# Scappoose Rural Fire District
# Board of Directors Regular Meeting
# Thursday, November 12, 2026

**Microsoft Teams meeting**
Join on your computer or mobile app
Click here to join the meeting
**Or join by entering a meeting ID**
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 10-8-2026 regular meeting
B. Approve October 2026 Profit & Loss Detail
C. Approve Octoberr 2026 Budget vs. Actual

V. Statistical Data
A. Ambulance Activity Report
B. Community Paramedic Program
C. Response Activity Report
D. UAS Flight Summary

VI. Staff Reports
- A. Chief's Report
- B. Operations & EMS Report
- C. Fire Marshal & Training Report
- E. Member Outreach Report
- F. Finance Report

VII. Old Business
- A. Policy Discussion
- B. Rescue Purchase (Update)
- C. Job Descriptions

VIII. Committee Reports
- A. Management Team
- B. Strategic Planning Committee

IX. Miscellaneous

X. New Business
- A. Strategic Plan

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. 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
FIRE DISTRICT
P.O.BOX 625 SCAPPOOSE, OREGON 97056

# Scappoose Rural Fire District Board of Directors Regular Meeting

## Thursday, October 8, 2026

**Call to Order & Flag Salute-** Vice President Reeves called the meeting to order at 7:06 pm and led the flag salute.

**Roll Call-** David Graham, Susan Reeves, Ken Wagner, David Sorenson, Finance Administrator Booth, Chief Pricher, Lt. Heuer, FF Liebig, ERT Curio, FF Wenner, Lt. Ahlers, and FF Krieck. President Mark Gift attended virtually.

**Public Comment-** None.

**Consent Agenda-**
Approve Minutes from 9-10-26: No Comments or questions.

Approve September 2026 Profit and Loss Detail: Director Sorensen asked about the entry from Pro Automotive for replacing the tailgate. Chief Pricher responded that this was from an incident while deployed, resulting in damage to his duty vehicle. Director Graham asked about the landscaping check being such a large amount; Finance Administrator Booth responded that this invoice was for 6 months of landscaping services at both outlying stations. Director Sorenson asked about the $100,000 AirDex charge. Chief Pricher clarified that this charge is part of the grant we were recently awarded for the first responder UAS project, this being the first disbursement for the work the contractor has started. The district has already received a $356,000 check to start this project. Director Gift asked if we are asking for reimbursement of Starlink when we are deployed. Chief Pricher explained that we have not been invoicing for Starlink charges due to the amount we are already charging as a daily rate being significant enough to include that monthly charge.

Approve September 2026 Budget vs Actual: Director Sorensen asked about the amount sitting in

volunteer services. Chief Pricher clarified that a payment was made at the end of the last fiscal year for LOSAP contributions, and that the current balance will remain until the end of this fiscal year, when we will bring something to the board with the amount of hours volunteers have earned before we make a disbursement into LOSAP. Director Graham moved to approve the consent agenda. Director Wagner seconded the motion. All in favor. The motion carries unanimously.

**Statistical Data-**

Ambulance Activity Report: Chief Pricher notified the board that we have not yet received our monthly report from SDW, but wanted to highlight the number of transfers, 106 for the month of September. Revenue is currently around $93,000, which historically puts us right on target. Chief Pricher thanks finance administrator Booth for keeping the graphs showing these numbers up to date.

Community Paramedic Program: No report.

Response Activity Report: Chief Pricher noted that we could include data on overlapping incidents. No questions or comments.

UAS Flight Summary: Some flight data was not included in this report but will be in next month's report. Our team demonstrated for the Oregon Fire Marshal at DPSST; attendees included CERFP and the Vietnamese military. Director Graham asked for an update on the Rural Health Transformation Program and what stage we are at in the execution of this program. Chief Pricher confirmed that we are moving forward with this project and that communication has started between the County GIS departments, local dispatch agencies, Oregon Health Authority, and the Oregon Department of Aviation. There was a kickoff planning meeting held between all the agencies mentioned, as well as Chief Hennigan and Chief Pricher, that went well. Our project is going to be the foundation for the Oregon flight information exchange. Chief Pricher wrapped up the comments by explaining that we are now narrowing down what kind of aircraft we will use, as well as working to plan for the box that will be placed at Chapman Station to house the aircraft. Director Gift asked about the remote pilots; Chief Pricher responded that there could be one pilot responsible for 7-12 boxes because not all will be in use at the same time. These pilots will not be located at the box but instead from other locations, where they will operate them completely remotely. Director Gift then asked how we will know one has been deployed. Chief Pricher responded that there will be a host of things that will trigger a notification through 911. Director Gift clarified that he would like to know how the responders will be notified that one has been deployed. Chief Pricher said we have not figured out all the details, but that yes, there will be a notification system in place that will notify responders as well as anyone on the civilian or commercial aviation side.

**Staff Reports-**

Chief's Report: Chief Pricher was away on a fire for two weeks in September but was able to attend some district meetings. Director Reeves asked for an update on Fire Station projects. Chief Pricher responded that large renovations have been tabled due to lack of funding. Director Reeves asked about the hot water heater project. Chief Pricher responded that this project was put on hold for the summer, as we will need to bring in a shower trailer, but with the busy fire season, all trailers were committed to fire locations. Chief Pricher confirmed that work on this will start in the next few weeks.

Operations & EMS Report: Chief Pricher updated that we are still in discussion with the county about the ASA, with no movement forward. There was a side conversation about a similar situation Chief Pricher has witnessed in his involvement as a board member of the Oregon Department of Aviation. No questions or comments.

Fire Marshal & Training Report: Chief Pricher commented on a photo included in Chief Bautista's report. The photo shows training with the new airbags we were recipients of from the Spire Grant. Only two agencies in the state were awarded this grant. Director Sorenson congratulated Chief Bautista for being sworn in as President of the International Association of Arson Investigators.

Member Outreach Report: Director Reeves commented on a busy fire prevention month. Chief Pricher noted that we had 150 first graders from Grant Watts Elementary visit the station to wrap up our fire prevention unit. Director Wagner mentioned that kids were very excited and talking about it at football practice.

Finance Report: No questions or comments.

**Old Business-**

Policy Discussion: Leaving as a placeholder. No questions or comments.

