



SCAPPOOSE FIRE DISTRICT

P.O. BOX 625 SCAPPOOSE, OREGON 97056

Scappoose Rural Fire District Board of Directors Regular Meeting Thursday, April 13, 2023 Microsoft Teams meeting

- I. **Call to Order & Flag Salute:** President Reeves call the meeting to order and led the Pledge of Allegiance at 7:06 pm.
- II. **Roll Call:** President Reeves, Vice-President Gift, Director Sorenson, Director Graham, Director Kriek, Chief Pricher, Chief Bautista, Chief Marks, Lt. DuBois, FF Booth, FF Dietz, FF Zimbrick, David Grant, FA Heath

Remote attendance: Chief Greenup, FF Kriek
- III. **Public Comment:** No audience participation
- IV. **Consent Agenda Discussion:**
 - A. Approve Minutes from 3-9-2023 regular meeting: Director Gift asked that the first paragraph on pg. 6 of the April board packet be amended for clarity.
 - B. Approve March 2023 Profit & Loss (P & L) Detail: Directors inquired about the following purchases: Olympus cameras, airfare expenses, RATS Coyote Pack, Freely Systems purchases, and T-shirt purchases. Director Gift requested a change to the Profit and Loss report. He asked that purchases made with credit cards be identified as such. FA Heath explained that a column could be added to the report that would identify credit card purchases, however, adding an additional column would make the Profit & Loss report difficult to read with little white space. After the board discussion, Director Gift said he would like to see credit card purchases be identified by card number. FA Heath explained that card purchases are paid to a managing account with the last four digits different than individual cards, so individual card expenses would not be reflected by adding an additional column. FA Heath added that all expenses are listed in the P & L report each month, not just check payments. The majority of board members agreed to leave the report as it is, since all expenses, regardless of type, are included in the P & L.

- C. Approve March 2023 Budget vs. Actual: Director Sorenson noted that GEMT revenue is significantly higher than budgeted, noting that the budget committee members may comment on this during the May budget committee meeting.

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

The motion carried unanimously.

V. **Statistical Data Discussion:**

- A. Ambulance Activity Report: Director Graham noted that our historical numbers year-over-year are close to the same.
- B. Response Activity Report: Chief Pricher spoke to the training reports which are new and added at the end of the response activity report. The goal is to show the community our investment in training.
- C. UAS Flight Summary: Director Graham asked about the locations of Burkhardt Ct. and Birch St. fires. Chief Pricher explained that those flights were in response to requests from outside agencies.

VI. **Staff Reports**

- A. **Chief's Report:** Director Sorenson asked for an update on grant awards. Chief Pricher explained the District has been awarded nearly \$1.6 million in grant awards this fiscal year. A grant from the Oregon State Fire Marshal for \$47,000 was used to purchase an aircraft with mapping payload capabilities and will be used to target hazards identified in the HazMat planning grant as well as respond to all types of emergencies. Director Graham mentioned that the 2022 Annual Report is a very nice document that shares the District's strengths and challenges with the community. Director Gift spoke about the turnout times, saying he felt some of the times could use improvement.
- B. **Operations Report:** Chief Pricher spoke about the maintenance issues identified in the Operations report, as well as the apparatus replacement schedule recently developed. Director Graham inquired about a meeting with the City of Scappoose regarding fire station renovation and the addition of an annex building. Chief Pricher said the District will likely retain the services of a planning professional and the possibility of asking for a variance from the city for improvements to NW 1st St.
- C. **EMS Operations Report:** Chief Marks updated the board on the ASA project and communications with the new public health employee whose role is to monitor the project. He also updated the board on the new access control system for the station, stating that he will soon receive training from the contractor on software operation. Chief Marks has taken on more responsibilities with the EMS chiefs, as recent changes have dictated. One important aspect of this project is finding a replacement for the physician advisor.

- D. **Fire Marshal & Training Report:** Chief Bautista updated the board on the progress of probationary firefighters, explaining that FF Zimbrick recently completed his probationary year.

The volunteer academy will finish in June with the EMS portion. An academy graduation will be coordinated and announced as soon as possible.

Chief Bautista also reviewed recent and upcoming training.

