

# **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** **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 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
- Response Activity Report

### **Staff Reports:**

- Chief's Report
- Fire Marshal Report
- Operations Report
- Training Report
- Chief Bautista Report
- Financial Report

**Old Business:**

1. Policy Manual Updates (*This will be ongoing over the next several months*)
2. Discussion on Board Goals
3. Architectural design update

**Committee Reports:**

- Management Team
- Long Range Planning Committee
- Awards & Incentives

**Miscellaneous:**

- Replacement of Finance Director

**New Business:**

- Approve policies 211,212,213

**Communications****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, November 11, 2021 7:00 PM

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

<https://global.gotomeeting.com/join/992103885>

**You can also dial in using your phone.**

United States: [+1 \(408\) 650-3123](tel:+14086503123)

**Access Code:** 992-103-885

In attendance: Director D. Sorenson, Director S. Reeves, Director D. Graham, Director M. Gift, Division Chief Marks, LT Anderson, Paramedic Curio, RN Schoof, FF Chauffer, FF Mathews, FD Tardif, on the phone Chief Pricher. Absent Director A. Kriek.

**Call to Order & Flag Salute – meeting called to order at 7:00 by D Sorenson**

**Public Comment:** no 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. Director Gift seconded, Discussion on 2015 transmission, lines, shocks, and front-end work. No further discussion. The motion carried unanimously.**

- Approve minutes from the October 14, 2021 Regular meeting
- Approve 10.31.21 Expense Account activity
- 10.31.21 Budget vs. Actual

### **Statistical Data:**

- Ambulance Activity Report – EMS is on track
- Response Activity Report – 60 percent EMS. Looks consistent. Chief Pricher informed the board that over lapping calls were up.

**Staff Reports:**

- Chief's Report – Chief Pricher updated the board on the meetings and projects that are ongoing. Director Sorenson inquired about mutual aid with Cowlitz county. Chief Pricher explained the mutual aid process and need for cleanup of current mutual aid. Director Sorenson inquired about RDPO and UASI. Chief Pricher explained the uasai drone grant and wrapping up completion. Director Sorenson inquired about the chief examiner for civil service commission. DC Marks explained the current civil service process and the process going forward. Next review is Dec 27th. The District will review the new list in January.
- Fire Marshal Report – Director Sorenson commented on the Scappoose growth. Chief Pricher outlined the upcoming development for the board.
- Operations Report – Director Graham inquired about the chassis for the rescue. Director Sorenson inquired about the new engine and when it will go into service. Chief Pricher informed the board that 2/3<sup>rd</sup>s of the crew have completed pump training and all crew drivers have been trained. Director Sorenson inquired about the chapman engine and if it will go to surplus. Discussion on the plan for taking vehicles out of service. Director Gift inquired as to what NTN is? Chief Pricher explained NTN is National testing network, the process for civil service hires. The board inquired about the boarders of The Districts Mutual Aid with MC, WC, and CCOM, and where this is at in the process. Chief Pricher updated The Board on how this process will move forward and that there will be a new process implemented in CAD that will deploy Scappoose fire.
- Training Report – No new volunteers have signed up. DC Marks explained his work to create a county wide academy and the importance of participation in the county wide academy.
- Chief Bautista Report – Director Sorenson expressed support to see DC Bautista starting duty officer rotation. Chief Pricher informed the board of DC Bautista's fire code update work, and many other projects he has on going.
- Financial Report – Discussion on taxes, discussion on uniform budget and potential concerns for a supplemental budget. No need for a supplemental budget is forecasted at this time.

**Old Business:**

1. Policy Manual Updates (*This will be ongoing over the next several months*) 211,212,213 move to new business for approval at the December meeting
2. Discussion on Board Goals –
3. Architectural design update – kick off meeting is November 29<sup>th</sup>.

**Committee Reports:**

- Management Team – no meeting
- Long Range Planning Committee – no meeting
- Awards & Incentives – no meeting

**Miscellaneous:**

**New Business:**

- Ambulance purchase request – City has committed 200K for a new ambulance. District will send letter asking for first 100k. Director Graham inquired about the two choices for chassis, Ram or Ford. Director Gift inquired about The District standardization process for vehicles. LT Anderson informed The Board that chassis ordering is delayed, and Ram is not taking any orders at this time. Director Gift moved to authorize staff to purchase a new medic ambulance not to exceed \$278,000. Director Graham seconded the motion. **The motion carried unanimously.**
- Director Graham moved to approve part time employees to contribute to The Districts 457 plan, with no district match. Director Reeves seconded the motion. **The motion carried unanimously.**

**Communications**

**Good of the Order** - Director Sorenson highlighted what a great meeting The Board and The City had. Thank you for putting that together. Director Sorenson wanted to thank the crews who transported from Rose Valley.

**Adjourn:** Director Graham Moved to adjourn the meeting. Director Graham seconded the motion. **The motion carried unanimously. The meeting adjourned at 7:54**

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  
November 1 through December 1, 2021

Date	Name	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance				
11/01/2021	Salisbury, Janine		J. Salisbury Insurance ...	-751.03
11/11/2021	health insurance	Special Districts In...	Health Benefits Nove...	23,799.25
11/11/2021	life insurance	Standard Insurance	Life & LTD Insurance	1,287.03
11/16/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	75.00
11/29/2021	health insurance	Paychex Payroll	Flex spend health ins c...	9,762.09
11/29/2021	audit & PR svcs	Paychex Invoice	October PR	200.65
11/30/2021	workers comp	Paychex - tax	ER Work Benefit	48.59
11/30/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	87.46
12/01/2021	health insurance	HRA VEBA Trust	District contributions	7,533.31
Total 550 Insurance				42,042.35
560 Personnel Salaries				
11/02/2021	salaries		return DD not assigne...	-156.25
11/11/2021	salaries	Ben Firth	Red flag pay	156.25
11/11/2021	salaries	American Heritage ...	Case # 84457 PR Ded...	136.90
11/11/2021	salaries	Principal Financial ...	Life Ins policy 480735...	109.99
11/11/2021	salaries	Standard Insurance	STD staff PR deductions	498.48
11/18/2021	salaries	P.E.R.S.	Employee 6% IAP plus...	10,970.62
11/29/2021	other wages	Paychex Payroll	Deferred comp	4,057.00
11/29/2021	OT Salaries	Paychex Payroll	FLSA Overtime	2,334.72
11/29/2021	other wages	Paychex Payroll	FF incentives	1,894.79
11/29/2021	other wages	Paychex Payroll	Longevity	947.54
11/29/2021	data communicat...	Paychex Payroll	Phone Pay	100.00
11/29/2021	salaries	Paychex Payroll	Shift Diff	248.00
11/29/2021	OT Salaries	Paychex Payroll	Overtime	18,092.82
11/29/2021	salaries	Paychex Payroll	Balance of net pay	91,487.86
11/30/2021	salaries	Paychex - tax	Employee taxes withheld	50,948.59
11/30/2021	salaries	Department of Just...	October PR deduction	805.00
12/01/2021	salaries	HRA VEBA Trust	Employee PEHP contri...	2,654.00
12/01/2021	salaries	Tualatin Valley Fire...	Union Dues - PR dedu...	1,637.28
12/01/2021	salaries	Inroads Credit Union	Staff food fund-- Nove...	715.00
12/01/2021	salaries	Voya-State of Oreg...	Oregon Savings & Gro...	9,856.15
Total 560 Personnel Salaries				197,494.74
570 SocSec/Medicare(FICA)				
11/30/2021	social security	Paychex - tax	Emplyr FICA	14,993.23
Total 570 SocSec/Medicare(FICA)				14,993.23
580 Volunteer Services				



Scappoose Rural Fire District  
Itemized Account Activity  
November 1 through December 1, 2021

Date	Name	Source Name	Memo	Paid Amount
12/01/2021	volunteer services	LOSAP	Annual fee for LOSAP	150.00
12/01/2021	volunteer services	Greenup, Cade	reimb cell phone Nove...	34.00
Total 580 Volunteer Services				184.00
590 Personnel Benefits				
11/18/2021	PERS	P.E.R.S.	Employer PERS	47,725.91
12/01/2021	wellness	Oregon Occupatio...	physical - E.D. WC	175.00
12/01/2021	wellness	Oregon Occupatio...	K.B. physical	430.00
12/01/2021	wellness	Oregon Occupatio...	B.W. Physical	430.00
Total 590 Personnel Benefits				48,760.91
Total 1.1 GENERAL FUND PERSONNEL SVCS				303,475.23
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services				
11/11/2021	Kleinberg Tech	Kleinberg Tech	September report	192.50
11/11/2021	Kleinberg Tech	Kleinberg Tech	October Report	192.50
12/01/2021	Sasek, Dean MD	Sasek, Dean MD	November payment pe...	691.67
Total 670 Contract Services				1,076.67
750 Maintenance on Equipment				
11/10/2021	FinishLine Graph...	FinishLine Graphics	Decals	63.00
11/11/2021	maintenance	Ace Hardware - Sc...	Funnel, Super funnel, l...	2.58
11/11/2021	fuel	Wilcox & Flegel	in 9580592	502.63
12/01/2021	Digital Graphiti P...	Digital Graphiti Prin...	Reflective new logo an...	848.00
12/01/2021	maintenance	Pro Automotive & ...	replace def Heater	1,356.61
12/01/2021	maintenance	Pro Automotive & ...	oil change 2017 f-350	100.00
12/01/2021	maintenance	Pro Automotive & ...	oil change 2017 f-350	392.00
12/01/2021	maintenance	Pro Automotive & ...	replace both Alternator...	896.61
12/01/2021	maintenance	Sunset Auto Parts	AGM Battery	210.52
12/01/2021	maintenance	Sunset Auto Parts	Wiper blades	48.98
12/01/2021	maintenance	Sunset Auto Parts	Cleaning wipes	15.57
12/01/2021	maintenance	Sunset Auto Parts	wiper blades	50.98
12/01/2021	maintenance	Sunset Auto Parts	DEF X 3	53.97
12/01/2021	maintenance	Sunset Auto Parts	DEF x 4	71.96
12/01/2021	maintenance	Sunset Auto Parts	Reader ABS	160.99
12/01/2021	maintenance	True North Emerge...	Black turtle tile and bla...	286.70
12/01/2021	True North Emer...	True North Emerge...	black turtle tile and cut...	709.94
Total 750 Maintenance on Equipment				5,771.04
760 Administration				
11/01/2021	Admin Oper	Elavon Visa Proce...	October Visa processi...	192.23
11/01/2021			LGIP transfer fee - Nov	0.05

12/02/21

Cash Basis

Scappoose Rural Fire District  
Itemized Account Activity  
November 1 through December 1, 2021

Date	Name	Source Name	Memo	Paid Amount
11/10/2021	Lifelight Network	Lifelight Network	Gift Membership	129.00
11/11/2021	Conflagration Act	Heath, Maria	Petty cash	200.00
11/11/2021	Apple Inc.	Apple Inc.	Shipping	17.00
11/11/2021	Admin Oper	A+ Engraving, LLC	Nameplate for new hir...	100.60
11/11/2021	audit & PR svcs	Grove Mueller & S...	Final billing for annual ...	3,500.00
11/15/2021	US Bank	US Bank	November Service Ch...	15.95
12/01/2021	Conflagration Act	Pricher, Jeffrey	reimb travel/uber LAX	36.23
12/01/2021	Miguel Bautista	Miguel Bautista	Travel to and from airp...	45.52
12/01/2021	attorney fees	Local Government ...	Labor	171.50
12/01/2021	attorney fees	Local Government ...	Personnel	171.50
12/01/2021	office supplies	Pacific Office Auto...	Color printing	389.92
12/01/2021	Pacific Office Aut...	Pacific Office Auto...	monthly B&W billing	47.92
12/01/2021	dues	Government Ethics...	07/01/2021 - 06/30/20...	548.82

Total 760 Administration

5,566.24

## 765 Information Technology

11/10/2021	IT Service Provid...	Apple Inc.	monthly apple subscrip...	2.99
11/11/2021	IT software	Digital River	3 yr anti-virus for 20 co...	966.98
11/11/2021	hardware	Apple Inc.	Ipad replacement for JP	1,299.00
11/11/2021	hardware	Apple Inc.	Ac+Ipad Pro 12.9inch ...	149.00
11/11/2021	hardware	Apple Inc.	Apple pencil	119.00
11/11/2021	IT Service Provid...	Comcast	Acct#8778 10 202 016...	30.72
11/11/2021	IT Service Provid...	Centerlogic, Inc.	Monthly Mangaed IT	670.50
11/11/2021	IT Service Provid...	Centerlogic, Inc.	Nathan 1 hr @115	115.00
11/11/2021	IT Service Provid...	Comcast	Acct#8778 10 202 063...	243.35
12/01/2021	EMS Technology...	EMS Technology S...	Oct Operative IQ	270.00
12/01/2021	EMS Technology...	EMS Technology S...	Dec Operative IQ	270.00
12/01/2021	IT Service Provid...	Comcast	Acct#8778 10 202 061...	30.72
12/01/2021	IT Service Provid...	AT&T Mobility	FirstNet Acct# 287287...	451.39
12/01/2021	IT Service Provid...	Centerlogic, Inc.	Nathan 1 hr @115	115.00
12/01/2021	IT software	TriTech Emergenc...	7/15/2021-7/14/2022 ...	250.00
12/01/2021	IT software	TriTech Emergenc...	7/15/2021-7/14/2022 ...	250.00
12/01/2021	IT Service Provid...	CenturyLink	Chapman phone charge	74.95
12/01/2021	data communicat...	City of Portland	800 MHz access Sept...	151.92
12/01/2021	IT software	Intterra	Annual subscription-1/...	1,454.62
12/01/2021	data communicat...	Verizon Wireless	ACCT 672550930-0001	7.72
12/01/2021	data communicat...	Verizon Wireless	ACCT 342023411-000...	574.74