Rescue Purchase: Pictures were included in the board packet. Chief Pricher let the board know that the rescue is complete. It will be shipped to the West Coast and inspected in Hillsboro to avoid sending personnel to New York. We will be doing a few modifications while it is in Hillsboro. One modification is building a shelf in the front compartment because it doesn't go all the way through right now. We are expecting to have it by the end of November. There are no brush guards or winch yet, so those will also be added, along with some receiver hitches on either side so that we can put in rigging plates for rope rescue. Director Reeves asked if there is anything found at the inspection, if it can be fixed in Hillsboro or if it will have to be sent back to New York. Chief Pricher answered that it can all be fixed in Hillsboro. Director Reeves asked what issue(s) were found on the new medic. Chief Pricher explained that over time standards

change, and Oregon Health Authority (OHA) did not like where the exhaust was located, so that had to be moved.

Job Descriptions: Chief Pricher explained that last month we submitted an update to the job descriptions. Policy 103, and there are job descriptions that come after that. The descriptions are separate from the policy. The update to Policy 103 is due to law changes that have happened. The board is responsible for everything at the 300 level and up in our policy manual. This is the fire district policy, and the job descriptions are in the 200 section. The 400 level and above are operational and have been delegated to the Chief to oversee. Certifications and education requirements are two of the major things that need to be changed. We also want to add the combination of experience and education that could be looked at instead of a specific degree. The majority of what we were asking the board for was to make sure everything is in alignment. Director Gift would like to get a small work group together to go over the job descriptions and bring it back to the board to review for final revision.

**Committee Reports-**

Management Team: Met and talked about everything in the board packet and grants.

Strategic Planning Committee: Did not meet.

**Miscellaneous-**

FA Booth let the board know that we are going through the auditing process, and one thing that was missed after the audit last year was the plan of action, which lists two deficiencies that have been recurring because of our staffing. The first is inadequate segregation of duties, and the other is that the district staff lacks the ability to draft financial statements in accordance with modified cash-basis accounting. This requires the signature of the Fire Chief and the Board President or Vice President in their absence.

**New Business-**

Surplus AP3306: Chief Pricher let the board know that the Sheriff's Office would like to take AP3306 and that we are recommending selling it to them for $1.00; that way, there is a bill of sale. Director Graham moved to sell AP3306 to the Sheriff's Office for $1.00. Director Sorenson seconded. All in favor. The motion passed unanimously.

SAFER Grant Award Notification: Chief Pricher presented a staff report that shows that we were notified that we have been awarded another SAFER Grant, which helps to fund our Member Outreach position. We reached out to the US Fire Administration and asked if we could extend the project for another four years. We initially asked for around $600,000, but they awarded us $430,000. For us to accept this grant, we need board direction by October 22, 2026; otherwise, we lose out on the funding. Chief Pricher let the board know that we did not receive the full funding for the position over the four years, so we would need to budget for about 44% of the

position, which we have been doing. There was a brief discussion around the SAFER grant and how we will budget for that position going forward. President Gift moved to accept the fiscal year 2025 staffing for adequate fire and emergency response (SAFER) recruitment and retention grant awarded from FEMA for $430,000 and authorize the Fire Chief to execute all awarded documents and administer the grant in accordance with federal requirements. Director Graham seconded the motion. All in favor. The motion passes unanimously.

**Communications-**
REMS crew rating: Chief Pricher let the board know that there is an incident performance rating for Chief Pricher and the REMs crew. They got high marks, and we are proud of their hard work.

**Good of the Order-**
Chief Pricher thanked staff for their patience while he was out on fires. Lt. Ahlers let everyone know that Fill the Boot will be 9-2 on October 17.

**Adjourn-** Director Reeves adjourned the meeting at 8:17 pm.

_____ _____

Ken Wagner, Secretary/Treasurer Date

Submitted by Karleigh Booth

# EXPENSE ACCOUNT ACTIVITY

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

October 2026

| DATE | TRANSACTION TYPE | NAME | MEMO/DESCRIPTION | AMOUNT |
|---|---|---|---|---|
| Ordinary Income/Expenses | | | | |
| Income | | | | |
| 1. GENERAL FUND REVENUES | | | | |
| Conflagration | | | | **$125,173.53** |
| EMS Receipts | | | | **$99,466.12** |
| Fire Marshal | | | | **$307.87** |
| FireMed | | | | **$1,215.00** |
| G.E.M.T. (Medicaid) | | | | **$125,150.00** |
| Interest Earned on Investments | | | | **$5,887.24** |
| Miscellaneous Revenue | | | | **$6,677.00** |
| Property Taxes | | | | **$8,876.77** |
| **Total for 1. GENERAL FUND REVENUES** | | | | **$372,753.53** |
| 3. PROPERTY FUND REVENUES | | | | |
| Interest Earned on Investments | | | | **$1,423.75** |
| **Total for 3. PROPERTY FUND REVENUES** | | | | **$1,423.75** |
| 4. PERSONNEL SVCS FUND REVEN | | | | |
| Interest Earned on Investments | | | | **$197.58** |
| **Total for 4. PERSONNEL SVCS FUND REVEN** | | | | **$197.58** |
| **Total for Income** | | | | **$374,374.86** |
| Expenses | | | | |
| 1..GENERAL FUND EXPENDITURES | | | | |
| 1... | | | | |
| 1.1 GENERAL FUND PERSONNEL SVCS | | | | |
| 550 Insurance | | | | |
| 10/08/2026 | Bill | S.D.I.S. | Health & Dental premium | 43,946.00 |
| 10/08/2026 | Bill | Colonial Life | Accident/Cancer policy for volunteers | 866.00 |
| 10/16/2026 | Expense | Benefit Help Solutions(FSA) | Reimbursement | 130.00 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER Health Insurance | -929.50 |
| 10/22/2026 | Expense | Benefit Help Solutions(FSA) | Reimbursement | 158.08 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER Health Insurance | -1,016.00 |
| 10/23/2026 | Expense | Benefit Help Solutions(FSA) | Monthly fee | 245.00 |
| 10/27/2026 | Expense | Benefit Help Solutions(FSA) | Insurance reimbursement | 12.99 |
| 10/29/2026 | Expense | Paychex Payroll | Flex spend | 10,789.64 |
| 10/29/2026 | Bill | Colonial Life | Accident/Cancer policy for volunteers | 866.00 |
| 10/29/2026 | Bill | Standard Insurance | LTD, Life, AD&D | 1,837.11 |
| 10/29/2026 | Bill | HRA VEBA Trust | ER Contribution | 11,066.61 |
| 10/29/2026 | Expense | Paychex - tax | OR ER Work Benefit | 57.79 |
| **Total for 550 Insurance** | | | | **$68,029.72** |
| 560 Personnel Salaries | | | | |
| 10/08/2026 | Bill | S.D.I.S. | Sect. 125 health Insurance | 2,930.00 |
| 10/13/2026 | Expense | P.E.R.S. | EE IAP contribution | 22,958.69 |
| 10/22/2026 | Journal Entry | | SAFER Grant Salary | -3,778.51 |
| 10/22/2026 | Journal Entry | | SAFER Grant Salary | -3,668.45 |
| 10/27/2026 | Expense | P.E.R.S. | ER PERS IAP contribution | 40.10 |
| 10/29/2026 | Expense | Paychex - tax | EE Payroll Tax WH | 79,132.37 |
| 10/29/2026 | Expense | Paychex Payroll | Incentives | 4,637.79 |
| 10/29/2026 | Expense | Paychex Payroll | FLSA | 11,861.15 |
| 10/29/2026 | Expense | Paychex Payroll | Deferred compensation | 10,721.78 |
| 10/29/2026 | Bill | HRA VEBA Trust | EE Contribution | 4,147.00 |
| 10/29/2026 | Bill | Tualatin Valley Fire Fighters Union | October Union dues | 3,071.94 |
| 10/29/2026 | Bill | Inroads Credit Union | Food fund- October | 1,080.00 |
| 10/29/2026 | Bill | Standard Insurance | EE OPFML | 2,654.07 |

