

**Scappoose Rural Fire District
Board of Directors Regular Meeting**

Thursday, April 13, 2023

Microsoft Teams meeting

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Meeting ID: 273 755 937 628

Passcode: khapZx

- I. Call to Order & Flag Salute
- II. Roll Call
- III. 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. 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.”
- IV. Consent Agenda
 - A. Approve Minutes from 3-9-2023 regular meeting
 - B. Approve March 2023 Profit & Loss Detail
 - C. Approve March 2023 Budget vs. Actual
- V. Statistical Data
 - A. Ambulance Activity Report
 - B. Response Activity Report
 - C. UAS Flight Summary
- VI. Staff Reports
 - A. Chief’s Report
 - B. Operations Report
 - C. EMS Operations Report
 - D. Fire Marshal & Training Report
 - E. Member Outreach/Battalion Aide Report
 - F. Finance Report

- VII. Old Business
 - A. Major Budget Item Discussion
 - B. Lexipol Policy Updates
 - C. Overpayment of Salaries Memo

- VIII. Committee Reports
 - A. Management Team
 - B. Long Range Planning Committee
 - C. Awards & Incentives – Funding for SVFA LOSAP

- IX. Miscellaneous

- X. New Business
 - A. Credit Card Policy updates
 - B. SAFER Grant Acceptance

- XI. Communications

- XII. Good of the Order

- XIII. 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
Thursday, March 9, 2023
Microsoft Teams meeting

In attendance: President Reeves, Vice-President Gift, Director Sorenson, Director Graham, Director Kriek, Chief Pricher, Chief Bautista, Lt. DuBois, FF Liebig, FF Chaffeur, FF Booth, FF Dietz, FF Hughes, NIFF Curio, David Grant, Steve Toler, FA Heath

- I. **Call to Order & Flag Salute:** President Reeves call the meeting to order and led the Pledge of Allegiance at 7:02 pm.

- II. **Public Comment:** No audience participation

- III. **Consent Agenda Discussion:**
 - A. Minutes from 2-9-2023 regular meeting:
 - B. February 2023 Profit & Loss Detail: Director Kriek asked about a large check which was for the purchase of the new ambulance. Director Sorenson asked about the expense for a boot deposit. It was explained that we had credit on the West Coast Shoe Co. account and Quickbooks split the payment, only paying the amount owed.
 - C. February 2023 Budget vs. Actual: No comment.Director Graham moved to approve the consent agenda. Director Kriek seconded.
Motion carried unanimously.

- IV. **Statistical Data Discussion:**
 - A. Ambulance Activity Report: Director Sorenson noted that the revenue from transports lags the number of transports by approximately 2 months. Chief Pricher noted that revenue from EMS transports is unpredictable.
 - B. Response Activity Report: No comments.
 - C. UAS Flight Summary: No comments.

- V. **Staff Reports**
 - A. **Chief's Report:** Director Sorenson asked about a meeting on the Chief's report with Boston Dynamics and testifying on SB812 regarding UAS in Oregon parks.
 - B. **Operations Report:** Director Sorenson asked if the electrical at the boathouse has been mitigated. Chief Pricher said the upgrades have not been completed yet, but we are not out of code. Chief Bautista and Chief Pricher met with city planners in a pre-application meeting regarding the proposed annex and modifications to the main station. The property behind the main station is not part of the Urban Renewal District, therefore, the plan of requesting assistance from the city to build the training tower

will not happen, because only urban renewal funds can be spent in an urban renewal districts. Other recommendations included moving buildings to meet building code. The District is moving forward and final drawings should be available in the next few months.

Director Sorenson asked if the Chapman station roof had been mitigated. Chief Pricher said that it had not been mitigated to date, but the goal is to complete this project this year.

- C. **EMS Operations Report:** Director Sorenson asked if there was any update on the Access Control project. This project will become a priority, as members are having difficulty accessing the building.
- D. **Fire Marshal & Training Report:** Director Sorenson asked how company inspections are going. Chief Bautista reviewed the progress of this project. He said he is hoping to schedule more company inspections/pre-plans in March.
- E. **Member Outreach/Battalion Aide Report:** Director Graham asked if the Awards Banquet was scheduled for April 1, 2023.
- F. **Finance Report:** Director Sorenson asked if the audit was complete. FA Heath said it was still on-going. The report from Baker-Tilly was provided to the auditors and access to the detailed spreadsheet would be made available via Local Government Law Group is necessary.

Chief Pricher explained the noticeable difference in the finance report regarding revenue reporting. He explained that FY 22-23 was developed on 92% of actual imposed taxes.

VI. **Old Business**

- A. **Major Budget Item Discussion:** A discussion on the electronics purchase for the fireboat. The process for attaining the government discount took time, and by the time we attained the discount, the board-approved model had changed. This will move forward, possibly with other vendors.

The side-scan sonar component will move forward. The only change has been the model available. The purchase will not exceed the total amount approved by the board at an earlier board meeting.

No significant changes or additions are suggested to the list of major budget items.

- B. **Lexipol Policy Updates:** No new updates.

VII. **Committee Reports**

- A. **Management Team:** The committee met prior to the board meeting. Chief Pricher shared that the administration felt the overpayments to 15 employees totaling just

over \$16,241 noted in the Baker Tilly report over 32 months would be difficult to repay. Director Gift expressed said his opinion is to have those who were overpaid pay the District back any overpayment. He suggested asking counsel for guidance regarding this issue. Director Sorenson asked if any overpayments that would be paid back would need to be separated into the different category/accounts from which they originally occurred. If so, that may cost the district more to compute repayments. Director Graham asked if underpayments would be repaid. The District will make up all underpayments to the affected employees.

Director Sorenson moved to send to counsel the following questions for review:

- 1) Are we legally obligated to request overpayments back from employees?
- 2) If we are legally obligated, do the overpayments have to be returned to specific line items from which they originally came?
- 3) What are the associated costs of seeking repayments?
- 4) Are we legally bound to request overpayment back from separated employees?

Director Graham seconded.

Directors Reeves, Gift, Graham, and Sorenson voted to approve the motion.

Director Kriek abstained.

B. Awards & Incentives: Awards Banquet is scheduled for April 1, 2023.

VIII. **Miscellaneous**

IX. **New Business**

A. Presentation by Steve Toler: Mr. Toler, with Baker Tilly, presented the findings of the executive summary of our payroll practices. Although there were some errors made in payroll, there were no pervasive errors made during the period of study (1/1/2020-8/30/22). There were individual issues, primarily when employees moved from one position to another, or classifications changed. The detailed report was given to the District's attorneys. The net total of payroll errors was 0.2%. A review of the recommendations that evolved from the study was given. These included clarifying payroll practices, CBA contract language specific to 457 plans, and researching use of payroll and HR software used specifically by government agencies that could better serve our agency.

B. Replacement and purchase of eight (8) TIC's (Thermal Imaging Cameras): Chief Pricher requested approval of the budgeted \$50,000 purchase of 8 Thermal Imaging Cameras. Director Gift moved to authorize staff to purchase 8 TIC for the proposed price of \$51,000 + shipping. Director Kriek seconded the motion.

Motion carried unanimously.

C. Financial Hardship Write-off: The board referred to the current policy which states that SRFD accepts the medical facility's decision to accept no or reduced payment. No vote was taken by the board.

D. Community Survey: The thought process for completing the survey was an opportunity to reach out to the community to better inform our efforts to serve the community. Findings were discussed. President Reeves asked if there were planned Open House activities at the different stations this year, now that COVID restrictions were removed. The District continues to involve and inform the community in various ways.

E. Appoint budget committee members: Board members appointed Mary Hales to the open position #8 on the budget committee. They also re-appointed Trish Brown to position 6 and Aaron Schrotzberger to position 10.

Director Sorenson moved to appoint Mary Hales, Aaron Schrotzberger, and Trish Brown to the budget committee. Director Graham seconded.

The motion carried unanimously.

X. **Communication:** Empact Northwest wrote to thank-you letter to the District for allowing Chief Bautista to deploy to Turkey to help in after the recent earthquake.

XI.

XII. **Adjourn:** Director Graham motioned to adjourn. Director Kriek seconded. President Reeves adjourned the meeting at 8:34 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

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Ordinary Income/Expenses				
Income				
1. GENERAL FUND REVENUES				
	EMS Receipts		\$68,762.81	
	FireMed		\$1,935.00	
	G.E.M.T. (Medicaid)		\$32,333.00	
	Miscellaneous Revenue		\$17,234.07	
	Property Taxes			
	Taxes - Current			
	Local Option Levy		\$44,242.71	
	Permanent Rate Levy		\$24,429.07	
	Total for Taxes - Current		\$68,671.78	
	Taxes - Prior Years		\$8,541.22	
	Total for Property Taxes		\$77,213.00	
	Total for 1. GENERAL FUND REVENUES		\$197,477.88	
	Total for Income		\$197,477.88	
Expenses				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance				
03/07/2023		Health Insurance pymt	-758.03	-758.03
03/09/2023	Standard Insurance	Life, LTD, & AD&D	1,415.58	657.55
03/09/2023	S.D.I.S.	Employee Health Ins	25,317.43	25,974.98
03/14/2023	HRA VEBA Trust	Standard HRA & PEHP	168.68	26,143.66
03/28/2023	HRA VEBA Trust	Standard HRA & PEHP	9,580.73	35,724.39
03/30/2023		Member Health Insurance	-758.03	34,966.36
03/31/2023	Paychex - tax	OR ER Work Benefit	58.31	35,024.67
03/31/2023	Paychex Payroll	Flex spd- cash out	9,802.84	44,827.51

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 550 Insurance			\$44,827.51	
560 Personnel Salaries				
03/09/2023	Standard Insurance	Short Term Disability	500.06	500.06
03/09/2023	Maginn, Mike	Feb OT after cut-off	143.33	643.39
03/09/2023	American Heritage Life Insurance Co.	Misc employee insurance	136.90	780.29
03/09/2023	S.D.I.S.	Employee Health Ins	1,941.20	2,721.49
03/10/2023	P.E.R.S.	EE PERS IAP Contrib	12,879.80	15,601.29
03/28/2023	Inroads Credit Union	March food fund	850.00	16,451.29
03/28/2023	HRA VEBA Trust	PEHP HRA - Employee	2,601.00	19,052.29
03/28/2023	Tualatin Valley Fire Fighters Union	March Union Dues	2,516.26	21,568.55
03/28/2023	Principal Financial Group	Employee Insurance	52.24	21,620.79
03/28/2023	DuBois, Brian	Back pay 8/22 - 2/23	146.64	21,767.43
03/31/2023	Paychex - tax	Employee Taxes Withheld	51,317.23	73,084.66
03/31/2023	Paychex Payroll	Incentives	1,964.86	75,049.52
03/31/2023	Paychex Payroll	Phone pay	100.00	75,149.52
03/31/2023	Paychex Payroll	FLSA - OT	8,926.87	84,076.39
03/31/2023	Paychex Payroll	Deferred Compensation	7,976.80	92,053.19
03/31/2023	Paychex Payroll	OT	17,880.02	109,933.21
03/31/2023	Paychex Payroll	Balance of Net Pay	82,996.18	192,929.39
03/31/2023	Paychex Payroll	Longevity	1,116.82	194,046.21
03/31/2023	Voya - Oregon Savings Growth Plan	Loan repayment	129.80	194,176.01
03/31/2023	Paychex Check	Contract payment	805.00	194,981.01
03/31/2023	Voya - Oregon Savings Growth Plan	Mar. contributions	20,600.34	215,581.35
Total for 560 Personnel Salaries			\$215,581.35	
570 SocSec/Medicare(FICA)				
03/31/2023	Paychex - tax	ER Payroll Taxes	16,957.22	16,957.22
Total for 570 SocSec/Medicare(FICA)			\$16,957.22	
580 Volunteer Services				
03/06/2023	Amazon	Awards banquet gifts	1,469.51	1,469.51
03/09/2023	Greenup, Cade	Mar. cell phone use	34.00	1,503.51
03/09/2023	Mike Greisen	Mar. cell phone use	34.00	1,537.51
03/28/2023	Cruise Master Engraving	Plaques for Awards Banquet	936.25	2,473.76

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 580 Volunteer Services			\$2,473.76	
590 Personnel Benefits				
03/09/2023	Occupational Safety, Health & Wellness	Labs for Brehm & Quinn	254.00	254.00
03/09/2023	Oregon Occupational Medicine	NFPA Physical - Ramsey	717.30	971.30
03/09/2023	Oregon Occupational Medicine	NFPA Physical - Curio	582.30	1,553.60
03/09/2023	Oregon Occupational Medicine	NFPA Physical - Ahlers	632.30	2,185.90
03/09/2023	Occupational Safety, Health & Wellness	Labs for Firth	127.00	2,312.90
03/09/2023	Oregon Occupational Medicine	NFPA Physical - Hughes	582.30	2,895.20
03/09/2023	Occupational Safety, Health & Wellness	2022-2023 Exposure Access x35	910.00	3,805.20
03/10/2023	P.E.R.S.	ER PERS RHIA-UAL Contrib	36.80	3,842.00
03/10/2023	P.E.R.S.	ER Pension PERS Contrib	56,629.43	60,471.43
03/16/2023	Benefit Help Solutions(FSA)	FSA monthly plan fee	125.00	60,596.43
Total for 590 Personnel Benefits			\$60,596.43	
Total for 1.1 GENERAL FUND PERSONNEL SVCS			\$340,436.27	
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services				
03/28/2023	Merina+Co	Budget review & support	150.00	150.00
Total for 670 Contract Services			\$150.00	
680 Communications Maintenance				
03/08/2023	Amazon	Rechargeable AAA batteries	19.99	19.99
03/09/2023	Amazon	radio recharg batteries	76.20	96.19
03/28/2023	Day Wireless Systems	Cell signal boost kit	1,030.58	1,126.77
Total for 680 Communications Maintenance			\$1,126.77	
720 Public Fire Services				
03/06/2023	International Assoc. of Arson Investigati	Membership Green	103.00	103.00
03/09/2023	Amazon	security tamper tape	23.95	126.95
03/09/2023	Amazon	gas detector	643.30	770.25
03/09/2023	International Assoc. of Arson Investigati	Membership Bautista	125.00	895.25
03/09/2023	Amazon	Flash drives & memory sticks	143.35	1,038.60
03/09/2023	Amazon	2 Olympus Cameras - Fire Invest.	998.00	2,036.60

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 720 Public Fire Services			\$2,036.60	
740 Uniforms				
03/09/2023	Amazon	Punch Plier Kit	23.99	23.99
03/28/2023	Beyond Uniforms & Apparel	1/4 zip sweatshirts	260.20	284.19
03/28/2023	Beyond Uniforms & Apparel	Tactix T-shirts	1,138.00	1,422.19
03/28/2023	Beyond Uniforms & Apparel	40 snapback caps	726.15	2,148.34
03/28/2023	Beyond Uniforms & Apparel	3 work pants	74.94	2,223.28
03/28/2023	Beyond Uniforms & Apparel	10 - 1/4 zip sweatshirts	566.00	2,789.28
03/28/2023	Beyond Uniforms & Apparel	Essential T-shirts	1,312.96	4,102.24
Total for 740 Uniforms			\$4,102.24	
750 Maintenance on Equipment				
03/09/2023	Pro Automotive & Diesel	4 Light truck chains	782.16	782.16
03/09/2023	Pro Automotive & Diesel	12 truck quick fit chains	2,120.62	2,902.78
03/09/2023	Wilcox & Flegel	250 gal diesel @ 3.30092	836.03	3,738.81
03/09/2023	Superior Tire Service	4 Tires - 225/70 @\$426.40	1,715.32	5,454.13
03/09/2023	Pro Automotive & Diesel	2008 GMC C4500 Shock mount bracket	146.00	5,600.13
03/09/2023	L.N. Curtis and Sons	Quarterly NFPA 1989 Air Sample Kit	518.18	6,118.31
03/09/2023	Oregon Dept of Aviation	FA3LM4AFFR	25.00	6,143.31
03/09/2023	Pro Automotive & Diesel	2008 GMC C4500-install transmission filter	220.68	6,363.99
03/09/2023	Wilcox & Flegel	400 Gal Bio-diesel @ \$3.35880	1,346.22	7,710.21
03/12/2023	Amazon	Valve cap	10.55	7,720.76
03/12/2023	Amazon	Valve stem extension	7.99	7,728.75
03/12/2023	Amazon	hub mount kits	60.71	7,789.46
03/13/2023	Amazon	Valve extender/stems	44.26	7,833.72
03/13/2023	Amazon	Valve extender	24.25	7,857.97
03/14/2023	Amazon	Locking flanged inlet x 3	111.36	7,969.33
03/14/2023	Amazon	flanged inlets/outlets	185.48	8,154.81
03/18/2023	Amazon	hub mounts alum wheels	121.42	8,276.23
03/23/2023	Sunset Auto Parts	Adapter, gauge, hose	27.00	8,303.23
03/23/2023	Sunset Auto Parts	Core deposit credit	-27.00	8,276.23
03/28/2023	Pro Automotive & Diesel	Tune-up & belt replacement - parts	908.92	9,185.15
03/28/2023	Pro Automotive & Diesel	Labor	989.44	10,174.59
03/28/2023	Pro Automotive & Diesel	Labor	840.00	11,014.59
03/28/2023	Sunset Auto Parts	Adapter, gauge, hose	88.76	11,103.35
03/28/2023	Wilcox & Flegel	155 Gal Bio-diesel @ \$3.22271	597.15	11,700.50
03/28/2023	Sunset Auto Parts	2 Batteries & core dep.	411.84	12,112.34
03/28/2023	Wilcox & Flegel	125 Gal unleaded @ \$3.17920	468.59	12,580.93
03/28/2023	Advanced Traffic Products	High Priority LED Emitter	1,648.00	14,228.93
03/28/2023	Sunset Auto Parts	Wiring supplies	804.25	15,033.18
03/28/2023	Pro Automotive & Diesel	2015 Savana re-gen, radiator replacement	1,137.50	16,170.68