Total 765 Information Technology

7,497.60

## 770 Operating Materials/Suppli

11/11/2021	Ace Hardware - ...	Ace Hardware - Sc...	Totes x2	49.98
12/01/2021	Admin Oper	G&G Auto Care Su...	18" classic blade w/ tel...	109.80

Scappoose Rural Fire District  
Itemized Account Activity  
November 1 through December 1, 2021

Date	Name	Source Name	Memo	Paid Amount
Total 770 Operating Materials/Suppli				159.78
775 Emerg. Operating Supplies				
11/11/2021	Pacific Stainless ...	Pacific Stainless Pr...	Fire ranger - build and ...	1,500.00
11/18/2021	KR	KR	Autel Robotics EVO B...	396.00
12/01/2021	training office	Crux Rescue LLC	Roper Rescue operati...	1,350.00
Total 775 Emerg. Operating Supplies				3,246.00
780 Building & Grounds Maint.				
11/11/2021	grounds maint	Alonzo Yard Maint...	Holbrook fire station S...	200.00
11/11/2021	grounds maint	Alonzo Yard Maint...	Chapman fire station S...	200.00
Total 780 Building & Grounds Maint.				400.00
790 Training				
11/15/2021	Hudson Portable ...	Hudson Portable T...	Portable toilet for traini...	457.32
Total 790 Training				457.32
810 Utilities				
11/11/2021	telephone	Graybar Financial ...	VOIP phone rental - N...	299.25
11/11/2021	Natural Gas	N.W. Natural Gas	Acct 447881-4	102.88
11/11/2021	electricity	P.G.E.	electricity for Holbrook ...	115.76
11/11/2021	garbage	Waste Manageme...	monthly Garbage/Recy...	127.45
12/01/2021	telephone	CenturyLink	Main station fax & Cha...	123.68
12/01/2021	electricity	CRPUD	boathouse electricity	112.18
12/01/2021	electricity	CRPUD	main station electricity	595.71
12/01/2021	telephone	Spectrum VoIP	VOIP internet backup	27.06
12/01/2021	electricity	W.O.E.C.	Chapman electricity - ...	282.00
Total 810 Utilities				1,785.97
870 EMS Operations				
11/11/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN ...	124.92
11/11/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	235.87
11/11/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	183.89
11/11/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	77.51
11/11/2021	EMS Supplies	Airgas - USA, LLC	Medical Supplies - IN ...	218.15
11/11/2021	EMS Supplies	Bound Tree Corp.	Fentanyl	111.98
11/11/2021	EMS Supplies	Bound Tree Corp.	ventolin	289.03
11/11/2021	EMS Technology	EMS Technology S...	Operative IQ inventory...	270.00
11/11/2021	EMS Supplies	Environmental Co...	1 biohazard containers	50.00
11/11/2021	EMS Supplies	Life-Assist, Inc.	medical supplies IN 11...	902.66
11/11/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	58.08
11/11/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	12.45
11/11/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	14.81

Scappoose Rural Fire District  
Itemized Account Activity  
November 1 through December 1, 2021

Date	Name	Source Name	Memo	Paid Amount
11/11/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	457.23
11/11/2021	EMS Contracts	Systems Design	September	2,194.63
12/01/2021	EMS Supplies	Airgas - USA, LLC	medical Supplies - IN ...	185.40
12/01/2021	EMS Contracts	Systems Design	October 2021	1,481.84
12/01/2021	EMS Technology	TriZetto Provider S...	EMS billing fee	106.10
12/01/2021	EMS Supplies	Life-Assist, Inc.	medical supplies IN 11...	472.70
12/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	315.82
12/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	855.17
12/01/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies IN 11...	33.98
Total 870 EMS Operations				8,652.22
Total 1.2 GENERAL FUND MATERIAL & SVC				34,612.84
1.4 GENERAL FUND DEBT				
930 Debt				
12/01/2021	BCI Capital	BCI Capital	2 of 4 engine payment	61,578.06
12/01/2021	EMS Supplies	Stryker Flex Financ...	2 of 4 annual payment...	2,074.66
Total 930 Debt				63,652.72
Total 1.4 GENERAL FUND DEBT				63,652.72
Total 1...				401,740.79
Total 1..GENERAL FUND EXPENDITURES				401,740.79
TOTAL				401,740.79

# BUDGET VS ACTUAL

12/02/21  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budg et vs. Actual  
July 1 thru gh December 1, 2021

	Jul 1 - Dec ...	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	7.07	30,000.00	-29,992.93	0.0%
EMS Receipts	315,842.33	532,963.00	-217,120.67	59.3%
Fire Marshal	495.00	10,000.00	-9,505.00	5.0%
FireMed	1,310.00	36,000.00	-34,690.00	3.6%
G.E.M.T. (Medicaid)	0.00	30,000.00	-30,000.00	0.0%
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	2,924.11	5,000.00	-2,075.89	58.5%
Miscellaneous Revenue	374.65	20,000.00	-19,625.35	1.9%
Property Taxes				
Taxes - Current				
Local Option Levy	1,746,971.61	2,779,127.00	-1,032,155.39	62.9%
Permanent Rate Levy	985,402.42	1,556,451.00	-571,048.58	63.3%
Total Taxes - Current	2,732,374.03	4,335,578.00	-1,603,203.97	63.0%
Taxes - Prior Years	36,611.67	92,069.00	-55,457.33	39.8%
Total Property Taxes	2,768,985.70	4,427,647.00	-1,658,661.30	62.5%
Total 1. GENERAL FUND REVENUES	5,011,703.84	6,732,713.00	-1,721,009.16	74.4%
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	5,295,944.02	7,159,048.00	-1,863,103.98	74.0%
Gross Profit	5,295,944.02	7,159,048.00	-1,863,103.98	74.0%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	259,660.44	643,584.00	-383,923.56	40.3%
560 Personnel Salaries	926,862.22	2,460,425.00	-1,533,562.78	37.7%
570 SocSec/Medicare (FICA)	73,406.13	197,775.00	-124,368.87	37.1%
580 Volunteer Services	320.00	20,000.00	-19,680.00	1.6%
590 Personnel Benefits	248,912.16	751,740.00	-502,827.84	33.1%
Total 1.1 GENERAL FUND PERSONNEL...	1,509,160.95	4,073,524.00	-2,564,363.05	37.0%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	6,453.17	52,000.00	-45,546.83	12.4%

12/02/21  
Cash Basis

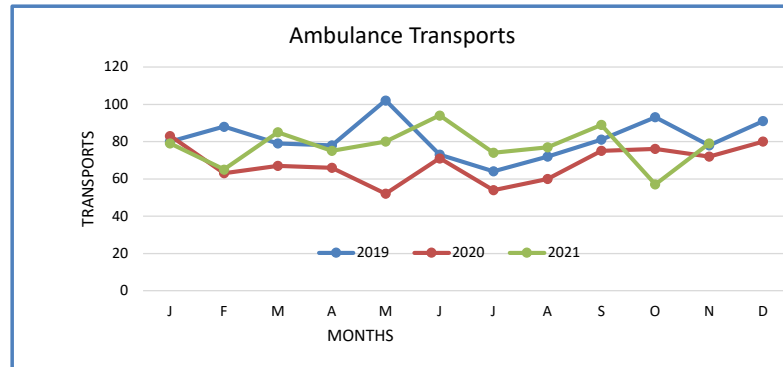
Scappoose Rural Fire District  
Profit & Loss Budg et vs. Actual  
July 1 throu gh Decem ber 1, 2021

	Jul 1 - Dec ...	Budg et	\$ Over Bu d...	% of Bud get
680 Comm un icat ions Maint enance	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 & Liabil it y Insur.	82.00	63,000.00	-62,918.00	0.1%
740 Uniforms	8,840.12	15,000.00	-6,159.88	58.9%
750 Maint enance on Equip ment	35,061.76	130,000.00	-94,938.24	27.0%
760 Administ ration	28,672.84	50,500.00	-21,827.16	56.8%
765 Informat ion Technolo gy	39,716.00	115,000.00	-75,284.00	34.5%
770 Operating Materials/Su ppli	1,795.43	5,000.00	-3,204.57	35.9%
775 Emerg. Operat ing Supplie s	15,785.72	65,000.00	-49,214.28	24.3%
780 Build ing & Grounds Maint.	10,897.18	94,000.00	-83,102.82	11.6%
790 Training	13,423.11	70,000.00	-56,576.89	19.2%
810 Utilit ies	13,046.46	36,150.00	-23,103.54	36.1%
870 EMS Operations	44,465.36	155,000.00	-110,534.64	28.7%
Total 1.2 GENERAL FUND MATERIAL &...	225,563.69	880,650.00	-655,086.31	25.6%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	0.00	200,000.00	-200,000.00	0.0%
Total 1.3 GENERAL FUND CAPITL 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...	1,798,377.36	5,219,174.00	-3,420,796.64	34.5%
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Perso nnel Services	0.00	50,000.00	-50,000.00	0.0%
Transfers to Prop erty 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	1,798,377.36	6,732,713.00	-4,934,335.64	26.7%
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 & Equipm ent	0.00	87,000.00	-87,000.00	0.0%
Fire Apparatus & Equipm ent	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				
Liabil it y & Service	10,978.51	100,000.00	-89,021.49	11.0%
Reserved for Fu ture Exp enses	0.00	8,128.00	-8,128.00	0.0%
Total 4. PERSONNEL SVC FUND EXPENSE	10,978.51	108,128.00	-97,149.49	10.2%
Total Expense	1,830,906.19	7,159,048.00	-5,328,141.81	25.6%
Net Income	3,465,037.83	0.00	3,465,037.83	100.0%

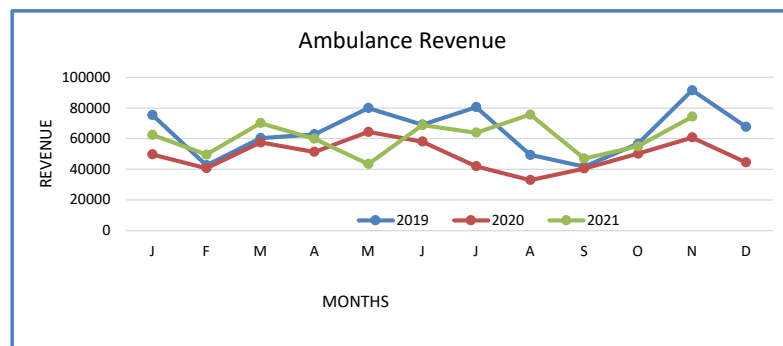
# **AMBULANCE BILLING & TRANSPORT REPORT**



	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	



	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	



# **MONTHLY RESPONSE & ACTIVITY REPORTS**

# MONTHLY REPORT

## SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



NOVEMBER 2021

## OPERATIONS

For the month of November, the ratio of EMS incidents to Fire incidents was 72% to 28% respectively. There were 128 EMS related calls for the month, where 140 patients were treated. COVID-19 was suspected or confirmed in 5 patients.

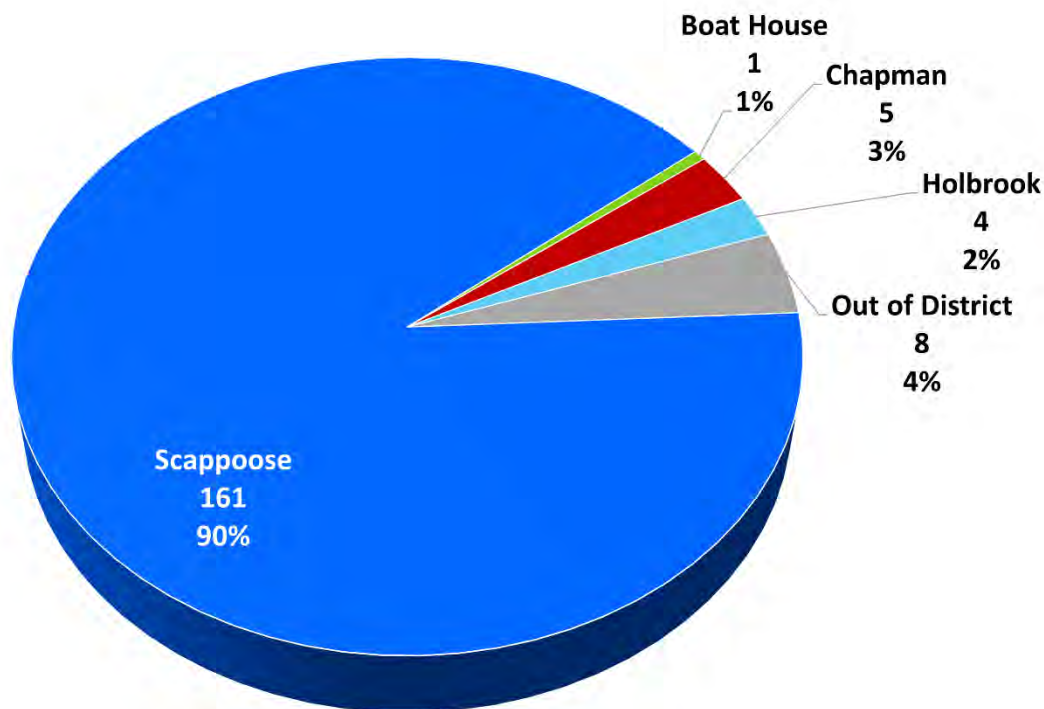
Approximately 50% of the total call volume (90 incidents) represents overlapping calls (at least one other call in progress). There were no incidents where unit(s) were deployed for more than two days. Either of these situations could require units to respond to areas outside their base districts, which 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 179, with a total of 335 apparatus responses spending 217 hours and 9 minutes of time.