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

October 2026

| DATE | TRANSACTION TYPE | NAME | MEMO/DESCRIPTION | AMOUNT |
|---|---|---|---|---|
| 10/29/2026 | Expense | Paychex Check | Contract payment | 805.00 |
| 10/29/2026 | Expense | Paychex Payroll | Balance of Net Pay | 114,175.79 |
| 10/29/2026 | Expense | Paychex Payroll | OT | 35,419.48 |
| 10/29/2026 | Expense | Paychex Payroll | ShiftDif | 84.70 |
| 10/29/2026 | Expense | Paychex Payroll | Phone Pay | 100.00 |
| 10/29/2026 | Expense | Paychex Payroll | Longevity | 1,952.10 |
| 10/29/2026 | Bill | Transamerica Life Ins. Co. | Life Ins - Gandara | 123.23 |
| 10/29/2026 | Bill | Standard Insurance | STD | 92.98 |
| 10/29/2026 | Bill | Principal Financial Group | Employee Insurance- DuBois | 375.42 |
| 10/29/2026 | Bill | Transamerica Life Ins. Co. | Life Ins - Ahlers | 93.81 |
| 10/30/2026 | Expense | Voya - Oregon Savings Growth Plan | Oct. OSGP Contributions | 27,001.32 |
| **Total for 560 Personnel Salaries** | | | | **$316,011.76** |
| 570 SocSec/Medicare(FICA) | | | | |
| 10/22/2026 | Journal Entry | | SAFER Grant ER FICA | -308.16 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER FICA | -358.70 |
| 10/29/2026 | Expense | Paychex - tax | ER Payroll Taxes | 22,288.91 |
| **Total for 570 SocSec/Medicare(FICA)** | | | | **$21,622.05** |
| 580 Volunteer Services | | | | |
| 10/29/2026 | Bill | Bio-Med Testing Service, Inc | New volunteer background checks | 36.00 |
| **Total for 580 Volunteer Services** | | | | **$36.00** |
| 590 Personnel Benefits | | | | |
| 10/10/2026 | Expense | ABC Trainerize | Monthly subscriptions | 79.00 |
| 10/13/2026 | Expense | P.E.R.S. | ER PERS retirement | 123,946.97 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER PERS | -1,085.86 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER PERS | -1,095.77 |
| 10/29/2026 | Bill | Standard Insurance | Er OPFML | 1,775.74 |
| 10/29/2026 | Bill | Oregon Occupational Medicine | Physical- Tyee Williams | 742.00 |
| 10/29/2026 | Bill | Oregon Occupational Medicine | Physical- Catherine Bice | 742.00 |
| **Total for 590 Personnel Benefits** | | | | **$125,104.08** |
| **Total for 1.1 GENERAL FUND PERSONNEL SVCS** | | | | **$530,803.61** |
| 1.2 GENERAL FUND MATERIAL & SVC | | | | |
| 670 Contract Services | | | | |
| 10/29/2026 | Bill | Wilcox & Flegel | Yakima- 17.5 gal. @ $5.3422 | 93.49 |
| 10/29/2026 | Bill | Wilcox & Flegel | Yakima- 17.5 gal. @ $7.3444 | 128.53 |
| **Total for 670 Contract Services** | | | | **$222.02** |
| 720 Public Fire Services | | | | |
| 10/01/2026 | Expense | NFPA | Fire Pub Ed Activity Booklets for Kids & NFPA 72 Standard Book | 292.18 |
| 10/08/2026 | Expense | Amazon | Open House Decoration | 35.99 |
| 10/20/2026 | Expense | Fred Meyer | Supplies for harvest festival and open house | 50.48 |
| 10/22/2026 | Bill | Ichabods Restaurant | Ice Cream for Open House | 92.00 |
| 10/29/2026 | Bill | Clara Aguirre | Pinata for open house | 65.00 |
| 10/29/2026 | Bill | Scholastic Inc. | Fire Fuego x130 | 542.10 |
| **Total for 720 Public Fire Services** | | | | **$1,077.75** |
| 740 Uniforms | | | | |
| 10/08/2026 | Bill | Beyond Uniforms & Apparel | 1/4 zip K.Booth | 128.00 |
| 10/08/2026 | Bill | Beyond Uniforms & Apparel | 1/4 zip C.Horton | 128.00 |
| 10/08/2026 | Bill | Beyond Uniforms & Apparel | 1/4 zip J. Hughes | 128.00 |
| 10/08/2026 | Bill | Beyond Uniforms & Apparel | Shipping | 25.00 |
| 10/08/2026 | Bill | Beyond Uniforms & Apparel | Paramedic (2), EMT (1) short sleeve tees | 93.00 |
| 10/08/2026 | Bill | Beyond Uniforms & Apparel | Softshell Jacket | 3,500.00 |

