope of work, training and certification level.

Scheduling for this concept could create a headache for the schedulers and would not fill our limited pool for firefighter paramedics.

What would be the best for the district would be employees that are skilled in many areas and increase the firefighter paramedic pool.

c file
r.f.

NEW BUSINESS

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

2022-2023 BUDGET CALENDAR

January 13, 2022 7:00 P.M. Board Meeting

Appoint Budget Officer

Approve Budget Calendar Major Budget Item Discussion

February 10, 2022 7:00 P.M. Major Budget Item Discussion

March 10, 2022 7:00 P.M. Board Meeting Major Budget Item Discussion

April 14, 2022 7:00 P.M. Board Meeting Final Direction on Major Budget Items

April 15, 2022 1st Notice of Budget Committee Meeting Notice on website www.srfd.us

April 29, 2022 2nd Notice of Budget Committee Meeting Published in Spotlight

May 12, 2022 7:00 P.M. Budget Committee Meeting Board Meeting follows

May 27, 2022 Notice of Budget Hearing Published in Spotlight

June 9, 2022 7:00 P.M. Budget Hearing Board Meeting follows with Budget Adoption, Appropriation, and Tax Imposition

July 14, 2022 Deadline for Budget Documents delivered To County Assessors (LB 50, resolution)

COMMUNICATIONS

LOCAL
GOVERNMENT
LAW GROUP

An Oregon Professional Corporation

Carolyn H. Connelly
Ross M. Williamson*
Diana Moffat
Mark A. Wolf
Emily B. Guimont
*Also Admitted in Washington

December 22, 2021

**Via Email to: usaorganization@faa.gov and steven.ctr.pansky@faa.gov
First Class Mail**

Federal Aviation Administration
Michael R. Beckles
Air Traffic Manager Unmanned Aircraft Policy Team
AJV-P22 600 Maryland Ave SW, Suite 5E21TS
Washington DC, 20591

Re:

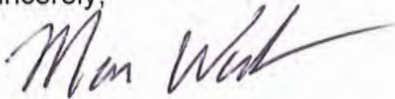
Dear Michael,

The Scappoose Rural Fire Protection District (District) is a political subdivision of the State of Oregon under ORS Chapter 478 and 198. Fire Districts are a creature of state law, formed under ORS Chapter 478 (Fire District statute) and ORS Chapter 198 (general Special District statute). ORS 174.116 and ORS 198.605 together describe that a RFPD is a "municipal corporation" as a matter of law, and they are not private corporations. I am of the opinion that the District qualifies as a political subdivision of a State as described in 49 USC 40102(a)(41)(c).

Further, be advised that the District's operation of its unmanned aircraft under the Certificate of Authorization will be limited to government functions as is defined by 49 USC 40125(A)(2). It will not be used for "commercial purposes" as that term is used in 49 USC 40125(b).

Please contact me if you need any further information.

Sincerely,



Mark A. Wolf
mark@localgovtlaw.com

cc: jpricher@srfd.us
MAW:arl

F:\Clients\Muni\Scappoose FD\GENERAL\General 2021 - 2022\LTR re Public Declaration MAW\arl (12.22.2021).docx



FIRE CHIEF

Scappoose Fire District



December 23rd, 2021
FAA

RE: CAPS Access

To whom it may concern,

This letter is to authorize (Charles Bagnato), of (Near Space Corporation), (5755 Long Prairie Road, P.O.BOX 909, Tillamook, Oregon 97141), online access to the Scappoose Rural Fire District) COA documents, process, and to serve as the primary point of contact in all COA matters.

Sincerely,

A blue ink handwritten signature, appearing to read "Jeff Pricher", with a long horizontal flourish extending to the right.

Jeff Pricher
Fire Chief, Scappoose Fire District
jpricher@srfd.us
971-325-4788



FIRE CHIEF

Scappoose Rural Fire District



January 6th, 2022

FAA

RE: Air Worthiness Certification for UAV Fleet

To whom it may concern,

This letter is to address Scappoose Rural Fire District UAS Airworthiness Certificate of the {Autel Robotics EVO I} Unmanned Aircraft System (UAS).

This Airworthiness of the {Autel Robotics EVO I UAS} has been determined to be airworthy based on the intended use as advertised by {Autel Robotics} subject to the warranties and representations offered by {Autel Robotics}.