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 750 Maintenance on Equipment			\$16,170.68	
760 Administration				
03/01/2023	Fred Meyer	SVFA dinner-to be reimbursed	202.46	202.46
03/09/2023	Ace Hardware - Scappoose	Underpayment Jan 2023	2.00	204.46
03/09/2023	O.F.S.O.A.	22-23 due for K Booth	20.00	224.46
03/09/2023	Booth, Karleigh	Replenish petty cash	175.00	399.46
03/14/2023	US Bank	Analysis Service Charge	16.95	416.41
03/16/2023	Flora Designs	Member services	75.00	491.41
03/28/2023	Pacific Office Automation, Inc.	B & W copies	52.71	544.12
03/28/2023	Local Government Law Group	IGA drone cert.	286.00	830.12
03/28/2023	Baker Tilly US, LLP	Payroll calculation review-final	3,000.00	3,830.12
03/28/2023	Tenzinga	Annual License 4/23 - 3/24	2,000.00	5,830.12
03/28/2023	International Assoc. of Fire Chiefs	Marks' EMS endorsement	25.00	5,855.12
03/31/2023	Paychex Invoice	payroll processing invoice	213.20	6,068.32
Total for 760 Administration			\$6,068.32	
765 Information Technology				
03/02/2023	Apple Inc.	monthly storage	2.99	2.99
03/03/2023	JAMF Software, LLC	monthly subscription	184.00	186.99
03/09/2023	EMS Technology Solutions, LLC	Op IQ fleet mgmt licenses	120.00	306.99
03/09/2023	Centerlogic, Inc.	2.5 hrs @ \$115	287.50	594.49
03/09/2023	Kleinberg Tech	Feb. report, annual report, modifications	577.50	1,171.99
03/09/2023	Centerlogic, Inc.	Monthly billing March	1,676.50	2,848.49
03/14/2023	Firms App Ltd	monthly recurring	6.34	2,854.83
03/18/2023	CenturyLink	Main station back-up	60.00	2,914.83
03/18/2023	CenturyLink	Holbrook modem	75.00	2,989.83
03/22/2023	Intuit Quickbooks	QB Online monthly fee	85.00	3,074.83
03/26/2023	Amazon	TAK server	171.53	3,246.36
03/26/2023	Amazon	TAK server	384.76	3,631.12
03/28/2023	CenturyLink	Chapman internet	85.04	3,716.16
03/28/2023	Comcast Business	Main station IT	253.85	3,970.01
03/28/2023	Verizon Wireless	Cell phones & iPads	576.32	4,546.33
03/28/2023	AT&T Mobility	Mar. Wireless phone bill	455.91	5,002.24
03/28/2023	City of Portland	800 MHZ access	157.89	5,160.13
03/28/2023	ImageTrend	Permits - annual fee	795.68	5,955.81
03/28/2023	Spectrum VoIP	VOIP	30.56	5,986.37
03/28/2023	Centerlogic, Inc.	1.5 hrs @ \$115	172.50	6,158.87
03/28/2023	Verizon Wireless	Machine to Machine share	7.87	6,166.74

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 765 Information Technology			\$6,166.74	
770 Cleaning Materials & Supplies				
03/07/2023	Amazon	Cleaning materials	17.96	17.96
03/07/2023	Amazon	Cleaning materials	135.99	153.95
03/15/2023	Amazon	hall mirror	49.99	203.94
03/24/2023	Amazon	Water filter	69.90	273.84
03/25/2023	Amazon	cleaning supplies	147.12	420.96
03/28/2023	Ace Hardware - Scappoose	Water stain remover	15.99	436.95
Total for 770 Cleaning Materials & Supplies			\$436.95	
775 Emerg. Operating Supplies				
03/09/2023	SeaWestern Fire Apparatus	8 FLIR K65 Tactical TIC Truck Chargers @ \$787.55	6,337.20	6,337.20
03/09/2023	SeaWestern Fire Apparatus	15 Helmets and panels	4,786.70	11,123.90
03/10/2023	Rescue direct	10 carabiners, 4 petzl, 4 absorbers	1,196.68	12,320.58
03/19/2023	General Pacific, Inc.	Hard case SPIRE aircraft	715.99	13,036.57
03/28/2023	Digital Graphiti Printing LLC	Decals	432.50	13,469.07
03/28/2023	SeaWestern Fire Apparatus	16 helmet shields	1,077.20	14,546.27
03/28/2023	Life Safety Corp.	O2 cell for RAE	277.40	14,823.67
Total for 775 Emerg. Operating Supplies			\$14,823.67	
780 Building & Grounds Maint.				
03/01/2023	Overstock.com	3 lockers	1,923.72	1,923.72
03/09/2023	Columbia NW Heating & Air	install/replace thermostat	349.00	2,272.72
03/09/2023	Alonzo Yard Maintenance LLC	Chapman Station	200.00	2,472.72
03/09/2023	Alonzo Yard Maintenance LLC	Holbrook Station	200.00	2,672.72
03/09/2023	Ace Hardware - Scappoose	Tie roll, hangers, glue	60.29	2,733.01
03/28/2023	Ace Hardware - Scappoose	Exterior canopy bulbs	237.86	2,970.87
03/28/2023	Paramount Pest Control Inc.	Chapman Station pest control	110.00	3,080.87
03/28/2023	Columbia NW Heating & Air	Commercial Mnt. Agreement	1,350.00	4,430.87
03/28/2023	Paramount Pest Control Inc.	Main station inspection/control	355.00	4,785.87
03/28/2023	Aloha Overhead Door	6 receivers and transmitters	956.00	5,741.87
03/28/2023	Ace Hardware - Scappoose	Hose barb, clamp	32.86	5,774.73

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 780 Building & Grounds Maint.			\$5,774.73	
790 Training				
03/01/2023	Dahlgren's Do It Best Builder's Supply	7/16x4x8 WW OSB (60), Fir (12)	1,225.68	1,225.68
03/01/2023	ImageTrend Connect	Marks class regist.	549.00	1,774.68
03/02/2023	Dahlgren's Do It Best Builder's Supply	OSB unit cover	6.00	1,780.68
03/02/2023	ImageTrend Connect	DuBois class regist.	549.00	2,329.68
03/02/2023	ImageTrend Connect	Curio class regist.	549.00	2,878.68
03/03/2023	Fred Meyer	Fire Invest. class materials	74.14	2,952.82
03/04/2023	Uber	Vegas transport	19.95	2,972.77
03/09/2023	Ace Hardware - Scappoose	Tarp OSB	24.99	2,997.76
03/09/2023	Zach Ahlers	Reimburse meal/mileage for 2/23/23 training	60.42	3,058.18
03/09/2023	Planet Hollywood	Marks' lodging	770.98	3,829.16
03/09/2023	Heath, Maria	Reimburse for OGFOA lodging	590.64	4,419.80
03/10/2023	Uber	Vegas transport	21.93	4,441.73
03/16/2023	United Airlines	Pricher flight	506.50	4,948.23
03/16/2023	Jones & Bartlett Learning, LLC	6 Haz Mat, WldInd, 8 Fire Officer	1,604.34	6,552.57
03/19/2023	Pilot Institute	UAS training	149.00	6,701.57
03/19/2023	Pilot Institute	UAS training	149.00	6,850.57
03/19/2023	Pilot Institute	UAS training	149.00	6,999.57
03/19/2023	Pilot Institute	UAS training	149.00	7,148.57
03/20/2023	Alaska Airlines	Training airfare Bautista	80.01	7,228.58
03/20/2023	Alaska Airlines	Training airfare Bautista	397.79	7,626.37
03/21/2023	National Fire Protection Agency	Registration fee Bautista	945.00	8,571.37
03/21/2023	Pilot Institute	UAS training	149.00	8,720.37
03/23/2023	Amazon	2 Pilot handbooks	29.64	8,750.01
03/23/2023	Amazon	2 Aviation handbook	53.68	8,803.69
03/28/2023	Gordon Houston	NFPA Aerial Op Instructor	800.00	9,603.69
03/28/2023	Miller, Adam	EMT-A course tuition/fees	969.52	10,573.21
03/28/2023	Marks, Joshua	Per diem	237.00	10,810.21
03/28/2023	Pricher, Jeffrey	Denver airfare	1,167.79	11,978.00
03/28/2023	Fowler Fire LLC	Inspector 1 & 2 class reg.	525.00	12,503.00

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 790 Training			\$12,503.00	
810 Utilities				
03/09/2023	Waste Management of Oregon, Inc.	Feb garbage/recycling	136.67	136.67
03/09/2023	City of Scappoose	Water and sewer charges	370.12	506.79
03/09/2023	CRPUD	Main Station Electricity	1,011.83	1,518.62
03/09/2023	CRPUD	Boathouse Electricity	112.64	1,631.26
03/09/2023	Graybar Financial Services	Voip phones	299.25	1,930.51
03/09/2023	City of Scappoose	Water meterbase charge	37.58	1,968.09
03/09/2023	P.G.E.	Cleetwood	117.36	2,085.45
03/09/2023	Comcast	Xfinity - Acct 0162514	29.81	2,115.26
03/09/2023	Wilcox & Flegel	Furn Oil for Chapman 185 gal @ \$4.38449	811.13	2,926.39
03/27/2023	W.O.E.C.	Acct 13045001 - Mar billing	327.12	3,253.51
03/28/2023	City of Scappoose	Base water charge	37.58	3,291.09
03/28/2023	N.W. Natural Gas	Monthly charges Acct 447881-4	515.87	3,806.96
03/28/2023	City of Scappoose	Water and sewer charges	380.86	4,187.82
03/28/2023	CenturyLink	Chapman phone	61.04	4,248.86
03/28/2023	CenturyLink	Main station fax line	60.54	4,309.40
03/29/2023	CenturyLink	Chapman phone	0.02	4,309.42

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Total for 810 Utilities			\$4,309.42	
870 EMS Operations				
03/09/2023	Sasek, Dean MD	Physician Advisor - Mar 2023	691.67	691.67
03/09/2023	Airgas - USA, LLC	Standard Invoice	566.95	1,258.62
03/09/2023	Airgas - USA, LLC	Cylinder Rental	227.06	1,485.68
03/09/2023	Life-Assist, Inc.	Misc EMS supplies	688.29	2,173.97
03/09/2023	Stryker Sales Corp.	2 hr preventative maintenance stair chair	136.00	2,309.97
03/09/2023	Stryker Sales Corp.	2 hr preventative maintenance stair chair	136.00	2,445.97
03/09/2023	Stryker Sales Corp.	Gurney parts	139.53	2,585.50
03/09/2023	EMS Technology Solutions, LLC	Op IQ inventory & asset mgmt licenses	150.00	2,735.50
03/09/2023	Bound Tree Corp.	EMS supplies	61.48	2,796.98
03/09/2023	Life-Assist, Inc.	Misc EMS supplies	128.94	2,925.92
03/15/2023	North American Rescue Products	5 ready heat cell/4 reflective shells	582.30	3,508.22
03/15/2023	Mystery Ranch Ltd	RATS Coyote pack	775.20	4,283.42
03/15/2023	AED Superstore	3 suction units	4,568.55	8,851.97
03/16/2023	Fred Meyer	EMS skills training	7.29	8,859.26
03/16/2023	Phokus Research Group	Clear blood & wound cube	888.00	9,747.26
03/17/2023	North American Rescue Products	Trauma Sheet Bag	317.94	10,065.20
03/21/2023	State of Oregon	Title app 2022 Ambulance	131.50	10,196.70
03/23/2023	Airgas - USA, LLC	Credit Memo	-70.00	10,126.70
03/23/2023	Airgas - USA, LLC	Standard Invoice	70.00	10,196.70
03/28/2023	Systems Design West (SDW)	Feb.. EMS billing	1,884.19	12,080.89
03/28/2023	Life-Assist, Inc.	Misc EMS supplies	751.90	12,832.79
03/28/2023	Life-Assist, Inc.	Infusion Device x 3	5,085.00	17,917.79
03/28/2023	Stryker Sales Corp.	preventative maintenance stair chair	136.00	18,053.79
03/28/2023	Life-Assist, Inc.	Misc EMS supplies	22.10	18,075.89
03/28/2023	Stryker Sales Corp.	preventative maintenance stair chair P/L	136.00	18,211.89
03/28/2023	AED Authority	7 AEDs	15,393.00	33,604.89
03/28/2023	Airgas - USA, LLC	Standard Invoice	341.97	33,946.86
Total for 870 EMS Operations			\$33,946.86	
Total for 1.2 GENERAL FUND MATERIAL & SVC			\$107,615.98	
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment				
03/09/2023	SeaWestern Fire Apparatus	8 FLIR K65 Tactical TIC @ \$6269.05	50,184.50	50,184.50
Total for 910 CO Equipment			\$50,184.50	
Total for 1.3 GENERAL FUND CAPITL OUTLAY			\$50,184.50	
Total for 1...			\$498,236.75	
Total for 1..GENERAL FUND EXPENDITURES			\$498,236.75	

Scappoose Rural Fire Protection District

Profit and Loss Detail

March 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
3. PROPERTY FUND CAPITAL OUTLAY				
EMS Apparatus & Equipment				
03/09/2023	Braun NW Inc	2023 North Star Ambulance	13,896.78	13,896.78
03/09/2023	Braun NW Inc	2023 North Star Ambulance	200,000.00	213,896.78
03/28/2023	Braun NW Inc	2023 North Star Change Orders	400.00	214,296.78
Total for EMS Apparatus & Equipment			\$214,296.78	
Fire Apparatus & Equipment				
03/28/2023	Freefly Systems Inc.	SL8-Air Battery	3,544.50	3,544.50
03/28/2023	Freefly Systems Inc.	Astro Map	17,850.00	21,394.50
03/28/2023	Freefly Systems Inc.	UAS	15,299.15	36,693.65
03/28/2023	Freefly Systems Inc.	SL8 Charger	679.83	37,373.48
Total for Fire Apparatus & Equipment			\$37,373.48	
Total for 3. PROPERTY FUND CAPITAL OUTLAY			\$251,670.26	
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service				
03/28/2023	State of Oregon - Employment Dept.	Qrt 4 charges	33.54	33.54
Total for Liability & Service			\$33.54	
Total for 4. PERSONNEL SVC FUND EXPENSE			\$33.54	
Unapplied Cash Bill Payment Expense				
03/02/2023	US Bank	1-31-23	2,085.36	2,085.36
03/02/2023	US Bank	1-31-23	2.99	2,088.35
03/02/2023	US Bank	1-31-23	891.01	2,979.36
03/02/2023	US Bank	1-31-23	3,984.68	6,964.04
03/02/2023	US Bank	1-31-23	1,782.33	8,746.37
03/03/2023	US Bank		-5,618.63	3,127.74
03/09/2023	US Bank	2-27-23	1,290.05	4,417.79
03/09/2023	US Bank	2-27-23	79.02	4,496.81
03/09/2023	US Bank	2-27-23	665.14	5,161.95
03/09/2023	US Bank	2-27-23	559.00	5,720.95
03/09/2023	US Bank	2-27-23	3,025.42	8,746.37
03/28/2023	US Bank	3-27-23	5,725.64	14,472.01
03/28/2023	US Bank	3-27-23	1,647.30	16,119.31
03/28/2023	US Bank		-25,209.46	-9,090.15
03/28/2023	US Bank	3-27-23	1,503.64	-7,586.51
03/28/2023	US Bank	3-27-23	2,032.29	-5,554.22
03/28/2023	US Bank	3-27-23	14,300.59	8,746.37
03/29/2023	CenturyLink	Mar billing	-0.02	8,746.35
Total for Unapplied Cash Bill Payment Expense			\$8,746.35	
Total for Expenses			\$758,686.90	
Net Income			\$ -561,209.02	

BUDGET VS ACTUAL

Scappoose Rural Fire Protection District

Budget vs. Actuals: FY2022-23 Budget - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	2,600,644.69	2,310,420.00	290,224.69	112.56 %
Conflagration	46,028.15	30,000.00	16,028.15	153.43 %
EMS Receipts	600,039.92	634,781.00	-34,741.08	94.53 %
Fire Marshal	2,898.80	1,000.00	1,898.80	289.88 %
FireMed	21,726.25	20,000.00	1,726.25	108.63 %
G.E.M.T. (Medicaid)	150,791.20	50,000.00	100,791.20	301.58 %
Gas Royalties		20,000.00	-20,000.00	
Grant Awards	33,164.04	1,000.00	32,164.04	3,316.40 %
Interest Earned on Investments	51,339.78	5,000.00	46,339.78	1,026.80 %
Miscellaneous Revenue	38,054.30	60,528.00	-22,473.70	62.87 %
Property Taxes				
Taxes - Current				
Local Option Levy	2,924,185.44	2,897,007.00	27,178.44	100.94 %
Permanent Rate Levy	1,610,693.20	1,629,565.00	-18,871.80	98.84 %
Total Taxes - Current	4,534,878.64	4,526,572.00	8,306.64	100.18 %
Taxes - Prior Years	101,826.55	85,000.00	16,826.55	119.80 %
Total Property Taxes	4,636,705.19	4,611,572.00	25,133.19	100.55 %
Total 1. GENERAL FUND REVENUES	8,181,392.32	7,744,301.00	437,091.32	105.64 %
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	1,285.71		1,285.71	
Grant Award	10,000.00	1,000.00	9,000.00	1,000.00 %
Total 2. GRANT FUND REVENUE	11,285.71	1,000.00	10,285.71	1,128.57 %
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	156,550.53	163,099.00	-6,548.47	95.98 %
Grant Income	200,000.00		200,000.00	
Interest Earned on Investments	6,977.60		6,977.60	
Transfers In	355,000.00	355,000.00	0.00	100.00 %
Total 3. PROPERTY FUND REVENUES	718,528.13	518,099.00	200,429.13	138.69 %
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	106,665.64	58,128.00	48,537.64	183.50 %
Interest Earned on Investments	2,380.67		2,380.67	
Transfers In	100,000.00	100,000.00	0.00	100.00 %
Total 4. PERSONNEL SVCS FUND REVEN	209,046.31	158,128.00	50,918.31	132.20 %
Total Income	\$9,120,252.47	\$8,421,528.00	\$698,724.47	108.30 %
GROSS PROFIT	\$9,120,252.47	\$8,421,528.00	\$698,724.47	108.30 %
Expenses				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				