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

October 2026

| DATE | TRANSACTION TYPE | NAME | MEMO/DESCRIPTION | AMOUNT |
|---|---|---|---|---|
| 10/08/2026 | Bill | Beyond Uniforms & Apparel | Shipping | 75.00 |
| 10/08/2026 | Bill | Beyond Uniforms & Apparel | Paramedic, EMT, and no rank S/S and L/S tee | 4,622.50 |
| **Total for 740 Uniforms** | | | | **$8,699.50** |
| 750 Maintenance on Equipment | | | | |
| 10/02/2026 | Expense | Amazon | Tire Stem Extenders | 32.24 |
| 10/03/2026 | Expense | Amazon | 12 Volt Power Plug | 15.69 |
| 10/06/2026 | Expense | Columbia River Motorsports | Vehicle Inspection Service | 246.02 |
| 10/07/2026 | Expense | Amazon | 2pk Remote Key Fobs | 8.49 |
| 10/08/2026 | Bill | Wilcox & Flegel | 298.400 gallons regular unleaded @ $4.12771 per gal. | 1,231.71 |
| 10/08/2026 | Bill | Wilcox & Flegel | regulatory compliance fee | 14.50 |
| 10/08/2026 | Bill | Ace Hardware - Scappoose | Nuts & Fuel Lines | 30.34 |
| 10/08/2026 | Bill | Wilcox & Flegel | tax | 120.81 |
| 10/08/2026 | Bill | Sunset Auto Parts | License Plate Light | 11.00 |
| 10/08/2026 | Bill | Ace Hardware - Scappoose | Shop Tool Accessories | 73.56 |
| 10/08/2026 | Bill | Northside Ford Service | Tire Rotation | 39.30 |
| 10/08/2026 | Bill | Scappoose Fast Lube and Oil | LOF Service | 59.99 |
| 10/21/2026 | Expense | Amazon | boat engine compartment heater | 185.81 |
| 10/21/2026 | Expense | Amazon | Drone propellers, propeller guard, shell | 97.86 |
| 10/21/2026 | Expense | Amazon | 400W boat engine heater | 92.99 |
| 10/21/2026 | Expense | Amazon | boat engine compartment heater | 185.81 |
| 10/22/2026 | Expense | Amazon | Motor oil | 113.99 |
| 10/29/2026 | Bill | Wilcox & Flegel | tax | 2.28 |
| 10/29/2026 | Bill | L.N. Curtis and Sons | 2 bottles confidence plus cleaning solution | 345.07 |
| 10/29/2026 | Bill | Wilcox & Flegel | regulatory compliance fee | 14.50 |
| 10/29/2026 | Bill | Wilcox & Flegel | 450 gallons bio diesel 5 @ $4.91111 per gal. | 2,210.00 |
| 10/29/2026 | Bill | Wilcox & Flegel | tax | 79.52 |
| 10/29/2026 | Bill | Wilcox & Flegel | 196.400 gallons regular unleaded @ $4.19318 per gal. | 823.54 |
| 10/29/2026 | Bill | Wilcox & Flegel | tax | 2.08 |
| 10/29/2026 | Bill | Wilcox & Flegel | regulatory compliance fee | 14.50 |
| 10/29/2026 | Bill | Wilcox & Flegel | 409.900 gallons bio diesel 5 clear @ $6.09361 per gal. | 2,497.77 |
| 10/29/2026 | Bill | Ace Hardware - Scappoose | Rachet Wrench Set 20pc | 100.28 |
| 10/29/2026 | Bill | Sunset Auto Parts | Group 31 Batteries | 549.48 |
| 10/29/2026 | Bill | Sunset Auto Parts | DEF & TruFuel | 184.64 |
| **Total for 750 Maintenance on Equipment** | | | | **$9,383.77** |
| 760 Administration | | | | |
| 10/01/2026 | Expense | RevSpring | Insurance claim reimbursement | 73.42 |
| 10/01/2026 | Check | | | 0.10 |
| 10/02/2026 | Expense | NAEMSP | NAEMSP Membership | 293.75 |
| 10/08/2026 | Bill | Xerox Corporation | B/W copies September | 5.54 |
| 10/08/2026 | Bill | Xerox Corporation | Color copies September | 38.80 |
| 10/13/2026 | Expense | Amazon | Pens, post it notes, and folders | 60.20 |
| 10/15/2026 | Expense | US Bank | Analysis service charge | 18.95 |
| 10/16/2026 | Expense | Amazon | 9mm label tape, and pens | 28.98 |
| 10/30/2026 | Expense | Paychex Invoice | payroll processing invoice | 282.04 |
| **Total for 760 Administration** | | | | **$801.78** |
| 765 Information Technology | | | | |
| 10/02/2026 | Expense | CenturyLink | Holbrook modem | 70.00 |
| 10/03/2026 | Expense | JAMF Software, LLC | monthly subscription | 268.00 |
| 10/08/2026 | Expense | Starlink | Roam-100 GB | 6.00 |
| 10/08/2026 | Bill | Centerlogic, Inc. | Monthly billing for September | 2,156.72 |
| 10/08/2026 | Bill | Centerlogic, Inc. | Remote Support | 57.50 |
| 10/12/2026 | Expense | Adobe | Adobe Software Monthly Subscription | 19.99 |