The Scappoose Rural Fire District will maintain a continued Airworthiness program that includes maintenance and training of the UAS and will be maintained in an airworthy condition to conduct flights in the National Airspace System.

The point of contact for Scappoose Rural Fire District is Chief Jeff Pricher, jpricher@srfd.us 971-325-4788.

Sincerely,

Jeff Pricher
Fire Chief, Scappoose Fire District
jpricher@srfd.us
971-325-4788

SUB-RECIPIENT GRANT AGREEMENT

This Sub-recipient Grant Agreement (this “Agreement”) is entered into by and between the State of Oregon acting by and through its Department of State Police, for the benefit of its Office of State Fire Marshal (“OSFM”) and Scappoose Rural Fire Protection District, (“Sub-recipient”).

RECITALS

- A. By authority granted under ORS 190.110, a state agency or unit of local government of this state may cooperate by agreement or otherwise, with a state agency or unit of local government of this or another state in performing a duty imposed upon it or in exercising a power conferred upon it.
- B. In order to ensure a swift response to a hazardous substance accident and to minimize damage to people, property, and wildlife, OSFM is authorized under ORS 453.347 to assist with emergency response planning by appropriate agencies of local and state government, and may apply for funds to train, equip, and maintain an appropriate response capability at the state and local level.
- C. The parties desire to engage in this Agreement for the mutual benefit of the parties. OSFM desires to enter into this Agreement to assist with local emergency response planning through the training and support of an appropriate local hazardous materials emergency response capability. Sub-recipient desires to receive financial assistance from OSFM to carry out the local hazardous materials emergency preparedness training(s) or project(s) as further described in Exhibit A attached hereto (the “Project”).
- D. The parties acknowledge and agree that this Agreement is a sub-award of certain grant funds from OSFM to Sub-recipient (the “Grant Funds”). The Grant Funds are from the United States Department of Transportation. The Catalog of Federal Domestic Assistance (CFDA) number for the United States Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Office of Hazardous Materials Safety, Hazardous Materials Emergency Preparedness program is 20.703.

TERMS OF SUB-RECIPIENT GRANT AGREEMENT

1. PURPOSE.

- 1.1 Purpose. The purpose of this Agreement is to establish the terms and conditions of the distribution of the Grant Funds and implementation of the Project, as a part of state and local hazardous materials emergency planning and preparedness measures.

2. TERM / EFFECTIVE DATE.

- 2.1 This Agreement terminates on September 16, 2022 unless sooner terminated or extended pursuant to other provisions of this Agreement.

3. SUB-RECIPIENT OBLIGATIONS.

- 3.1 Sub-recipient agrees to comply with all Project details as set forth in Exhibit A, the Application for Funds, and with the requirements of the Pipeline and Hazardous Materials Safety Administration, Hazardous Materials Emergency Preparedness Grant Program, Terms and Conditions attached hereto as Exhibit B (“HMEP Terms and Conditions”). For the purposes of this Agreement, Sub-recipient will comply with only those sections applicable to its role as a sub-recipient with an exception, as provided in Section 16 of the HMEP Terms and Conditions for “Flow-down of Requirements under Sub-awards”.
- 3.2 Sub-recipient agrees to provide 25% of the total project cost in cash (hard match) or as an in-kind (soft match) contribution, or a combination of both (“Sub-recipient Match”). Sub-recipient agrees to provide documentation showing how it satisfied the Sub-recipient Match requirement. Match validation

documentation shall be provided with the Request for Reimbursement. OSFM reserves the right to determine if the Sub-recipient Match requirement is satisfied. The minimum amount of match required for the Grant Funds under this Agreement is **\$5,000.00** ("Sub-recipient Match Amount").

- 3.3 Sub-recipient agrees to use Oregon Department of Public Safety Standards and Training (DPSST) approved instructors, when applicable for the Project. Sub-recipient shall submit:
 - 3.3.1 The application required for DPSST to certify the course and the instructor(s) before the classes are held.
 - 3.3.2 A student roster and course evaluations to DPSST's Fire Training Section with copies to the OSFM at the completion of the class.
- 3.4 Sub-recipient agrees to provide OSFM with copies of all sub-awards and invoices.
- 3.5 Sub-recipient agrees to submit to OSFM a Request for Reimbursement in the form attached hereto as Exhibit C ("Request for Reimbursement") of applicable charges for verification and approval of expenditures before payment is made by OSFM. All Requests for Reimbursements must be submitted to OSFM no later than thirty (30) days following the termination of this Agreement and must include the following information:
 - 3.5.1 For projects:
 - a. the project title,
 - b. training or exercise scenario agenda,
 - c. rosters, and
 - d. evaluation forms.
 - 3.5.2 For exercises:
 - a. an exercise timeline,
 - b. pre-exercise packages, and
 - c. the after action report.
- 3.6 Sub-recipient agrees to submit performance and financial reports as required in Section 13 of the HMEP Terms and Conditions to the OSFM Grant Project Manager identified in Section 5.

