

Scappoose Rural Fire District
Board of Directors Regular Meeting

Thursday, March 9, 2023

Microsoft Teams meeting

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Meeting ID: 273 755 937 628

Passcode: khapZx

I. Call to Order & Flag Salute

II. 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.”

Audience Participation

III. Consent Agenda

- A. Approve Minutes from 2-9-2023 regular meeting
- B. Approve February 2023 Profit & Loss Detail
- C. Approve February 2023 Budget vs. Actual

IV. Statistical Data

- A. Ambulance Activity Report
- B. Response Activity Report
- C. UAS Flight Summary

V. 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

VI. Old Business

- A. Major Budget Item Discussion
- B. Lexipol Policy Updates

VII. Committee Reports

- A. Management Team
- B. Long Range Planning Committee
- C. Awards & Incentives

VIII. Miscellaneous

IX. New Business

- A. Presentation by Steve Toler
- B. Replacement and purchase of eight (8) TIC's (Thermal Imaging Cameras)
- C. Financial Hardship Write-off
- D. Community Survey (First Annual)
- E. Appoint budget committee members

X. Good of the Order

XI. 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, February 9, 2023

Microsoft Teams meeting

In attendance: President Reeves, Vice-President Gift, Director Sorenson, Director Graham, Director Kriek, Chief Pricher, Lt. Heuer, FF Gandara, FF Kriek, FF Bernier, David Grant, Aaron Schrotzberger, FA Heath. One member of the community attended virtually.

- I. **Call to Order & Flag Salute:** President Reeves called the meeting to order and led the Pledge of Allegiance at 7:05 pm.
- II. **Public Comment:** No comment
- III. **Consent Agenda Discussion:**
 - A. Minutes from 1-12-2023 regular meeting: No questions/comments.
 - B. January 2023 Profit & Loss Detail: Directors asked for clarification on expenses.
 - C. January 2023 Budget vs. Actual: No questions from directors.

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

Motion carried unanimously.

- IV. **Statistical Data Discussion:**
 - A. Ambulance Activity Report: Directors commented on the busy month.
 - B. Response Activity Report: Director Graham asked if February is starting as busy as January. Chief Pricher said February was starting slower.
 - C. UAS Flight Summary: Chief Pricher described some of January's flights.
- V. **Staff Reports**
 - A. **Chief's Report:** Chief Pricher spoke about a survey currently active on the City of Scappoose's website. The purpose of the survey is information gathering for the fire district and results will be shared in the 2022 Annual Report.
Chief Pricher was asked about meetings he had in January regarding UAS legislation.
 - B. **Operations Report:** The roof on Chapman is somewhat mitigated, but the roof will need to be replaced.
FB43 electronics update was provided by Chief Pricher.

- C. **EMS Operations Report:** Director Gift asked if we are making progress with the ASA project. Chief Pricher, speaking for Chief Marks, said some agencies' participation has been hindered by external factors.
- D. **Fire Marshal & Training Report:** No questions.
- E. **Member Outreach/Battalion Aide Report:** Director Gift asked if background checks had been completed on the new recruits.
- F. **Finance Report:** Director Sorenson commented on the language of a sentence in the finance report that may be misleading to the to the public. To clarify, the sentence should read: We have received 98.4% of the budgeted 90% of the current year tax collections.

VI. **Old Business**

- A. **Major Budget Item Discussion –** Director Gift asked about prioritized list of major budget items and if there may be supply chain issues on some items.
President Reeves asked about costs for the squad and command vehicle replacements. Specifically, she asked if the \$100,000 expected costs included all the materials that need to go into the vehicles.
Chief Pricher said the numbers in the staff report were estimates and at this point, act more as a placeholder for budget development.
The board and audience discussed hose purchases, schedule of replacement, and how and if old hose will be given to neighboring agencies that may need hose.
- B. **Lexipol Policy Updates:** The board reviewed changes to the policies included in the Feb. 2023 packet. Explanation of the changes were given by Chief Pricher.
Director Gift moved to accept changes to policies 103, 1232, 410, 209, and 210 as stated and written. Director Sorenson seconded the motion.
The motion passed unanimously.

VII. **Committee Reports**

- A. **Management Team:** This committee met prior to the board meeting. An upcoming military deployment may affect staffing in the spring.
- B. **Long Range Planning Committee:** No update.
- C. **Awards & Incentives:** This committee met. An awards banquet is in the planning. Exact dates and details will be forthcoming.

VIII. **Miscellaneous:** Nothing to report.

IX. **New Business**

- a. DeDrone UAS Detection Purchase Proposal (RDPO Pass Through): Chief Pricher described the grant to the board. SRFD is working on this project on behalf of the RDPO Law Enforcement work group. Directors asked questions on the purchases of the antennas and how the purchase may benefit the district at some point. The money for the purchase will be reimbursed to the district.

Director Sorenson moved to approve the \$50,000 pass-through grant and authorize Chief Pricher to expend the funds for the DeDrone project. Director Graham seconded the motion.

Motion passed unanimously.

- b. Global UAS solutions contract proposal (RDPO Pass-Through): This is a continuation of the grant project from 2018 with RDPO. This is a training grant that is a pass-through grant. This is a sole-source purchase as this is the only contractor in the country authorized to teach this class.

SRFD will be responsible for hosting the training this grant supports.

Director Graham moved to authorize staff to contract with Global UAS, a sole-source provider, for the \$75,000 training grant. Director Sorenson seconded.

Motion passed unanimously.

- X. **Good of the Order:** Question regarding whether a new budget committee member has been identified. We would like to fill it by March 9, 2023.
- XI. **Adjourn:** Director Graham motioned to adjourn. Director Gift seconded. President Reeves adjourned the meeting at 8:33 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.

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire Protection District

Profit and Loss Detail

February 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Income/Expenses			
Income			
1. GENERAL FUND REVENUES			
	EMS Receipts		\$81,018.63
	Fire Marshal		\$116.78
	G.E.M.T. (Medicaid)		\$ -10,914.39
	Interest Earned on Investments		\$11,546.44
	Property Taxes		\$15,709.62
Total for 1. GENERAL FUND REVENUES			\$97,477.08
3. PROPERTY FUND REVENUES			\$1,965.45
4. PERSONNEL SVCS FUND REVENUE			\$578.58
Total for Income			\$100,021.11
Expenses			
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
02/01/2023	Salisbury, Janine	Salisbury Ins. pymt	-758.03
02/09/2023	S.D.I.S.	Feb Employee Health Ins	25,317.43
02/09/2023	Standard Insurance	Life, LTD, & AD&D	1,415.57
02/13/2023	HRA VEBA Trust	Standard HRA & PEHP	133.56
02/23/2023	HRA VEBA Trust	Standard HRA & PEHP	10,139.39
02/23/2023	Paychex - tax	OR ER Work Benefit	53.83

Scappoose Rural Fire Protection District

Profit and Loss Detail

February 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 550 Insurance			\$36,301.75
560 Personnel Salaries			
02/09/2023	Standard Insurance	Short Term Disability	561.80
02/09/2023	S.D.I.S.	Feb Employee Health Ins	1,941.20
02/10/2023	P.E.R.S.	EE PERS IAP Contrib	13,402.81
02/13/2023	HRA VEBA Trust	PEHP HRA-employee contrib.	35.12
02/23/2023	Paychex Payroll	Flex spd- cash out	11,304.75
02/23/2023	Paychex - tax	Employee Taxes Withheld	49,877.84
02/23/2023	Paychex Payroll	Balance of Net Pay	90,997.61
02/23/2023	Paychex Payroll	ShiftDf	222.30
02/23/2023	HRA VEBA Trust	PEHP HRA-employee contrib.	2,665.88
02/23/2023	Paychex Payroll	Deferred Compensation	8,388.25
02/23/2023	Paychex Payroll	Incentives	2,080.44
02/23/2023	Tualatin Valley Fire Fighters Union	Feb. Union Dues	2,651.18
02/23/2023	Paychex Payroll	FLSA - OT	8,089.80
02/23/2023	Paychex Check	Contract payment	805.00
02/23/2023	Paychex Payroll	Longevity	2,039.70
02/23/2023	Paychex Payroll	Phone pay	100.00
02/23/2023	Paychex Payroll	OT	8,360.00
02/23/2023	American Heritage Life Insurance Co.	Misc employee insurance	136.90
02/23/2023	Inroads Credit Union	Feb food fund	885.00
02/24/2023	Voya - Oregon Savings Growth Plan	Loan repayment	129.80
02/24/2023	Voya - Oregon Savings Growth Plan	Feb. contributions	21,501.70
Total for 560 Personnel Salaries			\$226,177.08
570 SocSec/Medicare(FICA)			
02/23/2023	Paychex - tax	ER Payroll Taxes	16,938.67
Total for 570 SocSec/Medicare(FICA)			\$16,938.67
580 Volunteer Services			
02/09/2023	Greisen, Michael S.	Feb. cell phone use	34.00
02/09/2023	Corporate Security Services, Inc.	Background check- J. Ramsey	290.50
02/09/2023	Greenup, Cade	Feb. cell phone use	34.00
Total for 580 Volunteer Services			\$358.50
590 Personnel Benefits			
02/09/2023	Oregon Occupational Medicine	Employee-Vol Exams	1,269.60
02/10/2023	P.E.R.S.	ER Pension PERS Contrib	58,775.60
02/10/2023	P.E.R.S.	ER PERS RHIA-UAL Contrib	35.78
02/16/2023	Benefit Help Solutions(FSA)	FSA monthly plan fee	125.00
02/23/2023	Occupational Safety, Health & Wellness	Vaccination Clinic 12-14-22	695.77
02/27/2023	P.E.R.S.	ER PERS IAP Contrib	109.11

Scappoose Rural Fire Protection District

Profit and Loss Detail

February 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 590 Personnel Benefits			\$61,010.86
Total for 1.1 GENERAL FUND PERSONNEL SVCS			\$340,786.86
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
02/09/2023	DRC Consulting	FEMA AFG Grant consult	2,000.00
02/09/2023	Kleinberg Tech	January Report	210.00
02/09/2023	Kleinberg Tech	Training Module Setup	590.00
Total for 670 Contract Services			\$2,800.00
720 Public Fire Services			
02/15/2023	HSI	Pub Ed CPR, First Aid, AED	170.88
02/21/2023	International Assoc. of Arson Investigati	Bautista annual dues	103.00
Total for 720 Public Fire Services			\$273.88
740 Uniforms			
02/09/2023	West Coast Shoe Company	Boot Deposit--DuBois	364.25
02/23/2023	West Coast Shoe Company	Boot Deposit--DuBois	202.00
Total for 740 Uniforms			\$566.25
750 Maintenance on Equipment			
02/04/2023	Amazon	Magna Shine	75.80
02/06/2023	Amazon	Antenna	12.30
02/06/2023	SteinAir	Engine pump switch	84.20
02/07/2023	Amazon	Toggle Switch	11.52
02/07/2023	Amazon	Tube Insulation	9.99
02/08/2023	Amazon	Cable clamp	10.59
02/08/2023	Amazon	LED strips	75.82
02/09/2023	Wilcox & Flegel	26 gal dyed ultra low diesel	92.10
02/09/2023	Pro Automotive & Diesel	Flat repair	30.00
02/09/2023	Sunset Auto Parts	DEF 2.5 gal	189.90
02/09/2023	Sunset Auto Parts	2008 Flasher-Turn Signal	17.57
02/09/2023	Wilcox & Flegel	91 gal unleaded @ 3.034	311.27
02/23/2023	Pro Automotive & Diesel	1996 Freightliner Block Heater & Valve Stem	979.90
02/23/2023	Pro Automotive & Diesel	2015 GMC Savana Flat Repair	30.00
02/23/2023	Pro Automotive & Diesel	2005 Suburban Oil Change	85.00
02/23/2023	L.N. Curtis and Sons	10 SCBA fobs	580.79
02/23/2023	Pro Automotive & Diesel	2015 GMC 4500 Oil Change	155.00
02/23/2023	Pro Automotive & Diesel	2008 GMC C4500 Rear Shocks	430.00

Scappoose Rural Fire Protection District

Profit and Loss Detail

February 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 750 Maintenance on Equipment			\$3,181.75
760 Administration			
02/01/2023			0.05
02/04/2023	U.S. Postal Service	Priority Mail	17.10
02/07/2023	Amazon	Journal/Charger cable	21.28
02/08/2023	Amazon	Charger cable	6.29
02/09/2023	Pamplin Media - Spotlight	Public Notice - Budget Committee	24.72
02/14/2023	US Bank	Analysis Service Charge	16.95
02/18/2023	Amazon	Packing Tape	21.98
02/19/2023	Amazon	Choco/Cider mixes	27.97
02/22/2023	Pizza Vendor	Apparatus Mtg meal	72.70
02/23/2023	DocuMart Printing & Copying	Budget book covers	106.97
02/23/2023	Paychex Invoice	payroll processing invoice	206.30
02/23/2023	Local Government Law Group	Public records request & contracting rules	523.00
02/23/2023	Pacific Office Automation, Inc.	B & W copies	52.71
02/23/2023	Fred Meyer	Staff lunch/snow storm	55.13
02/23/2023	Oregon Health Authority	CCO admin fees for GEMT 7/22-12/22	2,182.88
Total for 760 Administration			\$3,336.03
765 Information Technology			
02/01/2023	Apple Inc.	monthly storage	2.99
02/03/2023	Amazon	Product refund	-8.51
02/03/2023	JAMF Software, LLC	monthly subscription	184.00
02/09/2023	Centerlogic, Inc.	2 hr @ \$115	230.00
02/09/2023	Centerlogic, Inc.	Monthly billing for Feb.	1,676.50
02/09/2023	EMS Technology Solutions, LLC	Op IQ fleet mgmt licenses	120.00
02/09/2023	Kleinberg Tech	2022 Annual Report	850.00
02/09/2023	Centerlogic, Inc.	Ethernet Switch - 2 layer	744.00
02/09/2023	Centerlogic, Inc.	Ethernet switch - 3 layer	635.20
02/09/2023	TriZetto Provider Solutions LLC	EMS billing	121.40
02/14/2023	Firms App Ltd	monthly recurring	6.32
02/18/2023	CenturyLink	Main Station backup	75.00
02/18/2023	CenturyLink	Holbrook modem	60.00
02/22/2023	Intuit Quickbooks	QBO monthly fees	40.00
02/23/2023	Spectrum VoIP	VOIP	30.56
02/23/2023	AT&T Mobility	Wireless phone bill	455.91
02/23/2023	Verizon Wireless	Jan phone bill	565.12
02/23/2023	CenturyLink	Main Station backup internet	83.05
02/23/2023	City of Portland	800 MHZ access	157.89
02/23/2023	Comcast Business	Main station IT	253.85
02/23/2023	City of Portland	800 MHZ access	157.89
02/23/2023	Centerlogic, Inc.	Billable time - 2.5 hrs @ \$115/hr	287.50
02/23/2023	Verizon Wireless	Machine to Machine share	7.72