For the month of November, SRFD averaged 1.70 Fire calls per day and 4.27 EMS calls per day for an overall daily average of 5.97 calls per day.

### NOVEMBER 2021 - INCIDENTS BY STATION

179 Incidents with 335 Apparatus Responses

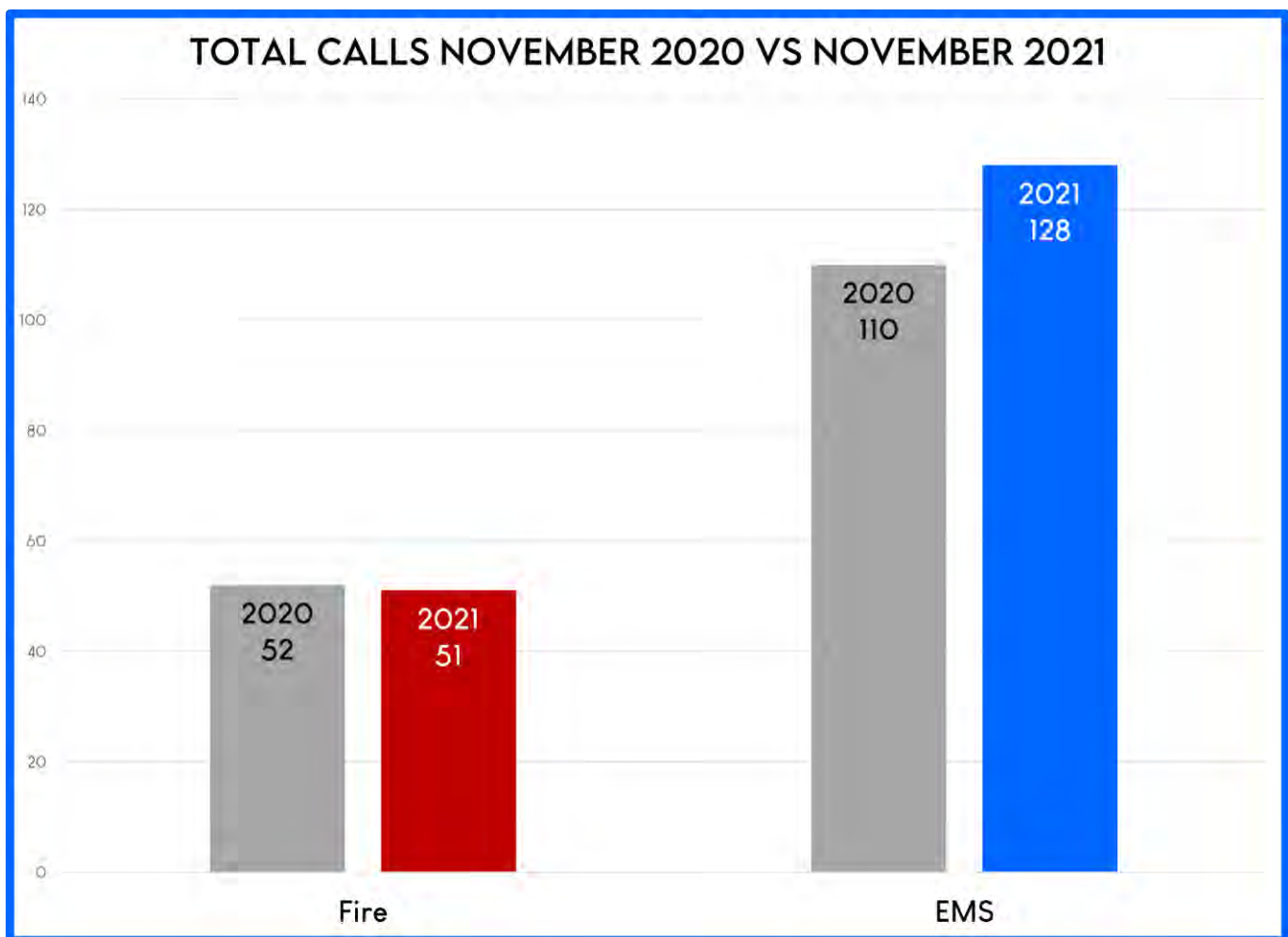


## OPERATIONS

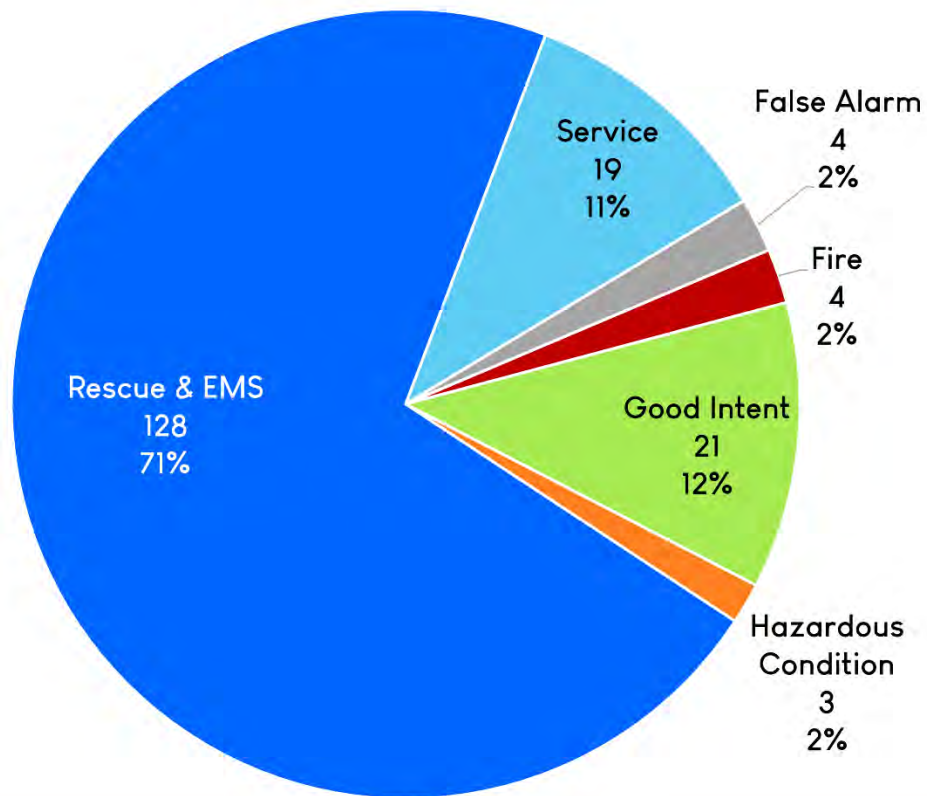
### FIRE AND EMS CALL BREAKDOWN FOR NOVEMBER 2021

Fires	4
Hazardous Condition	3
Service Call	19
Good Intent	21
Other Assistance	0
False Alarm	4
<b>FIRE CALLS TOTAL</b>	<b>51</b>

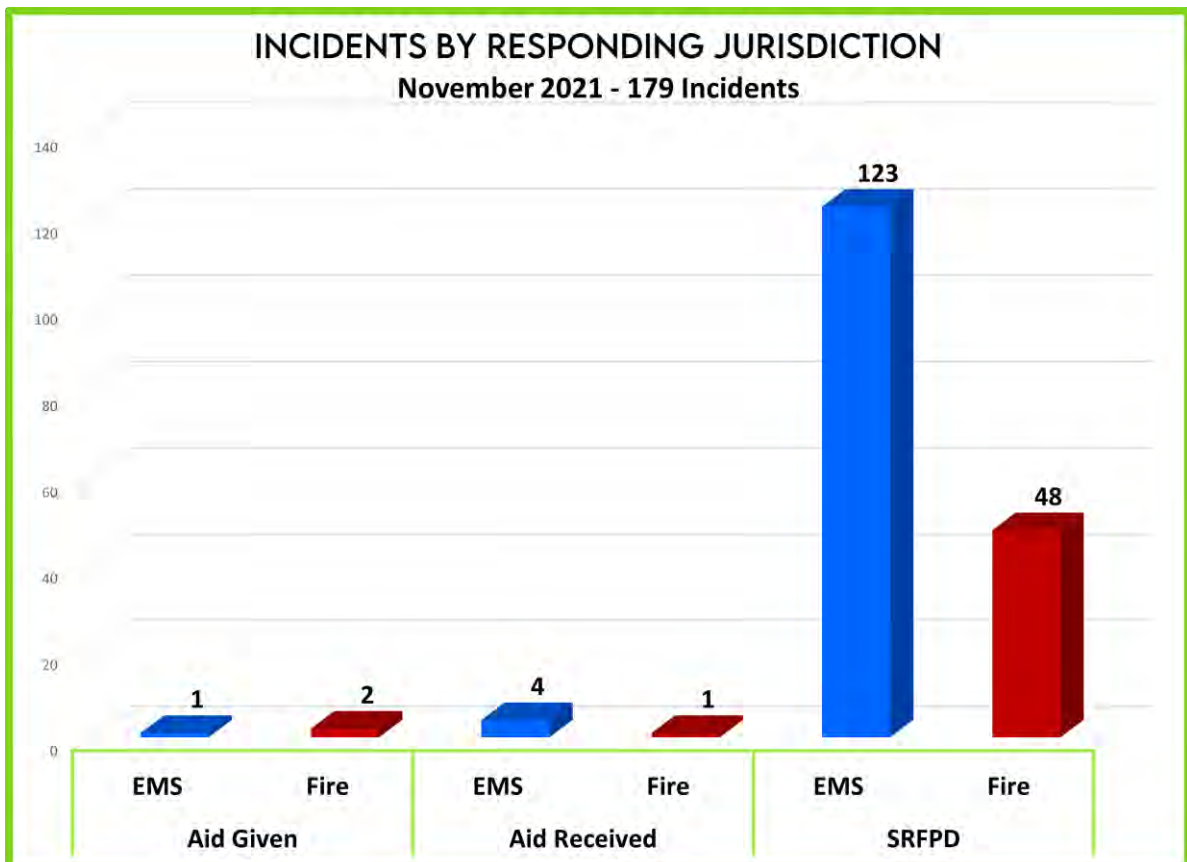
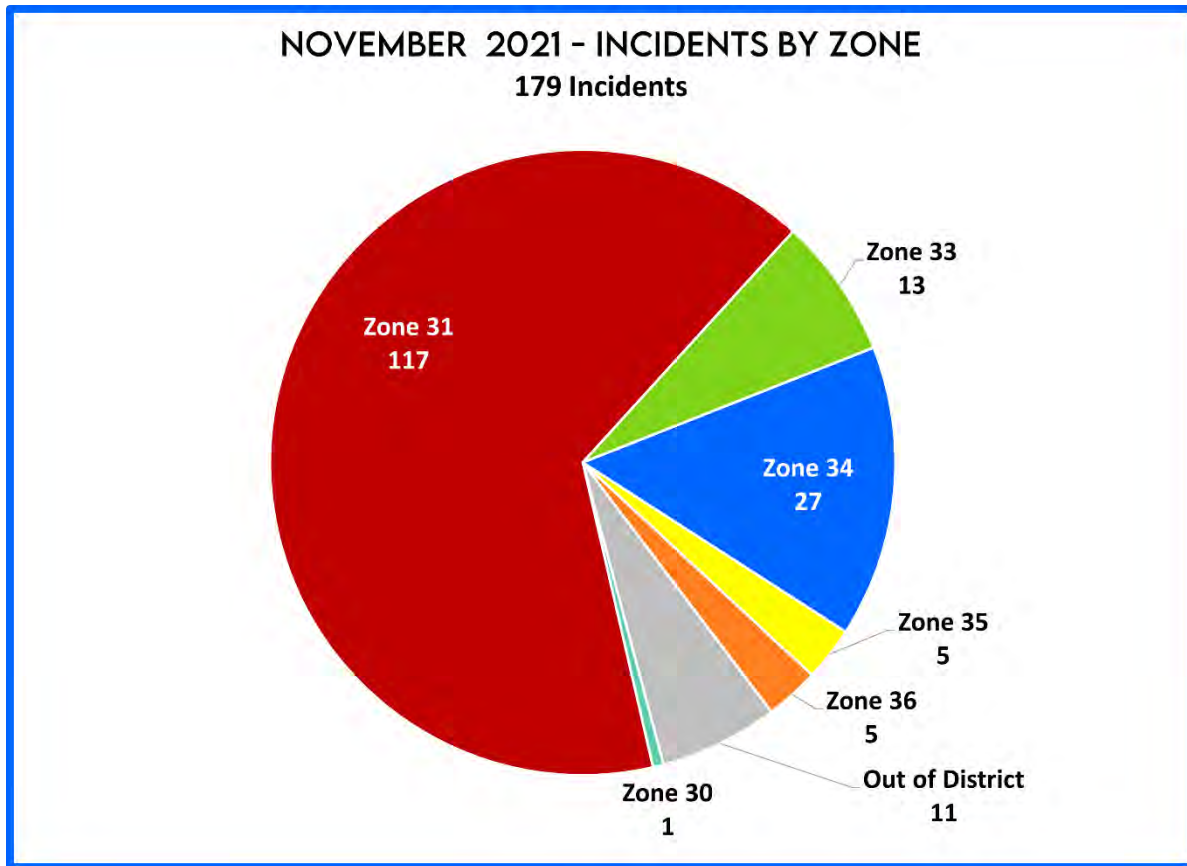
ALS Provided	84
BLS Provided	42
Investigate	1
Cancelled	0
Other Assistance	1
<b>EMS CALLS TOTAL</b>	<b>128</b>