4. OSFM's OBLIGATIONS.

- 4.1 OSFM agrees to provide direction and support, on an "as needed" basis when reasonable, to Sub-recipient.
- 4.2 OSFM agrees to work with Sub-recipient to distribute announcements to public safety agencies across Oregon that may be interested in participating in the training or exercise.
- 4.3 OSFM agrees to reimburse Sub-recipient for actual incurred expenditures related to the completion of the Project, excluding the Sub-recipient Match Amount, with the Grant Funds up to an amount not to exceed **\$20,000.00**, ("Grant Amount") for performance of the obligations set forth in Section 3. Any and all expenses not covered by the Grant Amount and Match Amount are the sole responsibility of Sub-recipient. Questions regarding eligible costs should be addressed to the OSFM Grant Project Manager identified in Section 5 of this Agreement, who will have final decision-making authority. Any Grant Funds disbursed to Sub-recipient under this Agreement that are used in violation or contravention of one or more of the provisions of this Agreement or the laws pertaining to public funds ("Misexpended

Funds”) must be returned to OSFM by Sub-recipient, no later than ten (10) days after OSFM’s written demand therefor.

5. NOTIFICATIONS.

5.1 OSFM CONTACT.

Notifications required for the administration of this Agreement shall be sent to:

Terry Wolfe, Grant Project Manager
Office of State Fire Marshal
3565 Trelstad Ave. SE
Salem, OR 97317
Ph: 503-934-8245
Email: terry.wolfe@osp.oregon.gov

5.2 NAME OF OTHER PARTY CONTACT.

Notifications required for the administration of this Agreement shall be sent to:

Jeff Pricher, Fire Chief
Scappoose Rural Fire Protection District
PO Box 625
Scappoose Oregon, 97056
Ph: 503-543-5026
Email: jpricher@srfd.us

5.3 ANNOUNCEMENTS; PUBLICATIONS.

- 5.3.1 Sub-recipient agrees that all training, planning, and exercise announcements or publications created with any Grant Funds shall contain the following announcements: *“This (choose one of the following) (training, exercise, or publication) was funded by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Hazardous Materials Emergency Preparedness grant program through the Oregon State Police, Office of State Fire Marshal and (insert name) Local Emergency Planning Committee (or if not an LEPC then insert the Name of Other Party).”*
- 5.3.2 Sub-recipient agrees to include the following language in all publications related to the Project: *“The opinions, findings, and conclusions or recommendations expressed in this publication are those of the author and do not necessarily reflect views of the U.S. Department of Transportation or Oregon State Police, Office of State Fire Marshal.”*

6. TERMINATION.

6.1 This Agreement may be terminated prior to the Termination Date at any time by mutual written consent of the parties.

6.2 OSFM may unilaterally terminate this Agreement effective ten (10) days after delivery of written notice to Sub-recipient, or at such later date as may be established by OSFM, under any condition including, but not limited to, the following:

- 6.2.1 If Sub-recipient fails to perform any of the provisions of this Agreement, or so fails to pursue the Project as to endanger performance of obligations as required under this Agreement, and after receipt of written notice from OSFM, fails to correct such failures within ten (10) days, or such longer period as OSFM may authorize.

- 6.2.3 If OSFM fails to receive funding, appropriations, limitations, or other expenditure authority at levels sufficient to allow OSFM, in the exercise of its reasonable administrative discretion, to continue to make the payments provided for in this Agreement.
 - 6.2.4 If federal or state laws, regulations, or guidelines are modified, or interpreted in such a way that the Project under this Agreement is prohibited, or if OSFM is prohibited from paying for such Project from the planned funding source.
 - 6.2.5 If Sub-recipient fails to provide the Sub-recipient Match for the Project.
- 6.3 Termination of this Agreement shall not prejudice any rights or obligations accrued to the parties prior to termination.