- E. **Member Outreach/Battalion Aide Report:** Director Graham said that the Awards Banquet was a success and thanked those who planned the event.

- F. **Finance Report:** Director Gift liked the layout of the finance report.

VII. **Old Business**

- A. **Major Budget Item Discussion:** Chief Pricher reviewed the four vehicle purchases expected in FY23-24. Those are the purchase of a Type 1 Engine, water tender, squad, and battalion chief vehicle. Allocations for these will be included in the Property Reserve Fund of the FY 23-24 budget.

- B. **Lexipol Policy Updates:**

Updates to policy #413 Emergency Response Technician – It was noted that NIFF will be replaced with ERT (Emergency Response Technician) throughout the document.

Director Sorenson moved to approve policy #413 with corrections.

Director Graham seconded.

The motion passed unanimously.

Updates to policy #205 Minimum Staffing Levels – This policy was added to match the language in the collective bargaining agreement.

Director Graham moved to approve policy #205.

Director Gift seconded.

The motion passed unanimously.

- C. **Overpayment of Salaries:** Chief Pricher shared a Memorandum regarding the request to seek legal counsel on questions related to overpayments to employees. This request was made at the March board meeting. Counsel's response stated that there are no known legal obligations of the district to require repayment. If an overpaid employee refused to pay, the District's likely avenue to recoup any overpayments would be through small claims court, where the District would incur additional attorney fees. Of the options presented in the Memorandum, the board discussed option #2 of the Memorandum which states: Request employees repay overage amounts from this fiscal year only. Since the Baker-Tilly study covered only two months of FY22-23. Director Sorenson thought it wouldn't be worth the District's resources to attempt repayment. After discussion, Director Graham moved to direct staff to communicate with the labor group regarding the report findings. Director Sorenson seconded.

The motion carried unanimously.

VIII. **Committee Reports**

- A. **Management Team:** Met prior to the meeting.
- B. **Long Range Planning Committee:** No meeting.
- C. **Awards & Incentives- Funding for SVFA LOSAP:** Ambiguous language in the LOSAP funding agreement entered in April 2019 has led to the forfeiture of 8 members' account balances. Specifically, the vesting language is easily misinterpreted. These funds were returned to the district in March via check. Members were recently notified that their account balances were forfeited due to not meeting the vesting requirements. Director Sorenson stated that he felt the funds should be returned to the 8 members. Chief Pricher asked that the board direct staff on the recommended changes to the vesting language in the agreement.

2022 LOSAP funding: Directors approved \$10,000 for contributions to volunteers who met the 100-hour minimum in the calendar year 2022. FA Heath asked the board to consider adding one additional administrative volunteer to the list of recipients. Janine Salisbury has volunteered countless hours to the district to teach the finance administrator aspects of the position she previously held. A gift certificate in an amount equal to the contributions the other 9 volunteers receive was suggested.

Director Graham moved to approve \$9,000 for LOSAP contributions, plus \$1,000 for a gift certificate to the 10 volunteers who met the 100-hour minimum.

Director Krieck seconded.

The motion passed unanimously.

- IX. **Miscellaneous:** Chief Pricher shared two new aircraft with the board members.

X. **New Business**

A. Credit Card Policy updates:

Director Graham moved to approve the new credit card policy as presented. Director Gift seconded. Cardholders will receive training per the policy.

The motion carried unanimously.

- B. **SAFER Grant Acceptance:** Chief Pricher notified the board that the District received the SAFER grant in the amount of \$423,400 to be paid over 4 years. The grant is not fully funded and will require additional general fund dollars to support the position. Prior to accepting the grant, Chief Pricher wanted the board to be aware of the funding and how the District intends to use the grant.

Director Gift moved to approve the SAFER grant for \$423,400 over four years.

Director Graham seconded.

The motion carried unanimously.

- XI. **Communication:** Thank you note from the City of Scappoose for the CPR/First Aid training provided.
- XII. **Good of the Order:** Director Graham thanked the volunteers who organized the Awards Banquet.
- XIII. **Adjourn:** Director Graham moved to adjourn. Director Kriek seconded. President Reeves adjourned the meeting at 9:06 pm.

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.


Susan Reeves, Board President


Submitted by Maria Heath