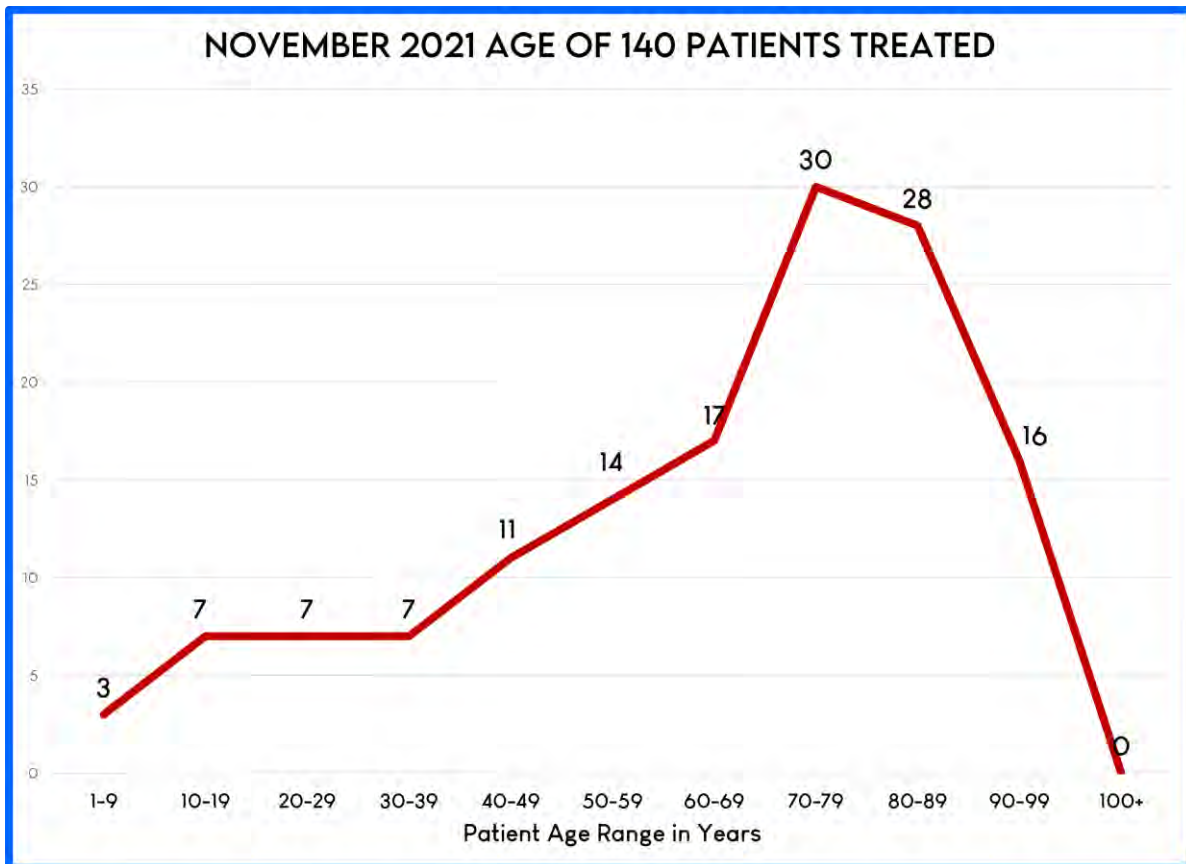
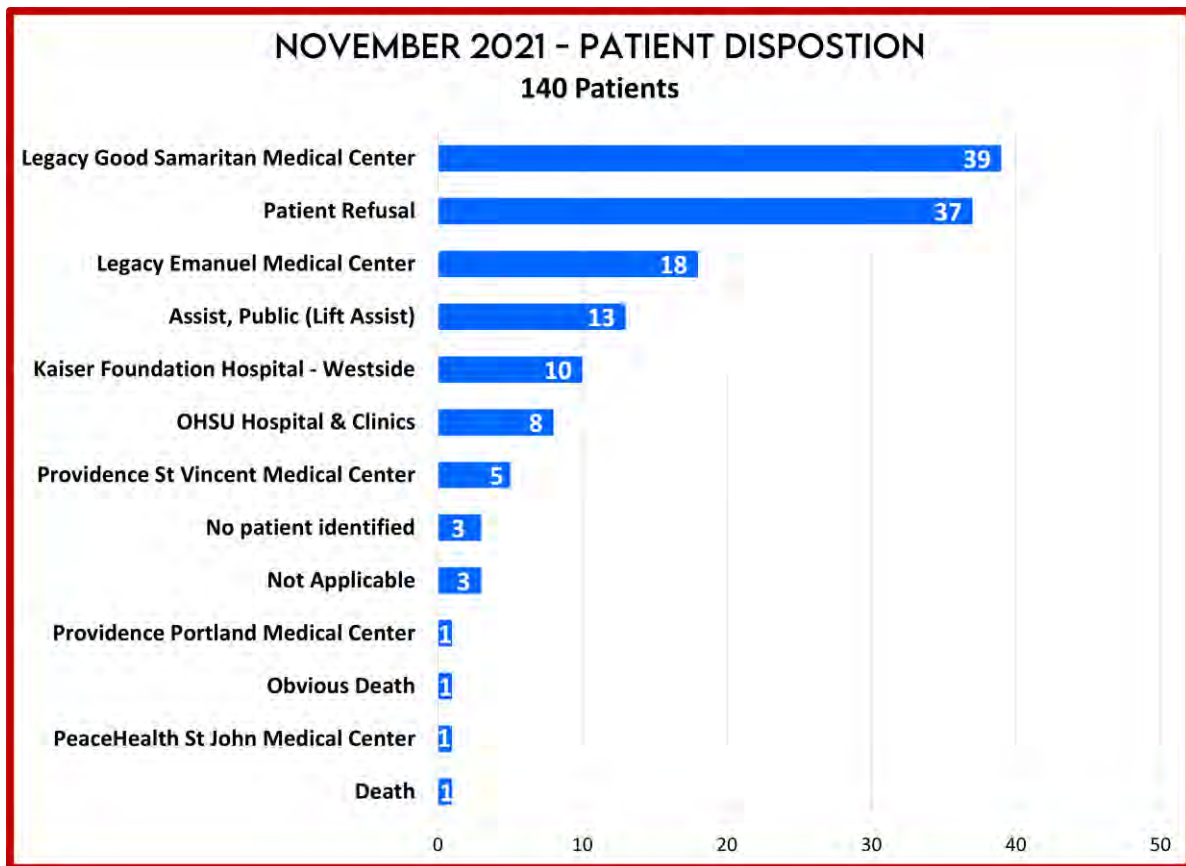


NOVEMBER 2021 - 179 CALLS BY TYPE



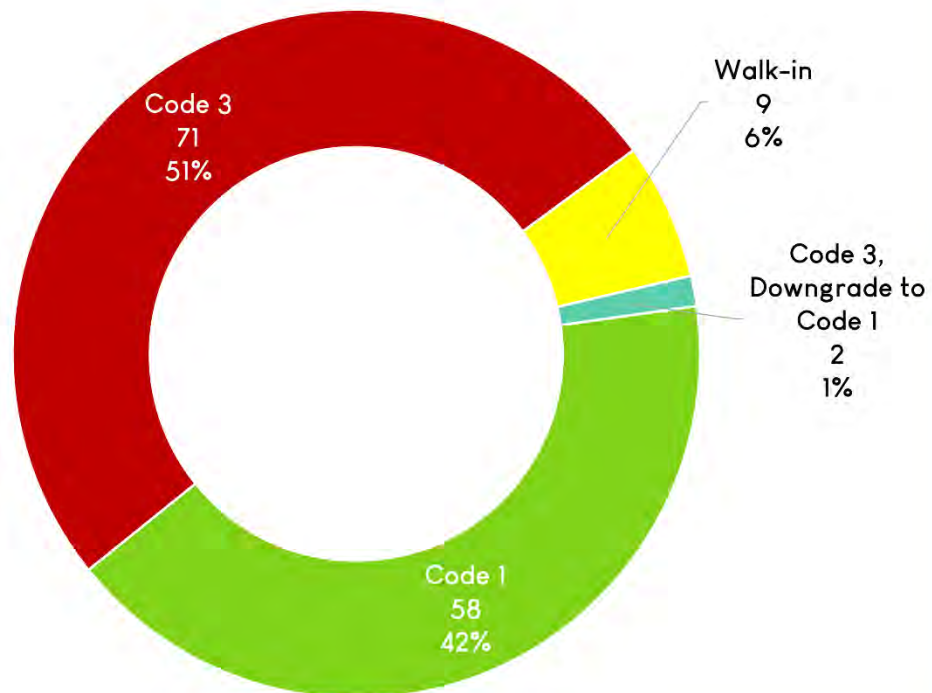
	Average Calls Per Day	Total Number of Calls	Percentage
Fire	1.70	51	28%
EMS	4.27	128	72%
TOTAL	5.97	179	100%