7. NON-APPROPRIATION

The State of Oregon's payment obligations under this Agreement are conditioned upon OSFM receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow OSFM, in the exercise of its reasonable administrative discretion, to meet its payment obligations under this Agreement. Sub-recipient is not entitled to receive payment under this Agreement from any part of Oregon state government other than OSFM. Nothing in this Agreement is to be construed as permitting any violation of Article XI, Section 7 of the Oregon Constitution or any other law regulating liabilities or monetary obligations of the State of Oregon. OSFM certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within OSFM's current appropriation or limitation of the current biennial budget.

8. GOVERNING LAW; VENUE; CONSENT TO JURISDICTION.

This Agreement shall be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of laws. Any claim, action, suit or proceeding (collectively, "Claim") between OSFM (and any other agency or department of the State of Oregon) and Sub-recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether it is sovereign immunity or governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. SUB-RECIPIENT, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

9. COMPLIANCE WITH GOVERNMENT REGULATIONS.

- 9.1 Sub-recipient agrees to comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279C.515, 279B.235, 279B.230, and 279B.270, which are hereby incorporated by reference. Without limiting the generality of the foregoing, Sub-recipient expressly agrees to comply with (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659.425; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- 9.2 Sub-recipient shall comply with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964, Department of Transportation, attached hereto as Exhibit D.

- 9.3 Sub-recipient shall insert the following notification in all solicitations for bids for work or material subject to the Title 49, Code of Federal Regulations and, in adapted form, in all proposals for negotiated agreements related to this Agreement.

“The Sub-recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 and Title 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.”

10. CONTRIBUTION.

- 10.1 If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.
- 10.2 With respect to a Third Party Claim for which the State is jointly liable with Sub-recipient (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Sub-recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of Sub-recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of Sub-recipient on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.
- 10.3 With respect to a Third Party Claim for which Sub-recipient is jointly liable with the State (or would be if joined in the Third Party Claim), Sub-recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of Sub-recipient on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Sub-recipient on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Sub-recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

- 10.4 Notwithstanding any other provision of this section 10, Sub-recipient, as the recipient of grant funds, pursuant to this agreement with the State of Oregon, shall assume sole liability for Sub-recipient's breach of the conditions of the grant, and shall, upon Sub-recipient's breach of grant conditions that causes or requires the State of Oregon to return funds to the grantor, hold harmless and indemnify the State of Oregon for an amount equal to the funds which the State of Oregon is required to pay grantor.

11. REMEDIES.

In the event that Sub-recipient violates any term or condition under this Agreement, OSFM shall have all remedies available to it under law, in equity, and under this Agreement.

12. INSURANCE REQUIREMENTS.

- 12.1 The parties acknowledge and agree Sub-recipient is a unit of local government as defined in ORS 190.003, and in order to meet the requirements of ORS 30.272 and ORS 30.273 may be commercially insured or self-insured.
- 12.2 Sub-recipient shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering its own acts and omissions under this Agreement. With the exception of obligation set forth in section 10.4, Sub-recipient may satisfy these requirements in any manner allowed by ORS 30.282. Such liability insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.271. In the event of unilateral cancellation or restriction by the insurance company of Sub-recipient's insurance policy referred to in this paragraph, Sub-recipient, as applicable, shall immediately notify OSFM verbally and in writing. Sub-recipient's coverage limits shall not be less than \$2,000,000 for any single claimant and \$4,000,000 for multiple claimants.
- 12.3 All employers, including Sub-recipient, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Worker's Compensation coverage, unless such employers are exempt under ORS 656.126.
- 12.4 If Sub-recipient uses a subcontractor to perform the Project, or portions thereof, the subcontractor shall meet the Subcontractor Insurance Requirements set forth on Exhibit E attached hereto.

13. THIRD PARTY BENEFICIARY.

OSFM and Sub-recipient are the only parties to this Agreement and are the only parties entitled to enforce the terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

14. FORCE MAJEURE.

The parties shall not be held responsible for delay or default caused by fire, riot, acts of God and war, which are beyond the parties' reasonable control. The parties shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of the obligations under this Agreement.

15. ENTIRE AGREEMENT/WAIVER/MERGER.

This Agreement and attached exhibits constitute the entire Agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind the parties unless in writing and signed by both parties and all necessary State approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective

only in the specific instance and for the specific purpose given. The failure of OSFM to enforce any provision of this Agreement shall not constitute a waiver by OSFM of that or any other provision.