Scappoose Rural Fire Protection District

Profit and Loss Detail

February 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 765 Information Technology			\$6,736.39
770 Cleaning Materials & Supplies			
02/06/2023	Amazon	Cleaning materials	230.83
02/07/2023	Amazon	Tissue	78.20
02/07/2023	Amazon	Waffle maker	47.98
02/08/2023	Amazon	Detergent	55.29
02/09/2023	Amazon	Switch Guard	19.48
02/23/2023	Amazon	Garden hose	64.99
Total for 770 Cleaning Materials & Supplies			\$496.77
775 Emerg. Operating Supplies			
02/09/2023	SeaWestern Fire Apparatus	Helmets & nameplates	817.64
02/23/2023	SeaWestern Fire Apparatus	2 Turnout sets - ERT	2,478.10
Total for 775 Emerg. Operating Supplies			\$3,295.74
780 Building & Grounds Maint.			
02/09/2023	Paramount Pest Control Inc.	Chapman Station pest control	110.00
02/09/2023	Complete Carpet Services	Chapman Roof Mitigation	695.00
02/23/2023	SME Solutions LLC	Labor & Travel pump replacement 4/22	455.75
Total for 780 Building & Grounds Maint.			\$1,260.75
790 Training			
02/04/2023	Enterprise Rent-A-Car	Rental car for NFA	676.95
02/13/2023	OGFOA	OGFOA Conference fees	375.00
02/22/2023	Dahlgrens Do It Best	Water tank	174.99
02/23/2023	Alaska Airlines	Airfare for Bautista training	917.80
02/23/2023	Fire Nuggets, Inc.	Instructor fees & Airfare Effective Fire Attack	9,200.00
02/23/2023	Alaska Airlines	Airfare for K Booth training	917.80
02/23/2023	Northwest Assoc. of Fire Trainers	NAFT annual membership	250.00
Total for 790 Training			\$12,512.54
810 Utilities			
02/09/2023	P.G.E.	Cleetwood	130.21
02/09/2023	Waste Management of Oregon, Inc.	Jan garbage/recycling	136.67
02/09/2023	Comcast	Xfinity - Acct 0162514	29.81
02/09/2023	Graybar Financial Services	Voip phones	299.25
02/23/2023	CenturyLink	Main station fax line	60.54
02/23/2023	CenturyLink	Chapman phone	62.76
02/23/2023	N.W. Natural Gas	Monthly charges Acct 447881-4	329.21
02/25/2023	Shell	Propane-Boathouse	34.98
02/27/2023	W.O.E.C.	Acct 13045001 - Feb billing	348.65

Scappoose Rural Fire Protection District

Profit and Loss Detail

February 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 810 Utilities			\$1,432.08
870 EMS Operations			
02/09/2023	Sasek, Dean MD	Physician Advisor - Feb 2023	691.67
02/09/2023	Life-Assist, Inc.	Misc EMS supplies	38.24
02/09/2023	EMS Technology Solutions, LLC	Op IQ inventory & asset mgmt licenses	150.00
02/09/2023	Life-Assist, Inc.	Misc EMS supplies	369.65
02/09/2023	Airgas - USA, LLC	Cylinder rental	285.50
02/09/2023	Life-Assist, Inc.	Misc EMS supplies	41.15
02/23/2023	Systems Design West (SDW)	Jan. EMS billing	2,059.26
02/23/2023	Environmental Compliance Consultant Inc.	28 gal biohazard	60.00
02/23/2023	Airgas - USA, LLC	Standard Invoice	60.00
02/23/2023	Stryker Sales Corp.	Lucas maintenance agreement	6,089.75
02/23/2023	Airgas - USA, LLC	Standard Invoice	299.21
02/23/2023	Life-Assist, Inc.	Misc EMS supplies	26.32
02/23/2023	Life-Assist, Inc.	Misc EMS supplies	50.55
02/23/2023	Life-Assist, Inc.	Misc EMS supplies	102.71
02/23/2023	Airgas - USA, LLC	Standard Invoice	299.50
02/23/2023	Life-Assist, Inc.	Misc EMS supplies	877.03
Total for 870 EMS Operations			\$11,500.54
Total for 1.2 GENERAL FUND MATERIAL & SVC			\$47,392.72
Total for 1...			\$388,179.58
Total for 1..GENERAL FUND EXPENDITURES			\$388,179.58
4. PERSONNEL SVC FUND EXPENSE			\$2,005.00
Unapplied Cash Bill Payment Expense			\$ -9,110.62
Total for Expenses			\$381,073.96
Net Income			\$ -281,052.85

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	537,143.62	634,781.00	-97,637.38	84.62 %
Fire Marshal	2,898.80	1,000.00	1,898.80	289.88 %
FireMed	19,791.25	20,000.00	-208.75	98.96 %
G.E.M.T. (Medicaid)	118,458.20	50,000.00	68,458.20	236.92 %
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	12,325.05	60,528.00	-48,202.95	20.36 %
Property Taxes				
Taxes - Current				
Local Option Levy	2,879,942.73	2,897,007.00	-17,064.27	99.41 %
Permanent Rate Levy	1,586,264.13	1,629,565.00	-43,300.87	97.34 %
Total Taxes - Current	4,466,206.86	4,526,572.00	-60,365.14	98.67 %
Taxes - Prior Years	93,285.33	85,000.00	8,285.33	109.75 %
Total Property Taxes	4,559,492.19	4,611,572.00	-52,079.81	98.87 %
Total 1. GENERAL FUND REVENUES	7,981,285.77	7,744,301.00	236,984.77	103.06 %
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	1,285.71		1,285.71	
Grant Award	0.00	1,000.00	-1,000.00	0.00 %
Total 2. GRANT FUND REVENUE	1,285.71	1,000.00	285.71	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	\$8,910,145.92	\$8,421,528.00	\$488,617.92	105.80 %
GROSS PROFIT	\$8,910,145.92	\$8,421,528.00	\$488,617.92	105.80 %
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	319,722.15	688,500.00	-368,777.85	46.44 %
560 Personnel Salaries	1,884,034.56	2,896,854.00	-1,012,819.44	65.04 %
570 SocSec/Medicare(FICA)	138,468.29	221,609.00	-83,140.71	62.48 %
580 Volunteer Services	3,438.13	20,000.00	-16,561.87	17.19 %
590 Personnel Benefits	472,994.39	781,810.00	-308,815.61	60.50 %
Total 1.1 GENERAL FUND PERSONNEL SVCS	2,818,657.52	4,608,773.00	-1,790,115.48	61.16 %
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	59,347.99	55,000.00	4,347.99	107.91 %
680 Communications Maintenance	1,811.49	15,000.00	-13,188.51	12.08 %
720 Public Fire Services	9,534.69	20,000.00	-10,465.31	47.67 %
730 Property & Liability Insur.	66,148.00	70,000.00	-3,852.00	94.50 %
740 Uniforms	2,813.87	20,000.00	-17,186.13	14.07 %
750 Maintenance on Equipment	67,865.42	150,000.00	-82,134.58	45.24 %
760 Administration	28,612.87	56,000.00	-27,387.13	51.09 %
765 Information Technology	79,871.99	120,000.00	-40,128.01	66.56 %
770 Cleaning Materials & Supplies	2,961.61	5,000.00	-2,038.39	59.23 %
775 Emerg. Operating Supplies	31,135.84	80,000.00	-48,864.16	38.92 %
780 Building & Grounds Maint.	38,332.61	114,000.00	-75,667.39	33.63 %
790 Training	48,805.54	85,000.00	-36,194.46	57.42 %
810 Utilities	20,864.80	40,000.00	-19,135.20	52.16 %
870 EMS Operations	59,090.64	160,000.00	-100,909.36	36.93 %
Total 1.2 GENERAL FUND MATERIAL & SVC	517,197.36	990,000.00	-472,802.64	52.24 %
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	52,815.59	225,528.00	-172,712.41	23.42 %
Total 1.3 GENERAL FUND CAPITL OUTLAY	52,815.59	225,528.00	-172,712.41	23.42 %
1.4 GENERAL FUND DEBT				
930 Debt	63,652.72	65,000.00	-1,347.28	97.93 %
Total 1.4 GENERAL FUND DEBT	63,652.72	65,000.00	-1,347.28	97.93 %
Total 1...	3,452,323.19	5,889,301.00	-2,436,977.81	58.62 %
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	3,907,323.19	7,744,301.00	-3,836,977.81	50.45 %
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				
EMS Apparatus & Equipment	24,138.04	220,599.00	-196,460.96	10.94 %

Scappoose Rural Fire Protection District

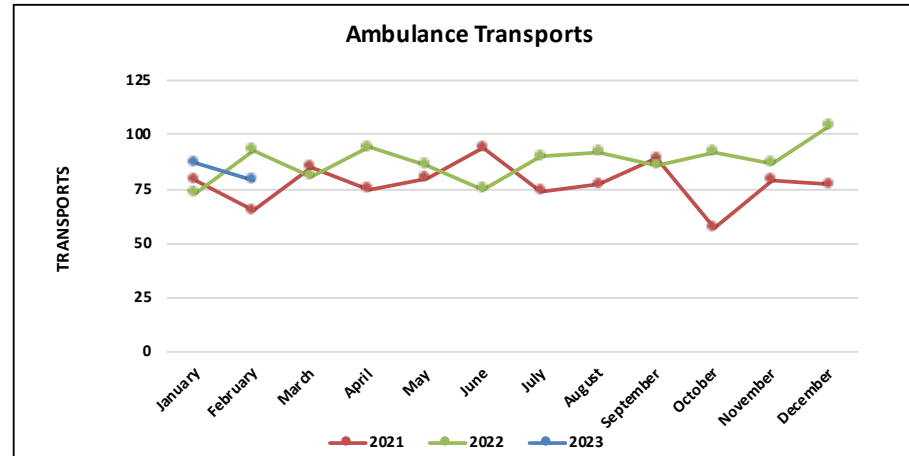
Budget vs. Actuals: FY2022-23 Budget - FY23 P&L

July 2022 - June 2023

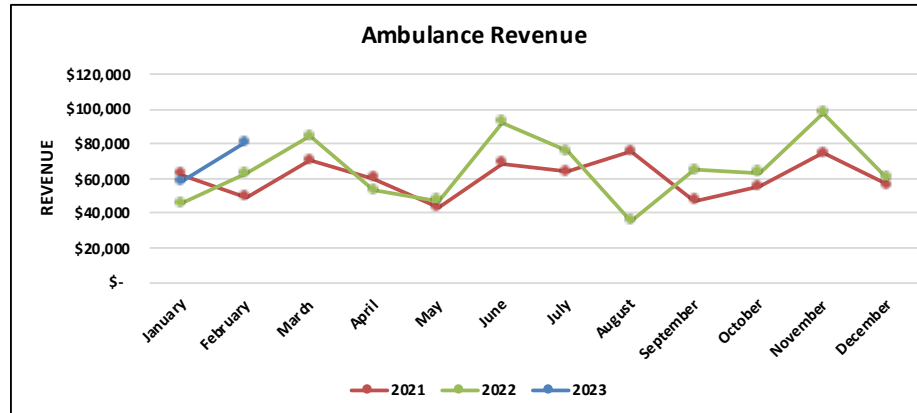
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Fire Apparatus & Equipment		250,000.00	-250,000.00	
Miscellaneous Real Property		47,500.00	-47,500.00	
Total 3. PROPERTY FUND CAPITAL OUTLAY	24,138.04	518,099.00	-493,960.96	4.66 %
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	4,635.46	150,000.00	-145,364.54	3.09 %
Reserved for Future Expenses		8,128.00	-8,128.00	
Total 4. PERSONNEL SVC FUND EXPENSE	4,635.46	158,128.00	-153,492.54	2.93 %
Unapplied Cash Bill Payment Expense	4,906.42		4,906.42	
Total Expenses	\$3,951,003.11	\$8,421,528.00	\$ -4,470,524.89	46.92 %
NET OPERATING INCOME	\$4,959,142.81	\$0.00	\$4,959,142.81	0.00%
NET INCOME	\$4,959,142.81	\$0.00	\$4,959,142.81	0.00%

AMBULANCE BILLING & TRANSPORT REPORT

Month	2021	2022	2023
January	79	73	87
February	65	93	79
March	85	81	
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	
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



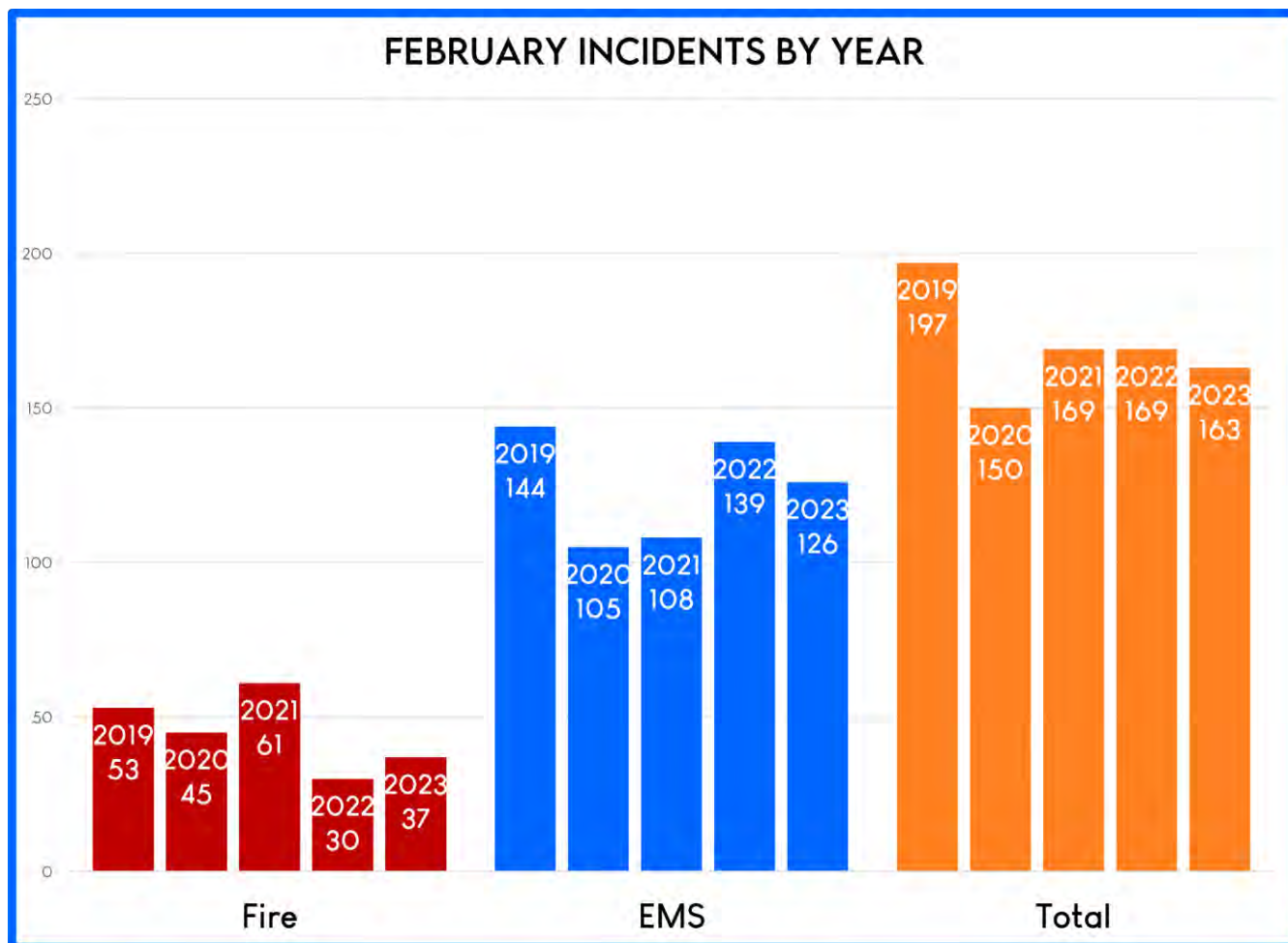
FEBRUARY 2023

For the month of February, the ratio of EMS incidents to Fire incidents was 77% to 23% respectively. Total EMS related calls for the month were 126, including a total of 124 patients treated, with 79 of those transported to area hospitals. COVID-19 was suspected or confirmed in 5 patients.