Scappoose Rural Fire Protection District

Budget vs. Actuals: FY2022-23 Budget - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
550 Insurance	428,054.80	688,500.00	-260,445.20	62.17 %
560 Personnel Salaries	2,047,000.07	2,896,854.00	-849,853.93	70.66 %
570 SocSec/Medicare(FICA)	155,425.51	221,609.00	-66,183.49	70.14 %
580 Volunteer Services	5,911.89	20,000.00	-14,088.11	29.56 %
590 Personnel Benefits	533,590.82	781,810.00	-248,219.18	68.25 %
Total 1.1 GENERAL FUND PERSONNEL SVCS	3,169,983.09	4,608,773.00	-1,438,789.91	68.78 %
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	50,567.65	55,000.00	-4,432.35	91.94 %
680 Communications Maintenance	2,938.26	15,000.00	-12,061.74	19.59 %
720 Public Fire Services	11,571.29	20,000.00	-8,428.71	57.86 %
730 Property & Liability Insur.	66,148.00	70,000.00	-3,852.00	94.50 %
740 Uniforms	6,898.51	20,000.00	-13,101.49	34.49 %
750 Maintenance on Equipment	84,068.40	150,000.00	-65,931.60	56.05 %
760 Administration	44,134.13	56,000.00	-11,865.87	78.81 %
765 Information Technology	86,447.43	120,000.00	-33,552.57	72.04 %
770 Cleaning Materials & Supplies	3,398.56	5,000.00	-1,601.44	67.97 %
775 Emerg. Operating Supplies	45,959.51	80,000.00	-34,040.49	57.45 %
780 Building & Grounds Maint.	43,607.34	114,000.00	-70,392.66	38.25 %
790 Training	79,848.13	85,000.00	-5,151.87	93.94 %
810 Utilities	25,040.89	40,000.00	-14,959.11	62.60 %
870 EMS Operations	92,794.70	160,000.00	-67,205.30	58.00 %
Total 1.2 GENERAL FUND MATERIAL & SVC	643,422.80	990,000.00	-346,577.20	64.99 %
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	103,000.09	225,528.00	-122,527.91	45.67 %
Total 1.3 GENERAL FUND CAPITL OUTLAY	103,000.09	225,528.00	-122,527.91	45.67 %
1.4 GENERAL FUND DEBT				
930 Debt Service Interest	4,260.54		4,260.54	
930 Debt Service Principal	59,392.18	65,000.00	-5,607.82	91.37 %
Total 1.4 GENERAL FUND DEBT	63,652.72	65,000.00	-1,347.28	97.93 %
Total 1...	3,980,058.70	5,889,301.00	-1,909,242.30	67.58 %
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	100,000.00	100,000.00	0.00	100.00 %
Transfers to Property Fund	355,000.00	355,000.00	0.00	100.00 %
Total 1.5 GENERAL FUND TRANSFER OUT	455,000.00	455,000.00	0.00	100.00 %
1.6 GENERAL FUND CONTINGENCY		400,000.00	-400,000.00	
1.7 GENERAL RESERVED FOR FUTURE		1,000,000.00	-1,000,000.00	
Total 1..GENERAL FUND EXPENDITURES	4,435,058.70	7,744,301.00	-3,309,242.30	57.27 %
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	10,000.00	1,000.00	9,000.00	1,000.00 %
Total 2. GRANT FUND EXPENSE	10,000.00	1,000.00	9,000.00	1,000.00 %
3. PROPERTY FUND CAPITAL OUTLAY				

Scappoose Rural Fire Protection District

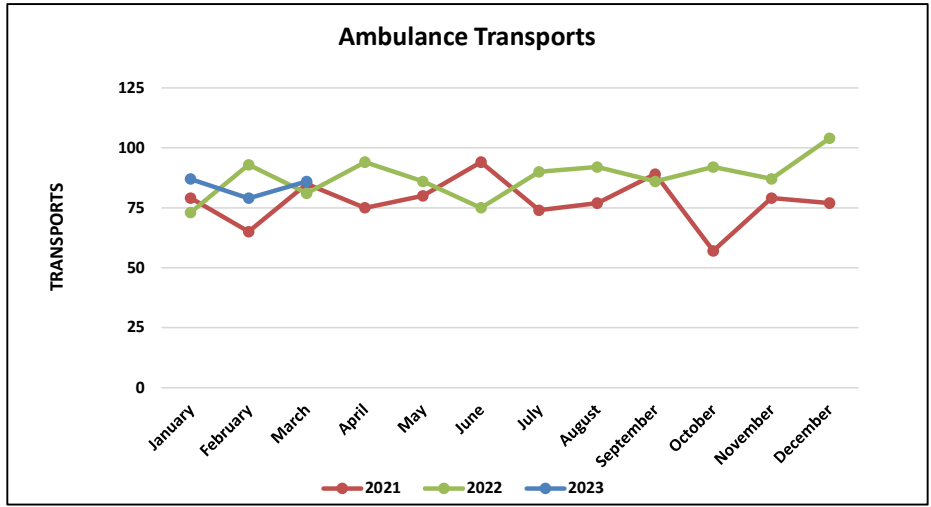
Budget vs. Actuals: FY2022-23 Budget - FY23 P&L

July 2022 - June 2023

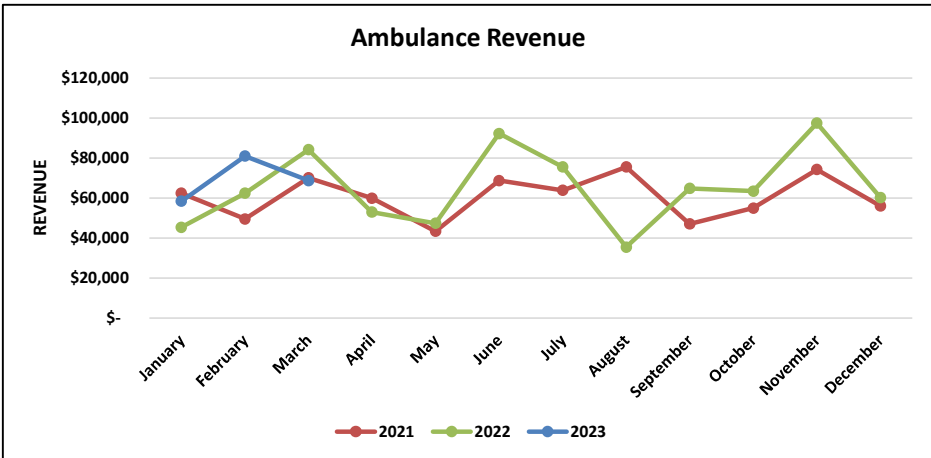
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
EMS Apparatus & Equipment	238,434.82	220,599.00	17,835.82	108.09 %
Fire Apparatus & Equipment	37,373.48	250,000.00	-212,626.52	14.95 %
Miscellaneous Real Property		47,500.00	-47,500.00	
Total 3. PROPERTY FUND CAPITAL OUTLAY	275,808.30	518,099.00	-242,290.70	53.23 %
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	4,669.00	150,000.00	-145,331.00	3.11 %
Reserved for Future Expenses		8,128.00	-8,128.00	
Total 4. PERSONNEL SVC FUND EXPENSE	4,669.00	158,128.00	-153,459.00	2.95 %
Unapplied Cash Bill Payment Expense	-364.25		-364.25	
Total Expenses	\$4,725,171.75	\$8,421,528.00	\$ -3,696,356.25	56.11 %
NET OPERATING INCOME	\$4,395,080.72	\$0.00	\$4,395,080.72	0.00%
NET INCOME	\$4,395,080.72	\$0.00	\$4,395,080.72	0.00%

**AMBULANCE BILLING
&
TRANSPORT REPORT**

Month	2021	2022	2023
January	79	73	87
February	65	93	79
March	85	81	86
April	75	94	
May	80	86	
June	94	75	
July	74	90	
August	77	92	
September	89	86	
October	57	92	
November	79	87	
December	77	104	



Month	2021	2022	2023
January	\$ 62,433	\$ 45,385	\$ 58,387
February	\$ 49,564	\$ 62,509	\$ 81,019
March	\$ 70,213	\$ 84,303	\$ 68,763
April	\$ 59,929	\$ 52,956	
May	\$ 43,379	\$ 47,415	
June	\$ 68,789	\$ 92,324	
July	\$ 63,882	\$ 75,581	
August	\$ 75,612	\$ 35,455	
September	\$ 47,015	\$ 64,803	
October	\$ 55,047	\$ 63,485	
November	\$ 74,287	\$ 97,509	
December	\$ 56,095	\$ 60,188	



**MONTHLY RESPONSE
&
ACTIVITY REPORTS**

MONTHLY REPORT

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



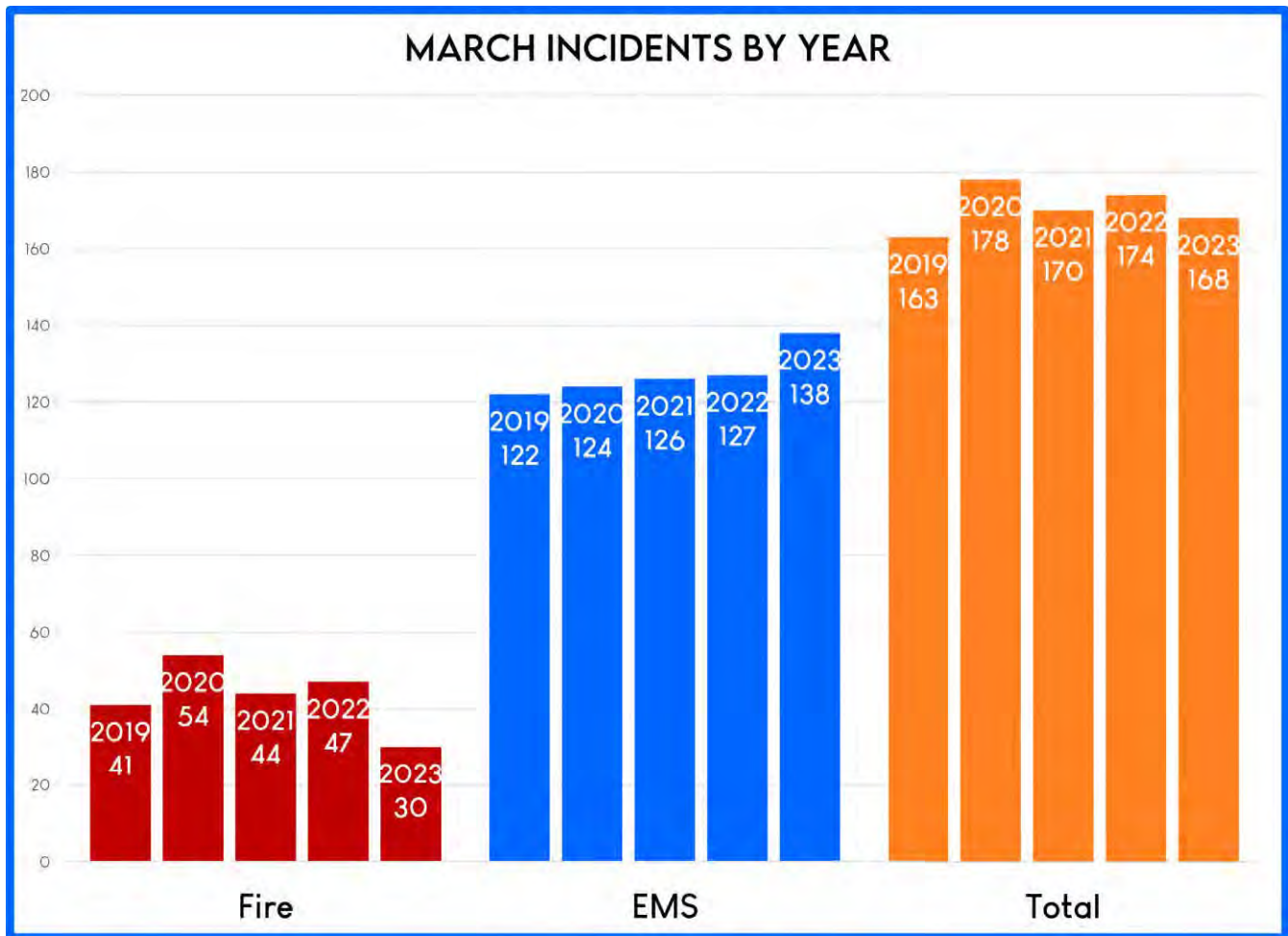
MARCH 2023

For the month of March, the ratio of EMS incidents to Fire incidents was 82% to 18% respectively. Total EMS related calls for the month were 138, including a total of 143 patients treated, with 86 of those transported to area hospitals. COVID-19 was suspected or confirmed in 0 patients.

Approximately 48% of the total call volume (168 incidents) represents overlapping calls (at least one other call in progress). Approximately 25% (14 incidents) of the 55 incidents that occurred during the hours of 8 PM to 8 AM represents overlapping calls. 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 168, with a total of 331 apparatus responses spending 216 hours and 42 minutes of time. Total Fire & EMS incidents for the same month in 2022 was 174. There were 3.45% less calls this month compared to the same month last year.

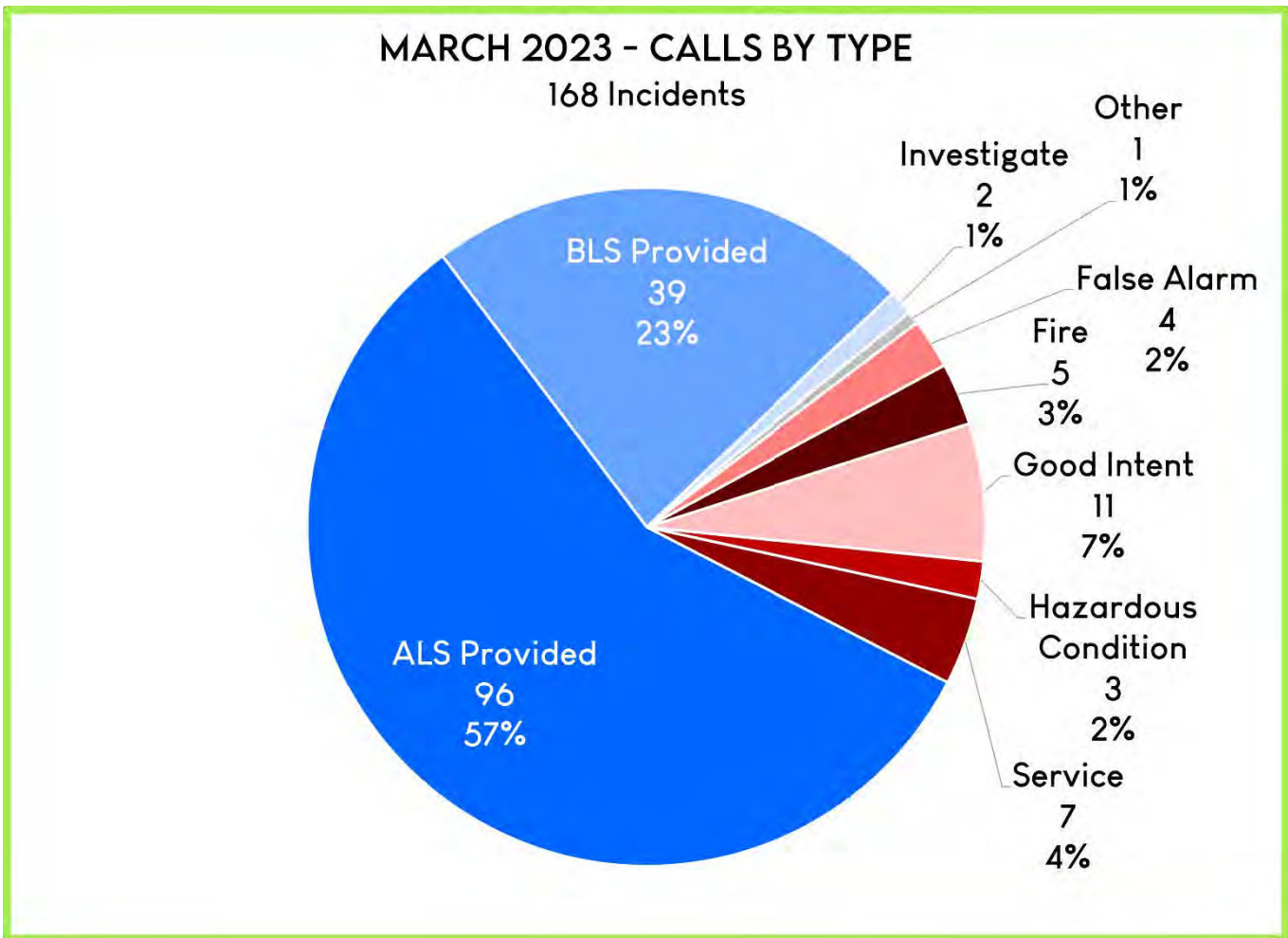
For the month of March, SRFD averaged 0.97 Fire calls per day and 4.45 EMS calls per day for an overall daily average of 5.42 calls per day.