16. AMENDMENTS.

This Agreement may be amended by mutual agreement of the parties, but only to the extent permitted by applicable statutes and administrative rules. No amendment to this Agreement shall be effective unless it is in writing signed by the parties, and all approvals required by applicable law have been obtained.

17. RECORDS MAINTENANCE; ACCESS.

Sub-recipient shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. If Sub-recipient expends \$500,000 or more of federal funds (from all sources) in its fiscal year beginning prior to December 26, 2014, Sub-recipient shall have a single organization-wide audit conducted in accordance with the Single Audit Act. If Sub-recipient expends \$750,000 or more in federal funds (from all sources) in a fiscal year beginning on or after December 26, 2014, Sub-recipient shall have a single organization-wide audit conducted in accordance with the provisions of 2 C.F.R. Subtitle B, with guidance at 2 C.F.R. part 200. Copies of all audits must be submitted to OSFM within 30 days of completion. If Sub-recipient expends less than \$500,000 in federal funds in a fiscal year beginning prior to December 26, 2014, or less than \$750,000 in a fiscal year beginning on or after that date, Sub-recipient is exempt from federal audit requirements for that year. In addition, Sub-recipient shall maintain any other records pertinent to this Agreement in such a manner as to clearly document Sub-recipient's performance. Sub-recipient acknowledges and agrees that OSFM and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives shall have access to such financial records and other books, documents, papers, plans, records of shipments and payments and writings of Name of Other Party that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts and transcripts. Sub-recipient shall retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

18. SEVERABILITY.

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

19. COUNTERPARTS.

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, UNDERSTANDS IT, HAS THE AUTHORITY TO SIGN AND BIND THEIR RESPECTIVE AGENCIES, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT  _____ Jeff Pricher Fire Chief	DATE: <u>12/3/2021</u>
OREGON OFFICE OF STATE FIRE MARSHAL:  _____ Mariana Ruiz-Temple State Fire Marshal	DATE: <u>1/5/2022</u>

EXHIBIT A

STATEMENT OF WORK

The purpose of the Project is *to hire a contractor to update and coordinate into complementary documents, the Columbia County LEPC EPCRA and Rail response plans.*

THE PROJECT

APPLICATION FOR FUNDS

NOTE: The Grant Application is paginated with an “A” preceding the page number. The following page numbers constitute Exhibit A, Application for Funds: A-1 – A-8.

FY 2020-21 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY: Project 1

A			B		C
Budget Category			Planning/Description of Activities - Expense		Grant Request
1	Travel				\$
2	Equipment				\$
3	Supplies				\$
4	Contractual		LEPC Hazardous Materials Response Plan and Hazardous Materials Transportation By Rail Response Plan Update		\$ 20,000
5	Other				\$
6	Other				\$
7			Planning Subtotal		\$ 20,000
Budget Category			Training Course Activities	Item/Expense	Estimated # Training
8	Travel				\$
9	Equipment				\$
10	Supplies				\$
11	Contractual/Trainer				\$
12	Other				\$
13	Other				\$
14			Training Subtotal		\$
Budget Category			Exercise/Description of Activities - Expense		Grant Request
15	Travel				\$
16	Equipment				\$
17	Supplies				\$
18	Contractual		Table top exercise of both plans		\$ 5,000
19	Other				\$
20	Other				\$
21			Exercise Subtotal		\$ 5,000
22	Total Federal HMEP Grant Funds Requested = the sum of Column C, Rows 7, 14, and 21		TOTAL GRANT REQUEST		\$ 25,000
23	Total Matching Funds Required = the Total Grant Request x .25		MATCH		\$ 6,250
24	Total Project = the sum of the Total Grant Request + the Match		TOTAL PROJECT		\$ 31,250

FY 2020-21 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY: Project 2

A		B		C
Budget Category		Planning/Description of Activities - Expense		Grant Request
1	Travel			\$
2	Equipment			\$
3	Supplies			\$
4	Contractual			\$
5	Other			\$
6	Other			\$
7			Planning Subtotal	\$
Budget Category		Training Course Activities	Item/Expense	Estimated # Training Grant Request
8	Travel			\$
9	Equipment			\$
10	Supplies			\$
11	Contractual/Trainer			\$
12	Other			\$
13	Other			\$
14			Training Subtotal	\$
Budget Category		Exercise/Description of Activities - Expense		Grant Request
15	Travel			\$
16	Equipment			\$
17	Supplies			\$
18	Contractual			\$
19	Other			\$
20	Other			\$
21			Exercise Subtotal	\$
22			TOTAL GRANT REQUEST	\$
23			MATCH	\$
24			TOTAL PROJECT	\$