Approximately 34% of the total call volume (163 incidents) represents overlapping calls (at least one other call in progress). Approximately 28% (14 incidents) of the 50 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 163, with a total of 333 apparatus responses spending 225 hours and 29 minutes of time. Total Fire & EMS incidents for the same month in 2022 was 169. There were 3.55% less calls this month compared to the same month last year.

For the month of February, SRFD averaged 1.32 Fire calls per day and 4.50 EMS calls per day for an overall daily average of 5.82 calls per day.



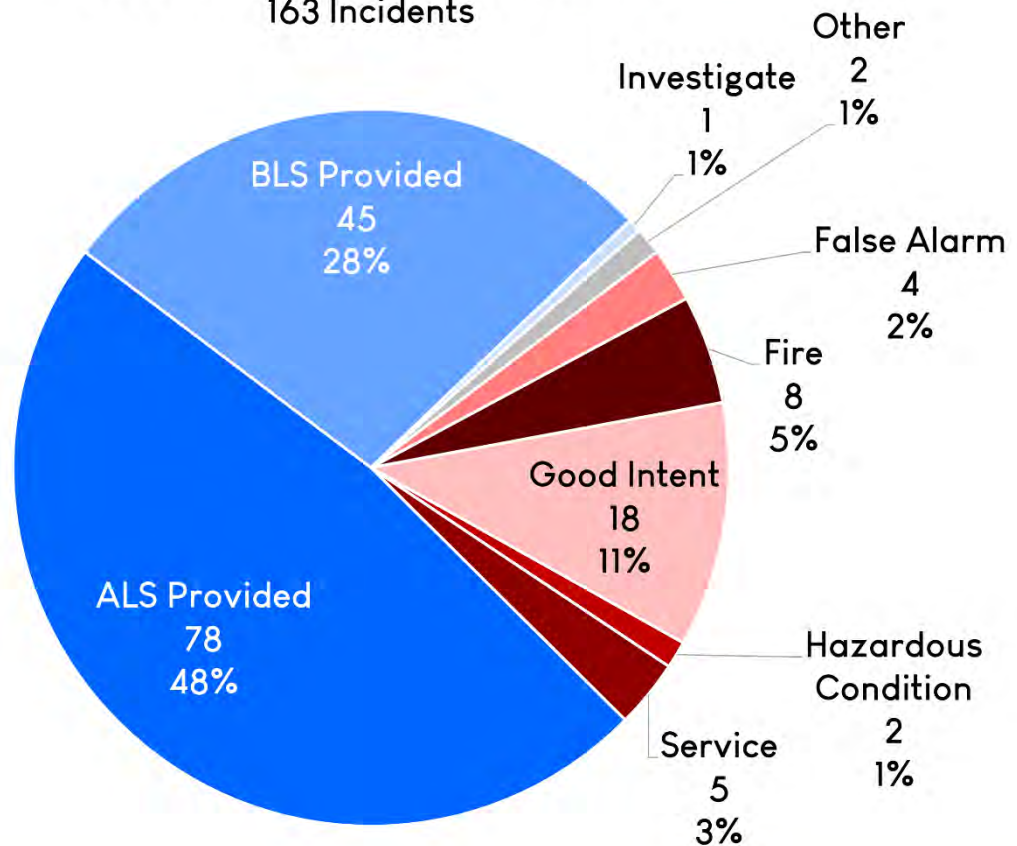
FIRE AND EMS CALL BREAKDOWN FOR FEBRUARY 2023

Fires	8
Hazardous Condition	2
Service Call	5
Good Intent	18
Other Assistance	0
False Alarm	4
FIRE CALLS TOTAL	37

ALS Provided	78
BLS Provided	45
Investigate	1
Cancelled	0
Other Assistance	2
EMS CALLS TOTAL	126