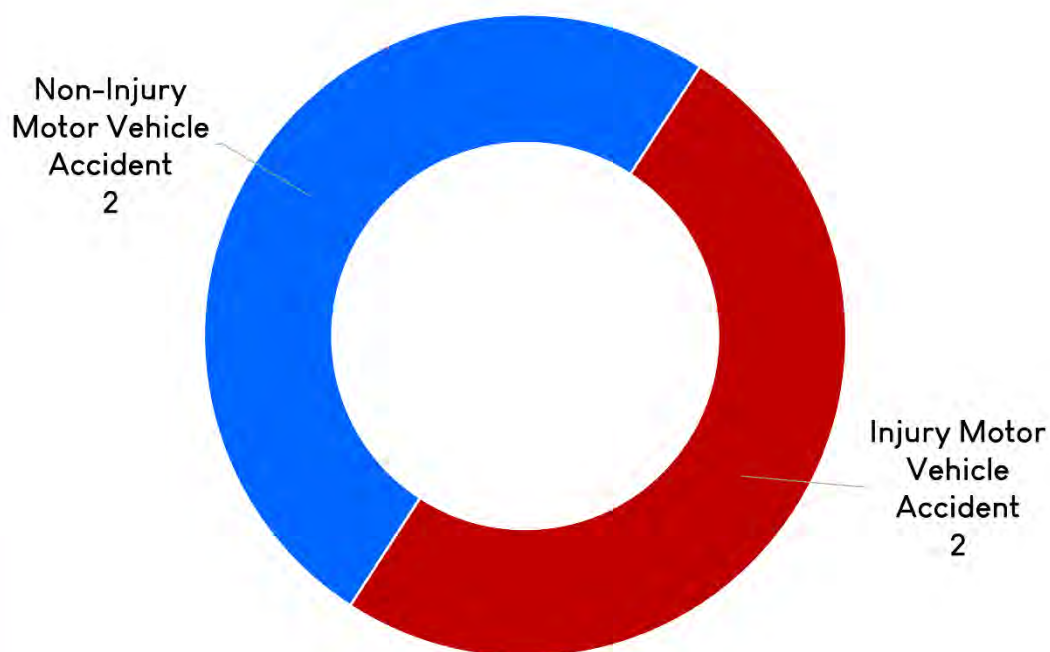


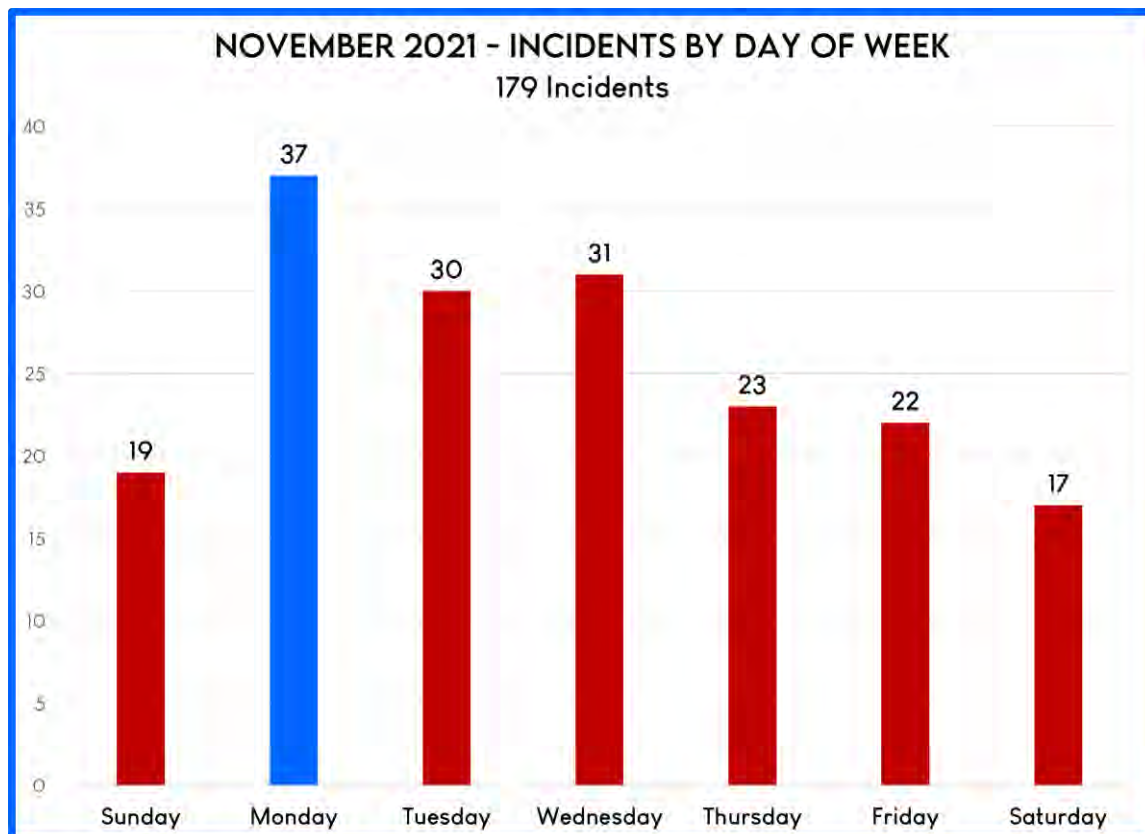
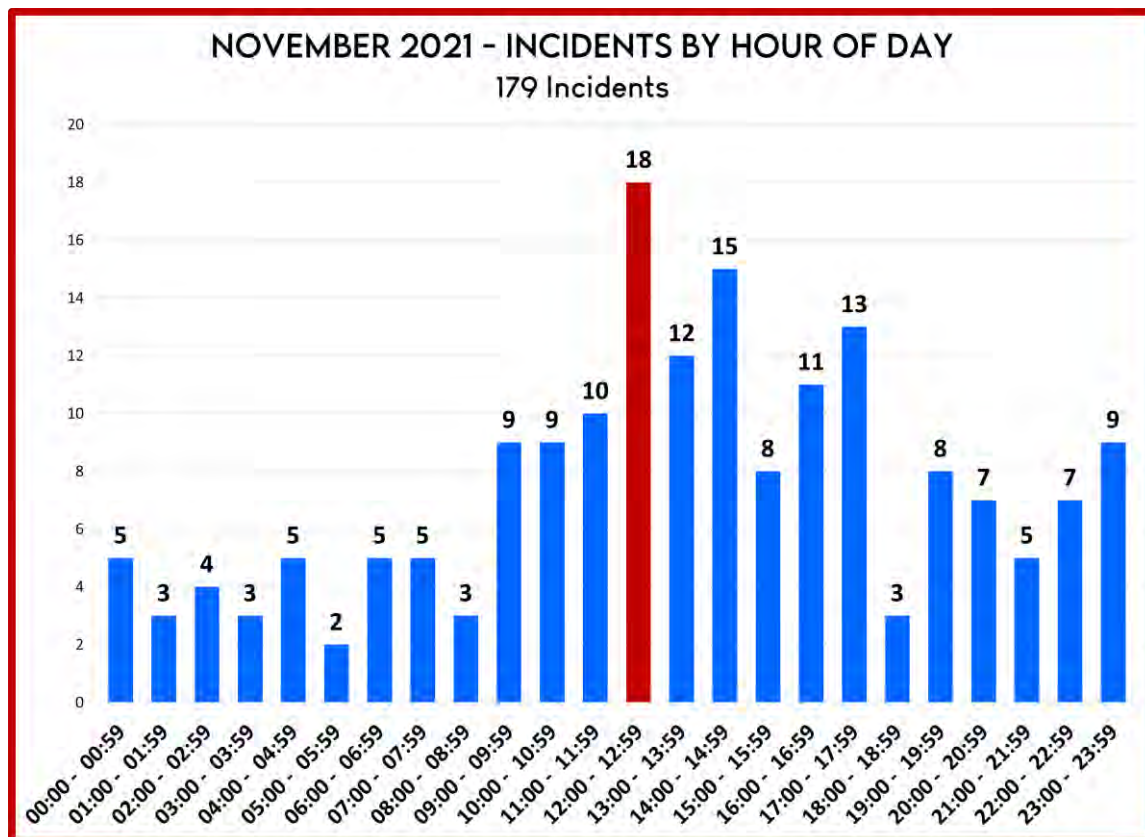


NOVEMBER 2021 - EMS RESPONSE MODE  
140 Patients

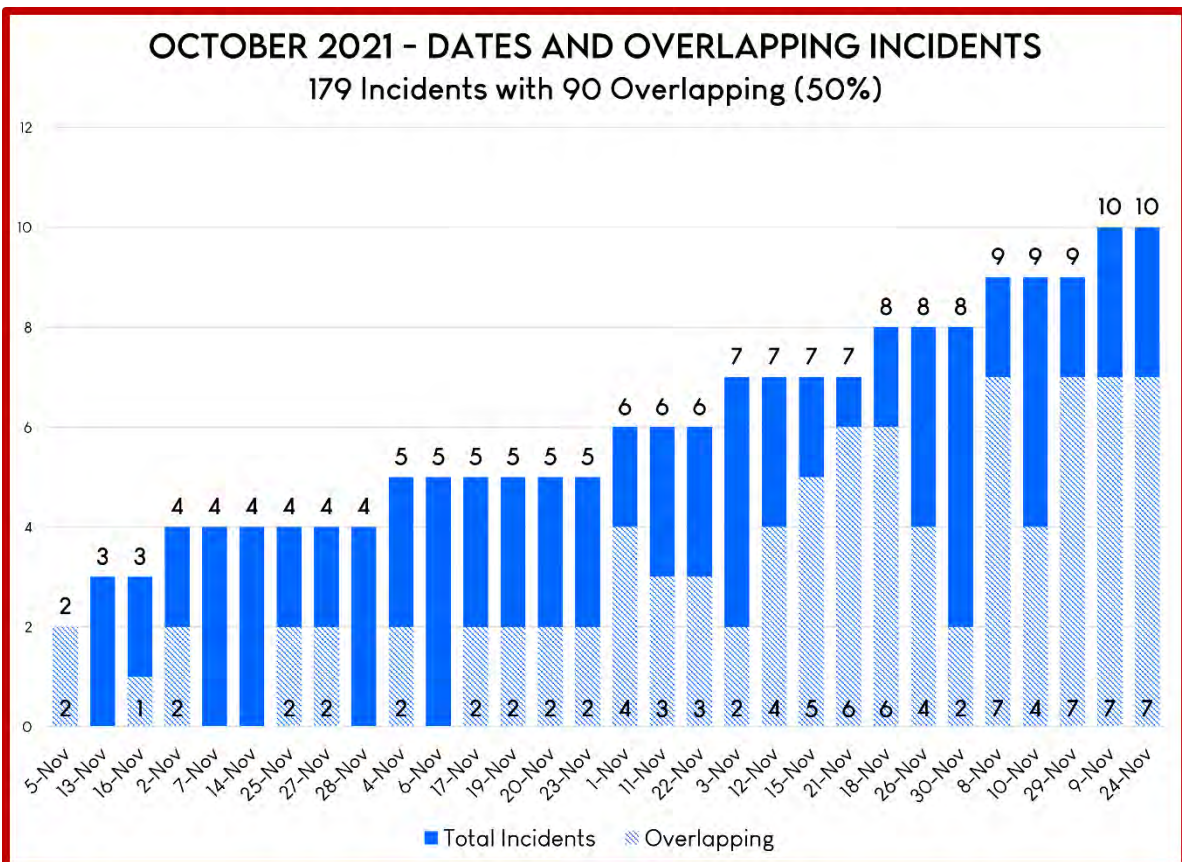
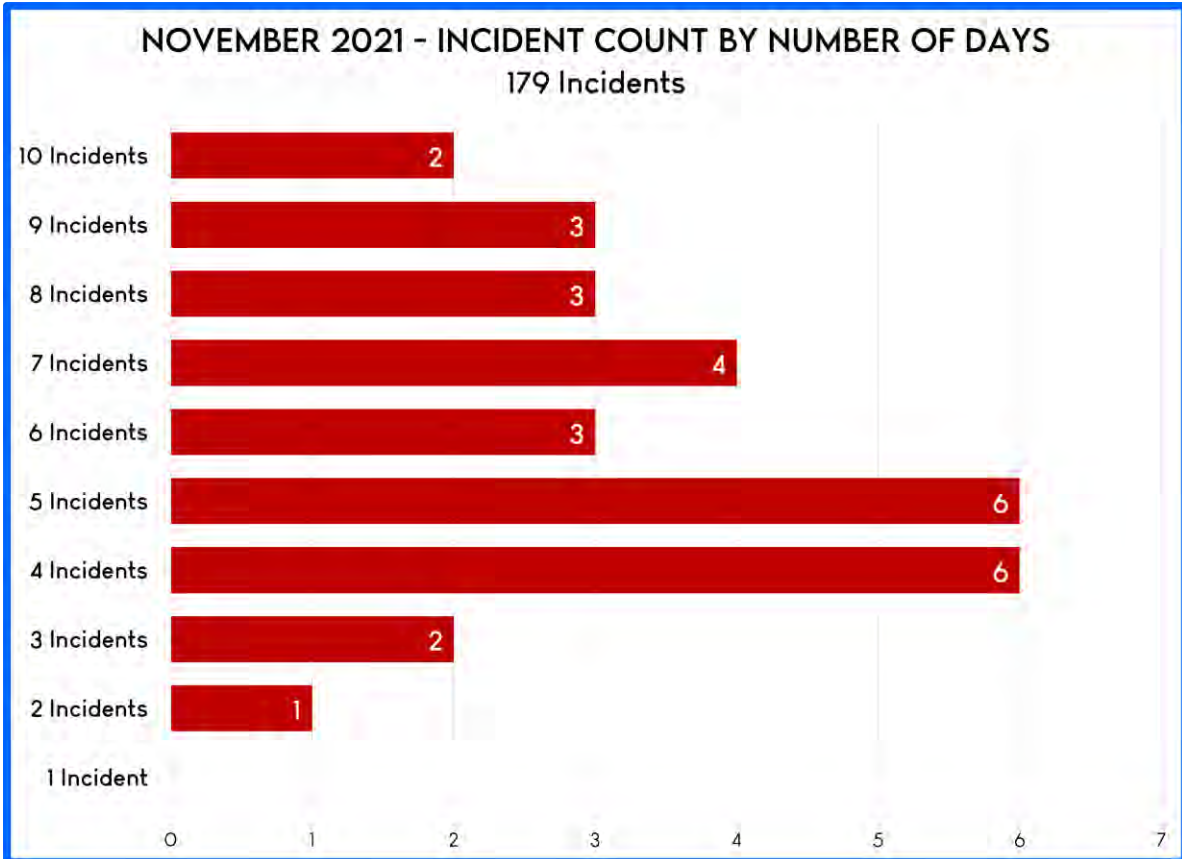