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FY 2020-21 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY: Project 3

A		B		C
Budget Category	Planning/Description of Activities - Expense	Grant Request		
1	Travel			\$
2	Equipment			\$
3	Supplies			\$
4	Contractual			\$
5	Other			\$
6	Other			\$
7		Planning Subtotal		\$
Budget Category	Training Course Activities	Item/Expense	Estimated # Training	Grant Request
8	Travel			\$
9	Equipment			\$
10	Supplies			\$
11	Contractual/Trainer			\$
12	Other			\$
13	Other			\$
14		Training Subtotal		\$
Budget Category	Exercise/Description of Activities - Expense	Grant Request		
15	Travel			\$
16	Equipment			\$
17	Supplies			\$
18	Contractual			\$
19	Other			\$
20	Other			\$
21		Exercise Subtotal		\$
22	Total Federal HMEP Grant Funds Requested = the sum of Column C, Rows 7, 14, and 21			TOTAL GRANT REQUEST \$
23	Total Matching Funds Required = the Total Grant Request x .25			MATCH \$
24	Total Project = the sum of the Total Grant Request + the Match			TOTAL PROJECT \$

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FY 2020-2021 Hazardous Materials Emergency Preparedness Grant Program

PROJECT NARRATIVE

If applying for more than one project, provide a separate Project Narrative for each project

Project type (select one or more)

☒ Planning ☐ Training ☒ Exercise ☐ Commodity Flow Study ☐ Other

Project Description

Who –Who will be performing the task or activity?

What –What task or activity is being performed?

Why –Why is the task or activity being performed?

Where –Where will the task or activity take place?

When –When is the task or activity projected to be performed?

How Many – What is the projected number of participants involved in the task or activity?

The Scappoose Fire District acting on behalf of the Columbia County LEPC, will hire a consultant to perform a complete review of the Columbia County Hazardous Materials Emergency Response Plan updated in September 2015 and the Columbia County Hazardous Materials Transportation by Rail Response Plan completed in 2016, and make necessary updates. Once the updates are made a consultant will be hired to help us test both plans through a table top exercise. The Rail Response Plan was tested with a table top exercise in 2017 and the Hazardous Materials plan was tested with a table top exercise in 2018. While no major deficiencies were identified in the 2017 table top exercise of the Rail Response Plan, certain deficiencies were identified in the 2018 table top exercise of the Hazardous Materials Response plan. The Columbia County LEPC has updated the Hazardous Response Plan with donations of time by local planners and we feel that it is time for another professional review and then to hold a new table top exercise test of the plans. The plan reviews will be performed in Columbia County from October 2020 to July 2021 followed by a table top exercise in September 2021. The Columbia County LEPC Hazardous Materials Emergency Response Plan Workgroup of six individuals will work with the consultant on the plan revisions. Over 40 local industry and emergency responders will participate in the table top exercise.

Collaboration - Area of benefit and partners

List the cities, counties, response disciplines, public and private entities, etc. that will benefit by the proposed project.

Indicate who you will partner with to conduct this project.

The benefiting cities will include Scappoose, St. Helens, Columbia City, Rainier, Clatskanie, and Vernonia. Columbia County and portions of Clatsop County will benefit from the plan reviews and updates as well as the table top exercise. The Scappoose Fire Department, Columbia River Fire and Rescue, Clatskanie Fire Department, Vernonia Fire Department, and Mist-Birkenfeld Fire Departments, Columbia County Sheriff's office, Scappoose Police Department, St. Helens Police Department, Rainier Police Department, Vernonia Police Department, Oregon State Police, and the Columbia County Department of Public Health are all partners and will benefit from this project. The Oregon Department of Transportation and Columbia County Road Department will also benefit from this project if there is a Hazardous Materials release on county roads or highways. The private citizens of Columbia and parts of Clatsop County will benefit from this project as well as citizens from outside the county that commute into the county to work.

Overall contribution

How does the project contribute to the overall effort of addressing and/or enhancement of local hazardous materials planning and training?

How does the activity address a need or provide a solution to the problem (e.g. long-range plans, etc.)?