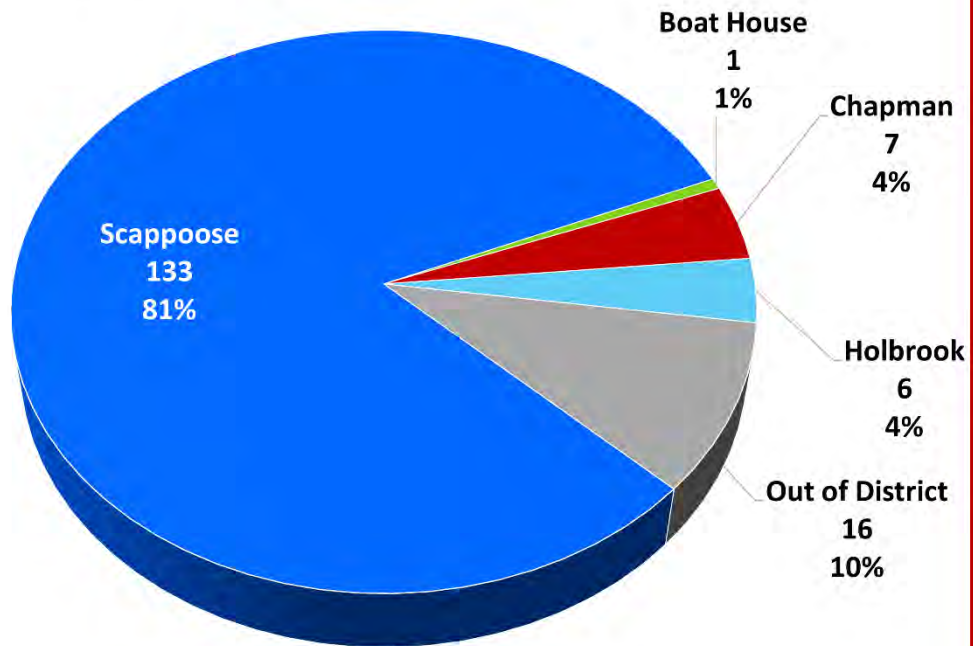
FEBRUARY 2023 - CALLS BY TYPE

163 Incidents



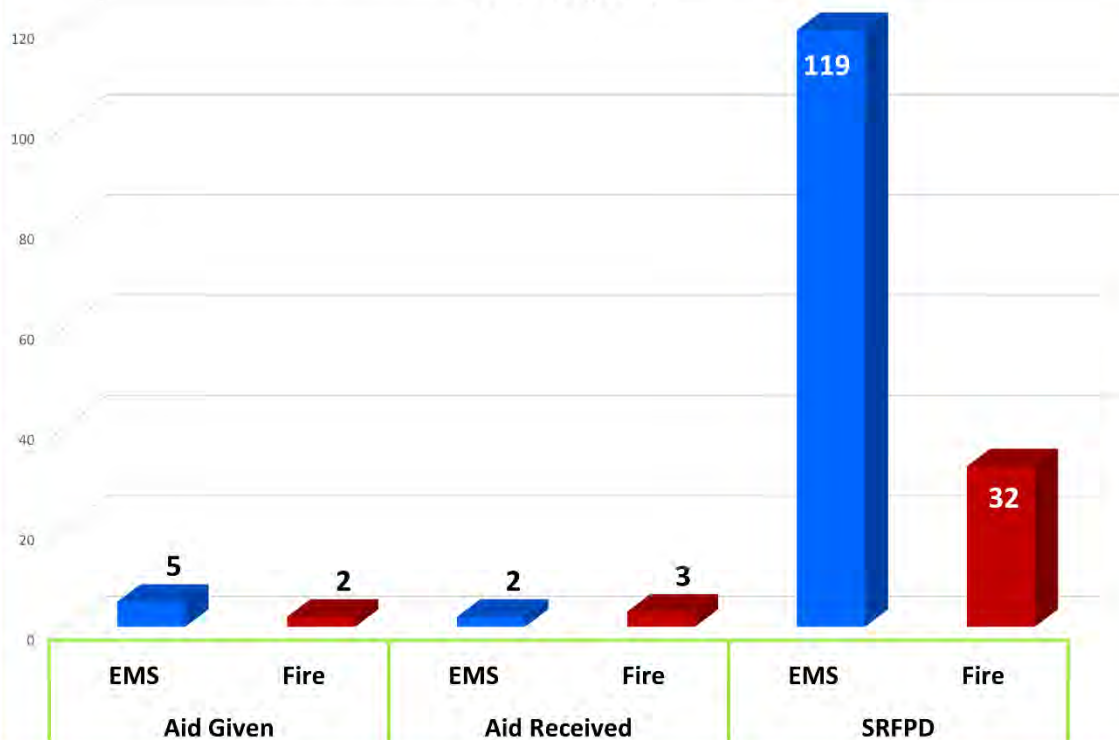
FEBRUARY 2023 - INCIDENTS BY STATION

163 Incidents with 333 Apparatus Responses

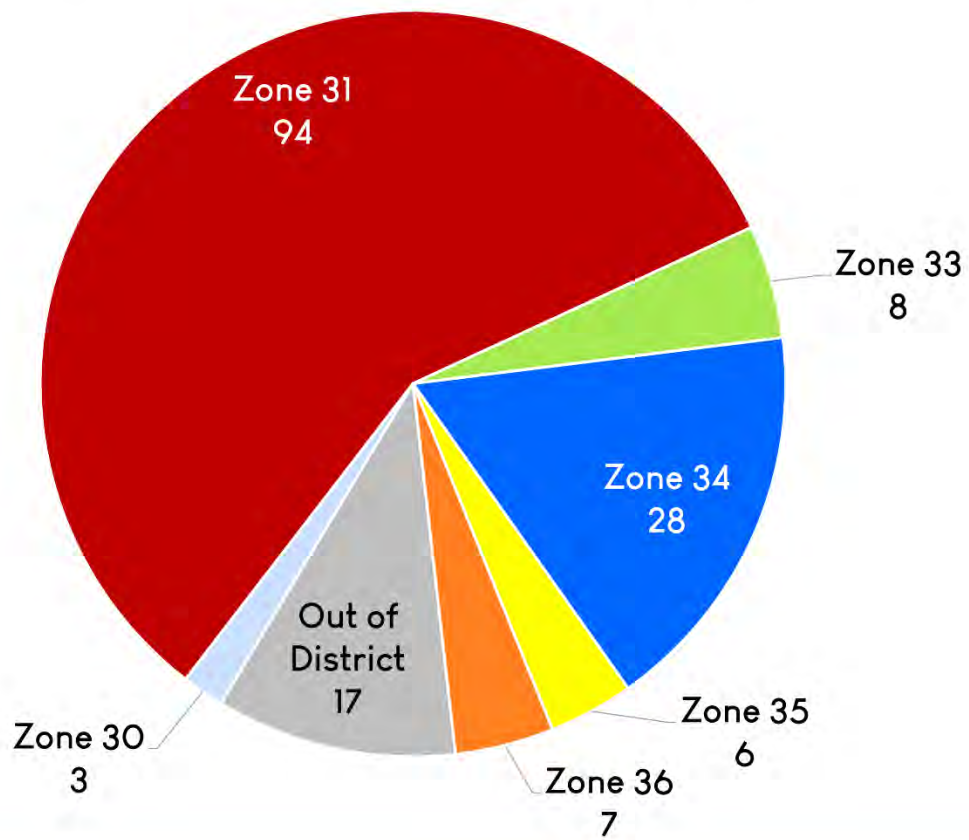


INCIDENTS BY RESPONDING JURISDICTION

February 2023

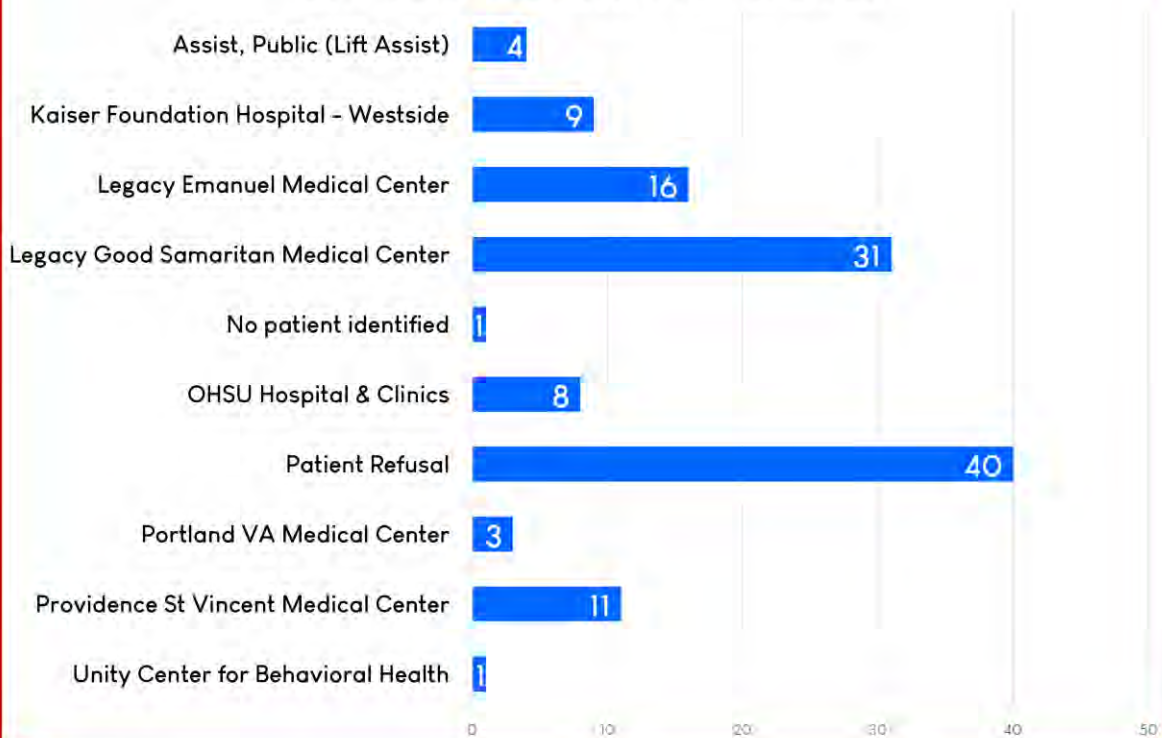


FEBRUARY 2023 - INCIDENTS BY ZONE

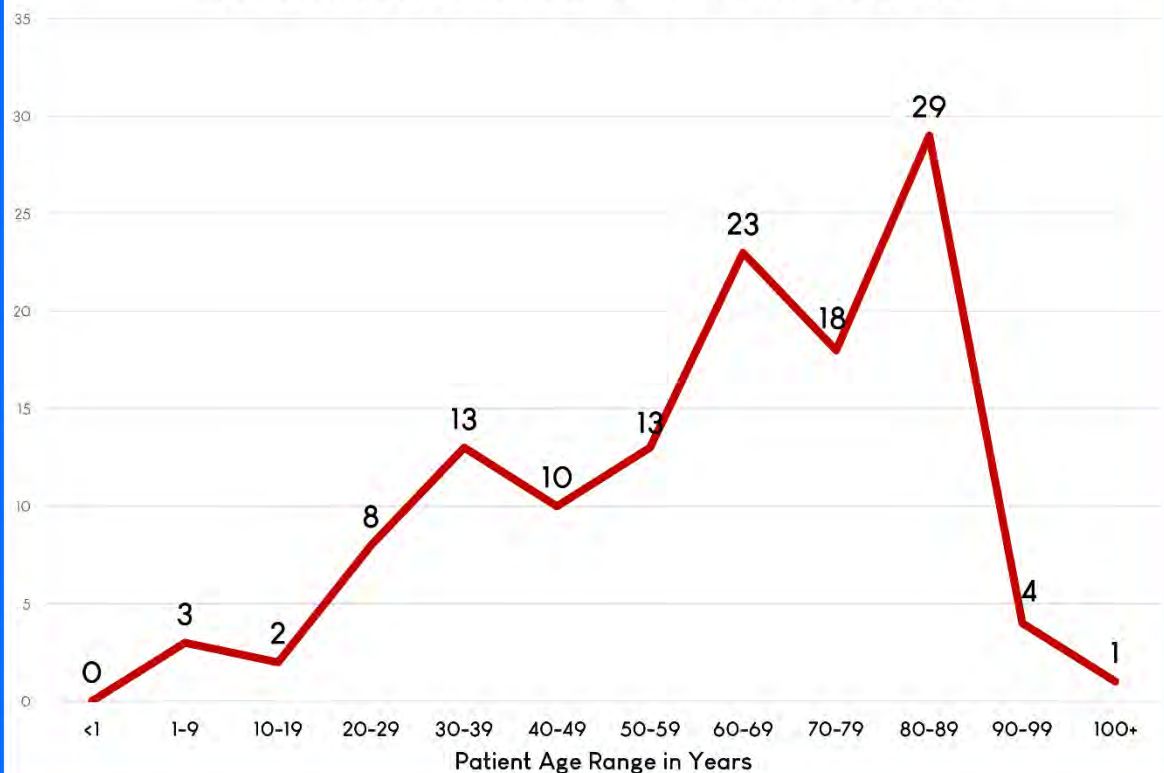


FEBRUARY 2023 - PATIENT DISPOSTION

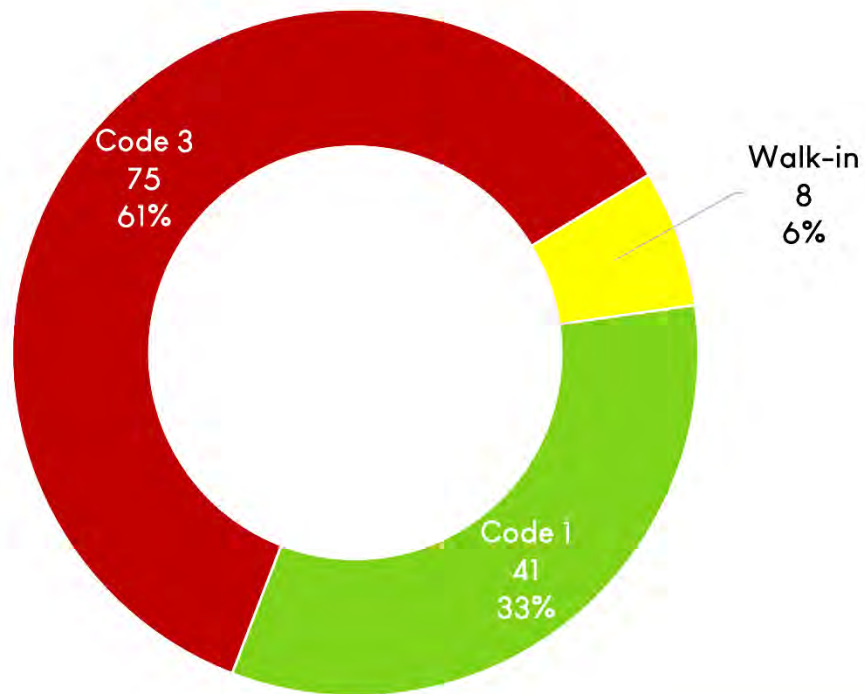
124 PATIENTS TREATED; 79 TRANSPORTED



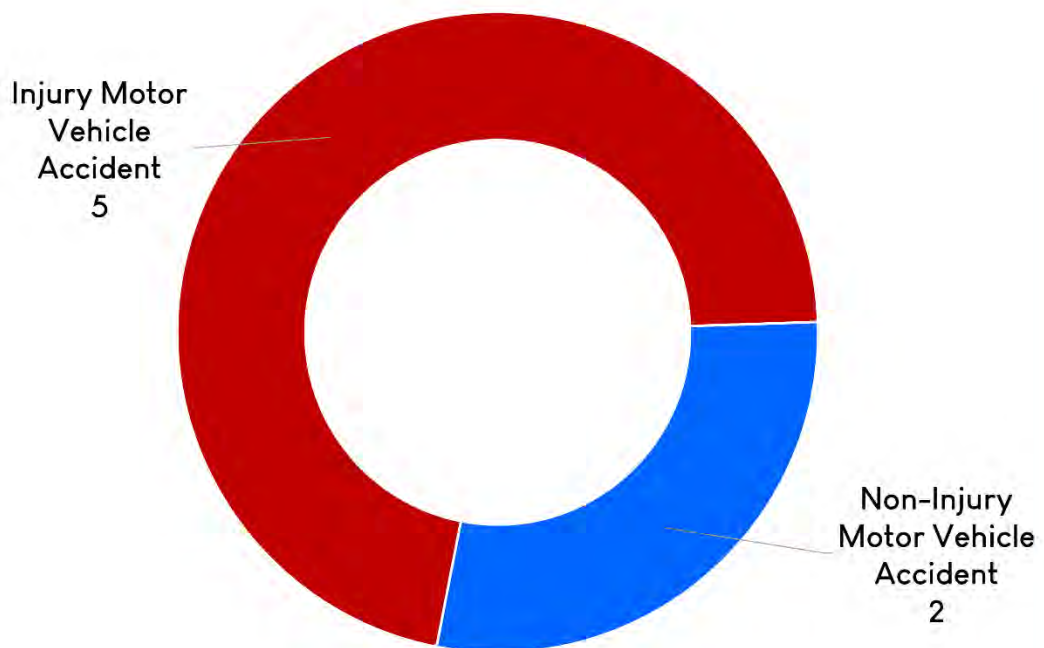
FEBRUARY 2023 AGE OF 124 PATIENTS TREATED

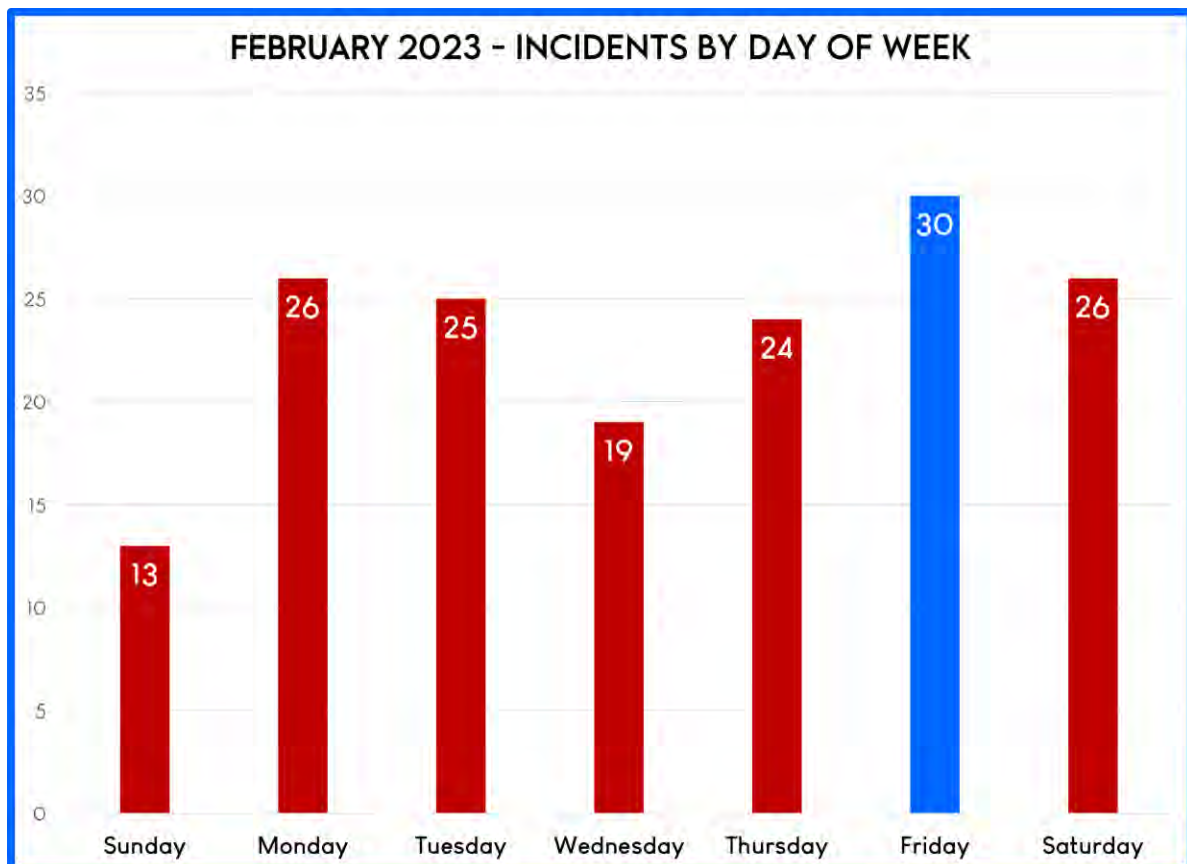
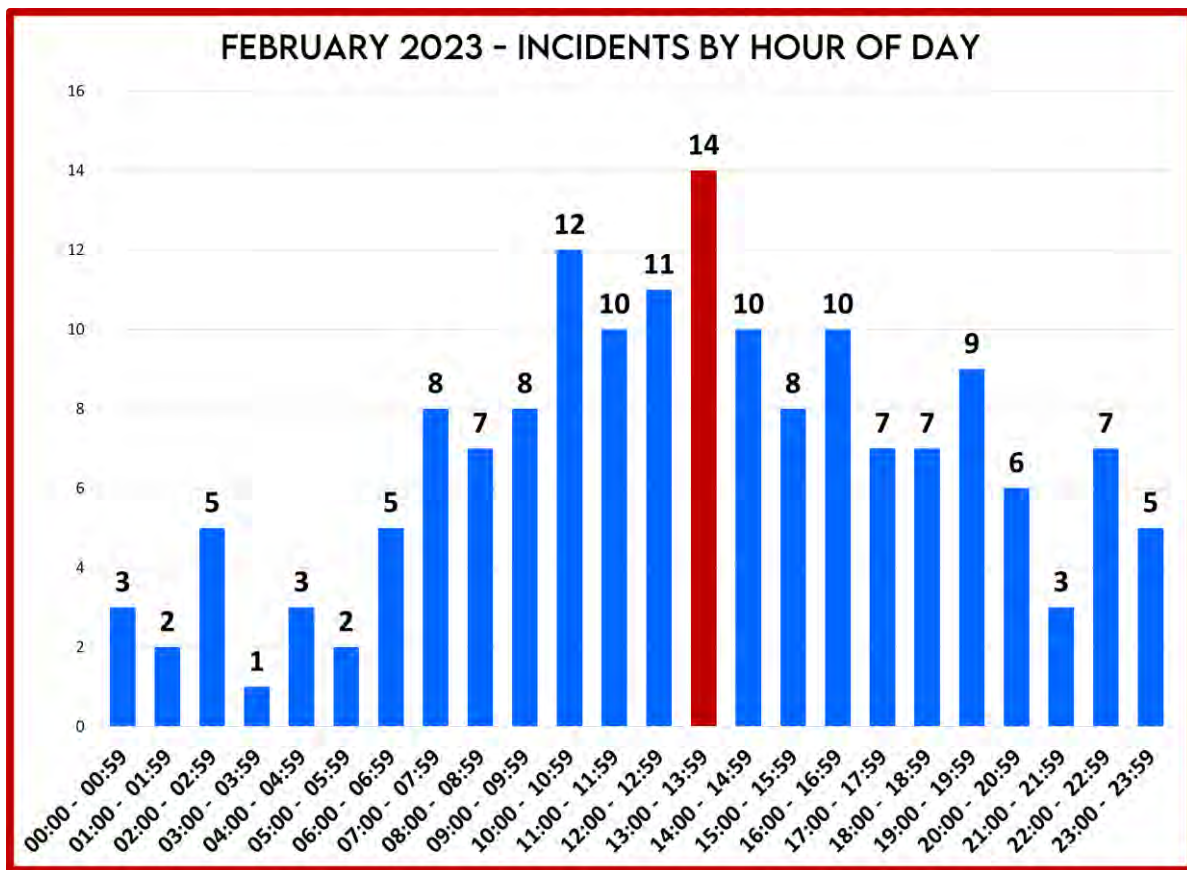