NOVEMBER 2021 - 4 MOTOR VEHICLE ACCIDENTS





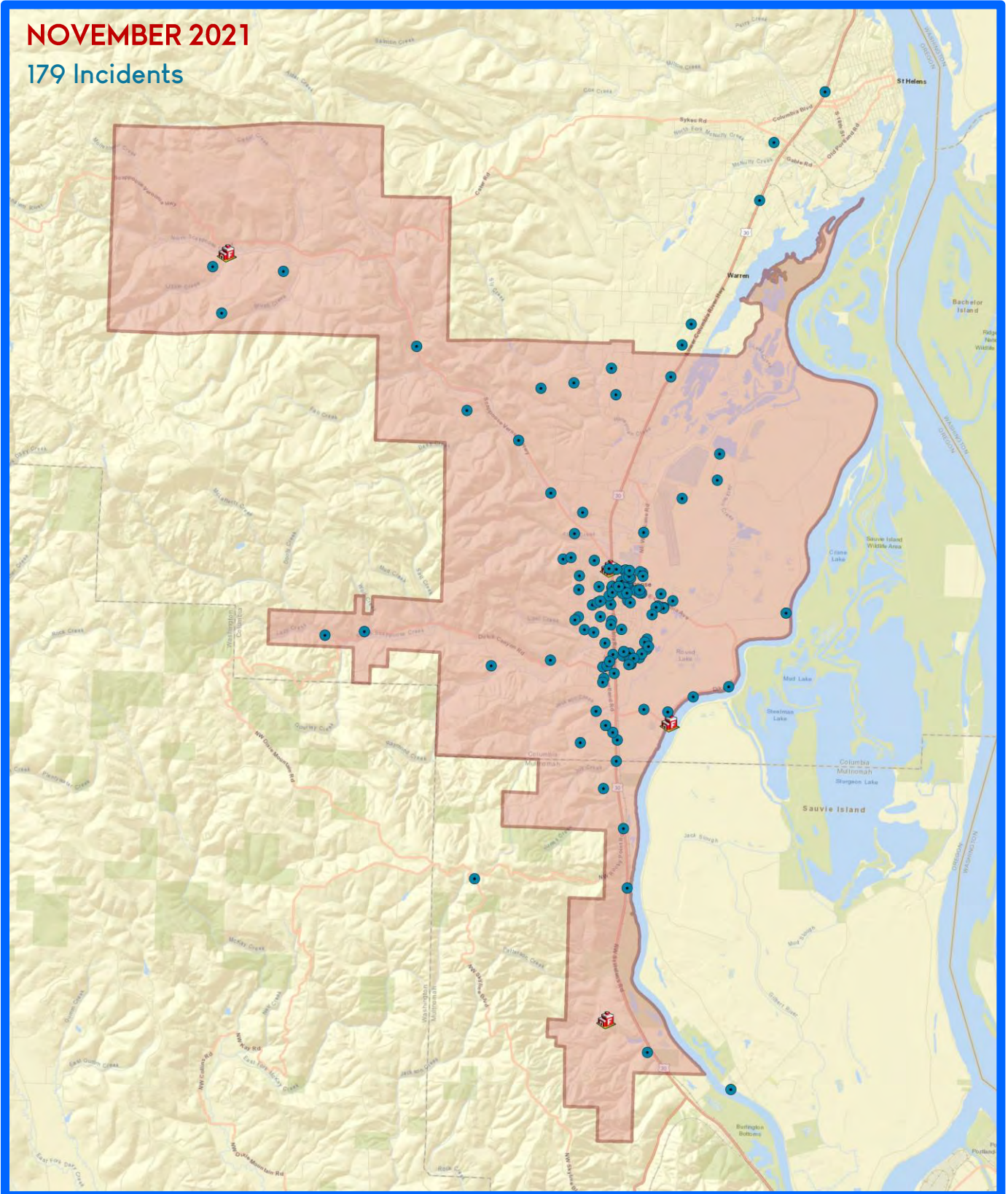
# OPERATIONS





**NOVEMBER 2021**

**179 Incidents**



# **STAFF REPORTS**

## Fire Chief Report December 2021

### Meetings Attended

Date	Topic	Date	Topic
11/1/21	Labor MGT Meeting	11/15/21	Officers Meeting
11/1/21	Meeting with staff about ImageTrend	11/16/21	Meeting with C911
11/1/21	Joint worksession with city council	11/16/21	Compliance Engine Review with 4303
11/2/21	Meeting with Dave Grant	11/16/21	Meeting with port about hanger
11/2/21	Dyno Nobel Virtual Community mtg	11/17/21	Meeting with Sauvie Island Fire
11/2/21	Admin Meeting	11/17/21	Physican Advisor MTG with EMS Chiefs
11/3/21	USCG Flight	11/20/21	Meeting in Mist with Chief & EM
11/3/21	Meeting with trail alliance (litter)	11/18/21	Fire Hydrant Meeting
11/3/21	Meeting with Dr. Shertz	11/18/21	Driveway Consult
11/5/21	OFCA Meeting	11/22/21	DHS Vaccination Mtg
11/5/21	RDPO Meeting	11/22/21	Aircraft Fire Code Mtg
11/8/21	BO/LE MTG about Marijuana grows	11/24/21	Meeting with OFCA President
11/9/21	FIT Meeting	11/29/21	Pick up Moderna Booster Shots
11/9/21	HSEMC meeting	11/29/21	Fire Station Kickoff mtg
11/9/21	Admin Meeting		
11/10/21	USCG Flight		

**Hours Worked November: 246 Hours (61.5 hrs/wk)**

**On Call in November: 264 Hours (11 Days) Decrease of 2 days!**

**TOTAL HOURS: 510 Decrease of 94 hours!**

#### Training

15hrs - Airspace, Risk Management, Mishap Review, Aviation Hazmat, Aviation Safety

16hrs - ImageTrend Modules, MS Lists and Continuum

#### 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*

Multnomah County CWPP Participation – *In Progress*

Draft Strategic Plan – *In Progress*

Department Reorganization – *In progress and on schedule for January rollout*

RDPO UAS Grant ~ *90% complete*

Jamf – *Managing over 40 devices*

Fire Code Guide Update - *Tabled*

Special Operations – *Tabled*

If I had to use one word to describe November, it would have to be sporty. No matter how much we accomplished, something else would come up and take its place. Overall, we were very successful in completing several significant tasks.

Staff was able to get the part time positions posted and contract up and running with the National Testing Network. So far, we have a few FF/EMT candidates, but no Paramedic takers.

The team was able to fill the vacant NIFF positions and their first day was the 29<sup>th</sup> of November. Their training is progressing well and they should be through the bulk of the training in the next couple of weeks.

Internally, we have been honing and trying to streamline our system of systems. This will be a big part of what we will be looking at with respect to the Chiefs Goals for 2022. I am pleased to share that we were able to accomplish all of Chief goals for 2021. They were, fill vacant administrative slots, re-establish budget controls, submit ballot initiative, Initiate the strategic plan process and create a REM platform. While I wish I would be able to announce my goals for 2022, that will not be possible till the end of this month when I announce the re-alignment process for the organization.

One of the strategic and careful processes has been to better align our staff's strengths vs the need of the department. In working through this process, 70 different core responsibilities were identified. With this process comes selecting staff as a lead and back up. Over the last year and a half in this capacity, it is clear that we do not have redundancy in certain positions. This is not best practice and diminishes our ability to maintain continuity of operations. In addition to core responsibilities or projects, meetings will also have a primary and back up. A brief example of how we will be operating moving forward will be for at least one of our chiefs attending the Oregon Fire Chiefs Association meetings. With information sharing a key to the success of any organization, we have to do better. Part of doing better also builds the capability of our chief officers. Thankfully, most of these meetings are virtual.

We have set a future date of hiring the next three Firefighter Paramedics for the 4<sup>th</sup> of April. This is necessary as a result of the current challenge we are having filling the Chief Examiner position with civil service, the lag time that will create for certifying a list (November or December), interviews, physical, background investigation and other onboarding logistics. Plus, with the return of one of our members who has been out for more than a year, this will provide relief for Chief Marks with all of the required training that will have to occur during this period.

Of interest to the board and community is our current and future insurance rates. They increased 10% this year. Fortunately, we budgeted for this increase. They are also forecasted to tentatively increase the same next year. We will be looking into this in the coming weeks before Alex leaves. Alex's last day will be December 31.

Civil Service will pose a significant challenge in the very near future as our recruitment efforts are not producing the results, we used to experience 1-2 years ago. We are experiencing a local and national shortage of paramedics.

Staff is still involved in the Columbia 911 project as an advisory board member and will continue to provide input when the need arises as we work to help Columbia 911 move this project forward.

Lastly, we had one on the job injury. Fortunately, this staff member has been released for light duty. This employee is focused on three projects. Building inspections with UAS and assisting with building the back end of our inventory, maintenance and repair module in ImageTrend and helping with other needed projects in the Fire Marshal's office.



## **FIRE MARSHAL REPORT**

November was a busy month for plan reviews as well as referrals. Between the City of Scappoose and the County, we were very busy looking at properties being divided up, new subdivisions and new commercial developments in Scappoose. This has been the same for most of the fire agencies and county as recent laws have changed and Warehouse has been spending a lot of time planning to divide and sell properties.

Staff has been participating in the upcoming fire code changes and participating with the statewide code development committee.

There has been a significant increase in plan reviews for the month of November, which made for significant challenges in time management.

One other area of interest in the codes was a meeting with the Building Officials in the County, Fire service and Law Enforcement regarding illegal marijuana grows. Surprisingly, this is an issue. We will be working in partnership with the building officials to report any suspicious activity.

### **Plan Reviews**

12

### **Driveway Inspections**

3

### **System Tests**

0

### **General Inspections**

2

### **Fire Investigations**

2

### **UAS (Drone) Missions**

3

## OPERATIONS REPORT

November was focused on data mining specific to our dispatch and cancelled enroute challenges. We have been working with CCOM to try and resolve this. In addition, we are still trying to iron out the wrinkles between WCCCA and our response area. Hopefully this will be rectified in the next few months.

The AFG program is open and staff have been working hard to submit two grants. One micro grant to try and replace our antiquated Thermal Imagers. The cost of this project is just under \$50,000. The match for this project will be 10%. The second project we are submitting for will be a Tender. Our current oldest tender is a 1981 converted dump truck chassis. This project will likely be around \$420,000. Staff formed an apparatus committee with a good team to help facilitate the narrative and grant process. If we are successful, we will use the same committee to spec the new tender.

Worked with staff to implement streamlining of our rope logs. This was accomplished by getting the logs into the teams environment. With Teams, documents can be accessed from almost any device or computer. This process was also included as we streamlined our Purchase Order Tracking, onboarding of new employees and many more.

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.

**Training Report  
Chief Marks  
December 2021**

**November Projects:**

Duty Shifts	NIFF Academy Build
Probationary Test building	Safety Program Review
Task Performance Testing	

**Drills / Activities / Meetings in November included**

Admin and Officers Meetings	LCRTOA
Safety Meeting	Fire Defense Board
Civil Service Meeting	Joint City / District Workshop
Fire Training	Volunteer Association Meeting

In November I attended my normally scheduled meetings. I also continued working on On-Board Training for the recently hired NIFF personnel who began their academy November 29th.

A large portion of my time in November was working with Occupational Medicine to get some of our staff back online. This was a time consuming effort but the constant push allowed one of our members to return approx. 2 weeks prior to an original appointment. Another big help with this was REBOUND. REBOUND is a company the district uses to help coordinate care for members so they can return to work more quickly. This program is available to all staff, volunteers, board members and their immediate family. This program has saved the district money already by decreasing overtime costs associated with our members having to take sick time.

My Time Worked in November 2021	189.25 hours
Call Time in November 2021 office time)	265 Hours (call shifts minus 80 hours
<b>Total Hours</b>	<b>454.25 Hours</b>
Total November 2021 Training Hours	318 Hours
Total Volunteer Hours in November 2021	136.25 hours between 11 individuals

# Scappoose Rural Fire District Savings Estimation

View another municipality

Year to Date

## My Advocate



Sarah Thomas  
sthomas@justrebound.com  
(414) 206-2162

### Total Number of Courtesy Cases

4

### Total Number of Cases

1 On duty | 6 Off duty

7

### Number of Wait Days Saved

Combined days saved from all interventions

87

### Total Overtime Savings Estimate ⓘ

Estimated cost per backfill/OT shift \$1900

\$29,517.86

7

Rebound Total Days to Initial MD for all cases	27
Rebound Average number of days to initial MD	4
Typical days to initial MD per case	14
Typical total days to initial MD for all cases	98
<b>Total days saved to initial MD visit</b>	<b>71</b>

#### Total Cases to Physical Therapy

4

Rebound Total Days to PT for all cases	45
Rebound Average number of days to PT	11
Typical days to PT per case	14
Typical total days to PT for all cases	56
<b>Total days saved to Physical Therapy</b>	<b>11</b>

2

Rebound Total Days to MRI	14
Rebound Average number of days to MRI	7
Typical days to MRI per case	14
Typical total days to MRI for all cases	28
<b>Total days saved to MRI</b>	<b>14</b>

#### Total Cases to Surgery

1

Rebound Total Days to Surgery	69
Rebound Average number of days to surgery	69
Typical days to surgery per case	60
Typical total days to surgery for all cases	60
<b>Total days saved to Surgery</b>	<b>-9</b>

## Chief Bautista Report

December 2021

### November Projects:

#### Uniform Project

- Beyond Uniform has completed the design of the fire district patch and the order has arrived.
- Digital artwork was also received from the vendor for district records.
- Beyond Uniform has completed the designs for our fire district T-shirts, Job Shirts (Duty sweatshirts), uniform polos, and soft-shell jackets. These items will be phased in as needed and/or budget allows.
- Worked with FF Booth and Lighthouse Uniforms to finalize specifications for SRFD Class A uniforms. We will order uniforms for members who have not have them ordered as the budget allows.

#### Fire Alarm Upgrade Security Grant Application

- Received quote from Point Monitor Corp. for fire alarm upgrade and grant application was submitted. Decisions on grant awards will be communicated at the end of November 2021.