FIRE AND EMS CALL BREAKDOWN FOR MARCH 2023

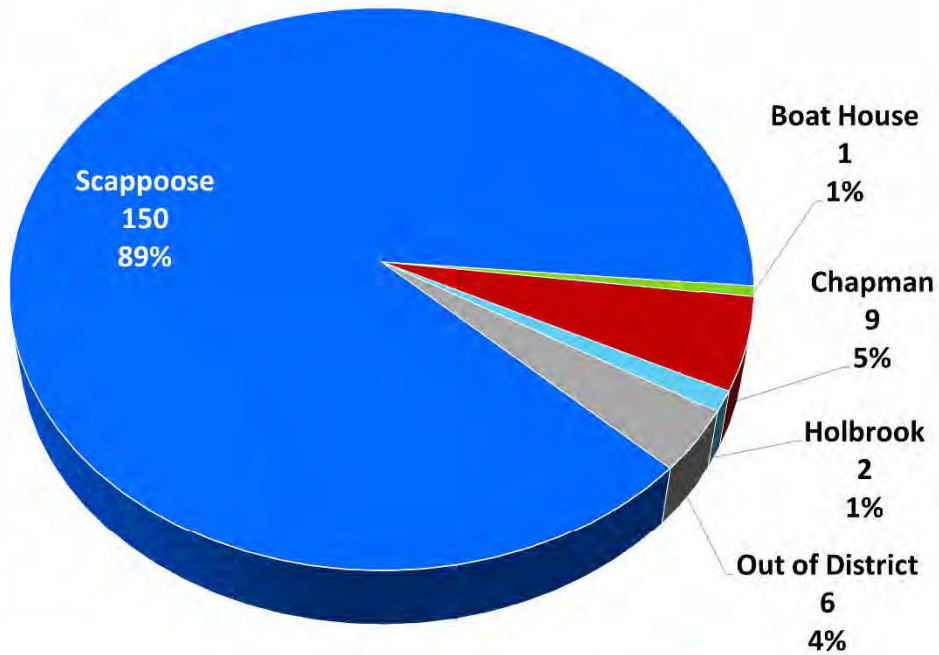
Fires	5
Hazardous Condition	3
Service Call	7
Good Intent	11
Other Assistance	0
False Alarm	4
FIRE CALLS TOTAL	30

ALS Provided	96
BLS Provided	39
Investigate	2
Cancelled	0
Other Assistance	1
EMS CALLS TOTAL	138