FEBRUARY 2023 - EMS RESPONSE MODE

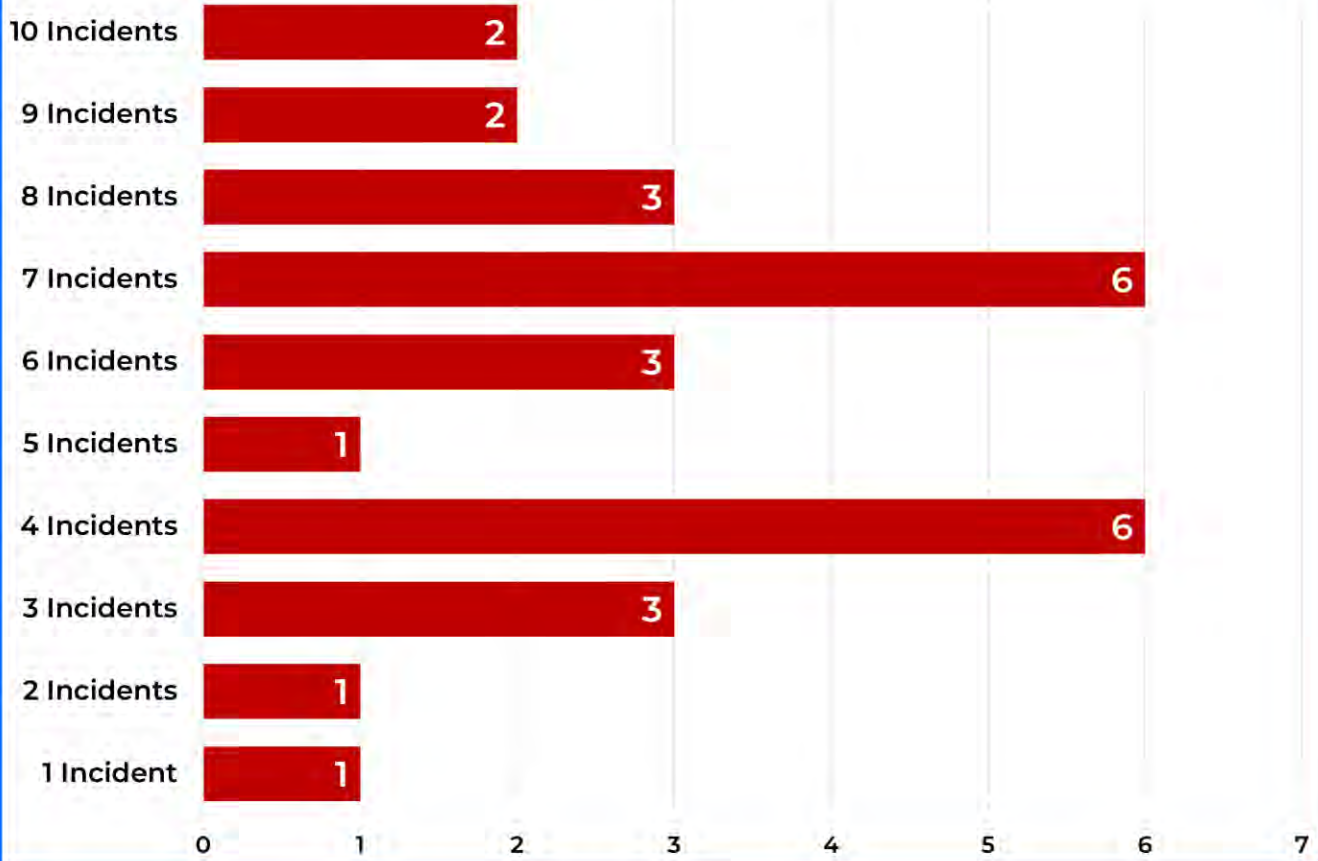


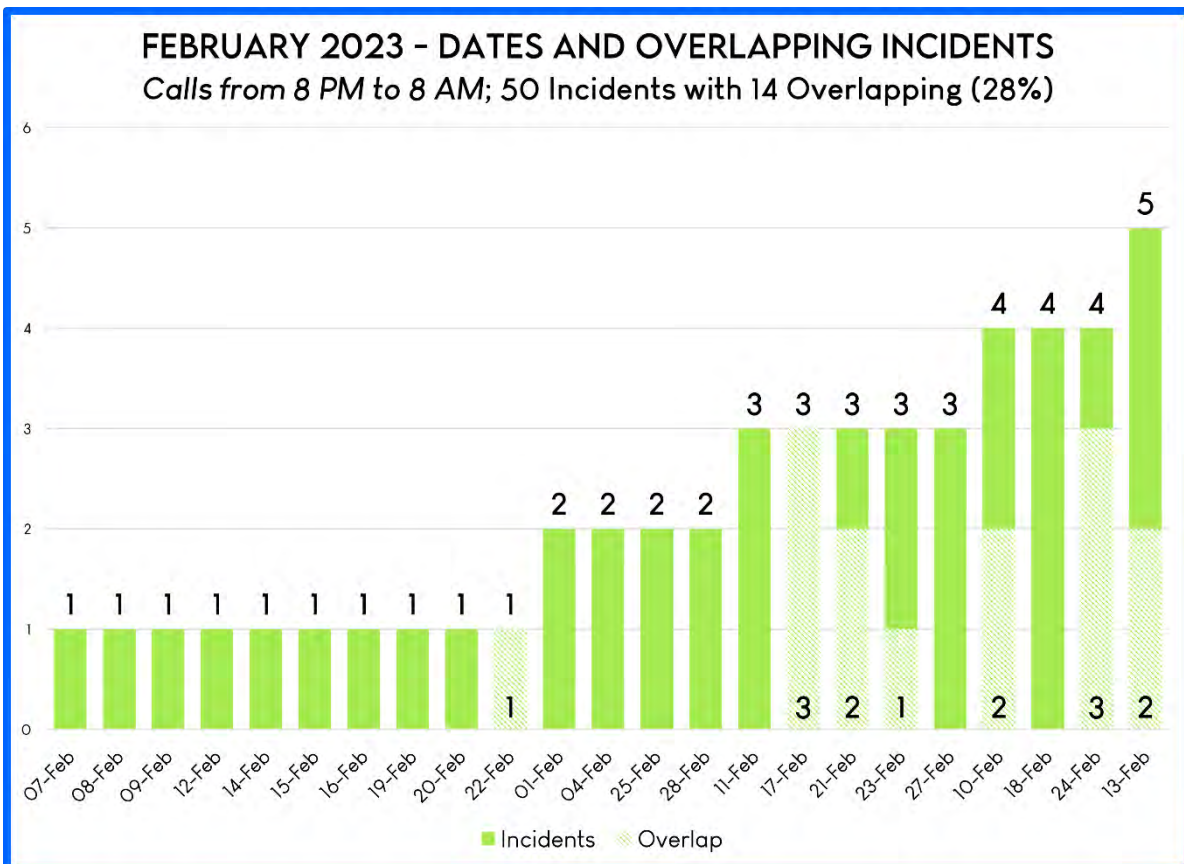
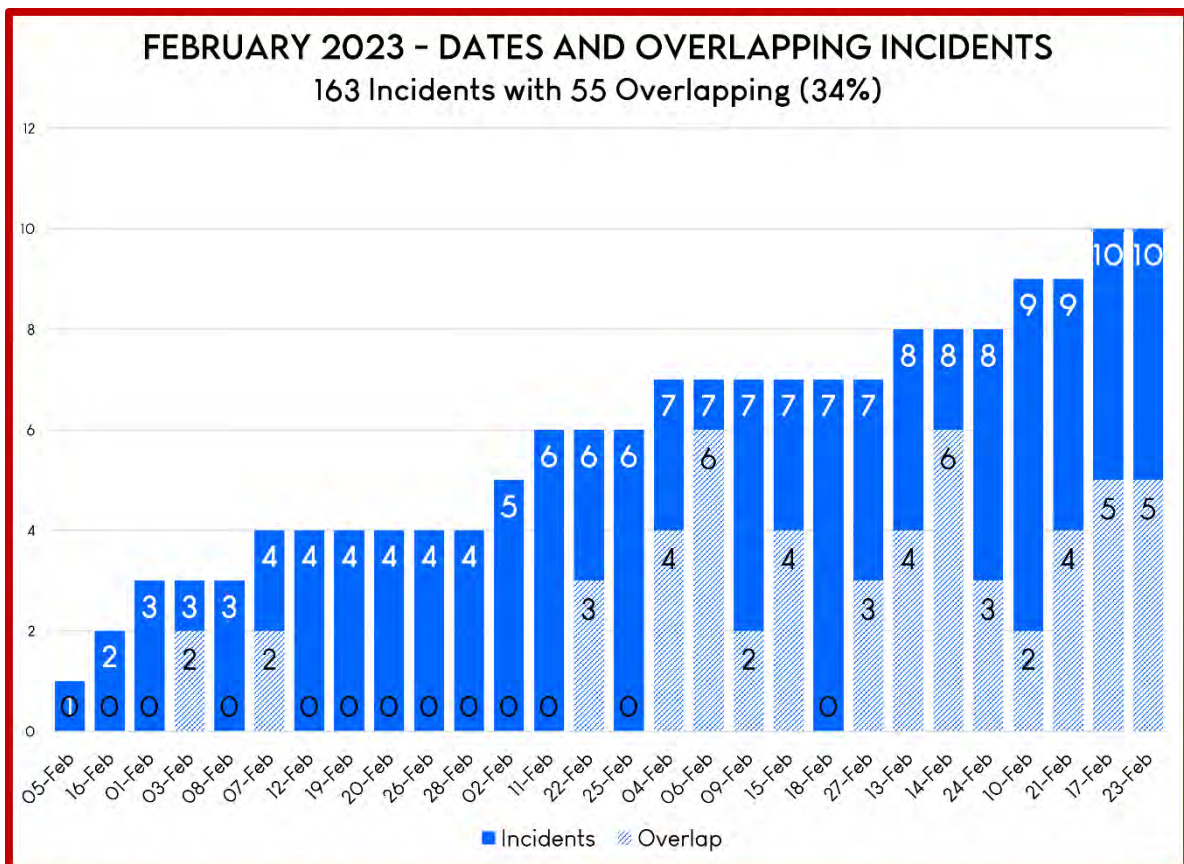
FEBRUARY 2023 - 7 MOTOR VEHICLE ACCIDENTS





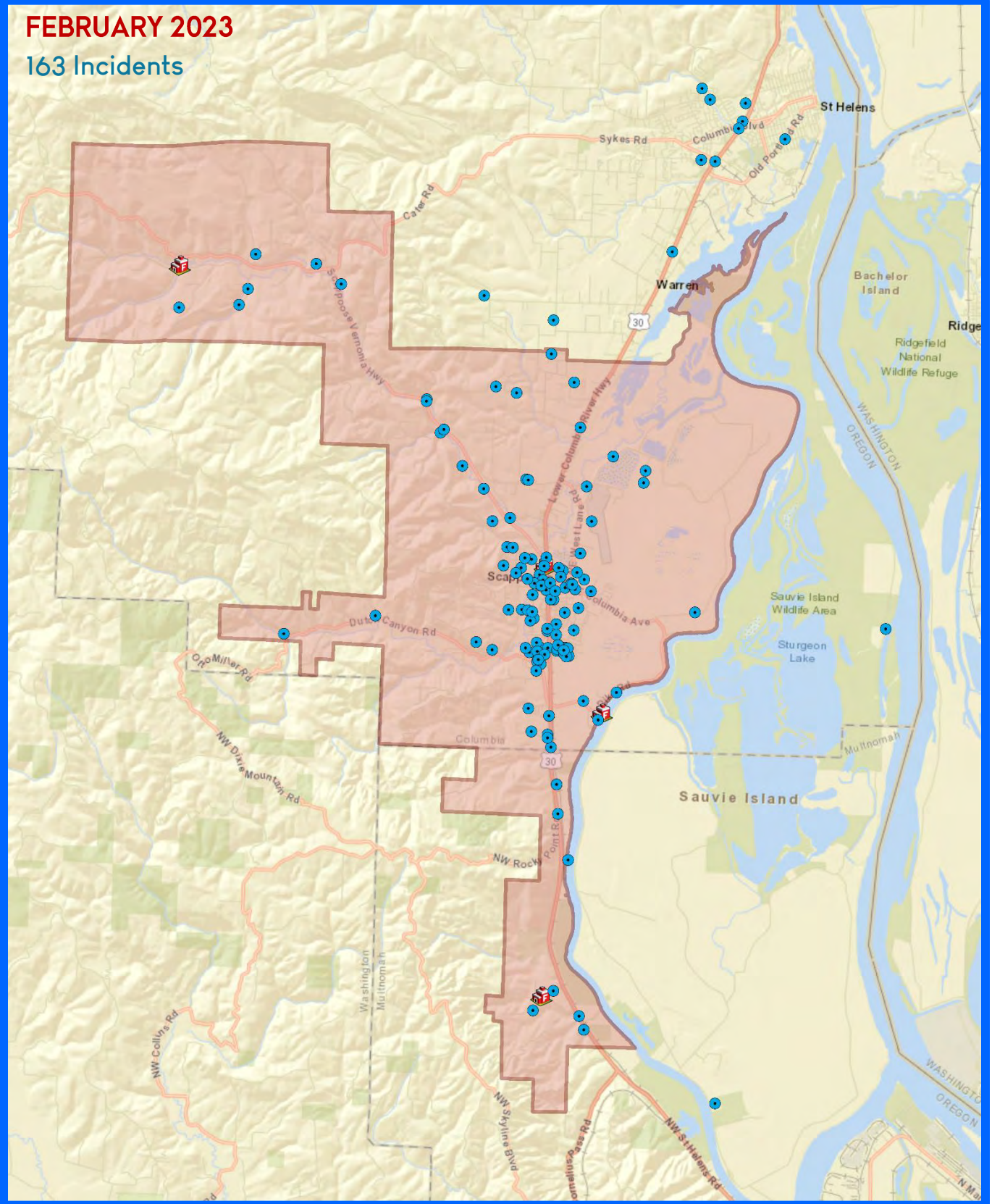
FEBRUARY 2023 - INCIDENT COUNT BY DAYS





FEBRUARY 2023

163 Incidents



Flight #1	2023-02-27 09:23:18	Air Time: 00:00:00 Total Mileage (Miles): 0	Max Altitude (Feet): 4.0 Max Distance (Miles): 0
Takeoff Lat/Long: Above Sea Level (Feet): 0.0		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 11% Takeoff mAh: 634 Takeoff Volts: 10.938	Landing Bat: 10% Landing mAh: 628 Landing Volts: 10.964
Photos: 0 Avg Wind: 0.0	Videos: 0 Max Gust: 0.0	Drone Name: EVO_2_UR4WX Weather Summary: N/A	Drone Type: EVO2