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

October 2026

| DATE | TRANSACTION TYPE | NAME | MEMO/DESCRIPTION | AMOUNT |
|---|---|---|---|---|
| 10/12/2026 | Expense | Apple Inc. | monthly storage | 0.99 |
| 10/14/2026 | Expense | Starlink | Standby mode x2, roam - 100GB x6 | 350.00 |
| 10/17/2026 | Expense | Apple Inc. | monthly storage | 9.99 |
| 10/18/2026 | Expense | Intuit Quickbooks | QB Online monthly fee | 140.00 |
| 10/18/2026 | Expense | CenturyLink | Main station backup | 60.00 |
| 10/20/2026 | Expense | Starlink | Standby Mode | 10.00 |
| 10/23/2026 | Expense | Comcast Business | Main station IT October | 271.85 |
| 10/29/2026 | Bill | AT&T Mobility | October charges - phones, iPads | 916.13 |
| 10/29/2026 | Bill | Verizon Wireless | iPads & iPhones | 812.43 |
| 10/29/2026 | Bill | Verizon Wireless | machine to machine | 7.87 |
| 10/29/2026 | Bill | City of Portland - Bureau of Tech Services | 800 MHZ access | 180.49 |
| 10/29/2026 | Bill | Spectrum VoIP | VOIP service package & 15 stations | 0.42 |
| 10/29/2026 | Bill | Centerlogic, Inc. | Field engineer/onsite | 115.00 |
| 10/29/2026 | Bill | Centerlogic, Inc. | Remote Support | 57.50 |
| 10/29/2026 | Bill | Kleinberg Tech | September 2026 report | 210.00 |
| 10/29/2026 | Bill | CenturyLink | Chapman Internet | 65.85 |
| 10/29/2026 | Bill | Airwave, LLC | Chapman Fire Station Updated settings on new Century Link modem x2 | 250.00 |
| **Total for 765 Information Technology** | | | | **$6,036.73** |
| 770 Cleaning Materials & Supplies | | | | |
| 10/06/2026 | Expense | Amazon | Cleaning/building supplies | 116.79 |
| 10/07/2026 | Expense | Amazon | Cleaning/building supplies | 78.56 |
| **Total for 770 Cleaning Materials & Supplies** | | | | **$195.35** |
| 775 Emerg. Operating Supplies | | | | |
| 10/29/2026 | Bill | Ace Hardware - Scappoose | washers, keyrings, ziplock bags | 52.31 |
| 10/29/2026 | Bill | Sunset Auto Parts | Dry Sweep | 107.94 |
| 10/29/2026 | Bill | Booth, Brandon | MYSTERY RANCH RATS MEDICAL PACK | 450.00 |
| 10/29/2026 | Bill | SeaWestern Fire Apparatus | Helmet with add ons | 468.95 |
| **Total for 775 Emerg. Operating Supplies** | | | | **$1,079.20** |
| 780 Building & Grounds Maint. | | | | |
| 10/02/2026 | Expense | Amazon | 125B Carb kit for Husqvarna Blower | 18.99 |
| 10/08/2026 | Bill | Alonzo Yard Maintenance LLC | Chapman Station Dec 2025- Sept 2026 | 1,700.00 |
| 10/08/2026 | Bill | Alonzo Yard Maintenance LLC | Holbrook Station Jan 2026-Sept 2026 | 1,700.00 |
| 10/08/2026 | Bill | AER Fitness Repair | Preventative maintenance on treadmills, bike, elliptical, step mill, rower, spinner & multi st. | 206.50 |
| 10/08/2026 | Bill | Paramount Pest Control Inc. | Chapman Pest Control | 110.00 |
| 10/08/2026 | Bill | Paramount Pest Control Inc. | Main Station Pest Control | 89.00 |
| 10/08/2026 | Bill | Ace Hardware - Scappoose | LED Bulbs for Canopy Lights | 34.94 |
| 10/08/2026 | Bill | Ace Hardware - Scappoose | 4 300w LED Bulbs | 73.56 |
| 10/22/2026 | Expense | Waste Connections | Monthly garbage fee | 492.00 |
| 10/29/2026 | Bill | Wild Pine Plumbing | Double check installation deposit | 3,800.00 |
| 10/29/2026 | Bill | Paramount Pest Control Inc. | Main Station Pest Control | 89.00 |
| 10/29/2026 | Bill | Alonzo Yard Maintenance LLC | Chapman Station October 2026 | 200.00 |
| 10/29/2026 | Bill | Alonzo Yard Maintenance LLC | Holbrook Station October 2026 | 200.00 |
| 10/29/2026 | Bill | Paramount Pest Control Inc. | Chapman Pest Control | 110.00 |
| **Total for 780 Building & Grounds Maint.** | | | | **$8,823.99** |
| 790 Training | | | | |
| 10/08/2026 | Bill | Miguel Bautista | IAAI OR Seminar Meal Reimbursement- Bautista | 46.61 |
| 10/08/2026 | Bill | Miguel Bautista | IAAI OR Seminar Milage Reimbursement- Bautista | 227.66 |
| 10/20/2026 | Expense | Aramark DPSST | Lunch @ OSFM Fire Administrative Course for M. Bautista | 8.00 |
| 10/20/2026 | Expense | Fred Meyer | Cases of bottled water and Gatorade | 37.56 |
| **Total for 790 Training** | | | | **$319.83** |

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

October 2026

| DATE | TRANSACTION TYPE | NAME | MEMO/DESCRIPTION | AMOUNT |
|---|---|---|---|---|
| 810 Utilities | | | | |
| 10/08/2026 | Bill | P.G.E. | Cleetwood | 162.25 |
| 10/08/2026 | Bill | Waste Management of Oregon, Inc. | September garbage/recycling | 158.57 |
| 10/12/2026 | Expense | Comcast | Xfinity - Acct 0162514 tv/dvr | 49.79 |
| 10/27/2026 | Expense | W.O.E.C. | Acct 13045001 - October billing | 390.30 |
| 10/29/2026 | Bill | CRPUD | October main station electricity | 690.70 |
| 10/29/2026 | Bill | N.W. Natural Gas | Monthly charges Acct 447881-4 | 59.19 |
| 10/29/2026 | Bill | CenturyLink | Chapman Phone | 64.99 |
| 10/29/2026 | Bill | CenturyLink | Main Station Fax | 82.99 |
| 10/29/2026 | Bill | Graybar Financial Services | Voip phones - November | 357.91 |
| 10/29/2026 | Bill | CRPUD | October boathouse electricity | 56.80 |
| 10/29/2026 | Bill | City of Scappoose | Base water charge | 43.48 |
| 10/29/2026 | Bill | City of Scappoose | Water & Sewer | 647.68 |
| **Total for 810 Utilities** | | | | **$2,764.65** |
| 870 EMS Operations | | | | |
| 10/08/2026 | Bill | Life-Assist, Inc. | EMS supplies | 479.00 |
| 10/08/2026 | Bill | EMS Technology Solutions, LLC | 24 Fleet mngmt licenses October 2026 | 120.00 |
| 10/08/2026 | Bill | EMS Technology Solutions, LLC | 6 Inventory & Asset Mngmt Licenses October 2026 | 185.00 |
| 10/08/2026 | Bill | Airgas - USA, LLC | oxygen cyl exchange | 361.00 |
| 10/14/2026 | Expense | Amazon | No Smoking Oxygen In Use Signs | 8.99 |
| 10/29/2026 | Bill | Bound Tree Corp. | EMS supplies | 153.57 |
| 10/29/2026 | Bill | Life-Assist, Inc. | EMS supplies | 180.00 |
| 10/29/2026 | Bill | Bound Tree Corp. | EMS supplies | 102.54 |
| 10/29/2026 | Bill | Airgas - USA, LLC | oxygen cyl exchange | 408.80 |
| 10/29/2026 | Bill | Jenna Wiley, MD | Physician advisor - October | 666.00 |
| 10/29/2026 | Bill | Airgas - USA, LLC | oxygen cyl exchange | 293.64 |
| 10/29/2026 | Bill | Systems Design West (SDW) | EMS billing for September 105 @ $25.75 + postage | 2,822.65 |
| 10/29/2026 | Bill | Life-Assist, Inc. | EMS supplies | 890.30 |
| 10/29/2026 | Bill | Life-Assist, Inc. | EMS supplies | 75.90 |
| 10/29/2026 | Bill | Life-Assist, Inc. | EMS supplies | 340.92 |
| 10/29/2026 | Bill | Bound Tree Corp. | EMS supplies | 48.58 |
| **Total for 870 EMS Operations** | | | | **$7,136.89** |
| **Total for 1.2 GENERAL FUND MATERIAL & SVC** | | | | **$46,541.46** |
| **Total for 1...** | | | | **$577,345.07** |
| **Total for 1..GENERAL FUND EXPENDITURES** | | | | **$577,345.07** |
| 2. GRANT FUND EXPENSE | | | | |
| 2.1 PERSONNEL SVCS | | | | |
| 1. Personnel Salaries | | | | |
| 10/22/2026 | Journal Entry | | SAFER Grant Salary | 3,778.51 |
| 10/22/2026 | Journal Entry | | SAFER Grant Salary | 3,668.45 |
| **Total for 1. Personnel Salaries** | | | | **$7,446.96** |
| 2. Personnel Benefits | | | | |
| 10/22/2026 | Journal Entry | | SAFER Grant ER Health Insurance | 1,016.00 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER FICA | 358.70 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER PERS | 1,085.86 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER Health Insurance | 929.50 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER FICA | 308.16 |
| 10/22/2026 | Journal Entry | | SAFER Grant ER PERS | 1,095.77 |
| **Total for 2. Personnel Benefits** | | | | **$4,793.99** |
| **Total for 2.1 PERSONNEL SVCS** | | | | **$12,240.95** |