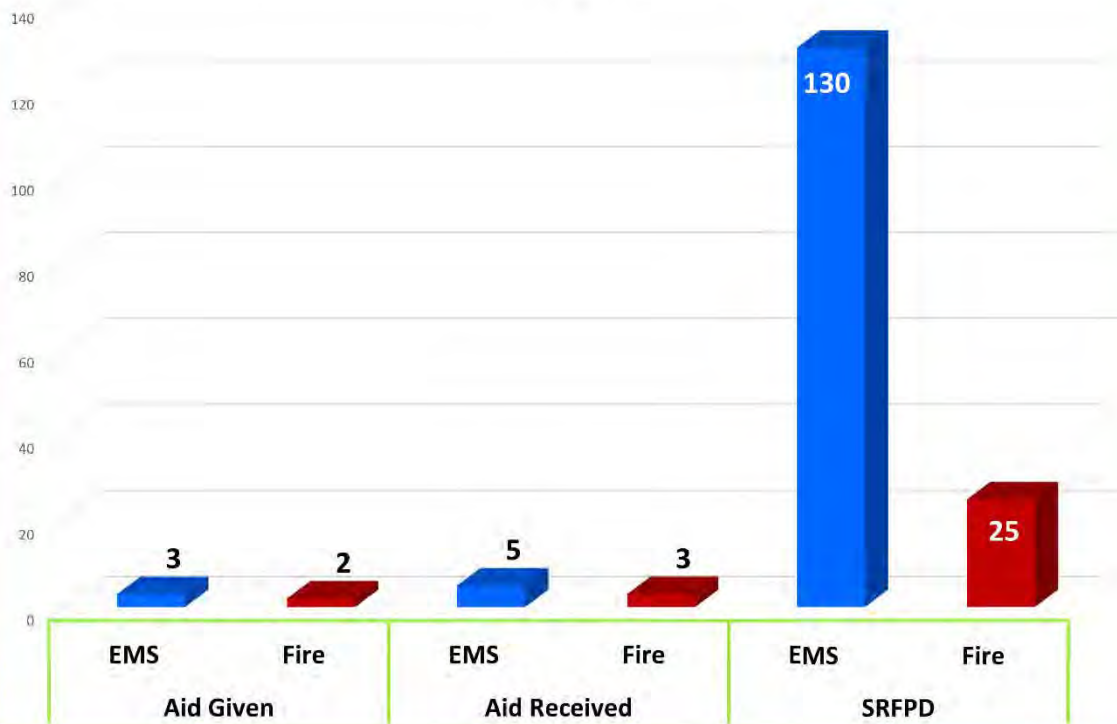
MARCH 2023 - INCIDENTS BY STATION

168 Incidents with 331 Apparatus Responses

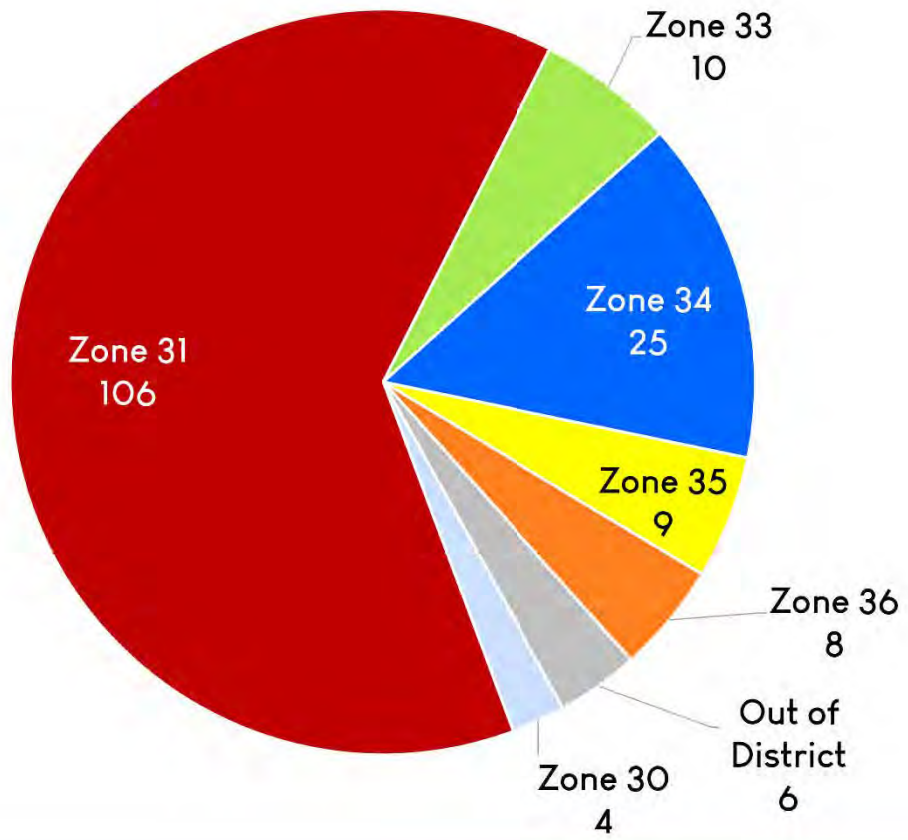


INCIDENTS BY RESPONDING JURISDICTION

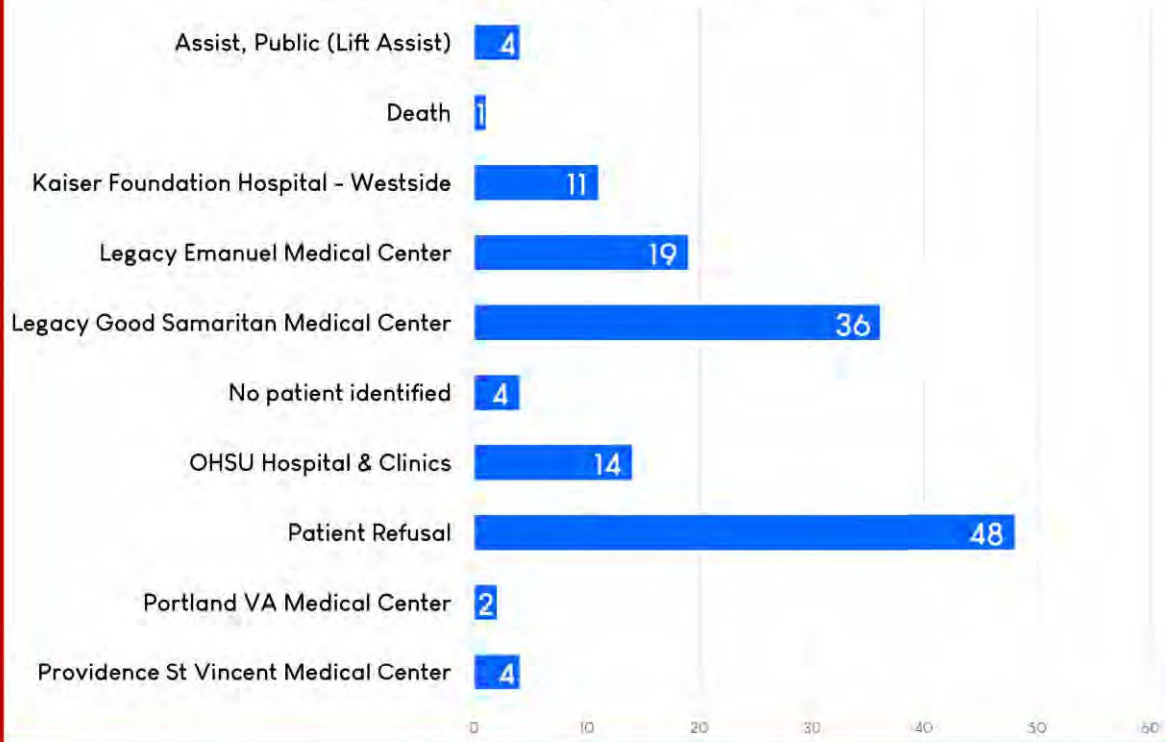
March 2023



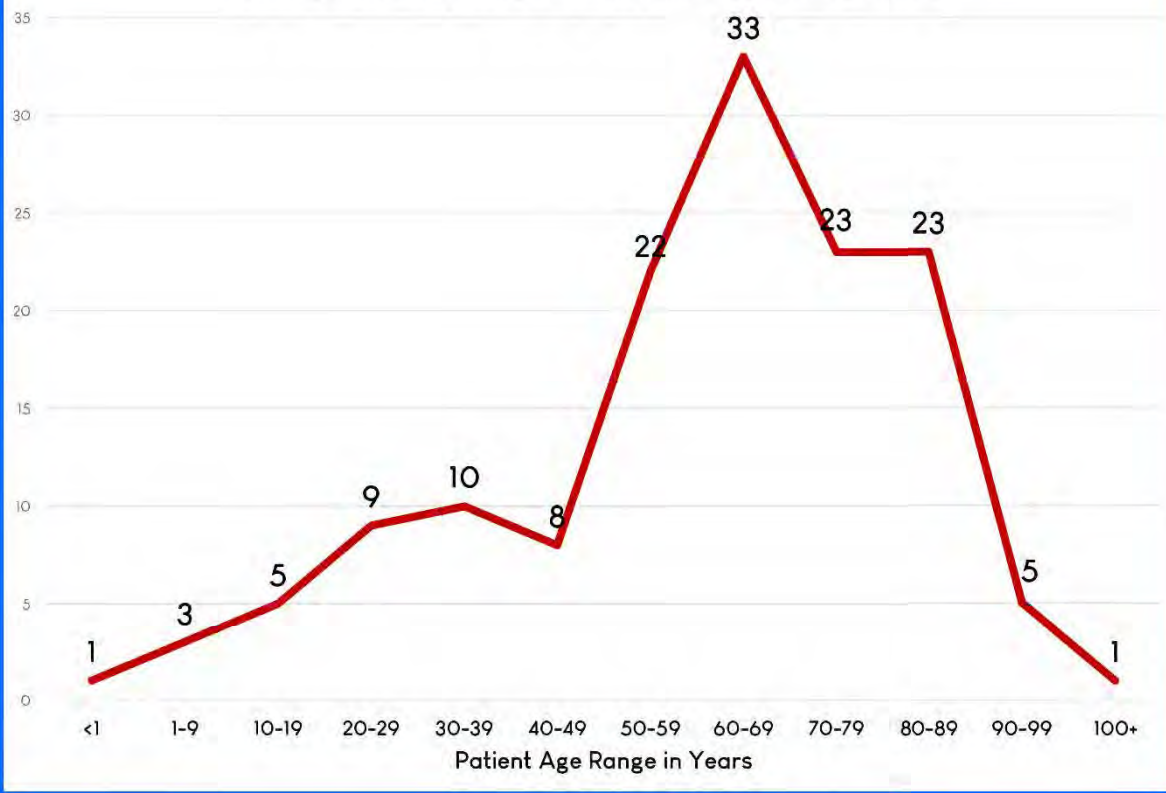
MARCH 2023 - INCIDENTS BY ZONE



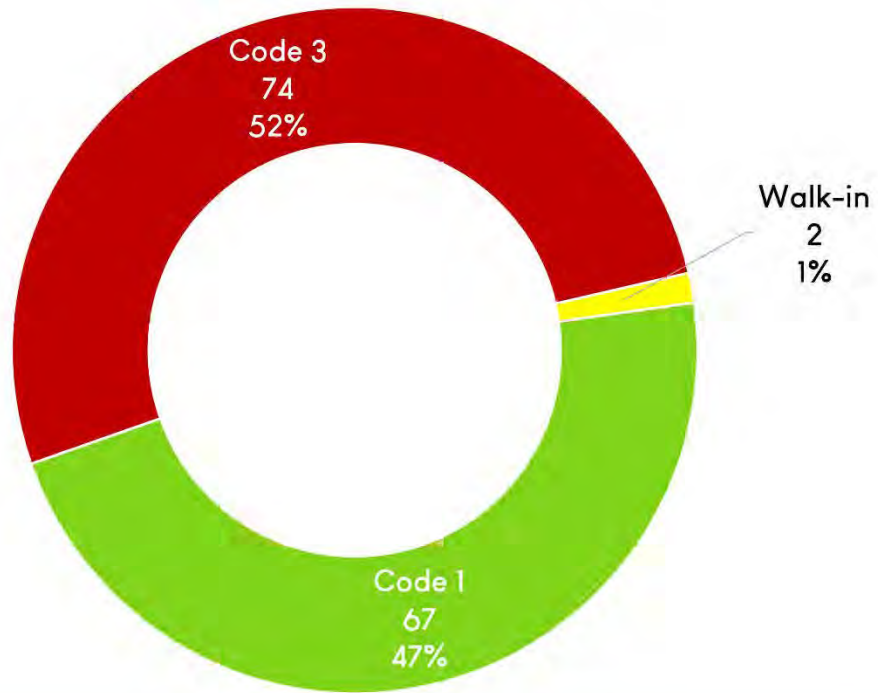
MARCH 2023 - PATIENT DISPOSTION 143 PATIENTS TREATED; 86 TRANSPORTED



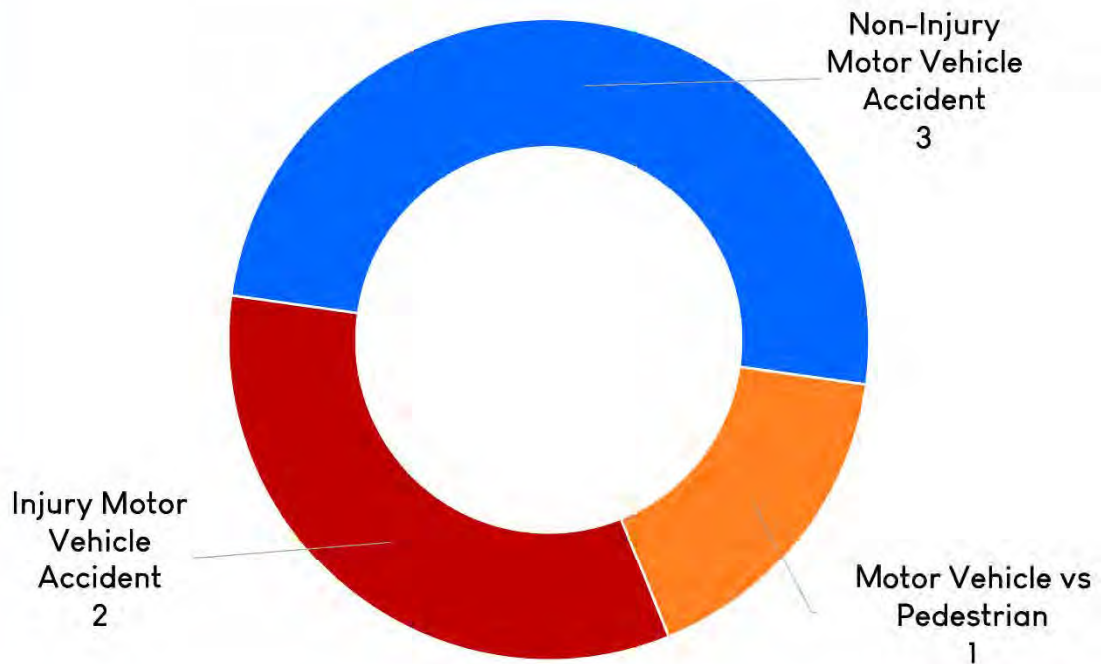
MARCH 2023 AGE OF 143 PATIENTS TREATED

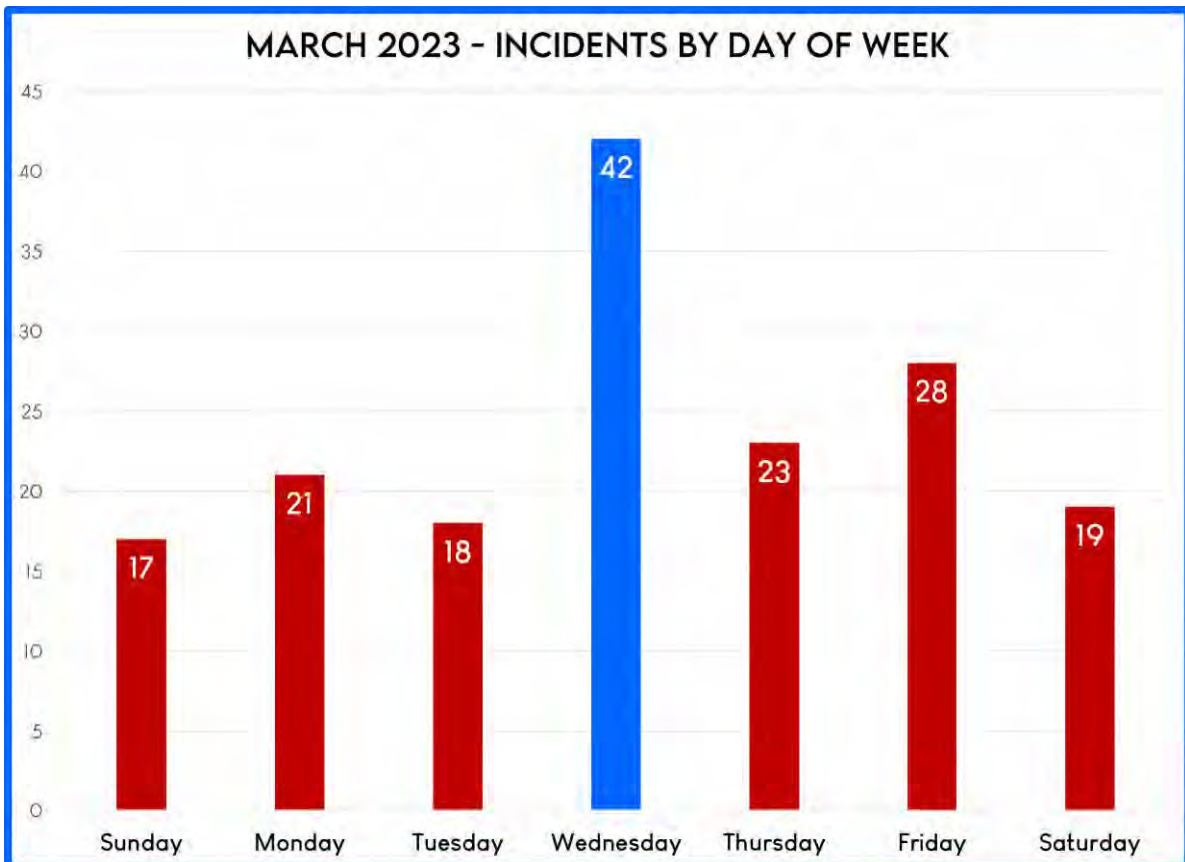
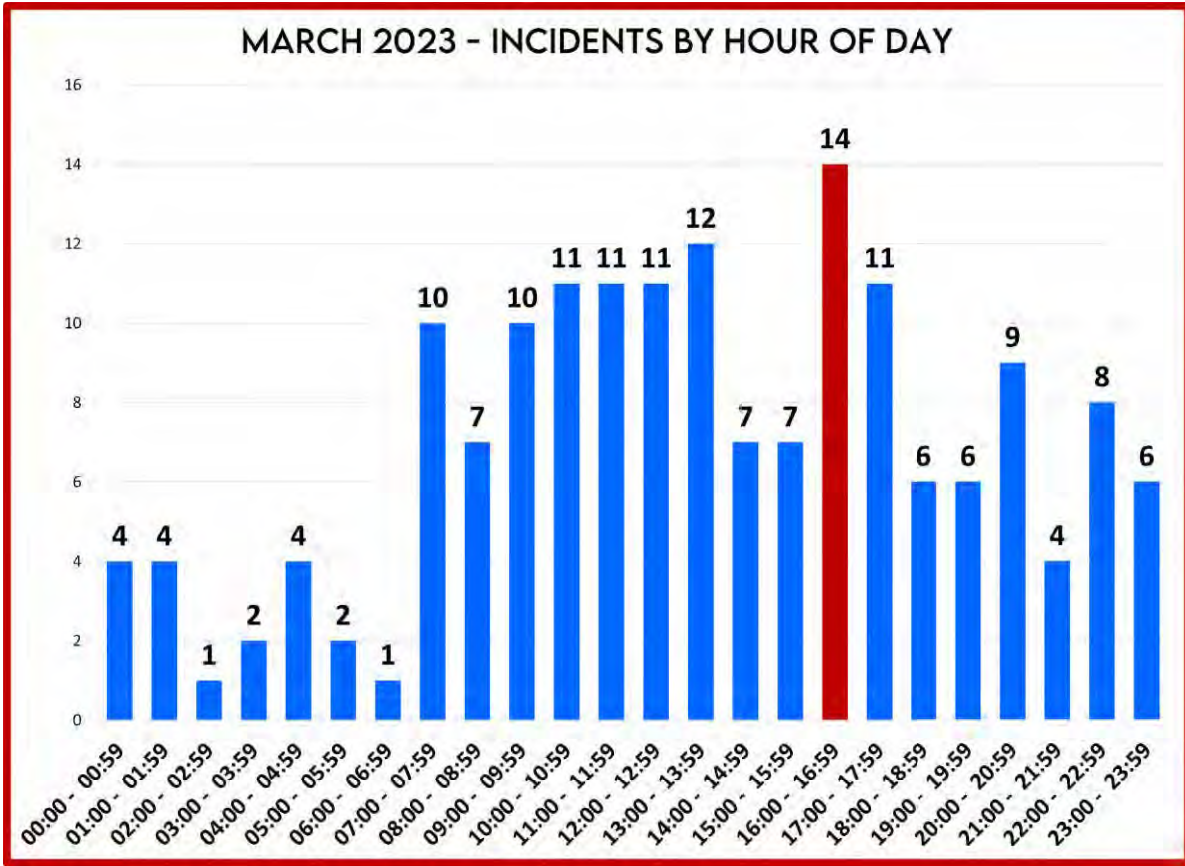


MARCH 2023 - EMS RESPONSE MODE

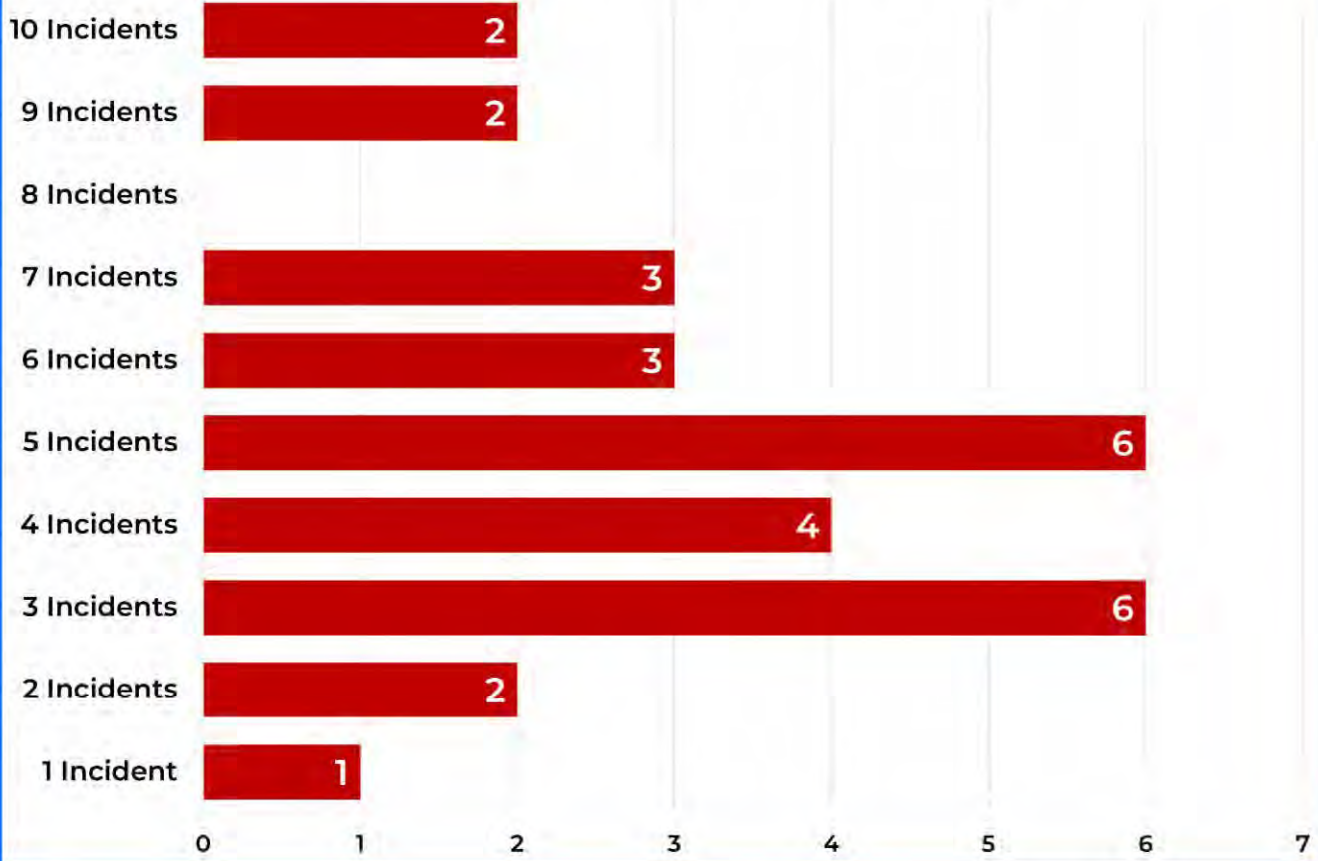


MARCH 2023 - 6 MOTOR VEHICLE ACCIDENTS



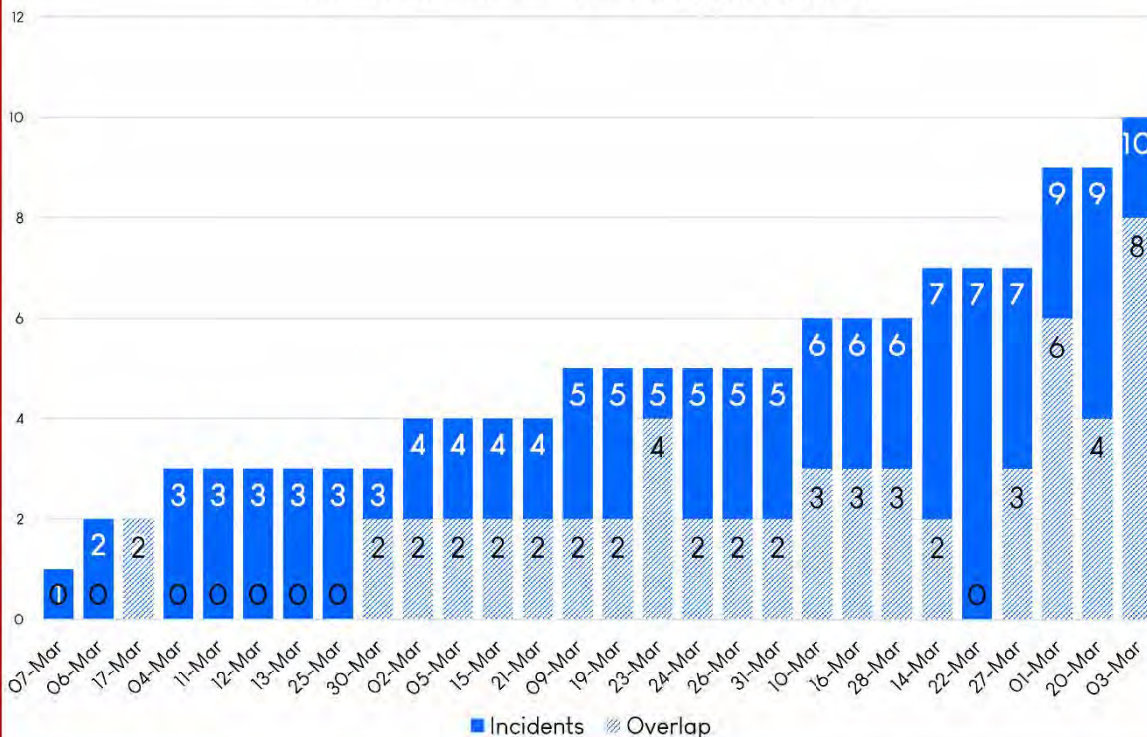


MARCH 2023 - INCIDENT COUNT BY DAYS



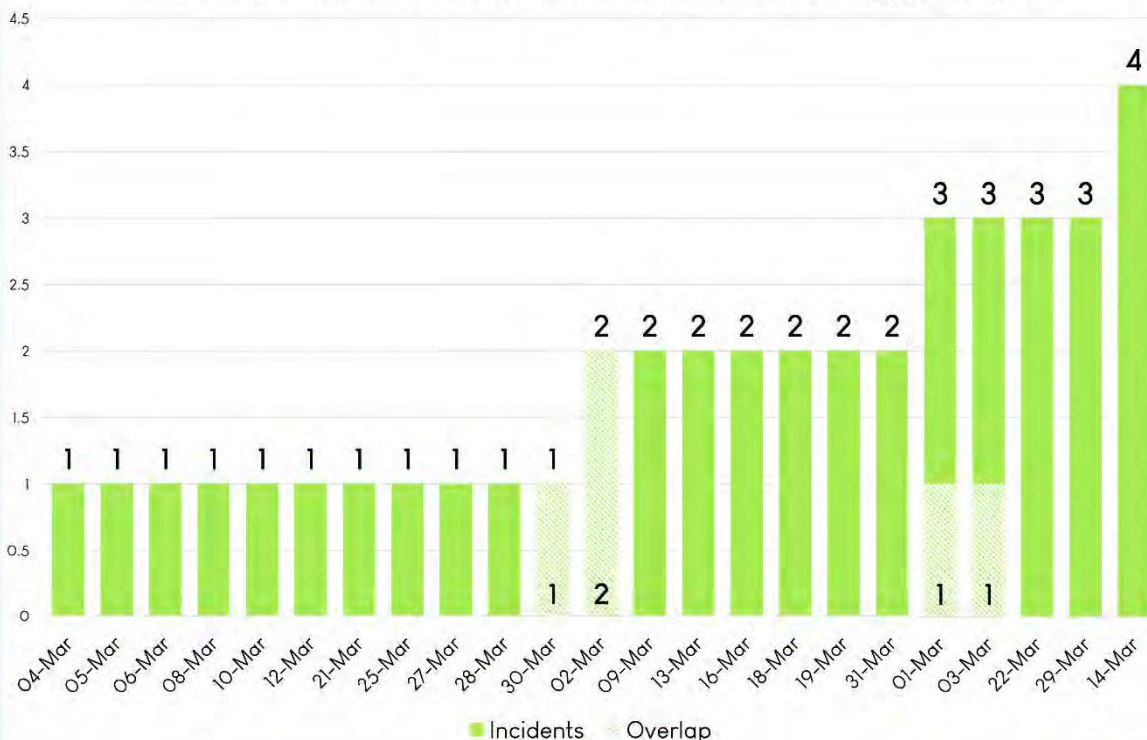
MARCH 2023 - DATES AND OVERLAPPING INCIDENTS

168 Incidents with 81 Overlapping (48%)



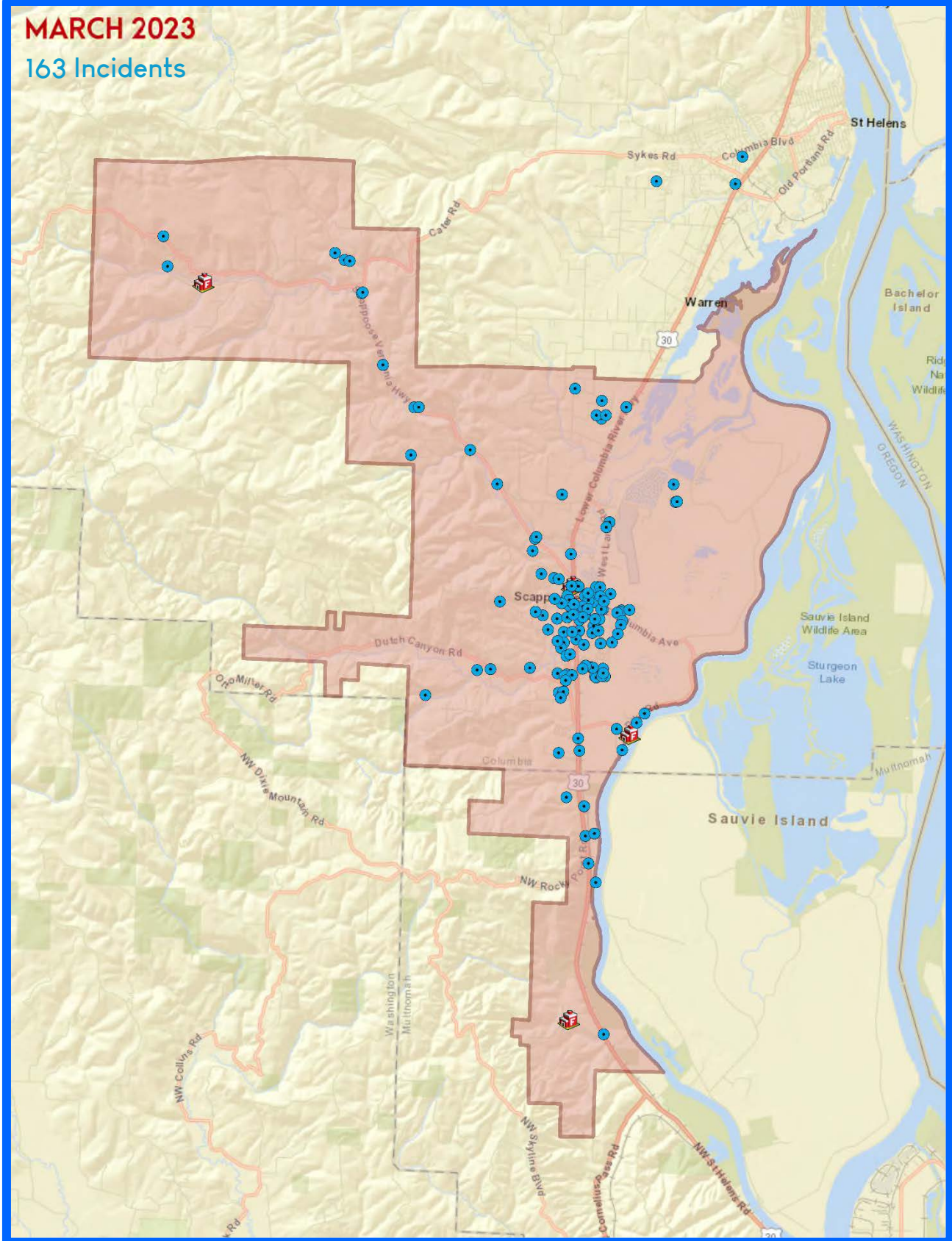
MARCH 2023 - DATES AND OVERLAPPING INCIDENTS

Calls from 8 PM to 8 AM; 55 Incidents with 14 Overlapping (25%)