Flight #2	2023-02-27 09:23:14	Air Time: 00:00:00 Total Mileage (Miles): 0	Max Altitude (Feet): 4.0 Max Distance (Miles): 0
Takeoff Lat/Long: Above Sea Level (Feet): 0.0		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 11% Takeoff mAh: 638 Takeoff Volts: 10.826	Landing Bat: 11% Landing mAh: 636 Landing Volts: 10.966
Photos: 0 Avg Wind: 0.0	Videos: 0 Max Gust: 0.0	Drone Name: EVO_2_UR4WX Weather Summary: N/A	Drone Type: EVO2

Flight #3	2023-02-27 09:22:12	Air Time: 00:00:00 Total Mileage (Miles): 0	Max Altitude (Feet): 4.0 Max Distance (Miles): 0
Takeoff Lat/Long: Above Sea Level (Feet): 0.0		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 11% Takeoff mAh: 676 Takeoff Volts: 10.997	Landing Bat: 11% Landing mAh: 640 Landing Volts: 10.969
Photos: 0 Avg Wind: 0.0	Videos: 0 Max Gust: 0.0	Drone Name: EVO_2_UR4WX Weather Summary: N/A	Drone Type: EVO2

Flight #4	2023-02-27 09:21:09	Air Time: 00:00:00 Total Mileage (Miles): 0	Max Altitude (Feet): 0.3 Max Distance (Miles): 0
Takeoff Lat/Long: Above Sea Level (Feet): 0.0		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 12% Takeoff mAh: 714 Takeoff Volts: 11.019	Landing Bat: 11% Landing mAh: 678 Landing Volts: 10.985
Photos: 0 Avg Wind: 0.0	Videos: 0 Max Gust: 0.0	Drone Name: EVO_2_UR4WX Weather Summary: N/A	Drone Type: EVO2

Item #5	Total	Air Time: 00:00:00 Total Mileage (Miles): 0	
Photos: 0	Videos: 0		

STAFF REPORTS

Fire Chief Report March

Meetings Attended

Date	Topic	Date	Topic
2/1/23	S-420 IC Check In	2/16/22	Dry Hydrant Test
2/1/23	Oregon DHS Presentation	2/16/22	Operations Committee Mtg.
2/1/23	Bucket Test	2/16/22	Flightwave CEO Mtg
2/2/23	Officers Meeting	2/16/22	AUVSI Cascade Chapter
2/2/23	LEWEG Update	2/17/22	Lake Oswego UAS Mtg
2/2/23	Legislative Update	2/20/22	Mtg with Maria and Janine
2/2/23	RDPO Fire / EMS WG	2/20/22	SAFER Meeting
2/2/23	TVF&R, Intterra and Dronsense MTG	2/21/22	OMIC Inspection
2/3/23	AUVSI National call	2/21/22	GIS Class
2/7/23	NWCG S-420 class all week	2/22/22	Testify on SB
2/8/23	UASP Steering Committee MTG	2/22/22	Mtg. With Hood Cleaners
2/8/23	Safety Meeting	2/22/22	SAFER Mtg
2/9/23	Board Meeting	2/22/22	Mtg with Spotlight
2/13/23	Fire Defense Board MTG	2/22/22	SRFD Payroll review
2/14/23	FIT Meeting	2/23/22	USAP steering committee
2/14/23	Jensen Partners Hospital MTG	2/23/22	IFUASS meeting
2/15/23	Cal Fire & Drone Sense Tile Eng. MTG	2/27/22	SAFER Meeting
2/15/23	Meeting with MCSO	2/28/22	Fire Service Working Group
2/16/23	MTG with Boston Dynamics	2/28/22	RDPO Program Committee

Hours Worked January: 187 Hours

On Call in January: 128 Hours

TOTAL HOURS: 315

Training

S-420

Projects

EMS Boundaries Multnomah County – *In Progress*

Draft Strategic Plan – *In Progress*

Fire Station Project ~ *Met with city regarding planning rules*

OSFM HMEP Grant 2021 ~ *Awarded X2*

UASI Grant for UAS Training ~ *Coordinating the class*

UASI Grant for UAS Detection for LEWG ~ *Contract awarded*

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

SPIRE Grant ~ *Received equipment*

Senate Discretionary spending request ~ *Awarded in progress*

2022 AFG Grants ~ *One Award, waiting on another*

Tender Project ~ *In progress*

Engine Project ~ *In Progress*

February included a lot of training, looking at data and spending a lot of time understanding where the department sits as we begin to prepare for our next fiscal year. Thankfully all the staff, which includes volunteers, career, a couple of community volunteers and the admin team, we have been successful in mining our data so that our decisions are driven by the most accurate data we can produce. This will be essential as we start to plan for the next one to five years. This includes planning major capital items such as rolling stock and brick and mortar (fire stations), and balancing this as we have to prepare to hire more staff in the next couple of years.

One of our greatest challenges is overlapping calls. Overlapping calls are where multiple calls are happening at the same time. Providing staff during these multiple calls is becoming more of a challenge year over year as the call volume seems to be compressing. In looking at the data, with our aging population and the number of calls aging demographic, this will pose the greatest challenge in trying to meet good customer service and response times in the future. In November 2020, our community voted to support staffing two ambulances 24 hours a day. Based on current trends, we are forecasting that we will need to staff three ambulances 24 hours a day in two years. We are very focused on balancing the data and the trends make good fiscal decisions.

One of the items we will be taking a close look at over the next month is our staffing model and making sure that our current positions and deployment personnel is meeting the needs of the public. Every year about this time, we are taking time to make sure that we are utilizing our resources to the best of their abilities. As we develop our budget for fiscal year 23/24, this will be one of those core components.

Are survey closed on 28 February and the results which include the raw data is included in this board packet. We will be utilizing this feedback to help us guide our service delivery over the next year.

One project marked as completed is the use of the contract forensic accounting firm to look at our 457 plans and our payroll practices. Last year our staff had a couple of questions and identified some discrepancies in our payroll process. We took this very seriously, as a result, to be as transparent as possible, we hired an outside firm to do a complete review. Their final report is included in this board packet for your review. I can say with complete confidence, that as we were going through the process with the accounts, every item that was identified as needing to be addressed or a procedure that was lacking has been implemented. We hope that the board, our staff, and the community will recognize that this dedication to accuracy and accounting of the taxpayers hard earned dollars, can be trusted with our organization.

In addition to attending a very important command-and-control class, I have been actively engaged and overseeing several of our grants, and preparing for the reception of a few more. I am looking forward towards summer when several of these projects will be complete and be behind us. However, it has been my great pleasure to represent our district in the many occasions where we are assisting other agencies develop UAS programs.

OPERATIONS REPORT

Even though we have less calls for the month of February this year than last year, it did not feel that way with the way the weather yo-yoed. This coupled with several unique special operations calls and unique incidents, kept everyone going without much chance for resting.

Some of the safety equipment that has been deployed on the apparatus for use on motor vehicle crashes and other emergency scenes, seems to be working as intended and adding additional safety for our crews. We hope this trend continues as we work and strive to streamline our responses.

Staff has been working hard to complete some of the scheduled capital improvement projects identified in the budget for fiscal year 22/23. It is very important that we do our best to stay up on some of these replacement schedules and equipment upgrades to prevent us from falling behind. Our staff does a wonderful job of maintaining her equipment which in most cases is capable of being used well beyond its intended lifespan. We hope to complete most of these purchases before we get into our budget committee meetings.

For the next couple of months, please expect to see a few more large purchase requests are all well within the scope of this budget, and backed by adequate funding in our accounts.

Specific to apparatus replacement, we are looking forward to doing the final inspection of our new ambulance on 20 March. It is important to note, that \$200,000 of the funds that are being used to purchase this apparatus came from a gracious gift from the city of Scappoose as a part of the American rescue plan dollars that were given to the city. The apparatus committee has met additional times regarding the new tender and engine, and we expect to have five or six representatives headed to South Dakota by the end of the month to go through the pre-build process at the factory. This process is paramount and making sure that the community's 20-year purchase meets the needs of the community, and every detail is covered for these very important pieces of equipment.

Progress is being made on the fire boat now that our account has been set up with the vendor. We may need to come back to you for an adjustment on equipment based on supply and demand and technology changes. We hope to bring this to you next month.

At the Operations Committee, we are working on several guidelines, one of which is the Fire Liaison position for large emergencies.

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 are still working on getting quotes.

The Boat House station: Nothing to report currently. However, we are still planning on increasing the preventative maintenance for this facility.

Division Chief Marks

March 2023

February Projects:

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

Drills / Activities / Meetings in February included

Admin Meetings	Fire Defense Board
Protocol Development	FTEP Follow-up
EMS Training	Apparatus Committee
Meet with EMS Chiefs	

Work on the QA/QI project continues. NIFF Curio and I attended the first portion of NFA R0158. This course is for EMS Quality Management. Students from across the northwest are attending this series of classes. The course will help build a foundation of knowledge for Katy and me to build a more in-depth program. The course is being held in Eugene and has two more session. One in February and one in March. The February class dates were canceled due to the instructor being ill and were rescheduled for April.

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. I have requested a meeting with this individual so the EMS Chiefs can continue the communication process improvements. The new employee was previously a firefighter paramedic in Minnesota.

All items for the Access Control system have been received by the vendor. I am working with them on a schedule to complete the project for the Scappoose Station.

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 continues to show how valuable she is to the organization. She identified some issues and items that had been forgotten about including some annual maintenance items. She identified them and made sure our EMS equipment was serviced.

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. This planning process took some time in February to plan out.

My Time Worked in February 2023

212 hours

Call Time in February 2023
(time)

93 Hours (call shifts minus office

Total Hours for February

305 Hours

Structure fire on Roundhouse Ln on Feb 25. Crews arrived to find a structure with approx. 30% involvement. With the rapid response by our staff, we were able to hold the fire to approx. 40% involvement. We also had a good volunteer response to this incident.



Chief Bautista Report

March 2023

February 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. One (1) company inspection was completed, one (1) fire pre-plan was completed, three (3) referral and acknowledgements were completed.

Company Inspections and Pre-Incident Plans are still in progress. Member involvement and community response have remained positive.

We currently have 2 fire investigators working on completing task books, I will be working with them to get field opportunities regionally. This is part of our succession planning to get more investigators for the fire district.

Training Duties:

The Training Division is currently very busy.

The Volunteer Firefighter Academy is underway. So far, students are working their way through the curriculum and spending the weekends on skills drills.

We have one (1) probationary firefighter that will be taking their Twelve (12) month test in April. We will work with this member and their Company Officer to schedule their exam. ‘

Scappoose is hosting another Fundamentals of Fire Investigation, which ends on March 3, 2023. A total of 31 students were registered. Four (4) Scappoose Fire District personnel were signed up, both career and volunteer. Upon completion, we will have a total of six (6) fire investigator trainees.

We are hosting a two-day NFPA Common Passenger Vehicle Extrication Technician course on 3/18/2023 & 3/19/2023. Currently there has been low interest from the membership. We will likely open this up regionally to fill the course.

NFPA Apparatus Operator with Aerial Device course has been re-scheduled for 5/5/23 & 5/6/23. The course will be a hybrid format. Gordon Houston from Portland Fire & Rescue will be instructing the course.

An in-house NFPA Public Information Officer course is currently underway. The course has a didactic lesson online, which closes on March 5, 2023. The skills day will be scheduled for a later date, with weekday and weekend options. We have a total of eight (8) students registered, both career and volunteer members.

Lastly, an 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.

Total training hours for February 2023 were 89.5 hours

February Meetings:

Date	Meeting and/or Topic
2/20/23	Company Inspection- Medicine Wheel
2/20/23	21000 NW Logie Trail Rd - Solar Installation Plan Review
2/21/23	OMIC Additive Fire Alarm Test/Inspection
2/21/23	IAAI OR Chapter Membership Committee Meeting
2/21/23	Fire Service Referral and Acknowledgement CU 23-03
2/22/23	The Grime Solvers Consult NFPA 96 and Hood Cleaning Requirements
2/22/23	Referral & Acknowledgement CU 23-01
2/22/23	Referral & Acknowledgement CU 23-08
2/22/23	Apparatus Committee Meeting
2/27/23	NFPA 409 Inquiry – Out of State Assistance

Chief Officer Development:

Fire Investigation: Forensic Interviewing and Evidence R0780 (NFA) - Completed

NWCG S-420 Command & General Staff Course – Withdrawn due to Volunteer Firefighter Academy support and other district needs

PER-292 Leadership & Management of Surface Transportation Incidents (Pueblo, CO) – Withdrawn to cover Duty Officer rotation

Upcoming Training:

Total hours for February 2023: 174 hours (118 hours & 56 Duty Officer On-call hours, minus office hours)

10-day deployment for Turkey earthquake providing rescue, medical and humanitarian aid.

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

Training / Drill:

This month was another excellent month of drill night participation with the volunteers. Was able to teach fire academy for the new recruits twice. Taught ropes and knots along with salvage and overhaul. Took the IAAI fire investigator class during the week of 2/27-3/3. Had two outside instructors, was a great class. Have PIO class coming up this month. Passed the FAA unmanned aircraft test and now have pilots license, coordinating more training with chief Pricher.

Projects:

The awards banquet is set for April 1st and will be at The Lakehouse. Will be catered by Wild Curreant. Awards are in the works with Chief Pricher for banquet. Coins should be shipped this week. We have been waiting on the special ops coin to be finished. Chief Marks reviewed the draft of the volunteer handbook and it will be complete this month.