# Scappoose Rural Fire Protection District

## Profit and Loss Detail

October 2026

| DATE | TRANSACTION TYPE | NAME | MEMO/DESCRIPTION | AMOUNT |
|---|---|---|---|---|
| 2.3 MATERIALS & SERVICES | | | | |
| 10/08/2026 | Bill | AirDex, Inc. dba ATA Aviation | Project Support Hours- September | 3,645.06 |
| **Total for 2.3 MATERIALS & SERVICES** | | | | **$3,645.06** |
| **Total for 2. GRANT FUND EXPENSE** | | | | **$15,886.01** |
| 3. PROPERTY FUND CAPITAL OUTLAY | | | | |
| Fire Apparatus & Equipment | | | | |
| 10/13/2026 | Bill | True North Emergency Equipment | Ward Rescue Remaining Balance | 226,180.00 |
| **Total for Fire Apparatus & Equipment** | | | | **$226,180.00** |
| **Total for 3. PROPERTY FUND CAPITAL OUTLAY** | | | | **$226,180.00** |
| Unapplied Cash Bill Payment Expense | | | | |
| 10/29/2026 | Bill | US Bank | 10-31-26 | 303.74 |
| 10/29/2026 | Bill | US Bank | 10-31-26 | 3,179.33 |
| 10/29/2026 | Bill | US Bank | 10-31-26 | 323.70 |
| 10/29/2026 | Bill | US Bank | 10-31-26 | 738.18 |
| 10/29/2026 | Bill | US Bank | 10-31-26 | 10.00 |
| 10/29/2026 | Bill | US Bank | Oct. CC charges | -4,554.95 |
| **Total for Unapplied Cash Bill Payment Expense** | | | | **$0.00** |
| **Total for Expenses** | | | | **$819,411.08** |
| **Net Income** | | | | **$ -445,036.22** |

# BUDGET VS ACTUAL

# Scappoose Rural Fire Protection District

## Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026 - June 2027

| | TOTAL | | | |
|---|---|---|---|---|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 1. GENERAL FUND REVENUES | | | | |
| Begin Available Cash on Hand | 2,789,965.07 | 2,662,357.00 | 127,608.07 | 104.79 % |
| Conflagration | 132,467.02 | 200,000.00 | -67,532.98 | 66.23 % |
| EMS Receipts | 366,173.96 | 930,000.00 | -563,826.04 | 39.37 % |
| Fire Marshal | 2,284.79 | 3,936.00 | -1,651.21 | 58.05 % |
| FireMed | 3,260.00 | 18,000.00 | -14,740.00 | 18.11 % |
| G.E.M.T. (Medicaid) | 126,848.00 | 130,000.00 | -3,152.00 | 97.58 % |
| Gas Royalties | | 0.00 | 0.00 | |
| Grant Awards | 79,236.75 | 305,000.00 | -225,763.25 | 25.98 % |
| Interest Earned on Investments | 28,903.49 | 125,000.00 | -96,096.51 | 23.12 % |
| Intergovernmental | | 0.00 | 0.00 | |
| Miscellaneous Revenue | 12,734.74 | 50,000.00 | -37,265.26 | 25.47 % |
| Property Taxes | | | | |
| Taxes - Current | | | | |
| Local Option Levy | 20,015.42 | 3,266,412.00 | -3,246,396.58 | 0.61 % |
| Permanent Rate Levy | 10,853.66 | 1,799,856.00 | -1,789,002.34 | 0.60 % |
| HERT Turnover | 38.29 | | 38.29 | |
| **Total Permanent Rate Levy** | **10,891.95** | **1,799,856.00** | **-1,788,964.05** | **0.61 %** |
| **Total Taxes - Current** | **30,907.37** | **5,066,268.00** | **-5,035,360.63** | **0.61 %** |
| Taxes - Prior Years | 69,892.61 | 120,000.00 | -50,107.39 | 58.24 % |
| **Total Property Taxes** | **100,799.98** | **5,186,268.00** | **-5,085,468.02** | **1.94 %** |
| **Total 1. GENERAL FUND REVENUES** | **3,642,673.80** | **9,610,561.00** | **-5,967,887.20** | **37.90 %** |
| 2. GRANT FUND REVENUE | | | | |
| Begin Available Cash on Hand | 97,576.75 | 82,300.00 | 15,276.75 | 118.56 % |
| Grant Award | 342,086.45 | 49,400.00 | 292,686.45 | 692.48 % |
| **Total 2. GRANT FUND REVENUE** | **439,663.20** | **131,700.00** | **307,963.20** | **333.84 %** |
| 3. PROPERTY FUND REVENUES | | | | |
| Begin Available Cash On Hand | 1,136,683.42 | 1,360,000.00 | -223,316.58 | 83.58 % |
| Interest Earned on Investments | 8,557.91 | 25,000.00 | -16,442.09 | 34.23 % |
| Transfers In | | 100,000.00 | -100,000.00 | |
| **Total 3. PROPERTY FUND REVENUES** | **1,145,241.33** | **1,485,000.00** | **-339,758.67** | **77.12 %** |
| 4. PERSONNEL SVCS FUND REVEN | | | | |
| Begin Available Cash On Hand | 230,890.38 | 225,699.00 | 5,191.38 | 102.30 % |
| Interest Earned on Investments | 1,342.49 | 5,000.00 | -3,657.51 | 26.85 % |
| **Total 4. PERSONNEL SVCS FUND REVEN** | **232,232.87** | **230,699.00** | **1,533.87** | **100.66 %** |
| **Total Income** | **$5,459,811.20** | **$11,457,960.00** | **$ -5,998,148.80** | **47.65 %** |
| GROSS PROFIT | **$5,459,811.20** | **$11,457,960.00** | **$ -5,998,148.80** | **47.65 %** |
| Expenses | | | | |
| 1..GENERAL FUND EXPENDITURES | | | | |
| 1... | | | | |
| 1.1 GENERAL FUND PERSONNEL SVCS | | | | |