#### Fire Prevention and Investigation training courses:

- Youth Fire Setter Program Manager – Continued conversations with the National Fire Academy program manager. He has offered 4 slots in the upcoming course in Emmitsburg, MD for two of our personnel and two other members from a partnering organization to attend their training.
- Marine Fire Investigation Course – Course costs received, waiting for funding to schedule in 2022. FM Global grant decisions are expected in January 2022.
- Wildland Fire Investigator – Received quote from instructor, waiting on funding availability to schedule prior to the 2022 wildland fire season.
- Advance Arson Investigation – Course costs received, on hold for now.

### Meetings in November:

Date	Topics
11/1/2021	Joint Board / City Council Work Session
11/2/2021	Marina Fire Codes Discussion with D. Grant
11/2/2021	SRFD Admin Meeting
11/3/2021	Emergency Planning Meeting with Senior Center
11/9/2021	Columbia County Fire Investigation Team Meeting
11/10/2021	2022 Fire Code Adoption Sub-Committee Work Session
11/15/2021	SRFD Officers Meeting
11/16/2021	PCC Intern Program Partnership meeting
11/16/2021	SRFD Admin Meeting

11/16/2021	Youth Firesetter Screening Program Discussion with Columbia County Department of Community Justice Supervisor
11/18/2021	IAAI Portland District Meeting
11/18/2021	Western Water Works - AVK Fire Hydrant Review
11/18/2021	Temporary Certificate of Occupancy Discussion for 30120 Edgewood Dr
11/18/2021	Inspection Consult at 54330 Armstrong
11/22/2021	Scappoose Community & Senior Center Fire Inspection
11/22/2021	Aircraft Hangar Suppression System Fire Code Discussion
11/29/2021	Kickoff meeting with Architect

### **November Activities:**

I completed my first duty officer rotation during November 12, 2021, through November 19, 2021. During this week, I responded to a variety of incidents with district Chief officers monitoring and available if needed. Next rotation will be December 3, 2021, through December 9, 2021.

I am working on scheduling business fire inspections and working on preparing to initiate company inspections in 2022. I recently met with the Scappoose Community and Senior Center and completed their fire inspection. The fire inspection went well, and the review of fire code violations was well received. I will work with them to resolve all open fire code violations. They are currently partially open to the public.

I have been approached by district members, both career and volunteer, about interests in fire prevention related duties (e.g., fire inspections, fire investigations, youth fire setting, and public information). I have been keeping a list of these personnel in mind as we work towards strengthening and expanding those programs in 2022.

I am working to establish a Youth Firesetter program for Scappoose Fire District. There are discussions with Clatskanie Rural Fire Protection District to work collaboratively towards forming a Columbia County coalition. The National Fire Academy is hosting a new revised 6-day Youth Firesetter Course which covers both Youth Firesetter Intervention Specialist and Program Manager requirements. This course will also assist agencies with developing a new program and establishing an action plan. Discussions with the program supervisor at the NFA have led to an invitation to host members from both fire districts to come to the NFA campus in early 2022. This is a rare opportunity to get members from the same state and area in the same course. This program is an important element in the district's community risk reduction plan.

### **Training:**

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

Working on Rope Rescue Operations task books for myself and district members. We have coordinated drills with certified personnel to go over systems and task performance evaluations. We have also incorporated Volunteer personnel into the training opportunities.

Worked with LT. DuBois to conduct a Maritime Awareness course on November 13, 2021. Both career and volunteer personnel were in attendance. A pool day will be scheduled for all the personnel who participated in the near future.

Will work to complete Blue Card training, currently at 50% completion. My goal is to complete this training before the end of 2021.

Four members are registered for the upcoming "Introduction to Incident Information (S-203)" course being held virtually December 6 – December 10. FF Schoof, PIO Heath, Chief Pricher and I will be attending. This course is required for Wildland deployments and part of the development plan for our district's public information program. This course is rarely offered in our region and being offered virtually allows us to avoid travel fees.

**Total hours worked 252 hours (164 Duty Officer hours worked onsite at Scappoose Station)**



#### A. Tardif Finance Director December 9, 2021 Meeting

On December 1, 2021 the District completed the fifth month of the 21-22 fiscal year, or roughly 42% of the year. Due to timing and holidays the end of month check run was on 12/1/2021. In order to capture all expenses for November I ran the Budget V Actual and Itemized report as of 12/1/21.

Personnel salaries and payroll taxes are at 37%. This fund is currently under budget and all contract obligations have been met. The district has filed 1 NIFF-EMT and 1 NIFF-Paramedic position, and those wages will be reflected in December's payroll.

Materials & Services overall is at 25.65% of the budget. At this time 42% would be equal to 5 months, if allocated evenly. The district expects to spend more on materials and services in Q3, and Q4 based on when revenue is received. Currently the uniforms line item is above 42%. A review of this account is underway, and any miss allocations of expenses will be re allocated to the correct account. Administration is at 56.8%. All other sub accounts are currently under budget. Overall, the Materials and Services account is trending under budget.

EMS receipts to date total \$315,842 or 59% of what was budgeted. The Monthly average for EMS receipts is \$63,168.53. 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 November, the district had 79 transports and collected \$74,287.

# OLD BUSINESS

# NEW BUSINESS

# Petty Cash Management

## 211.1 PURPOSE AND SCOPE

**Best Practice**

This policy provides for the establishment and administration of a district petty cash fund.

## 211.2 POLICY

**Best Practice**

The District will establish, administer, and maintain the petty cash fund according to this policy.

### 211.2.1 DEFINITIONS

**Best Practice**

**Custodian** - The individual designated by the Fire Chief as having custody of and responsibility for maintaining the petty cash fund.

**Petty cash fund** - A reserve of money established to make small purchases when payment by purchase order or voucher is not practical.

## 211.3 RESPONSIBILITIES

**Best Practice**

### 211.3.1 FIRE CHIEF RESPONSIBILITIES

**Best Practice** **MODIFIED**

The Fire Chief or the authorized designee is responsible for establishing and maintaining protocols for the operation of a petty cash fund. The protocols should include but are not limited to:

- (a) Designation of a petty cash custodian.
- (b) Initial and replenishment fund amounts. The petty cash fund should not exceed the amount established by the District.
- (c) Maximum dollar amount for purchases. Petty cash expenditures should be limited to no more than \$100.
- (d) ~~A sample petty cash voucher for use by members to request cash from the custodian. The petty cash vouchers should be sequentially numbered and include space for the following information:~~
  1. ~~The date of the disbursement~~
  2. ~~The amount disbursed or reimbursed~~
  3. ~~The budget expense account~~
  4. ~~The vendor name~~
  5. ~~The signature of the member receiving the cash~~
- (e) An approved petty cash ledger for use by the custodian. The ledger may be maintained electronically or by hand and should require the following information for all transactions:

# Scappoose Fire District

## Policy Manual

### *Petty Cash Management*

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1. The name of the member receiving cash
  2. The amount disbursed to the member
  3. The reason for the disbursement
  4. The amount of any cash returned
  5. The amount of any cash received to replenish the account
  6. A copy of any purchase receipt
  7. [The date of the disbursement](#)
  8. [The amount disbursed or reimbursed](#)
  9. [The vendor name](#) ~~The -amount disbursed or reimbursed~~
- (f) A requirement that the custodian provides a full accounting and reconciliation of all fund transactions to the Fire Chief, which should then be reviewed and approved according to the Petty Cash Procedure before authorizing replenishment of the petty cash fund.
- (g) A requirement that the petty cash fund is audited by the Fire Chief's authorized designee at least quarterly and that the results of the audit are provided to the Fire Chief.
- (h) Established disciplinary guidelines for situations where the custodian has violated this policy or the Petty Cash Procedure, or where a member is found to have provided false information to obtain petty cash funds, including referral to law enforcement when the facts indicate that a crime may have occurred.
- (i) Designation of a physical location for the petty cash fund. The fund should be secured in the following manner:
1. Use a lockbox with a key or combination lock.
  2. The lockbox should then be stored in a safe, securable drawer, cabinet, or locker.
  3. The safe, securable drawer, cabinet, or locker should be located in a securable room or office with restricted access.

#### 211.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

##### **Best Practice**

The custodian's responsibilities should include but are not limited to:

- (a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.
- (b) Requesting replenishment funds from the Finance Director when the funds on the account fall below the established replenishment amount or requesting funds needed to bring the petty cash fund back to the maximum allowable amount. Requests should be made at any regular membership meeting. No "emergency" requests should be permitted or approved.
- (c) Receiving funds for replenishment only from funds approved and allocated from department accounts or by the return of unused funds properly issued to members.

# Scappoose Fire District

## Policy Manual

### *Petty Cash Management*

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- (d) Maintaining the petty cash ledger according to this policy and the Petty Cash Procedure.
- (e) When someone other than the custodian will be handling the petty cash fund, accounting for all petty cash and vouchers before transferring petty cash responsibilities to an alternate custodian.

#### **211.4 PETTY CASH VOUCHERS**

##### **Best Practice**

The Fire Chief should maintain an appropriate stock of petty cash vouchers and provide them to the custodian as requested from time to time.

Petty cash vouchers should be sequentially numbered.

# Physical Asset Management

## 212.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the [department\_agency]'s physical assets.

### 212.1.1 DEFINITIONS

Definitions related to this policy include:

**Physical assets** – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

**Physical asset management** – The process of tracking and maintaining the [department\_agency]'s physical assets.

## 212.2 POLICY

It is the policy of the [department\_agency] to accurately inventory, track, maintain, and dispose of its physical assets owned by the [Department\_Agency] in a manner that controls costs, avoids waste, and promotes the [department\_agency]'s mission.

## 212.3 RESPONSIBILITIES

The [Administrator] or the authorized designee should be responsible for the inventory, maintenance, and disposal of [department\_agency] physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:
  1. Procedures for disposal of all [department\_agency]-owned physical assets in accordance with federal, state, and local law.
  2. Procedures for safe disposal of hazardous waste.
  3. Procedures for handling surplus and obsolete physical assets.

## *Physical Asset Management*

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4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the [department\_agency]'s physical assets and maintain accurate and complete records related to these assets. The plan should include:
  1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
  2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the [department\_agency]'s physical assets.
  3. Routine internal and external audit practices.
  4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

### **212.4 IDENTIFICATION AND TAGGING**

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
  1. Make, model, and serial number
  2. Physical dimensions and weight
  3. Color, material, and other physically distinct qualities
  4. Warranty and/or recall information, if any
- (b) The specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

### **212.5 SURPLUS OR OBSOLETE ASSETS**

When the [department\_agency] no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.



## *Physical Asset Management*

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### **212.5.1 STORAGE**

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the [Department\_Agency] should pursue disposal of the item in accordance with this policy.

### **212.5.2 TRANSFERS**

When a physical asset is transferred from one [department\_agency] to another, the value of the physical asset should transfer with the asset. Inter[department\_agency] transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

### **212.6 LOSS, DAMAGE, OR DESTRUCTION**

Loss, damage, or destruction of [department\_agency] physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of [Department\_Agency]-Owned and Personal Property Policy, as applicable.

### **212.7 USAGE MONITORING**

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the [department\_agency]'s physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

### **212.8 MAINTENANCE**

Routine maintenance of physical assets should be proactive to limit interruption of the [department\_agency]'s daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The [Executive Board] or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

### **212.9 DISPOSAL**

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

### **212.10 INVENTORY AND REPORTS**

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

### *Physical Asset Management*

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All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

#### **212.11 TRAINING**

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all [department\_agency] physical assets should receive training regarding their responsibilities under the physical asset management plan.

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## Purchasing and Procurement

### 213.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

### 213.2 POLICY

It is the policy of the [department\_agency] to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the [department\_agency] and maintain public trust.

### 213.3 PURCHASING COORDINATOR

The [Administrator] should designate a member to coordinate [department\_agency] purchases. The member's responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- (b) Obtaining authorization from the [agencyHead] or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (f) Forwarding all contracts and purchase orders to the [agencyHead] or the authorized designee for review, approval, and execution.

### 213.4 REVIEWS

The [Administrator] should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

# COMMUNICATIONS

## Thank you to E-431

Rob Davis <rdavis@vernoniarfpd.us>

Mon 11/22/2021 10:08

To: Jeff Pricher <jpricher@srfd.us>

Chief,

I just wanted to pass on my appreciation for E431 and their crew on our house fire yesterday. The crew was extremely professional and eager to do work once on scene. These mutual aid responses to us are greatly appreciated, and I would like to extend my thank you to your staff!

Rob Davis

Operations Division Chief

503-429-8252 office

503-686-3117 cell

## Class A's

Zach Ahlers <zahlers@srfd.us>

Wed 11/10/2021 17:14

To: Jeff Pricher <jpricher@srfd.us>

Cc: Josh Marks <jmarks@srfd.us>; Miguel Bautista <mbautista@srfd.us>; Mike Greisen <mgreisen@srfd.us>; Cade Greenup <cgreenup@srfd.us>

As you may or may not know, I lost a dear friend recently, Captain Rick Ilg from Forest Grove Fire and Rescue and I was able to attend his LODD service last Friday as well as help with his urn watch Thursday night prior to the service day. I was very grateful to have been sized for and given a Class A uniform long ago as a member of the Scappoose Fire District. I couldn't tell you how appreciative the members at Forest Grove were to me and to the Scappoose Fire district as a whole for helping out and attending the service. I believe I counted 8 different people who approached me, shook my hand and thanked us for our support during the watch. It was very humbling to say the least. I just so happen to sign up on Rick's actual shift day as well (C shift) without knowing it.