Upcoming Classes:

Signed up for upcoming ORPIC class. Was able to complete Instructor one task book and have it ready to be sent to DPSST. I have also been going on inspections with Chief Bautista and was able to sign up for Inspector 1 and 2 courses for May. Have a class opportunity for recruitment and retention in June, class is in Oklahoma City.

February 2023 Finance Report – FA Heath

Revenue:

January tax turnovers totaled \$15,709.62 and brought the District to within 98.87% of the budgeted revenue. As expected, we received Columbia County's February tax turnover on March 2, 2023, totaling \$70,934.78. This means we have now exceeded the budgeted amount by \$10,569. The February turnovers will be reflected on next month's financial report.

With 67% of the budget year complete, EMS revenues are at 84.6% of the budgeted amount of \$634,781. In February, \$81,018.63 in EMS revenue was deposited. Average monthly EMS receipts for FY22-23 run about \$67,000. Assuming we collect the average for the remaining 4 months, the District should exceed the budgeted EMS revenue by about 25%.

Expenditures:

Personnel services expenses were \$340,787 for February. Personnel salaries are on-budget at 65%. In February 2022 personnel salaries were at 58.8% of budget. Overtime costs in February were \$8360 before payroll expenses, less than half the monthly average for the last 8 months, helping the District to stay within budget.

A leverage payment to Oregon Health Authority in the amount of \$10,914.39 was made in February. We expect to receive another GEMT reimbursement for the second half of calendar year 2022 by June 30, 2023.

General Fund Materials and Services expenses for February were \$47,392. Notable expenses included VISA charges of \$5,618.63, Stryker Sales Corp. for \$6,089.75 for the Lucas battery and monitor maintenance agreement and a training expense of \$9,200 for instructor fees for an upcoming Effective Fire Attack class.

Audit Update:

FY21-22 audit continues. This will be complete by March 31; hopefully sooner.

Final report from Baker Tilly forensic accountants:

Chief Pricher and I met with the forensic accountants in February to finish up outstanding payroll questions. The summary report is included in this packet.

Budget Update:

Estimated tax projections from Columbia County are available. Work has begun on budget projections for FY23-24. Preliminary numbers, calculated at 90% of total estimated taxes to be imposed are \$4,498,364, which is about \$28,208 less than the 22-23 proposed budget amount.

In addition, we project a 4% increase in healthcare insurance costs, a 6.7% increase in PERS costs, a 2.5% salary increases.

OLD BUSINESS

COMITTEE REPORTS

MISCELLANEOUS

NEW BUSINESS

To: Chief Jeff Pricher
Scappoose Rural Fire Protection District

From: Steve Toler, Director
Mary Locey, Consulting Manager

Subject: Payroll Review – Analysis and Outcomes

Date: March 6, 2023

Executive Summary

Baker Tilly was engaged by the Scappoose Rural Fire Protection District to review payroll calculations related to deferred compensation calculations, payments and reporting. Employees had raised concerns that deferred compensation contributions were misapplied and that the District underreported deferred compensation contributions into the employees' 457 deferred compensation accounts. We were engaged to review contributions during the period starting January 1, 2020 through the pay period ended August 31, 2022.

While our work was intended to focus solely on the deferred compensation calculation, once we recognized the extent of factors leading into the calculation of payroll, we had to expand our work to conduct a full recalculation of payroll components including salary, incentive pay, longevity pay, overtime pay, 457 employee withholdings and 457 District contributions.

Baker Tilly conducted an independent calculation to verify whether the District's calculations were accurate. We determined that a total of seven employees were underpaid by a total amount of just over \$1,594, and that a total of 15 employees were overpaid by a total amount of over \$16,241 during that 32-month period. Eight employees we tested had no variances other than rounding differences. The net variance totals approximately 0.2% of the amounts paid to employees during that period. The detailed calculations and reports for each employee have been provided to the District's legal counsel under separate cover due to the confidentiality of payroll information for each employee.

Based on the results of our work, we provide eight recommendations that we believe will strengthen the payroll process and reduce the potential for future errors such as this to occur.

Background

Baker Tilly was engaged by the District to review payroll calculations related to deferred compensation calculations, payments and reporting. The District received concerns from some of its employees that there may have been potential issues with the miscalculation of compensation elements in the payroll process. Specifically, concerns were raised that deferred

compensation contributions by the District, as well as elective withholding from employees' paychecks, were misapplied or that calculations of those deferred compensation amounts were performed incorrectly.

The District provides compensation to its employees through a Working Agreement between International Association of Firefighters (IAFF) Local 1660 and the District, which we will refer to as the memorandum of understanding (MOU) throughout this report. The MOU specifies the basis upon which payroll is calculated and prepared for each employee. Key components relate to wages, deferred compensation, and any additional pays that are provided to employees in the MOU.

The computation of deferred compensation (or 457) District contributions to the employee's account is based on the provisions in the MOU. The amount upon which such contributions are made is based on what the MOU refers to as "Base Wage", which is defined as the amounts paid in Wages (see above), excluding any additional incentive pays or other pays. In essence, 457 District contributions are based on the base salary. Subject to MOU provisions, the District will provide a match to the employee's contributions into their 457 account subject to the caps incorporated in the MOU.

The District has experienced significant turnover in its administrative office, and especially in the role of Finance Director. Changes in personnel have led to lack of institutional knowledge and different people being involved in the payroll process during the timeframe under our review.

Analysis

Payroll Calculations and Errors Discovered

We obtained the payroll registers from the District for the pay periods from January 1, 2020 to August 31, 2022. These amounts were entered into a master spreadsheet upon which our calculations were made. We also obtained employee master record information, including date of hire, date of separation (if any), classification(s) in which the employee worked, and status as either an hourly or salary-based employee.

Based on the information we received, we summarized and independently recomputed the key pay elements of every employee's compensation for every pay period worked between 1/1/2020 and 8/31/2022.

The types of errors we discovered based on our independent calculations were varied. However, none of the errors we identified were pervasive across all employees. Rather, these errors were made on individual employees' payroll calculations, usually when employees were either eligible for merit increases or when changes in classifications (e.g., firefighter to paramedic) or employment status (single role to firefighter) necessitated change in compensation.

Based on our limited scope and analysis of payroll during the 32 months we reviewed, we have several recommendations where the District can improve its payroll process in the future. Those are discussed below.

Addressing Payroll Errors

In some cases, errors were caught and corrected, however the net difference was contributed to the employee's 457 plan rather than as a salary adjustment. The District is jeopardizing the proper application of taxable wages when making up an error in a pre-tax pay (e.g., salary) by contributing it to the employee's 457 plan. We believe the District needs to correct future errors by properly applying the underpayment based on the nature of the error to ensure the employee's taxable wages are properly reported based on Internal Revenue Code (IRC) requirements.

Recommendation 1. Compensate employees for underpayment when caught based on whether the original error affected taxable or non-taxable wages.

It is also important to note that those errors that were corrected were solely in situations where the employee was underpaid. If the District determines that an employee was overpaid, those errors need to be discussed with the employee as soon as they are detected and corrected in an appropriate manner. In some cases, a minor error can be made up in one paycheck. To the extent the error is pervasive, the District can negotiate a repayment plan with the employee over multiple pay periods. The errors should be corrected in the taxable year when the errors were made to the fullest extent possible. This exercises appropriate fiduciary responsibility for District resources provided by taxpayers and mitigates potential impacts from establishing past practices that can erode District resources in the future.

Recommendation 2. Meet with employees that are overpaid as soon as the error is caught and work out a reimbursement plan in future pay period(s).

During the course of our work, we noted that the District does not prepare a final payroll register that is reviewed and approved by a person other than the one calculating payroll. We understand that the District has limited administrative staffing. However, since the largest single expense the District has is compensating its employees that provide the important services of the District, it is important from an internal control perspective that District resources are protected in the preparation of monthly payroll. A procedure is necessary whereby a documented, independent review of the final payroll register is completed before payroll is issued to employees. Performing such a function strengthens internal controls over the payroll cycle, ensures that payroll changes and calculations are performed properly, addresses errors before they are finalized in final paychecks, and mitigates potential misuse of District funds. The review process would include a final payroll register produced and submitted to the Chief or his/her designee for review. It would be accompanied by an exception report that identifies changes to employee pay rates, classifications, or other changes that

impact employee compensation and that are supported by personnel action forms (see below). The Chief or designee would review and document approval by initial, and return it to the finance lead to issue paychecks to employees and complete the payroll cycle.

Recommendation 3. Require that payroll registers and payroll exception reports are prepared for each payroll and are submitted to the Chief or his/her designee for documented review and approval prior to issuing paychecks to employees.

Personnel Action Forms

One way to improve payroll in this area would include the use of personnel action forms when an employee experiences changes in classification, compensation, or pay status. We did not note that any PAFs are prepared when such changes occur, which makes it difficult to corroborate changes and how those changes were included in payroll master files and calculations. PAFs should be prepared by the finance/human resources lead and reviewed and approved by the Chief. This improves internal controls related to employee compensation and payroll.

Recommendation 4. Prepare a personnel action form every time there is a change to the employee's classification, compensation, and/or employment/pay status.

Recommendation 5. Document review and approval of pay changes from the personal action form by signature of the District Chief or his/her designee.

Documentation of 457 Contributions

The District does not retain its detailed 457 contribution records that reconcile the amounts deducted from employees and the District's contributions with the amount that is transmitted to the 457 administrator. These records help to create an accounting trail to document calculation of 457 contributions and help in the review of any discrepancies made.

Recommendation 6. Maintain documentation for calculations and reports for transmittal of 457 contributions deposited with the third party administrator and reconciliation to general ledger entries for bank transfers and payroll entries.

Payroll Policies and Procedures Documentation

We understand that the District does not have written policies and procedures relative to the payroll function, and may be lacking in written documentation about other accounting cycles. In order to better document procedures, improve adherence to District policy and process, improve internal controls, and preserve institutional knowledge due to turnover or retirements, the District needs to document its accounting policies and practices. Such a document should

cover all accounting cycles (e.g., cash management, revenues/billing, accounts payable, purchasing, payroll, capital assets), include relevant District Board or administrative policies, documentation of information systems used in support of those cycles, and document internal controls regarding documented approvals and segregation of duties of the functions of asset custody, approval authorizations and recordkeeping functions.

Recommendation 7. Develop an accounting policies and procedures manual with an initial focus on the payroll process.

Clarification of Deferred Compensation Contributions from Paid Leaves

We noted situations where employees were allowed to contribute excess vacation into their 457 accounts. The MOU specifies that employees may elect, once per year, to contribute up to 48 hours of vacation into their post-employment health plan (PEHP) account. In our experience, contributions to a PEHP account are treated differently for federal and state income tax purposes than 457 deferred compensation programs. It is not uncommon to have this as a benefit, but it is less common to allow an employee to contribute excess paid time off (vacation, sick leaves) into a 457 account as employees will be subject to the annual contribution limits established by the IRC.

In one situation, an employee contributed 48 hours of leave into their 457 account, which resulted in the employee hitting the maximum allowable contribution amount to their 457 plan in that year. The MOU is silent on allowing this as well as what impact this might have on continuing to deposit the 457 District contribution match into the employee's account after the employee has reached the cap.

The District should review the provisions in Article 12 "Paid Time Off Program" and Article 33 "Deferred Compensation" in the next revision of the MOU and make the necessary changes in language to confirm its practices.

Recommendation 8. Review language in the Working Agreement with IAFF Local 1660 to determine impacts on 457 District contributions relative to employees depositing paid time off into their 457 account and reaching the maximum annual contribution in compliance with the Internal Revenue Code.

Payroll System

The District would benefit from a more robust payroll system to support its payment of compensation and benefits to employees. Several third-party systems such as UKG Payroll, Paycor, Netchex, GovSense, VisionMS, and others are tailored to the needs of special districts. A key factor to consider in any payroll system is its ability to maintain Human Resources-related information, track employee leave balances, and for a fire district its ability to address overtime compensation appropriately based on Federal Labor Standards Act (FLSA) requirements for those on non-traditional pay cycles.

Recommendation 9. Implement a plan to investigate comprehensive payroll and human resources information systems to assist in processing payroll.

Concluding Remarks

Our review of the District's payroll calculations identified errors made in the calculation of payroll to employees. However, it is important to note that during the 32 months within the scope of our review, the errors totaled a net overpayment to employees of just under \$15,000, which equates to 0.2% of the total compensation paid to employees during that period. The errors were not materially significant from a financial accounting perspective, but the causes of those errors are something to which the District needs to pay close attention.

We did not find systemic issues relative to the calculation and deposit of 457 deferred compensation amounts for employees that led to the District requesting this report. However, we did note some areas where the District could improve its payroll process to mitigate potential future errors in the calculation and payment of compensation and benefits to its employees, and that would further strengthen the fiscal stewardship of the resources provided by the community that the District serves.

We thank you for the opportunity to serve the District in this regard.

Summary of Recommendations

Recommendation 1. Compensate employees for underpayment when caught based on whether the original error affected taxable or non-taxable wages.

Recommendation 2. Meet with employees that are overpaid as soon as the error is caught and work out a reimbursement plan in future pay period(s).

Recommendation 3. Require that payroll registers and payroll exception reports are prepared for each payroll and are submitted to the Chief or his/her designee for documented review and approval prior to issuing paychecks to employees.

Recommendation 4. Prepare a personnel action form every time there is a change to the employee's classification, compensation, and/or employment/pay status.

Recommendation 5. Document review and approval of pay changes from the personal action form by signature of the District Chief or his/her designee.

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Recommendation 9. Implement a plan to investigate comprehensive payroll and human resources information systems to assist in processing payroll.



MEMORANDUM

TO: Scappoose Fire District Board of Directors

FROM: Division Chief Marks

SUBJECT: Thermal Imaging Camera (TIC) Project

DATE: February 28, 2023

Requested Action: Authorize funding to outdated thermal imaging cameras.

Purpose: The thermal imaging cameras currently used by Scappoose Fire crews are beyond end of life. These cameras were purchased were manufactured in 2003 according to their serial number. Others were provided by UASI in the 2008 time period.

Impact: Upgrading the thermal imaging camera will provide our crews with better safety. New TIC's will enable our staff to locate fire and victims inside zero visibility environments. This will provide better survivability of fire victims and decrease fire loss.

Availability of funding: \$50,000 budgeted for this project in the FY22/23 budget in Acct: 910. Capital Outlay – Equipment.

Coordination: This project will be coordinated by Staff and Maintenance for final completion.