# Scappoose Rural Fire Protection District

## Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026 - June 2027

| | TOTAL | | | |
|---|---|---|---|---|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 550 Insurance | 371,366.46 | 1,114,050.00 | -742,683.54 | 33.33 % |
| 560 Personnel Salaries | 1,451,958.20 | 3,832,487.00 | -2,380,528.80 | 37.89 % |
| 570 SocSec/Medicare(FICA) | 109,026.04 | 297,849.00 | -188,822.96 | 36.60 % |
| 580 Volunteer Services | 44.99 | 47,500.00 | -47,455.01 | 0.09 % |
| 590 Personnel Benefits | 488,280.53 | 1,419,120.00 | -930,839.47 | 34.41 % |
| **Total 1.1 GENERAL FUND PERSONNEL SVCS** | **2,420,676.22** | **6,711,006.00** | **-4,290,329.78** | **36.07 %** |
| 1.2 GENERAL FUND MATERIAL & SVC | | | | |
| 670 Contract Services | 47,106.46 | 182,550.00 | -135,443.54 | 25.80 % |
| 680 Communications Maintenance | 17.99 | 8,000.00 | -7,982.01 | 0.22 % |
| 720 Public Fire Services | 4,863.21 | 14,000.00 | -9,136.79 | 34.74 % |
| 730 Property & Liability Insur. | | 133,325.00 | -133,325.00 | |
| 740 Uniforms | 9,797.07 | 35,000.00 | -25,202.93 | 27.99 % |
| 750 Maintenance on Equipment | 62,616.57 | 178,000.00 | -115,383.43 | 35.18 % |
| 760 Administration | 18,834.87 | 71,000.00 | -52,165.13 | 26.53 % |
| 765 Information Technology | 37,538.72 | 135,000.00 | -97,461.28 | 27.81 % |
| 770 Cleaning Materials & Supplies | 1,623.18 | 5,750.00 | -4,126.82 | 28.23 % |
| 775 Emerg. Operating Supplies | 17,128.93 | 100,000.00 | -82,871.07 | 17.13 % |
| 780 Building & Grounds Maint. | 11,701.65 | 139,000.00 | -127,298.35 | 8.42 % |
| 790 Training | 1,520.08 | 121,880.00 | -120,359.92 | 1.25 % |
| 810 Utilities | 11,310.54 | 46,050.00 | -34,739.46 | 24.56 % |
| 870 EMS Operations | 44,624.70 | 130,000.00 | -85,375.30 | 34.33 % |
| 880 FireMed | | 0.00 | 0.00 | |
| **Total 1.2 GENERAL FUND MATERIAL & SVC** | **268,683.97** | **1,299,555.00** | **-1,030,871.03** | **20.68 %** |
| 1.3 GENERAL FUND CAPITL OUTLAY | | | | |
| 910 CO Equipment | 30,528.60 | 100,000.00 | -69,471.40 | 30.53 % |
| **Total 1.3 GENERAL FUND CAPITL OUTLAY** | **30,528.60** | **100,000.00** | **-69,471.40** | **30.53 %** |
| **Total 1...** | **2,719,888.79** | **8,110,561.00** | **-5,390,672.21** | **33.54 %** |
| 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** | **2,719,888.79** | **9,510,561.00** | **-6,790,672.21** | **28.60 %** |
| 2. GRANT FUND EXPENSE | | | | |
| 2.1 PERSONNEL SVCS | | | | |
| 1. Personnel Salaries | 11,115.41 | 51,150.00 | -40,034.59 | 21.73 % |
| 2. Personnel Benefits | 7,117.51 | 29,850.00 | -22,732.49 | 23.84 % |
| **Total 2.1 PERSONNEL SVCS** | **18,232.92** | **81,000.00** | **-62,767.08** | **22.51 %** |
| 2.3 MATERIALS & SERVICES | 103,645.06 | 45,700.00 | 57,945.06 | 226.79 % |
| 2.4 CAPITAL OUTLAY | | 5,000.00 | -5,000.00 | |
| **Total 2. GRANT FUND EXPENSE** | **121,877.98** | **131,700.00** | **-9,822.02** | **92.54 %** |
| 3. PROPERTY FUND CAPITAL OUTLAY | | | | |
| Building & Grounds Improvements | | 35,000.00 | -35,000.00 | |
| EMS Apparatus & Equipment | 221,383.20 | 225,864.00 | -4,480.80 | 98.02 % |
| Fire Apparatus & Equipment | 306,837.00 | 350,000.00 | -43,163.00 | 87.67 % |

# Scappoose Rural Fire Protection District

## Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026 - June 2027

| | TOTAL | | | |
|---|---|---|---|---|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Reserved for Future Expenses | | 874,136.00 | -874,136.00 | |
| **Total 3. PROPERTY FUND CAPITAL OUTLAY** | **528,220.20** | **1,485,000.00** | **-956,779.80** | **35.57 %** |
| 4. PERSONNEL SVC FUND EXPENSE | | | | |
| Liability & Service | | 225,699.00 | -225,699.00 | |
| Reserved for Future Expenses | | 5,000.00 | -5,000.00 | |
| **Total 4. PERSONNEL SVC FUND EXPENSE** | | **230,699.00** | **-230,699.00** | |
| Unapplied Cash Bill Payment Expense | 0.00 | | 0.00 | |
| **Total Expenses** | **$3,369,986.97** | **$11,357,960.00** | **$ -7,987,973.03** | **29.67 %** |
| NET OPERATING INCOME | **$2,089,824.23** | **$100,000.00** | **$1,989,824.23** | **2,089.82 %** |
| NET INCOME | **$2,089,824.23** | **$100,000.00** | **$1,989,824.23** | **2,089.82 %** |