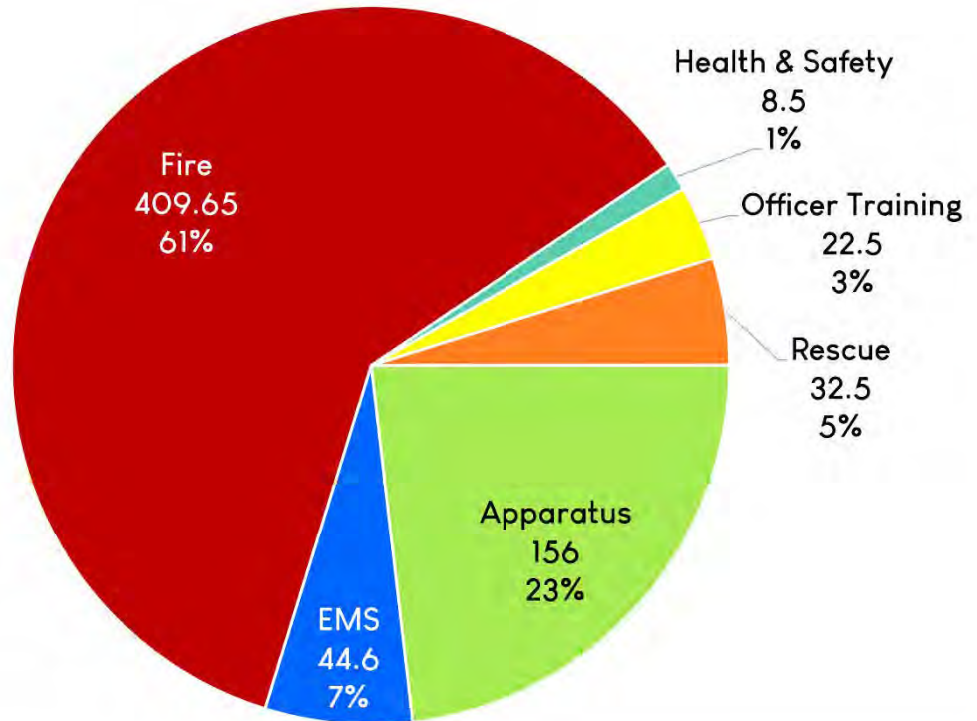
MARCH 2023

163 Incidents

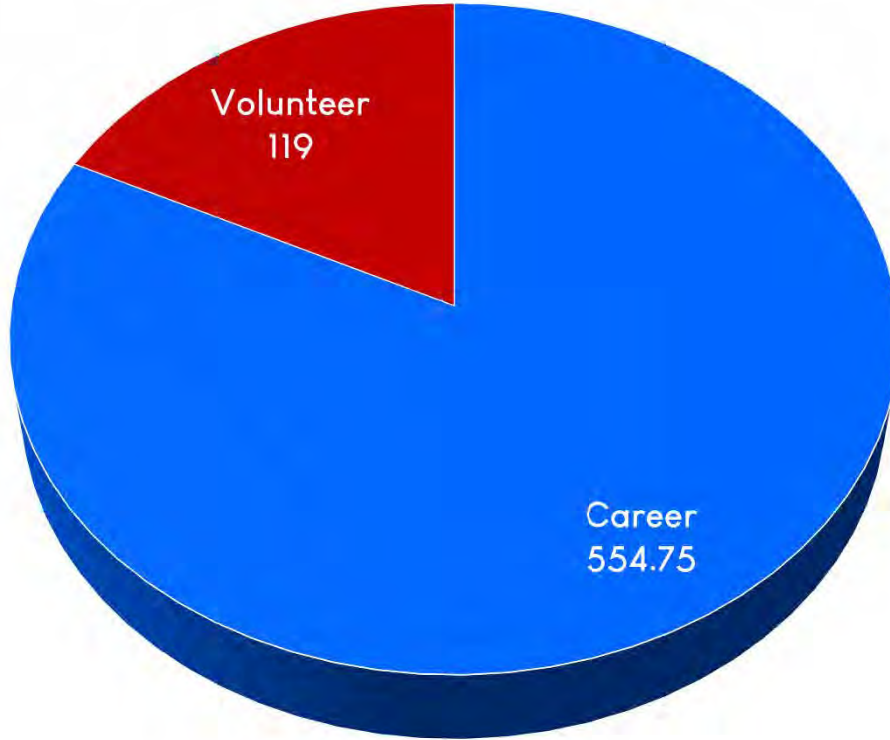


MARCH 2023 - TRAINING HOURS BY CATEGORY

673.75 Total Hours



MARCH 2023 - VOLUNTEER & CAREER TRAINING HOURS



MARCH_FLIGHTS_2023

Flight #1	2023-03-31 08:57:08 Mar 31st, Burkhardt_Ct_Fire3	Air Time: 00:22:31 Total Mileage (Miles): 0	Max Altitude (Feet): 122.0 Max Distance (Miles): 0
Takeoff Lat/Long: 45.541428,-122.784256 Above Sea Level (Feet): 524.2		Flight App: Explorer	
Battery Name: Bat-EVO2-004		Takeoff Bat: 100% Takeoff mAh: 6896 Takeoff Volts: 13.015	Landing Bat: 39% Landing mAh: 2642 Landing Volts: 11.086
Takeoff Degrees/Minutes/Seconds: 45° 32'29.14"N,122° 47'3.32"W			
Photos: 229 Avg Wind: 4.8		Videos: 0 Max Gust: 21.8	
Drone Name: EVO_2_UR4WX		Drone Type: EVO2	
Weather Summary: Overcast			

Flight #2	2023-03-31 08:31:20 Mar 31st, Burkhardt_Ct_Fire2	Air Time: 00:24:18 Total Mileage (Miles): 1	Max Altitude (Feet): 90.0 Max Distance (Miles): 0
Takeoff Lat/Long: 45.541420,-122.784264 Above Sea Level (Feet): 524.2		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 97% Takeoff mAh: 6174 Takeoff Volts: 12.621	Landing Bat: 27% Landing mAh: 1680 Landing Volts: 10.836
Takeoff Degrees/Minutes/Seconds: 45° 32'29.11"N,122° 47'3.35"W			
Photos: 307 Avg Wind: 10.4		Videos: 0 Max Gust: 16.7	
Drone Name: EVO_2_UR4WX		Drone Type: EVO2	
Weather Summary: Overcast			

Flight #3	2023-03-31 08:28:29 Mar 31st, Burkhardt_Ct_Fire1	Air Time: 00:00:45 Total Mileage (Miles): 0	Max Altitude (Feet): 21.7 Max Distance (Miles): 0
Takeoff Lat/Long: 45.541458,-122.784264 Above Sea Level (Feet): 524.6		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 100% Takeoff mAh: 6366 Takeoff Volts: 12.898	Landing Bat: 98% Landing mAh: 6230 Landing Volts: 12.169
Takeoff Degrees/Minutes/Seconds: 45° 32'29.25"N,122° 47'3.35"W			
Photos: 0 Avg Wind: 0.0		Videos: 0 Max Gust: 0.0	
Drone Name: EVO_2_UR4WX		Drone Type: EVO2	
Weather Summary: Overcast			

Flight #4	2023-03-30 10:48:54 Mar 30th, 2023 Birch_Fire#2	Air Time: 00:21:39 Total Mileage (Miles): 1	Max Altitude (Feet): 161.2 Max Distance (Miles): 0
Takeoff Lat/Long: 45.858395,-123.171066 Above Sea Level (Feet): 608.7		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 100% Takeoff mAh: 6276 Takeoff Volts: 12.541	Landing Bat: 38% Landing mAh: 2388 Landing Volts: 11.016
Takeoff Degrees/Minutes/Seconds: 45° 51'30.22"N,123° 10'15.84"W			
Photos: 223 Avg Wind: 5.0		Videos: 0 Max Gust: 11.7	
Drone Name: EVO_2_UR4WX		Drone Type: EVO2	
Weather Summary: Overcast			

Flight #5	2023-03-30 10:32:52 Mar 30th, 2023 Birch_Fire#1	Air Time: 00:14:46 Total Mileage (Miles): 0	Max Altitude (Feet): 93.2 Max Distance (Miles): 0
Takeoff Lat/Long: 45.858379,-123.171066 Above Sea Level (Feet): 608.8		Flight App: Explorer	
Battery Name: EVO2-0002		Takeoff Bat: 71% Takeoff mAh: 4668 Takeoff Volts: 11.774	Landing Bat: 27% Landing mAh: 1746 Landing Volts: 10.811
Takeoff Degrees/Minutes/Seconds: 45° 51'30.17"N,123° 10'15.84"W			
Photos: 135 Avg Wind: 2.8		Videos: 0 Max Gust: 6.7	
Drone Name: EVO_2_UR4WX		Drone Type: EVO2	
Weather Summary: Overcast			

Flight #6	2023-03-08 17:05:49 Mar 8th, 2023 3rd_St_Fire	Air Time: 00:13:19 Total Mileage (Miles): 0	Max Altitude (Feet): 108.1 Max Distance (Miles): 0
Takeoff Lat/Long: Above Sea Level (Feet): 59.8	45.755131,-122.875343	Flight App: Explorer	
Battery Name: EVO2-0003	Takeoff Bat: 56% Takeoff mAh: 3662 Takeoff Volts: 11.518	Landing Bat: 15% Landing mAh: 936 Landing Volts: 10.613	
Takeoff Degrees/Minutes/Seconds: 45° 45' 18.47"N, 122° 52' 31.24"W			
Photos: 108 Avg Wind: 1.9	Videos: 0 Max Gust: 4.6	Drone Name: EVO_2_UR4WX Weather Summary: Overcast	Drone Type: EVO2

Flight #7	2023-03-08 16:51:08 Mar 8th, 2023 3rd_St_Fire	Air Time: 00:13:37 Total Mileage (Miles): 1	Max Altitude (Feet): 122.0 Max Distance (Miles): 0
Takeoff Lat/Long: Above Sea Level (Feet): 59.8	45.755161,-122.875328	Flight App: Explorer	
Battery Name: EVO2-0001	Takeoff Bat: 61% Takeoff mAh: 3884 Takeoff Volts: 11.563	Landing Bat: 18% Landing mAh: 1118 Landing Volts: 10.743	
Takeoff Degrees/Minutes/Seconds: 45° 45' 18.58"N, 122° 52' 31.18"W			
Ground Weather Summary: Mostly Cloudy			
Photos: 121 Avg Wind: 5.8	Videos: 0 Max Gust: 13.0	Drone Name: EVO_2_UR4WX	Drone Type: EVO2

Item #8	Total	Air Time: 03:11:55 Total Mileage (Miles): 3	
Photos: 1123	Videos: 0		

Flights Using Drone_Sense

Name	CreateDate	CreateTime	FlightHours	DroneModel	DroneName	TakeoffLatitude	TakeoffLongitude
FQLKK	3/27/23	2:42 PM	0.06	Evo	UR4RX	45.76193	-122.87904
F56PY	3/27/23	2:35 PM	0.01	Evo	UR4RX	45.76182	-122.87904
F91IE	3/26/23	12:55 PM	0.33	Matrice 30T	UR4FR	45.700983	-121.530356
F2K94	3/25/23	9:43 AM	0.07	Matrice 30T	UR4FR	45.700968	-121.530374
FB5SK	3/17/23	11:28 AM	0.07	Matrice 30T	UR4FR	45.764747	-122.892951
FDJRJ	3/15/23	9:20 AM	0.06	Evo	UR4RX	45.761623	-122.87907
FPUXP	3/15/23	9:10 AM	0.14	Evo	UR4RX	45.76161	-122.87904
FCY52	3/15/23	9:00 AM	0.03	Evo	UR4RX	45.761677	-122.87895
FYTGQ	3/8/23	11:51 PM	0.01	Matrice 30T	UR4FR	45.764667	-122.892895
FBBXN	3/8/23	11:36 PM	0.03	Matrice 30T	UR4FR	45.764666	-122.892879

STAFF REPORTS

Fire Chief Report April

Meetings Attended

Date	Topic	Date	Topic
3/1/23	Association Mtg	3/15/22	Marker mtg with CAL Fire and DS
3/2/23	Officers Meeting	3/16/22	C43 & 4302 mtg at CCOM
3/2/23	Cascade Tissue Mtg	3/16/22	Presenting to IAAI PDX
3/2/23	RDPO Fire & EMS WG	3/16/22	Operations Cmte mtg
3/2/23	Fire Station MTG with City	3/16/22	AUVSI Board mtg
3/3/23	SAFER MTG with county Chief's	3/17/22	Mtg with FreeFly about Grant
3/6/23	OMIC Inspection	3/20/22	New Ambulance P/U and Inspection
3/6/23	Rail MTG with Port of Col. County	3/21/22	Colonial Insurance Mtg
3/6/23	RDPO Steering Committee MTG	3/22/22	Meeting with Dir Gift
3/7/23	Meeting with Mult Co EM (CWPP)	3/28/22	Prep for Radio Conference with DS
3/7/23	Admin Meeting	3/28/22	Fire Service working group mtg
3/7/23	Fire Boat screen mtg	3/29/22	DeDrone Meeting
3/8/23	MTG with OSFM re agreement	3/29/22	Budget mtg
3/8/23	Cascade Tissue Inspection	3/29/22	Cascade Tissue Inspection
3/9/23	Board Mtg	3/29/22	OMIC Inspection
3/10/23	Meeting with OEM RE SPIRE Grant	3/29/22	Cascade Tissue Inspection
3/13/23	Fire Defense Board MTG	3/30/22	Labor Mgt Meeting
3/14/23	SharePoint Training	3/30/22	Mult Co EM Meeting (CWPP)
3/14/23	FIT Meeting	3/30/22	Columbia Co. EM Meeting

Hours Worked March: 220 Hours

On Call in January: 168 Hours (Call shifts minus office time)

TOTAL HOURS: 388

Training

Share Point

FIT Training in Beaverton

Projects

EMS Boundaries Multnomah County – *In Progress*

Draft Strategic Plan – *In Progress*

Fire Station Project ~ *In Progress*

OSFM HMEP Grant 2021 ~ *Completed UAS, still working on training grant*

UASI Grant for UAS Training ~ *Training Scheduled for May*

UASI Grant for UAS Detection for LEWG ~ *Ordered equipment, supply chain delay*

SHSGP ~ *Submitted an additional document for FEMA review before funds are to be released*

Senate Discretionary spending request ~ *Working on paperwork*

2022 AFG Grants ~ *Working through both projects, update on one in this board meeting*

Tender Project ~ *In progress*

Engine Project ~ *In Progress*

Thankfully, the month of March with respect to call volume seems to have normalized based on previous years call volumes. Unfortunately, the crews were still stretched, then between training and the number of overlapping calls. Overlapping calls seem to be our greatest challenge at the time. The Chiefs have been spending a lot of time working on potential solutions in the next fiscal year. I'm trying to combat these overlapping calls for daytime responses.

The admin team, in addition to significant assistance from former finance administrator Janine, has been working hard to put together a budget package that is balanced, reasonable, and puts forth the long-term strategies that the membership and board have communicated through our swot analysis, meetings, and conversations. As we complete the finishing touches on our proposed budget to the budget committee and board, we hope that this plan for the next year is in line with our values, projections, needs, and in the best interest of our community.