Contact person(s): Division Chief Marks, Lt. Anderson, F/F Kriek

Evaluation: An evaluation committee researched different camera models and decided the Flir K55 or K65 was the best option for our organization. The only difference between the K55 and K65 is the battery enclosure.

Recommendations / Options:

- 1) Motion to approve the purchase of 8 Flir K55 Thermal Imaging Cameras for an amount not to exceed \$51,000 plus shipping.
- 2) Request more info.
- 3) Do Nothing

Conclusion: The safety of our crews and victims trapped inside low visibility environments will be vastly improved with the approval of this purchase. It will also improve operational ability of staff at night and low visibility environments.

2022 Community Survey First Annual



March 7, 2023

This year we put out our first community survey to get a better sense in how we could better serve our community. The survey received a total of 52 responses and reached community members from Chapman, the City of Scappoose, Warren and those with contracts for fire protection. The attached pages include the raw data and responses we received from our community about their experiences, opinions and needs.

We will be incorporating the responses in how we plan, train and deliver service in the next year and future years.

It is very important for us to learn and grow with the community and we hope this first step will assist with our desire to deliver the best service we can.

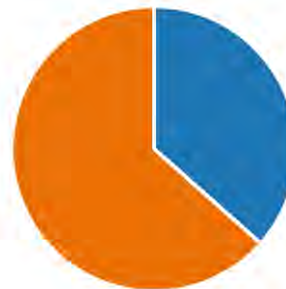
With the best of intentions,

Your fire service family
March 7th, 2023

1. Thinking back over the past 12 months, have you had contact with the Scappoose Fire District?
(For example if you have had an incident which involved a fire, rescue, public education, share and care or medical call.)

[More Details](#)

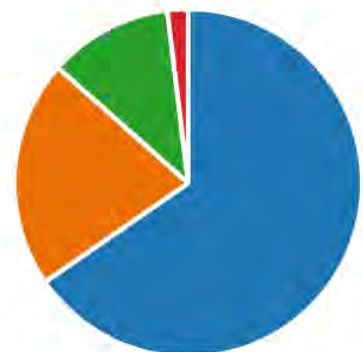
Yes	19
No	33



2. How would you rate your experience with Scappoose Fire District?

[More Details](#)

Excellent	34
Good	11
Average	6
Poor	1
Terrible	0



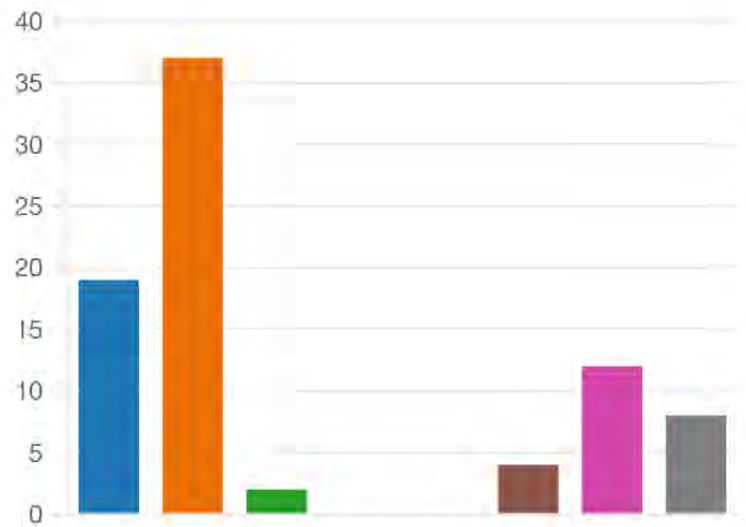
What factors influenced your rating?
They answered our 911 call very quickly, were professional, very polite when asking for information, and took very good care of my husband. Once at the hospital they waited with him until he had a room. We were very impressed with the service and glad you are available.
friendly, but passed my complaint off
It has been many years, but they were prompt and professional when they came here. here
We had a great time at the pancake breakfast, all the staff were professional and kind.
The complete professionalism and courtesy exhibited by the responders.
Always ready to respond
Every interaction we've had with them from my heart attack, in law heart issues and husband's fall
Timely, thoughtful interactions
They are always friendly, professional, and very helpful
Employee courtesy
Always professional
I have had to use them a lot over the last 5 years with my parents and husband. They were very personable, quick and eased my mind.
were helpful and did their job, things went like they are supposed to
They really care!
I believe I can count on SFD for any needs that come up.
Response time when I did have an emergency
Service and support of community, positive staff interactions
Precious interactions with them not during an emergency and their awesome communication
Care received, timeliness to respond.
Haven't used them in many years
News coverage in the Spotlight and personal experience.
They literally saved my life.
Response to a fire we had when building our new home. Very professional.
Very nice people
Haven't needed them
No experience to rate, but I'm sure it would have been excellent
I've had no experience with SFD
There should be an "N/A" option here - I have not had an experience with SFD in the last 12 months.
Internet presence as information source (Facebook)
Past experiences
Great communications and love the people.
I have not interacted with them. So no experience to go off of.
The drone stuff that has put you in the news is super cool
Response time, ability to create a sense of calm while also moving with expedience
Speed in response

Out of 52 survey responses, 35 people answered this question

4. How are you most likely to stay informed with what is happening at Scappoose Fire District?

[More Details](#)

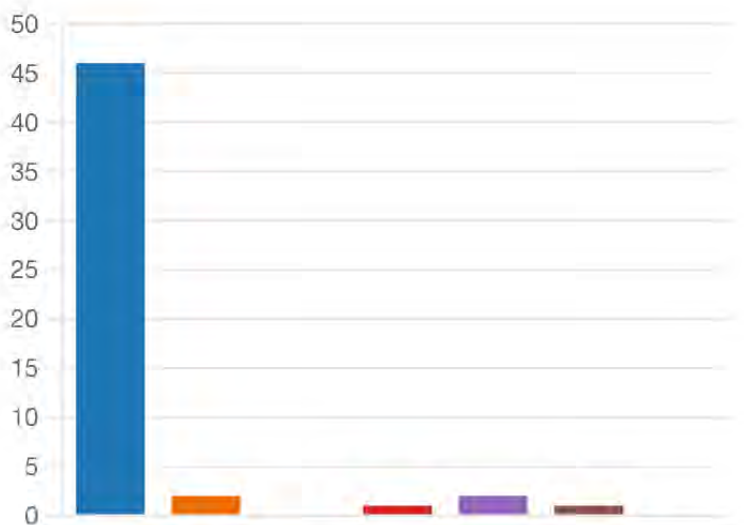
Information on website	19
Information of Facebook	37
Information on Twitter	2
Information on LinkedIn	0
Attend Board Meetings	0
City / Fire Department app	4
Via friend or Neighbor	12
Other	8



5. Are you a:

[More Details](#)

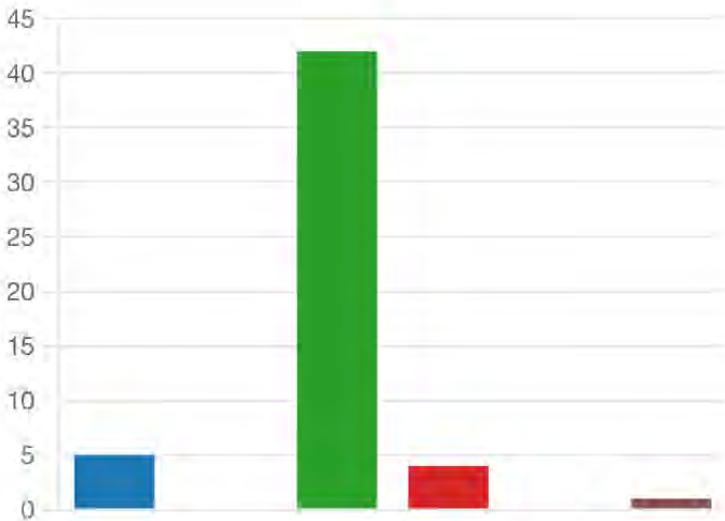
Homeowner	46
Renter	2
Business Owner	0
Student	1
Homeowner and Business Owner	2
Renter / Business Owner	1
None of the above	0



6. What area are you serviced by Scappoose Fire district

[More Details](#)

Chapman	5
Holbrook	0
City of Scappoose	42
Warren	4
Multnomah Channel	0
Contract Fire Protection	1



If you were in charge, what would you change about Scappoose Fire District?
More publicity about the department achievements, services provided, and recruiting. Would visit high school on career day to recruit.
Limit yard debris burning to only 2-3 weeks per year such as Columbia City Ordinance
No idea.
Do everything the same you guys are doing a great job! I'm interested in the app, so I need to learn more about that.
From the outside, not a thing. Can't answer from an inside perspective.
I would like to see their response times to increase dramatically. I have had family and friends experience horrible response times to both fire and medical emergencies.
Nothing at this time
I've no ideas on that
More staff
Continuously working on the "climate" in-house will always reflect in bigger, long term ways.
more fire safety inspections and education
The Tax Rate
More employees
don't know
Nothing
Increase staffing.
Unsure
Black engines don't look friendly
pay them more
No
More community appreciation for the fire dept on behalf of the community.
We are under the combined fire districts of Scappoose/St. Helens and they are very good at taking care of our needs.
Nothing
I'm too new to this area to know, but appreciate you reaching out to the community.
Tours for elementary kids and ride along for high school students.
N/A
I'd like more local updates, maybe a newsletter, to showcase what you do
Can't think of anything

Out of 52 survey responses, 28 people answered this question

Where would you like Scappoose Fire District to focus more of their efforts in the upcoming year?
Planning for growth in the area so you are one step ahead of changes to keep the area safe.
Educate citizens about the harmful air quality caused by burning
Keeping our area safe.
Continue hosting the local events, like the pancake breakfast, go to the summer events.
Again, from this side, we don't know what's needed. Don't think the public is the right audience for this question.
Response times and proactive. Staging at large school sporting events.
More equipment
I will leave that up to them, they know more then I what they need
Enforcement of outdoor campfires when dryness is an issue
wildfire mitigation and illegal burning enforcement
Lowering there taxes. And reducing the fire district to Columbia county
not sure
Educating citizens about fire dangers. Safety precautions in regards to backyard fires/burning.
Unsure
improving working conditions and safety for the fire fighters
Fire Safety at home and in the community.
Employee appreciation
Wild fires, Forest fires. Your response to home/business fires are very good.
Nothing
Does SFD do safety outreach to the schools? So much good can come from that.
Creating direct internship with the local high schools to be hire ready to become a fire fighter. Not just a volunteer.
N/A
Getting more people approved to operate your drones. Finding ways to get local youth involved.
Public education related to the greatest volume of calls with the intent to reduce incidents

Out of 52 survey responses, 24 people answered this question

What other comments or insights would you like to share?
You're doing a good job! Glad you are in our area and there when we need you. Thank you!
I've written to City Council in the past to suggest an ordinance similar to Columbia City whereby burning is limited. We must go through DEQ for our cars here, but we can't go to the Scappoose Vet. Park without being choked by neighbors who feel entitled to burn.
Thanks for doing a great job!
I would never go to your website to see what you are up to, but I would read an email a couple times a year.
We are so appreciative of your work. You come to help our elderly neighbors regularly. You've come to Grace Christian preschool for my child to meet you. You do a great job and we are forever grateful thank you!!
We're extremely fortunate to have the SFRD we have. Whatever needs to be done to keep it at the high standard it has acquired should continue. Keep up the good work!
I think it's absolutely crazy how much of my property taxes goes to the Scappoose Fire. I pay nearly \$1000 a year to them. The last money ask from them I think was misleading to owners on how much it would cost them.
Hire more people
Since moving here in 2014 I've always been impressed by the Fire Dept and their rescue/ambulance teams. Professional and personable and patient
Information to your voters, taxpayers, residents and occupants is KEY. Every little interaction both small and large leaves a person with a feeling about the District. Keep it up!
The drone program that Scappoose is creating is pretty cool
Scappoose fire Department was designed to be a fire department. Not a ambulance business witch should be replaced by the private sector.and I have heard all the excuses why you can't. Now I see you have wasted half a million dollars on a forest fire truck. Didn't anyone tell you that job is taken. We pay taxes for the forest services. You waste million of taxpayers money from fire boats to ladder truck you use once a year for a flagpole . If you really care about this Town it's time to start showing it. I almost forgot your new toy drone you have to be kidding . I don't want to hear about federal money. Again that's my money.
I don't use social media for my main news , not really sure how I get info, my subscription to the spotlight ran out and renewal is \$52.00, maybe email or insert with city newsletter
We should be very proud of our Fire Department. Thank them every chance you get!
Thank you for your dedication in protecting us.
I appreciate the work that the staff at the Fire District do.
Keep up the great work-thank you!
thank you for your service
We did have paramedics come a couple of years ago and I was very impressed in their efficiency. They were very supportive and understanding of a stressful even.
Bless you, bless you, bless you all.
Hopefully, our support of your services will facilitate the continuation of sevices you provide.
Keep up the good work
Does SFD help seniors and disabled people check smoke detectors and change the batteries or replace old units?
I was not pleased to read about the proposed manner of procuring a new 911 system.
The firefighters of Scappoose are awesome! They do a great service to this little town of Scappoose that is quickly growing.
Thanks for the important work you do!
I appreciate the noise courtesy when call outs don't require sirens.

Out of 52 survey responses, 27 people answered this question

COMMUNICATIONS



EMPATHY IN ACTION

PO Box 542 Kingston, WA 98346

Fire Chief Jeff Pricher
Scappoose Rural Fire Protection District
PO Box 625
Scappoose, OR 97056

February 20th, 2023

Chief Pricher-

On behalf of Empact Northwest, I would like to extend our appreciation for allowing Division Chief Miguel Bautista the opportunity to join our most recent disaster deployment to Adana, Türkiye in response to the devastating earthquake of 6 FEBRUARY.

D/C Bautista served as our team lead while in Türkiye. For this deployment, his skills and expertise were imperative for us to be able to complete our mission, evaluating post-disaster needs, conducting Urban Search & Rescue activities, providing incident command structure to other responders, providing guidance to emergency responders, and ensuring adequate distribution of aid supplies.

D/C Bautista was particularly valuable in this deployment because of the very fluid needs in communities stricken by disaster. His experience, education, professionalism, and decisiveness under stress were imperative in this mission. He was working with several inexperienced disaster responders, and he was able to provide structure and guidance to those around him, making the mission successful.

At Empact Northwest we rely heavily on our volunteers, and it is generous employers like you who allow us to deliver emergency assistance during and after natural disasters. We genuinely appreciate SRFPD's willingness to share D/C Bautista with the world.

Yours in service,

//Jake Gillanders
Executive Director