This project will contribute to the overall effort of enhancing our hazardous materials planning by making sure that our plans are still current and that the work that we have done to update them is still valid and adequate. In 2019 a consultant completed a county wide commodity flow study and so we will have the consultant for this project review that information and make sure that our plans are adequate to deal with the Hazardous Materials identified in that study. The training piece will be enhanced by following up the plan review with a table top exercise to test the adequacy of each plan. We have tried to keep our plans up to date by testing them with table top exercises in the past, identifying holes and then working to plug those holes. This is a good time to have another set of eyes take a look at this to see how we are doing and help us with anything that we are still missing.

Project management - Itemize the tasks and include a timetable

Who is supervising the project?

Who is responsible for managing the grant?

Who will do the work?

What is the proposed timeline for completion of the project?

How will you make sure timelines and tasks are being met?

What plans, strategies, or practices are you using to reach the project objectives?

Have all pertinent parties agreed to these plans, strategies, and practices?

Fire Chief Dennis Hoke will be directly supervising and managing the project at the Scappoose Fire Department level with check-ins on progress from the Columbia County LEPC Chair. A consultant will be hired to do the plan reviews and updates if they are lacking in any areas. A consultant will also be hired to organize the table top exercise and to present it, along with an after action review that identifies any holes and recommends or necessary next steps to further refine our training for planners and first responders. Hiring the contractor, having the contractor review the plans and make minor plan revisions will occur from October 2020 to July 2021. Planning for the table top exercise will occur in August 2021 and then the table top exercise will be executed in September 2021. Timelines and tasks will be met by setting out a timeline of expected deliverables from the consultant and making sure that they are aware of those timelines when bidding for the project. After the project has been awarded and the contractor has started we will check in with the consultant monthly to verify progress. All of the current parties have agreed to these plans and strategies. When the contractor is selected then they will agree to the plan and strategies if they accept the contract to perform the work.

Objectives, project outcomes, results, and evaluation

List and prioritize the specific measurable and obtainable objectives.

Discuss project objectives to be accomplished.

What capabilities will be created or enhanced?

Objectives:

Hire a consultant to review our Rail Response and Hazardous Materials Response Plan.

Review our two response plans by an independent third party for currency and adequacy.

Minor updates to the plan recommended and made by the project Consultant.

Columbia County LEPC receives updated plans.

Hire a Consultant to organize and facilitate a test of our updated plans through a Table Top exercise.

Conduct a Table top exercise.

Hold an after action review of the Table Top exercise to identify any planning or training gaps.

Match Requirement

Please indicate how you intend to meet the required match.

The match will be met from a soft match of salaries of paid Scappoose Fire Department staff, LEPC staff time, Industry employee salaries, and volunteer staff time working with the consultant on the plan review and update and through participation in planning and implementation of the Table Top exercise.

Proposed HMEP Projects and estimated costs for FY 2021-2022

If you currently have plans to submit additional projects, or additional phases of a current project in FY 2021-2022 of the HMEP FY 2021-2022 grant performance period, please provide a brief summary of those projects and estimated cost.

If no significant holes are identified in our Response plans, and assuming that our Table Top exercise goes well, then in FY 2021-2022 the Scappoose Fire Department on behalf of the Columbia County LEPC has plans to submit a grant for a Functional Exercise.

Justification, comments, and additional information

Provide any additional information regarding why the review committee should approve your project request. Explain if, or how this proposal addresses hazardous materials or the community's right to know.

Through past Table Top exercises we have identified inadequacies in our Emergency Response plan that through volunteer efforts we have tried to correct. We also contracted with a consultant who in 2019 completed a county wide commodity flow study for our county. We feel that it is now time for a professional consultant to review the Commodity flow study and the work that our volunteers have done on our plans to make sure that they are current and adequate. Then since past Table Top exercises have identified inadequacies in our plans, we would like to test our updated plans with a new Table Top exercise and if it goes well then in FY 2021-2022 we will want to apply for a HMEP Grant to take us to the next level to do a Functional Exercise. We allow a certain number of "observers" at our Table Top exercises so that elected officials can attend to help them understand the planning processes and training that we are doing in our county. This helps them respond to questions from citizens to help inform them about hazardous materials that we are dealing with in our county.

Questions?

Contact Terry Wolfe, SERC/LEPC Program Coordinator:

HMEP Grants Administrator

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