A significant amount of time has been spent managing grants from the various funding agencies over this last month. A significant amount of time has been spent planning with our current finance administrator on how to capture these grants in our current budget and future budgets. This will be necessary for grant tracking and transparency. An example of this will be certain expenses before the end of fiscal year will be made out of our capital outlay property fund. While some of these expenses were not captured in this fiscal year's budget, this is the best place for these funds to come from, and show where the money is going. With most of these grants, serving as a pass-through, we will also be reflecting the funds received through our grant income line item in the budget. Ultimately, while there will be a spend down in this line item, when we enter into the next fiscal year, that line items funds will be replenished from the grant fund income when we transition from this fiscal year to next fiscal year.

We completed the final touches of the community wildfire protection plan that Multnomah County Health's been working on for the last three years. In participating in the Multnomah County plan, we hope that our projections and observations for wildfire protection planning in the Holbrook area, will serve as a foundation for future grant opportunities for that community to better prepare for wildland fires in the future.

We are still working hard with our apparatus vendor, despite some scheduling challenges and changes to the overall design and specifications that are needed for our community. We hope that in the next two weeks we will be better positioned to understand what our delivery timelines are going to look like.

A significant amount of time was spent completing our annual report for the fire district. This annual report will be delivered to the Scappoose city Council, and eventually the Columbia County commissioners. It's collaborative effort by the admin team, and all the time spent by our membership, inputting this important data, will allow for you, the membership and the community to get a fairly accurate representation of what was accomplished in 2022. The time and effort spent putting this document together is what will allow our agency and community to hopefully make the right data driven decisions for our future.

OPERATIONS REPORT

March was a great month for training. Despite the increase in overlapping calls, our volunteers and career staff put in significant training days and time. This training is very important as it generally identifies challenges with our aging equipment and other operational needs.

An example of this is several maintenance items were identified in our freight liner front line engines. As a result, one of them will be heading to Hillsboro for servicing in the coming weeks. This apparatus will be out of service for several weeks for fixing pump and valve issues among other complications identified by Lieutenant Anderson and the crews that have been training. This is why purchasing our new apparatus is so important.

Many hours were spent creating a capital outlay plan that covers the next 20 years of apparatus purchases. This plan will be constantly shifting, but in putting this plan together, it became evident that we will need to set aside over \$400,000 a year in order to maintain a reasonable replacement schedule. Our plan while not perfect designed so that we do not have to ask our community for more money to replace apparatus. In the proposed budget for next year, we are looking to replace a water tender (which is mostly covered by a FEMA grant), a fire engine (which we have been saving for), a duty officer vehicle, and our squad, which is a primary response vehicle on medical calls, fire calls and rescues.

This month was also spent on completing several capital replacement items identified in this fiscal year's budget. Orders were placed for hose (which includes 4 inch large diameter, hose, and attack hose), thermal imager's for several of our response vehicles, non-serviceable EMS equipment and more. We are in the final stages of completing the installation of radios from last year's equipment replacement purchase. The delay and some of the installation was caused by a supply chain manufacturing error which resulted us and having to replace most of the radio equipment over the last year.

We had a productive meeting with the City Of Scappoose regarding our fire station, renovation, plan and construction of an annex building. While there were no major objections by the city, it became evident that the downtown overlay plan may cause some hurdles with the placement of the annex building. As we do our research on the floodplain hazard mapping, we may be seeking a variance from the city to better locate the building to meet our needs.

Chief Marks, some of our staff and I worked hard over the last month to implement nemsis 3.5 requirements to switch over to the new state required Data reporting standards.

Holbrook station: Currently, there are no outstanding deficiencies and is operating within limits. However, we are planning on increasing the preventative maintenance for this facility in the next year as it has not had much support in quite some time.

Chapman station: The roof was covered in the areas of the leak. We need good weather and a couple more quotes before we can finish this project.

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

Division Chief Marks
April 2023

March Projects:

Duty Shifts - Safety Program - Wellness Program
CQI Program – Compliance Data Collection - GEMT
Medicare Ground Ambulance Data Collection System (GADCS)

Drills / Activities / Meetings in March included

Admin Meetings	Fire Defense Board
Protocol Development	FTEP Follow-up
EMS Training	Apparatus Committee
Meet with EMS Chiefs	County Public Health Listening meeting

NIFF Curio and I backed out of the R0158 course that we attended in February. This was due to several factors including scheduling at the station and the rescheduled date in April.

I attended a conference at the beginning of March. This conference was geared toward EMS Managers. One of the courses I attended was to be certified as an EMS Compliance Officer. This conference was eye opening to me, but luckily, I believe the organization is doing well. The remainder of the conference gave me the ability to renew my certification as a certified Privacy Officer as well. One item I did take away from conference is the possibility of Ground Ambulances to be included in the federal No Surprise Act regarding billing. From the initial preview of this, it appears it is more geared toward Interfacility Transfers and not emergency response. I will keep a close eye on developments.

Public Health hired an employee to replace Ann Parrot's position after her retirement in 2022. The new employee started on February 27th. One of their new roles is to monitor the ASA project. Chief Pricher and I had a meeting with this new employee. Unfortunately, it was conducted over TEAMS due to Travis having an injury sustained while moving. We continue to struggle with some

communication surrounding the ASA Project. We are attempting to improve that communication and we will see how if it improves.

The access control system for the stations has been upgraded. I will be training with the contractor shortly on how the new software works.

I continue to work on the civil service project as directed. This process is long and detailed. A draft copy has been provided to Chief Pricher and the labor group for review and comment. This project will continue.

NIFF Curio and I have worked on several system upgrades. Some of our EMS equipment was old, out of date, and unserviceable. This included AED's, Suction units, and other items. When asked about what needed replaced Katy immediately presented ideas, provided quotes, worked with suppliers, and had the items replaced quickly. She also presented the idea of medication pumps which will assist our crews with more accurately providing medications to patients.

I continue to work with the county EMS chiefs in search of ways to improve our systems in the county. Communication with these chiefs continues to improve as we work together more often to handle EMS issues. We will be holding EMS skills verification together with CRFR. One big item being worked on currently is our Physician Advisor. Doctor Sasek has informed the EMS leadership he is looking to step away from his position for family reasons. He is working with the team on finding a replacement by providing some recommendations. I have been designated as the lead for this project by the other EMS Chiefs of the county. More to come on this.

My Time Worked in March 2023	199 Hours
Call Time in March 2023 (time)	118 Hours (call shifts minus office time)
Total Hours for March 2023	317 Hours

Chief Bautista Report

April 2023

March Projects:

SRFD Fire Marshal Fee Schedule Proposal (Tabled)

SRFD Admin Support Internship program for Fire Prevention, EMS and Training (Tabled)

Update CCFiremarshal.com website (Tabled)

2023 Training Calendar (In progress)

AFG grant application coordination (Completed)

Fire Marshal Duties:

One (1) consult was conducted. One (1) special inspection was completed. Two (2) referral and acknowledgements were completed. One (1) complaint was followed-up on and completed.

Company Inspections and Pre-Incident Plans are still in progress. This last month we were unable to complete any inspection due to limited administrative time to coordinate and schedule appointments with business owners. Currently, my workload saturation has not allowed me much time to establish pre-inspection logistics. Chief Pricher and I are working to find solutions to support the administrative side of setting up inspection appointments and required documentation prior to the inspections in the future.

Training Duties:

The Training Division is currently very busy.

The Volunteer Firefighter Academy is nearly the end of the fire portion and will end in June with EMS. So far, students are working their way through the curriculum and spending the weekends on skills drills. We will coordinate an academy graduation and communicate that as soon as possible.

FF Zimbrick completed his 12-month firefighter skills examination. He will officially complete his probation in April 2023. Congratulations FF Zimbrick and crews for the good work.

FFs Bernier and Wenner are due for their 9-month firefighter skills exam, which includes pumper operator skills in the month of April. We will be working to schedule these exams.

FF Hughes completed his 6-month skills test and is now moving into the pumper operator phase of his probation.

Scappoose hosted another Fundamentals of Fire Investigation, which ended on March 3, 2023. A total of 31 students were registered. Four (4) Scappoose Fire District personnel were signed up, both career and volunteer. We now have a total of six (6) fire investigator trainees for the fire district.

We are hosting a two-day NFPA Common Passenger Vehicle Extrication Technician course in May. This was pushed back from March. Currently there has been low interest from the membership. We will likely open this up regionally to fill the course and/or cancelling the course.

NFPA Apparatus Operator with Aerial Device course has been re-scheduled for 4/5/23 & 4/6/23. The course will be a hybrid format. Gordon Houston from Portland Fire & Rescue will be instructing the course. Training days will focus on hands-on and scenarios with pre-work and classroom lectures completed prior to the training dates.

An in-house NFPA Public Information Officer course was completed in March. We have a total of eight (8) students registered, both career and volunteer members. Seven (7) completed the course. We will work with these members to complete task books for certification. Our goal is to have certified PIO pool to assist with coverage for the fire district.

Lastly, the NFPA Live Fire Instructor hybrid course is underway, we have a total of six (6) students registered. Also, a combination of volunteer and career members. The skills day will be on 4/16/23 during our live fire drill for the Volunteer Firefighter Academy.

March Meetings:

Date	Meeting and/or Topic
3/2/23	Officer's Meeting
3/6/23	OMIC - Fire Life Safety Inspection
3/6/23	Rail and Airport Responses - Follow Up Meeting
3/6/23	Right of Way Permit for Mobile Container/box
3/7/23	Referral and Acknowledgement - Temporary Extension of Operating Hours at the Bates-Roth Aggregate Site
3/8/23	OSFM Plan of Cooperation Meeting
3/8/23	Fire Investigation - 52346 SE 3rd ST
3/9/23	Board Meeting
3/14/23	LCRTOA
3/14/23	NFPA 410 Standard First Draft Meeting
3/14/23	Fire Access Complaint @ 30250 Twin Creek Ln
3/15/23	Aerial Operator Class Prep with Gordon Houston
3/15/23	Wildland & Swiftwater/Surface Water Task Books Discussion
3/15/23	Driveway Inspection Lot 6 Maple Meadows with Craig Hermes
3/16/23	Referral and Acknowledgement - TP23-04
3/16/23	EMS Skills Verification
3/20/23	PIO Practical Training Session 1
3/25/23	PIO Practical Training Session 2
3/25/23	FF Zimbrick 12 Month Test

Upcoming Chief Officer Development:

Youth Firesetting Prevention and Intervention R0629

NFPA Conference & Expo

Upcoming Training:

Total hours for March 2023: 377.5 hours (184.5 hours & 193 Duty Officer On-call hours, minus office hours)



**Member Outreach / Battalion Aide Green Report
April 2023**

Training / Drill:

Have been having consistent turn out for drill. Was able to teach two more weekends of our current academy. New recruits seem to be doing well and have been attending drill nights. Was able to take PIO course and am now working on the taskbook. Completed the fire investigator course that was hosted here. Started taskbook for that as well.

Projects:

Awards banquet went well, had a very good turnout. Have heard positive feedback and venue and caterer. New handbook for volunteers is completed waiting on Chief Prichers final signature. Working on new handbook for mentor program. We have had an influx of interest in our volunteer program so we will be having a second round of interviews on April 12. We will be doing a new hybrid style academy with these recruits. Very excited the direction the program is going.

Upcoming Classes:

ORPIC/RPDO is registered and coming up in May. Will be held in Gresham. Doing the pre work for that class. Have already completed the 107 and FAA exam. Have Inspector 1 and 2 coming up in May also. Rope class coming up I hope to complete my tech and ops taskbook. Also wildland investigator class coming in May.



March 2023 Finance Report – FA Heath

Revenue:

- EMS revenues for the month were \$68,763, slightly above the \$67,000 average monthly revenues. We are within \$35,000 of meeting budget projections.
- \$32,333 in GEMT revenue for the second half of 2022 was deposited in March, putting us \$100,791 over budget.
- We received \$68,791 in tax turnover in March. We are now \$25,253 over budgeted amounts in total tax revenue (100.55%).

Expenditures:

With 75% of the fiscal year complete, our expense accounts were spent down in March. We held off making many of the following purchases until this point in the fiscal year to be sure we reached the budgeted tax revenue and were within the end-of-year expense projections for FY22-23. The following major purchases were made in March:

- Fire Investigation equipment (\$1809)
- Uniform purchases (\$4078)
- Maintenance of equipment (\$16,171)
- Baker Tilly, forensic auditors (\$3,000)
- Tenzinga, Human Resources program (\$2,000)
- Helmet/panels/shields (\$5863)
- Spec Ops materials (\$1972)
- Training expenses (\$12,503)
- AED purchases (\$15,393)
- EMS supplies (\$18,554)
- Thermal Imaging Cameras/chargers (\$56,522)
- Northstar Ambulance (\$214,297)
- Credit card charges (\$25,209)
- Freely UAS (\$37,373) This expense was purchased with capital outlay funds and is expected to be reimbursed from the Oregon State Fire Marshal in April or May 2023 (This is a pass-through grant). This will procure a UAS for use in a commodity flow study & surveillance of Col. County's rail system in inaccessible areas.

Audit Update: The auditors are currently working to complete the SRFD FY21-22 audit. The financial statements, when completed, will be reviewed by Merina+Co for accuracy.

Budget Update: Budget request forms were received, with some items purchased in March 2023 as expense accounts could accommodate. Other requests will remain active for future consideration during FY23-24. A final proposed budget document for review is in the works. Release of the proposed budget is scheduled for May 3, 2023.

Credit Card Policy Update: Merina + Co. suggested updating/developing a credit card policy. A draft policy is included in this packet for discussion. Updating the policy will ensure appropriate issuance, use, and accountability of District funds.

HR: We've begun using an 'Employee Change' form to document all changes to employee payroll & benefits. Any time a change is made for an employee (i.e. salary, insurance, etc.) a description of the change is dated and signed by the employee, finance administrator, and fire chief. This documentation will be kept in the employee's personnel file.

OLD BUSINESS

Emergency Response Technician - SRFPD

413.1 POSITION ATTRIBUTES

Position: [Emergency Response Technician](#) ~~Non - IDLH Fire-Fighter (NIFF-P, NIFF-E)~~

Organizational Unit: Operations

Immediate Supervisor: Company Officer

Job Status: Full-Time/Part-Time

FLSA Status: Non-Exempt

Supervisory Responsibilities: This position is typically not supervisory in nature. May serve as the lead technician in charge of patient care, treatment, transportation and direct others to achieve the appropriate level of patient care. Evaluation of other employees or interns may be required as part of a Field Training Evaluation Program assignment.

HIPAA Responsibilities: This position has access to "Protected Health Information" generated by the District's operations. Any individual holding this position must sign a HIPAA confidentiality form.

Bloodborne Pathogens: Individuals working in this position may come in contact with bloodborne pathogens and will be trained on an annual basis regarding proper procedures, personal protective equipment use, and the District Exposure Control Plan.

413.2 GENERAL STATEMENT OF DUTIES

The employee occupying the position of NIFF will be required as directed to respond to emergency medical, service and wildland fire calls. The employee will be responsible for general station and equipment maintenance. The employee will be required to instruct other EMS Providers and the general public in various related classes. The employee shall strive to develop and maintain good public relations for the Fire District. The employee shall be responsible to the Company Officer.

Typical Tasks

The intent of this listing of "Typical Tasks" is to describe the principal functions of the job description. The description shall not, however, be construed as a complete listing of the miscellaneous, incidental or substantively similar duties which may be assigned during the normal operations of the district.

- Maintain as necessary, Fire District records, and prepare reports as assigned.
- Ability to successfully drive and operate ambulances and staff vehicles as prescribed by the Fire District.
- Assist when appropriate, the Fire District mechanics in conducting regular maintenance activities.

Scappoose Fire District

Policy Manual

Emergency Response Technician - SRFPD

- Respond to emergency medical, service and wildland fire calls for aid as assigned. May be required to work long hours in challenging and changing conditions such as high temperatures and steep terrain.
- Under the direction of the company officer, they may be asked to serve as an instructor in specialized in-service training courses.
- The NIFF may attend conferences, schools and various meetings to keep abreast of new developments in emergency medical and wildland fire topics.
- The NIFF shall be responsible for the cleanliness and maintenance of their station, apparatus, equipment and other district property assigned to or stored therein.
- The NIFF shall participate in public education in their assigned area.
- The NIFF shall be physically and mentally capable of performing all activities that emergency medical incidents require.
- The NIFF shall perform other such duties as may be prescribed by their Company Officer or any Officer within the Chain of Command.
- Other duties as assigned.

413.3 MINIMUM REQUIREMENTS AND EDUCATION

Common requirements for EMTs and Paramedics:

- Must be at least 18 years old
- High School Diploma or equivalency
- A valid and insurable driver's license in the state of Oregon.
- NFPA HazMat Awareness or equivalent
- Healthcare Provider CPR certification

For EMTs:

- Licensed Oregon EMT, EMT Intermediate or Advanced EMT in good standing.

For Paramedics:

- Licensed Oregon Paramedic in good standing*
- ACLS certification
- PALS or PEPP certification (or equivalent)

*A licensed Oregon RN, PA, or MD in good standing may function in the role of a paramedic as an ambulance based clinician if the individual meets the above requirements and applicable requirements in OAR chapter 333, division 250. Ambulance based clinicians are also required to have:

- Documented training and proficiency in the placement of advanced airways and endotracheal tubes with a minimum of 5 successful ETT placements.

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Emergency Response Technician - SRFPD

- CEN certification, CCRN certification, or an Oregon EMT license
- A minimum of two years ICU, ED, or trauma experience is highly desired for ambulance based clinicians.

For Wildland Fires:

- S-130, S-190 and L-180

413.4 PREFERRED REQUIREMENTS AND EDUCATION

- NFPA Driver or CEVO certification
- PHTLS certification
- NFPA Instructor I certification (or equivalent)
- Associate Degree or higher in a related field
- Working knowledge or demonstrated ability to interpret District Policies and Standing Operating Procedures and Guidelines.