I want to thank Chief Marks and Lonny Gandara for helping out with the procession part of the service and taking the time to drive our new Engine. I heard comments about that as well and our new Engine looked really nice along with the others.

Heaven forbid I will ever have to wear this Class A for a friend's service again, but it did want me to share this story and share impact it had on myself and members of Forest Grove. It will possibly be something to think about in our future, on a budget line item sense, to outfit some of our members with class A uniforms for future use when needed and really show our support with "class." I would definitely do this again.

Thanks for your time and consideration.





Zach Ahlers





*A hybrid event experience*



## *We Hope You Join us!*

Register now for the 2022 SDAO Annual Conference! This year's hybrid event will offer the opportunity to attend either in person or virtually, with all sessions recorded and made available to all attendees after the event. If you miss a session or want to rewatch a session, we've got you covered! All recordings will be available on the virtual platform and conference app.

We invite you to join us in beautiful Eugene, Oregon at the Graduate Hotel for the can't-miss event of the year for special district representatives. Whether you are a board member, manager, staff person, volunteer – or someone who works with special districts, we have something for you. From 20 educational sessions and multiple opportunities for interacting with colleagues through business meetings, caucus meetings, networking receptions and more, you will want to be sure to join us from February 10<sup>th</sup> to the 13<sup>th</sup> in Eugene.

Due to state mandated COVID-19 restrictions, masks, face coverings, or face shields will be required at the conference. If you are unwilling or unable to wear a mask, face covering, or face shield, we encourage you to participate as a virtual attendee.

## *How to Register*

Registration is now open and available online through our conference registration website. Please visit <https://cvent.me/M7d58o> to register and for more information including session descriptions, speaker information, and more. **Limited onsite spots are available so we encourage you to register soon.** Please contact SDAO Member Services at 800-285-5461 or [memberservices@sdao.com](mailto:memberservices@sdao.com) with any questions or concerns.

<https://cvent.me/M7d58o>

### Registration Rates for SDAO Members & SDIS Agents

Onsite (at the Graduate Eugene)	Virtual (on the CVENT AttendeeHub platform and app)*
Pre-Conference Session (Full Day): \$85	Pre-Conference Session (Full Day): \$35
Pre-Conference Session (Half Day): \$50	Pre-Conference Session (Half Day): \$20
One Day Only Experience (Friday OR Saturday): \$140	Full Virtual Experience (Friday and Saturday): \$75
Full Onsite Experience (Includes Thursday evening to Sunday morning): \$230	

Registration costs will be an additional \$100 for non-member districts or non-SDIS agents.

*\*Disclaimer: Not all sessions may be available live. However, all sessions will be recorded and posted to the virtual platform and app at the conclusion of the conference.*

## *Conference Platform & App*

We will be using CVENT AttendeeHub to host our virtual conference option and onsite conference app, which will be available to both onsite and virtual attendees. On the platform and app, you will find session materials and handouts. Paper handouts will not be distributed during the conference.

You can also access sessions, speaker information, sponsors and exhibitors, attendee networking, and more. Please keep an eye on your email inbox leading up to the conference for more information including how to register your account for the platform and app. Visit our conference website at [www.sdao.com/annual-conference](http://www.sdao.com/annual-conference) for the most up-to-date information.

*(The information in this packet is subject to change.)*



## KEYNOTE ADDRESS: BY LOU RADJA - Dancing in the Rain: Thriving in Challenging Times



There is no doubt about it, we are living in unprecedented and challenging times. We are currently experiencing a relentless and unforgiving global health pandemic that has claimed countless lives and completely turned the world upside down. The great steps we are all taking in response to the pandemic are not without side effects; isolation, stress, health challenges, mental health issues. Dancing in the Rain is a great opportunity for us to come together as SDAO family, hold space and unpack proven strategies to help us turn adversity into advantage, fill our own cup through self-care, be there for our communities who need us even more, and thrive!

## CAUCUS MEETINGS & SDAO BOARD MEMBER NOMINATIONS

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions. Due to technical constraints, the caucus meetings will **not** have a virtual option and will only be available in person. To make a nomination or vote on an open board seat, you must attend the meeting in person.



## IN-PERSON & VIRTUAL TRADE SHOW

Special districts have a multitude of service needs and product requirements that our exhibitors can meet. At Friday's Exhibitor Trade Show, providers will showcase their products and services both at the Graduate Eugene and on our conference platform in the virtual showroom.

## EXHIBITOR RECEPTION

Later in the day, exhibitors will be honored at a special exhibitor reception at the Graduate Eugene, complete with hors d'oeuvres and refreshments. In-person attendees will have an opportunity to win raffle prizes at the reception.

## Saturday



## ANNUAL BUSINESS MEETING & BOARD MEMBER ELECTIONS

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

**Note:** *Virtual attendees will be able view the live-stream of the meeting, however only in-person attendees will be allowed to nominate individuals or vote on association business.*

## AWARDS BANQUET & ENTERTAINMENT

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. Award videos will be available to watch on the platform. Join us after the banquet for the Jeff & Rhiannon Dueling Piano Show!

## Sunday

## BREAKFAST & RAFFLE DRAWING

Stick around on Sunday morning for breakfast and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees.

# SDAO EDUCATION PROGRAMS



## SDAO Academy

The SDAO Academy is a professional development program designed specifically for special district employees looking to advance their careers in local government management. The SDAO Academy offers current, in-depth training and education opportunities in three specialty areas including district management, human resources and personnel management, and risk management and operations. Knowledge and skills in these subjects are critical elements required for success as a leader at a special district.

## Board Leadership Programs

Our two board education programs are designed to ensure that Oregon's special district board members and fire district directors have all the tools necessary to provide superior leadership and governance to their communities.



## SDAO/OFDDA Fire District Directors Academy

This education program is for fire district directors.



## SDAO Board Leadership Academy

This education program is for board members of all other types of special districts.







Learn more about our professional and board member development programs on our website at [www.sdao.com/sdao-programs-services](http://www.sdao.com/sdao-programs-services).

# CONFERENCE SCHEDULE

## Pre-Conference - Thursday, February 10th, 2022



## Credits








TIME	VIRTUAL	SESSION TITLE	SPEAKER(S)				Insurance CE*	SHRM
7am - 5pm		Registration Desk Open						
7:30am		Breakfast						
8am - noon		Budget and Finance 101: An Overview for District Officials	Rob Moody, Merina+Co.	5	Module 2	Module 2		
8:30am - 4pm		Board Duties and Responsibilities	George Dunkel, SDAO & Eileen Eakins, Northwest Local Government Legal Advisors, LLC	15	Module 1 & 2	Module 1 & 2		
9am - noon		Hot Topics in Risk Management	Troy DeYoung, SDAO and Dave Mims, VC3	10			3	3
noon - 1pm		Lunch						
1 - 4:30pm		Emotional Intelligence for Leaders	Deborah Jeffries, HR Answers	10				3.5
5 - 6:30pm		Welcoming Reception						

\*Note: Insurance CE credits have been applied for and are pending approval.

# Conference - Friday, February 11th, 2022

## Credits

TIME	VIRTUAL	SESSION TITLE	SPEAKER(S)				Insurance CE*	SHRM
7:30am - 5pm		Registration Desk Open						
7:30am - 6pm		Exhibitor Trade Show						
7:30 - 8:30am		Breakfast						
7:30 - 8:30am 10 - 10:30am 12 - 1:30pm 3 - 3:30pm		Virtual Exhibitor Trade Show						
8:30 - 10am		Welcome and Keynote Address	Lou Radja					
10 - 10:30am		Morning Break						
10:30am - noon		Concurrent Sessions						
		Public Meetings & Executive Sessions	Eileen Eakins, Northwest Local Government Legal Advisors, LLC	2.5			1	
		Cybersecurity Trends and Best Practices	Michael Nougier, Eide Bailly	5			1	1.5
		Employee Privacy/Confidentiality & Use of Social Media	Liani Reeves & John Stellwagen, Bullard Law	5			1	1.5
		Fake News: How to Plan for It, How to Combat It	Mac Clemmens, Streamline & Sloane Dell'Orto, Districts Forward	5				
noon - 1:30pm		Lunch Break						
1:30 - 3pm		Concurrent Sessions						
		Public Records Overview & Update	Todd Albert, State of Oregon	2.5	Module 2	Module 2	1	
		OR-OSHA Update	Renee Stapleton, OR-OSHA				1	1.5
		Employment Law Updates	Monica Harrison, SDAO & Laurie Grenya, HR Answers				1	1.5
		Relationship Building with Your Legislators	Frank Stratton & Mark Landauer, SDAO & Cole Karr, CSDA					
3 - 3:15pm		Afternoon Break						
3:15 - 5pm		District Caucus Meetings	Caucus Chair					
		Fire Caucus	Ben Stange					
		Irrigation Caucus	Brent Stevenson					
		Park and Recreation Caucus	Jennifer Holland					
		Ports Caucus	Michele Bradley					
		Sanitary Caucus	Nick Bakke					
		Water Caucus	Todd Heidgerken					
		At-Large Caucus	Kathy Kleczek					
5 - 6pm		Exhibitor Reception						

Conference - Saturday, February 12th, 2022				Credits				
TIME	VIRTUAL	SESSION TITLE	SPEAKER(S)				Insurance CE*	SHRM
7am - 6pm		Registration Desk Open						
7:30 - 8:30am		Breakfast						
7:30 - 8:30am 10 - 10:30am 12 - 1:30pm 3 - 3:30pm		Virtual Exhibitor Trade Show						
8:30 - 10am		Concurrent Sessions						
		Recruiting Board Members for Special Districts	Dan Olsen, SDAO					
		Five Functions That Drive Team Success	David Aranda, BHI Management Consulting					1.5
		It All Started With a Wreck...	SDAO Speaker Panel				1	1.5
		Executive Director/ General Manager Performance Evaluation	Laurie Grenya, HR Answers		Module 4	Module 5		1.5
10 - 10:30am		Morning Break						
10:30am - noon		Concurrent Sessions						
		Refocusing Strategic Planning	Brian Stewart, Clackamas Fire District #1	5				1.5
		Disaster Preparedness and Building Resilient Systems	Stephen Richardson and Stan Thomas, Oregon Office of Emergency Management	5	Module 3	Module 4	1	1.5
		Evaluating ADA & Religious Accommodation in the Age of COVID	Dee Rubanoff & Chandra Hatfield, Peck Rubanoff and Hatfield PC	5	Module 3	Module 4	1	1.5
		Consulting Services Roundtable	SDAO Consulting Services Team					
noon - 1:30pm		Lunch Break						
1:30 - 3pm		Concurrent Sessions						
		Risk Management – Back to Basics	Greg Jackson, SDAO		Module 3	Module 4	1	1.5
		Good Termination Gone Bad	Teri Dragoo & Ron Downs, SDAO		Module 4	Module 5	1	1.5
		Board Chair Basics: How to Run an Effective Board	Carrie Connelly, Mark Wolf & Ross Williamson, Local Government Law Group		Module 1	Module 1		
		Legislative Summary	Hasina Wittenberg and Mark Landauer, SDAO					
3 - 3:15pm		Afternoon Break						
3:15 - 4:30pm		Annual Business Meeting & Board Elections						
6 - 8pm		Awards Banquet						
8 - 9:30pm		Entertainment: Dueling Pianos with Jeff & Rhiannon						

\*Note: Insurance CE credits have been applied for and are pending approval.



## Hotel Information

### Graduate Eugene

66 E 6th Ave. | Eugene, Oregon

\* Rates and availability subject to change. Room block may expire if sold out before reservation deadline. **Room block rate expires January 10th.**

Per Diem Rate (\$109+tax/night)

- Group Code: **SDAO0222**
- Group Booking Link: <https://bit.ly/3FNC09Z>

Regular Room Block Rate (\$149+tax/night)

- Group Code: **SDAOT0222**
- Group Booking Link: <https://bit.ly/3oW7ICc>



## BOARD MEMBER ELECTIONS

Expiring positions on the SDAO Board of Directors will be open for election at the Annual Business Meeting on Saturday, February 12<sup>th</sup>. Due to technical constraints, the caucus meetings will **not** have a virtual option and will only be available in person. To make a nomination or vote on an open board seat, you must attend the meeting in person.



Positions open for nomination and the current representatives include:

### FIRE

- Ben Stange, Polk County Fire District #1

### IRRIGATION

- Brent Stevenson; Santiam Water Control District

### SANITARY

- Nick Bakke; Rogue Valley Sewer Services

### AT-LARGE

- Scott Stanton; Umatilla County Fire District #1
- Adam Denlinger; Seal Rock Water District

### TRUE AT-LARGE (Not from Big Six\*)

- MaryKay Dahlgreen; Lincoln County Library District

*Board members are elected for two-year terms extending from July 1, 2021 through June 30, 2023.*

\* Big six districts include fire, irrigation, park and recreation, ports, sanitary, and water.



S | D | A | O

SPECIAL DISTRICTS  
ASSOCIATION OF OREGON

2022 Annual  
CONFERENCE