413.5 KNOWLEDGE, SKILLS, AND ABILITIES

- Have knowledge of and consistently apply the goals of the Fire District as outlined in the Vision, Mission, Values and Expectations Statements.
- This position requires a moderate amount of Emergency Medical Service (EMS) transport experience. Candidates for this position should highlight their patient contact experiences rather than the length of time they held a position.
- This position requires the member to pass a background check.
- This position requires the successful completion of a medical evaluation by the District's Occupational Health Care Professionals, including an initial drug screening. The NIFF must successfully complete annual medical evaluations as prescribed by the District.
- Ability to use new concepts and acquire skills rapidly.
- Ability to perform effectively under a variety of circumstances and in extreme situations.
- Ability to understand, follow and give oral and written instructions.
- Ability to work effectively with the public, fellow employees and to project a positive image of the organization, their company and themselves.
- Ability to work effectively with the District's computer hardware and software
- Physical strength and ability sufficient to perform work of the class as established by the Fire District.
- Ability to use knowledge in keeping the District's programs operating smoothly.

Scappoose Fire District

Policy Manual

Emergency Response Technician - SRFPD

- Ability to read, learn and remember new and updated detailed complex information, such as hazardous materials information, medical information, or changes in policy or procedures. Ability to apply information in a logical manner.
- Ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities in a high activity, multi-task environment.
- Ability to deliver excellent customer service to the patrons of the District in a wide array of situations, including handling citizen complaints and solving customer problems with positive outcomes.
- Ability to operate in the wildland fire environment.
- Ability to operate and manipulate wildland fire equipment and tools.

413.6 SUPPLEMENTAL NOTE

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Minimum Staffing Levels

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for station staffing levels based on daily operational needs and unique local or regional circumstances, consistent with any collective bargaining agreement.

Staffing levels may be established through adopted Standards of Coverage or at levels approved by the Authority Having Jurisdiction (AHJ), the Fire Chief and any collective bargaining agreement.

205.1.1 DEFINITIONS

Definitions related to this policy include:

Qualified - Any member who has satisfactorily met the requirements for the position (apparatus operator, Company Officer, etc.), either through promotional examination or a training program approved by the District.

Out of class assignment - Any situation in which a member of the District functions in a supervisory rank above his/her normal position description and job duties.

205.2 POLICY

The District balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principle concern is the need to meet the operational requirements of the District.

205.3 ACTING OUT OF GRADE/RANK

In order to accommodate operational flexibility and other unforeseen circumstances, a member at a lower rank may act out of grade/rank, if qualified, for a limited period of time, consistent with any applicable collective bargaining agreement. Scappoose Rural Fire Protection District reserves the right to remove a member as an Acting Officer or Acting Apparatus Operator should the individual receive disciplinary action.

Decisions regarding supervision should result in each firefighter and apparatus operator being supervised by a single Company Officer or acting Company Officer. Each Company Officer should be supervised by a Division Chief or an acting Division Chief.

205.4 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

- (a) Engine companies should be comprised of a minimum staffing, including one Company Officer and one firefighter.
- (b) Ladder trucks or aerial units should be comprised of a minimum of one Company Officer, one apparatus operator and one firefighter.
- (c) Rescue squads should be staffed with a minimum of two firefighters.

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Policy Manual

Minimum Staffing Levels

- (d) Medic units should be staffed with two personnel, the minimum requires (1) paramedic and/or emergency medical technician (EMT) or in compliance with district physician supervisor guidelines.

If staffing falls below minimum guideline levels, the Division Chief shall have the authority to call-back a sufficient number of personnel to fill vacancies. This includes holding-over personnel from a previous shift.

The Company Officer is responsible for promptly notifying the Division Chief in the event that the number of available on-duty personnel falls below the recommended minimum staffing guidelines.

Should a situation arise where an apparatus responds with less than the minimum number of qualified personnel, the officer in charge should notify Columbia County 911 that the unit is understaffed and request that an additional unit respond, if necessary.

205.5 DISTRICT STAFFING

The Scappoose Rural Fire Protection District maintains a minimum staffing of four (4) personnel for a 24 hour shift.

205.5.1 SCAPPOOSE FIRE STATION - 431

Minimum Staffing for the Scappoose Fire Station 431 shall be four (4) fire personnel certified as paramedics or emergency medical technicians. This includes (1) Company Officer/Acting Officer and at least two (2) firefighters. The four (4) fire personnel shall include a minimum of two (2) of the staff as certified paramedics.



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Overpayment of Salaries (re: March 9th Board Meeting Request)

DATE: April 10th 2023

Requested Action: None, information only

Critical date for action: Not critical

Purpose:

At the March 9th board meeting, the Scappoose Fire board directed Chief Pricher to correspond with legal counsel regarding the questions identified below. These questions were in relation to an overpayment of over \$15,000.00 to several employees over a two-year period. This overpayment was identified by our forensic accountants whom we retained to help us identify payroll improvements.

- 1) Are we legally obligated to request overpayments back from employees?
 - a) ***There are no known legal obligations of the district to require repayment.***
- 2) If we are legally obligated, do the overpayments have to be returned to specific line items from which they originally came?
 - a) ***This would be a more appropriate question for a CPA or auditor. Initial take is that this would go into the general fund for re use next fiscal year.***
- 3) What are the associated costs of seeking repayments?
 - a) ***While you can ask for it back; if they refuse to pay, the likely avenue would be collections through small claims court. This could cause time and money through attorney fees.***
- 4) Are we legally bound to request overpayment back from separated employees?
 - a) ***As with question number 1 above, there are no known legal obligations of the district to require repayment.***

Impact:

As described by our forensic accountants, the financial impact was less than 0.2 percent of the personnel budget line item. According to our forensic accountants, this did not affect the overall budgeted amount.

If the district were to remand the overpayment amount by the employees from a previous fiscal year, there would be other non-fiscal repercussions that could affect the relationship between the labor group and the district.

Contact person(s):

Jeff Pricher

Maria Heath

Attachments: (None)**Options:**

1. Accept the management request to not require the employees to repay overages that were a result of district errors. In some regards, it would have been very challenging for employees to know they were overpaid when the errors were minor and carried over a long period of time.
2. Request employees repay overage amounts from this fiscal year only (not recommended by admin. staff)
3. Request employees repay all amounts from the entirety of the study conducted by the district (not recommended by admin. staff)
4. Take another month to consider options.

Conclusion:

Based on our assessment, if one employee or two have been overpaid \$15,000, it would be reasonable to request those funds back. Knowing that \$15,000 was spread over several employees over a two-year time, the error in favor of the employee was a significantly smaller number. For all that our employees do for the district, for the challenges that each of their families are encumbered with, this would be an appropriate opportunity to log this as an unfortunate learning opportunity.

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r.f.

COMMITTEE REPORTS

MISCELLANEOUS

NEW BUSINESS



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Maria Heath, Finance

SUBJECT: Credit Card Policy

DATE: 4/3/2023

Requested Action: Scappoose Fire Board members review, amend, and adopt a policy specific to the issuance, use, and authorization of credit card purchases.

Purpose: The last policy update for the District was in 2015, (see attached policy). Section 3.18 District Credit Card's Authorized Users authorized 5 cards for use by personnel conducting business for the District. The updated policy specifies guidelines for issuance, authorization, and appropriate use of District credit cards. It includes safeguards to protect the District and provides for follow-up and recovery in the event of unauthorized/inappropriate use of the cards.

Impact: Although there is no immediate financial impact to the District, an updated policy may protect the District from misuse of funds in the future and provides an avenue for recovering funds from unauthorized use.

Contact person(s): Maria Heath

Recommendations / Options:

- 1) Retain current credit card policy 3.18 dated June 11, 2015
- 2) Adopt new policy after board suggested amendments
- 3) Adopt new policy as written

Conclusion: Protecting the District's finances and putting controls in place to meet that goal was a suggestion of Merina+Co after an initial review of our financial landscape in September 2022.

Section 3.18 District Credit Card's Authorized Users

- A. The Board authorizes five (5) credit cards for use by personnel on conducting business for the District.
- B. The District will maintain one (1) credit card each for use by the Chief Officers.
- C. The District will maintain two (2) credit cards for use by authorized Fire District personnel.
 - 1. The Fire Chief, or his designee, will provide to the Board a list of District personnel who are authorized signers to use the credit cards annually.
- D. Any personnel checking out one of the credit cards will be permitted to do so only with the approval of the Fire Chief, or his designee.
- E. All transactions using one of the credit cards will note the nature of business and persons involved on the cardholder's copy. The receipt will then be submitted to the Finance Administrator.
- F. The Finance Administrator will review the monthly statement for consistency with cardholder copies on file after processing under "E" above.

Approved: President, Sandy Newman 

Secretary, David Sorenson 

Date: June 11, 2015

Scappoose Rural Fire Protection District

Employee Credit Card Usage Policy

Adopted April 13, 2023

This document supersedes any and all previous employee credit card usage policies.



I. Purpose

The purpose of this policy is to establish guidelines for the Scappoose Rural Fire Protection District (District) to provide for the issuance of credit cards to officers and employees for the purpose of covering expenses incident to authorized travel and enable a cost-effective, convenient and streamlined method of purchasing items.

II. Scope

This policy applies to all employees, officers, and Board Members of the District who may have access to and usage of a District credit card as a representative of the District.

III. Policy Statement

Employees are authorized to use credit cards for official District purchases and acquisitions pursuant to policies and procedures adopted by the District.

A. Guidelines

The Finance Administrator shall design, implement, and monitor controls to ensure that there is proper accountability and compliance with this policy.

1. Prior to issuance of a credit card, an individual must complete required training and sign an agreement with the District governing the use of the credit card.
 - a. The potential cardholder must complete a training regarding the proper use of the credit card, and sign off on completion of the training. Documentation of training will be maintained by the District Finance Administrator.
 - b. The potential cardholder must sign an agreement with the District indicating they understand and agree to the proper use and conditions of the credit card, and consequences of improper use of the credit card. The agreement will be maintained by the District Finance Administrator.
2. A credit card may be issued to an individual who meets the following conditions:
 - a. The cardholder is an employee, officer, or Board Member of the District, and
 - b. The approved cardholder agrees in writing to be held personally liable to the credit card company for all charges not authorized to be made by the purchaser or not directly related to conducting official District business.
 - c. Exceptions may be made by the Finance Administrator or Fire Chief. Individual credit cards may not be in the name of a contractor, contract employee, or non-permanent District employee, officer, or Board Member.
3. Issuance of Credit Cards
 - a. The District may establish a credit card in the name of a District employee, officer, or Board Member with a financial institution provider for District business use only.
 - b. The Finance Administrator shall establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial institution provider that includes, but is not limited to, the following:
 - 1) A dollar limitation on the credit card;



- 2) A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the credit card;
 - 3) A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle; and
 - 4) Merchant category blocking.
 - c. The District may, at any time, without notice and without cause, suspend or cancel any credit card issued to an employee, officer, or Board Member.
 - d. A credit card issued by the District remains the property of the District, or financial institution and is not the property of the cardholder.
4. Authorized Card Use
- a. Cardholders are authorized to use the card to purchase merchandise or services required as a function of their duties at the District. Unauthorized and/or inappropriate card use is addressed below.
 - b. A credit card purchase may be made in-store, by telephone, fax, Internet, or U.S. mail subject to District purchasing rules. A purchase order may be required per established procedures.
 - c. If a credit card is issued for the purpose of covering expenses relating to authorized travel, upon billing or no later than thirty days of the billing date, the employee, officer, or Board Member using a credit card issued under this section shall submit a fully itemized travel expense voucher. Any charges not properly supported or documented will not be paid by the District and will become the personal obligation of the cardholder.
5. Unauthorized and/or Inappropriate Card Use
- a. Credit cards must never be used to purchase items for personal use or for non-District purposes, even if the cardholder intends to reimburse the District.
 - b. Unauthorized and/or inappropriate card use includes, but is not limited to:
 - 1) Items for personal use;
 - 2) Items for non-District purposes;
 - 3) Cash or cash advances;
 - 4) Alcoholic beverages;
 - 5) Weapons or explosives of any kind;
 - 6) Relocation expenses;
 - 7) Entertainment; or
 - 8) Recreation.
6. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, then the funds must be deposited immediately with the District.



7. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the employee, official, or Board Member up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the credit card. Any cardholder who has been issued a credit card by the District shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Finance Administrator. The District shall have unlimited authority to revoke use of any charge card issued under this section, and, upon such revocation order being delivered to the charge card company, shall not be liable for any costs.

B. Responsibility and Accountability

It is the responsibility of each individual cardholder to:

1. Safeguard the credit card and credit card account number at all times; lost or stolen credit cards must be reported immediately to the credit card agency and the District Finance Administrator;
2. Keep credit card in a secure location at all times;
3. Not transfer, assign, or otherwise allow anyone to use the credit card and/or credit card account number who is not authorized to do so;
4. Credit card incentives, such as points, rebates, cash rewards, travel miles, and other financial incentives that apply to the District-issued credit card are the property of the District and may not be transferred to the cardholder's personal account or be redeemed by the cardholder for personal use.
5. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. At the discretion of the Finance Administrator a cardholder may be allowed to file an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained;
6. Review in a timely manner monthly statements, provided by the Finance Administrator, for accuracy and ensuring all transactions posted are legitimate transactions made by the cardholder. Receipts and/or packing slips and the customer's copy of the charges must be submitted to the Finance Administrator.
7. Surrender the credit card and corresponding support documentation to the Finance Administrator upon request or separation from the District;
8. Take any other steps necessary to ensure that the credit card is used only for authorized purposes.

C. Periodic Reviews

The District Finance Administrator shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

D. Disciplinary Action

A cardholder who makes an unauthorized purchase with the card or uses the card in an



inappropriate manner or otherwise violates this policy will be subject to revocation of the credit card and disciplinary action including restitution to the District for unauthorized purchases, investigation, possible card cancellation, possible termination of employment at the District and potential criminal prosecution at the District's discretion.

1. In general, misuse of the credit card will result in the following:
 - a. First offense – verbal warning and documentation placed in file; suspension of credit card privileges until required retraining is completed.
 - b. Second offense – written reprimand and documentation placed in file; loss of credit card privileges for one year.
 - c. Third offense – formal disciplinary action up to potential termination; permanent revocation of credit card privileges.

Approved: President, Susan Reeves _____

Secretary, David Graham _____



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Acceptance of SAFER Grant

Requested Action: Authorize staff to accept the SAFER grant for a Recruitment and Retention Coordinator and program totaling \$423,400 over four years.

Critical date for action: This board meeting is the last day we have to accept this award. From the announcement to acceptance, we have 30 days which ends April 14th.

Purpose:

On February 4, 2022, the Scappoose staff submitted a request through the assistance to firefighters grant program, safer program to seek funds to help us restart our volunteer program. This grant request included funds that would cover salary, benefits of a recruitment and retention coordinator and funds to purchase bunker gear and exercise equipment. A small amount of funds were also requested for the management of this grant. This was a very competitive grant, and our award was made possible by the inclusion of additional funds from the American rescue plan that were dedicated to the safer program.

Unfortunately, due to the volume of requests to FEMA for these funds, FEMA made a reduction in the award, affecting salary and benefits of the recruitment and retention coordinator. This reduction totals about 25% in the categories of salary and benefits. In putting together next fiscal year's budget, we are able to make up that 25% and believe we can carry this forward for the next three fiscal years. Below is the breakdown of the award:

Object Class	First Year	Second Year	Third Year	Fourth Year	Total
Personnel	\$50,000.00	\$53,000.00	\$53,000.00	\$56,000.00	\$212,000.00
Fringe benefits	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$100,000.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$10,000.00	\$25,350.00	\$25,350.00	\$50,700.00	\$111,400.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal	\$85,000.00	\$103,350.00	\$103,350.00	\$131,700.00	\$423,400.00
Non-federal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$85,000.00	\$103,350.00	\$103,350.00	\$131,700.00	\$423,400.00

Impact:

The short-term impact of this funding will be making up to 25% difference in salary and benefits over the next four years. The challenge will be fully funding this position in year five.

It is equally important to remember how having dedicated funds for this position at this moment, in time, for our organization is crucial as we start to rebuild our volunteer program for future success.

Improving our volunteer program was one of the core components of the swot analysis that was completed in 2021. The funding from this grant will help us achieve those goals by allowing us to dedicate time to this very important program.

Availability of funding:

Based on current projections, and planning for next fiscal year, admin staff has been able to include this position and the additional 25% cost and still balance the budget.

Coordination:

This project to be coordinated by Chief Pricher and Maria Heath

Contact person(s):

Jeff Pricher

Maria Heath

Attachments: None

Recommendations:

1. Allow staff to accept the SAFER award.
2. Take no action.
3. Table this for another month, but lose the funding.

Conclusion:

While we are excited that our grant application was successful with this award, we are challenged by the fact that notification of this award came well over a year after we applied.

Even though the board previously approved us to except this award, we felt it necessary to revisit this authorization as a result in the 25% reduction from our original ask of FEMA. This 25% reduction is over the purchase authority of the fire chief and therefore necessitates board approval.

The admin staff would not request of the board, permission to move forward if we were not confident in our ability to adequately account for the funding mechanisms necessary to make up this 25% year over year, for the next four years.

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r.f.

COMMUNICATIONS

THANK YOU

Elizabeth Happala <ehappala@cityofscappoose.org>

Thu 3/23/2023 11:17

To: Mike Greisen - SRFD <mgreisen@srfd.us>

Cc: Jeff Pricher - SRFD <jpricher@srfd.us>; Doug Nassimbene <dnassimbene@cityofscappoose.org>




Mike,

Just a little THANK YOU for the CPR Training! It was great. As always.

I'm so glad you're back and training us again.



Elizabeth Happala
Office Administrator - CDC
City of Scappoose

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