# AMBULANCE BILLING
# &
# TRANSPORT REPORT

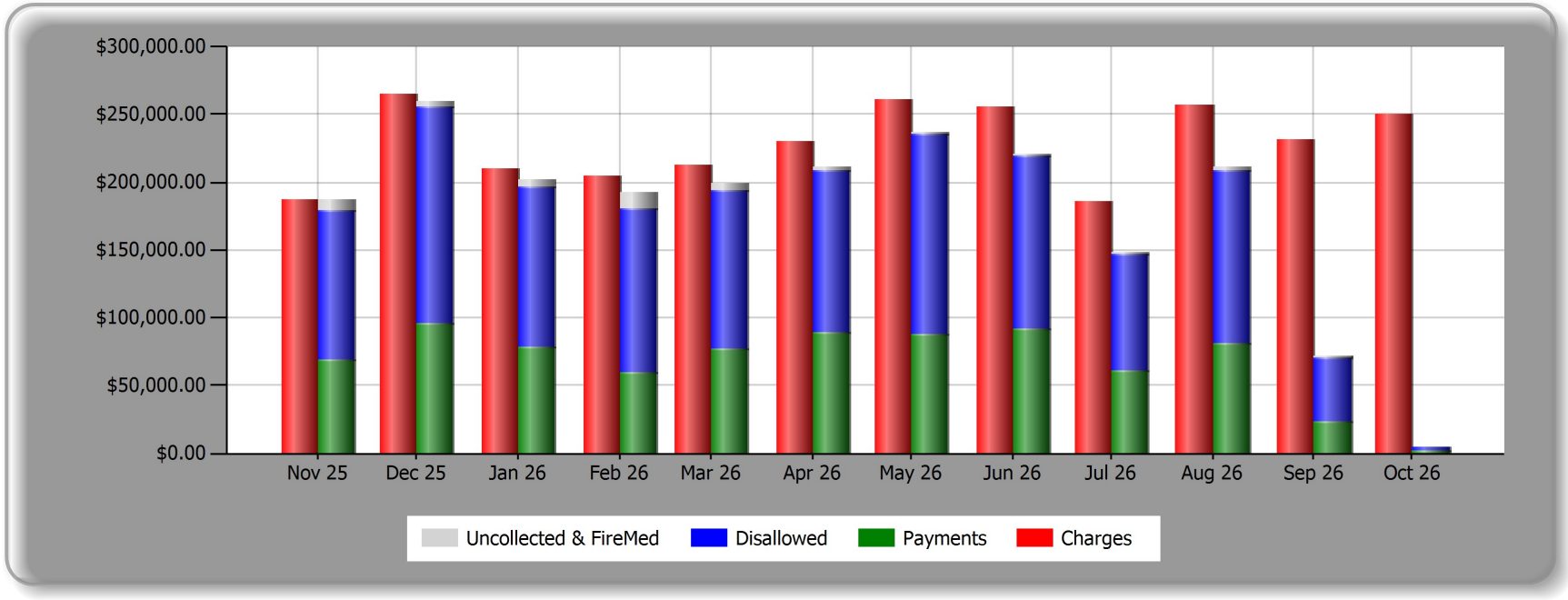
# Scappoose RFPD

## ANNUAL COLLECTION STATISTICS

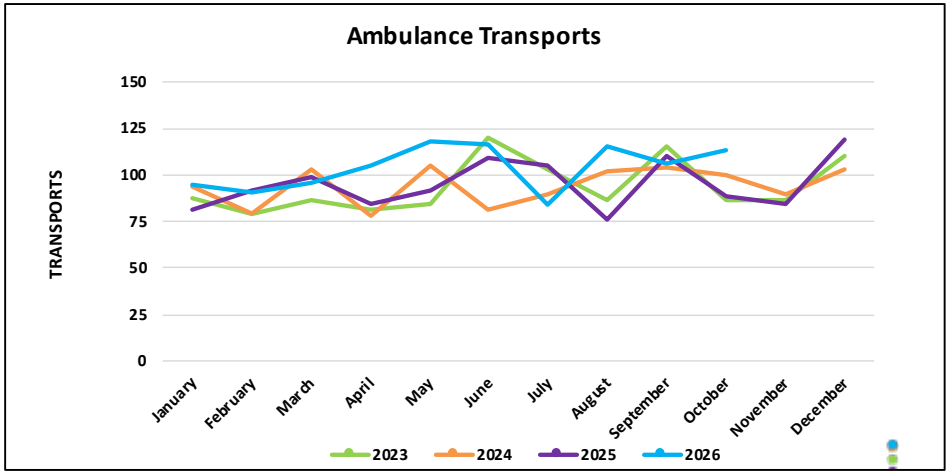
| | |
|---|---|
| Company | Scappoose RFPD |
| Date Of Service | 11/1/2025 |
| Date Of Service | 10/31/2026 |
| Invoices | 0 |

| Month | Tickets | Charges | Payments | % | FireMed | % | Disallowed | % | Uncollected | % | Pending | % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Nov 25 | 85 | 187,153.40 | -69,237.20 | 37 % | -1,491.84 | 1 % | -110,419.57 | 59 % | -6,004.79 | 3 % | 0.00 | 0 % |
| Dec 25 | 120 | 264,814.60 | -95,580.08 | 36 % | -2,600.00 | 1 % | -159,825.50 | 60 % | -1,492.06 | 1 % | 5,316.96 | 2 % |
| Jan 26 | 95 | 209,661.40 | -78,507.87 | 37 % | -2,354.19 | 1 % | -118,861.81 | 57 % | -2,988.17 | 1 % | 6,949.36 | 3 % |
| Feb 26 | 92 | 204,451.00 | -59,444.00 | 29 % | -2,948.25 | 1 % | -121,313.67 | 59 % | -9,199.48 | 4 % | 11,545.60 | 6 % |
| Mar 26 | 96 | 212,227.40 | -76,578.15 | 36 % | -2,136.38 | 1 % | -118,003.22 | 56 % | -3,032.03 | 1 % | 12,477.62 | 6 % |
| Apr 26 | 105 | 230,877.60 | -89,051.87 | 39 % | -1,829.62 | 1 % | -119,644.96 | 52 % | -335.00 | 0 % | 20,016.15 | 9 % |
| May 26 | 118 | 261,042.80 | -88,561.94 | 34 % | -1,277.82 | 0 % | -146,572.42 | 56 % | 0.00 | 0 % | 24,630.62 | 9 % |
| Jun 26 | 116 | 255,854.60 | -91,660.90 | 36 % | -925.00 | 0 % | -127,818.74 | 50 % | 0.00 | 0 % | 35,449.96 | 14 % |
| Jul 26 | 84 | 185,600.00 | -61,705.38 | 33 % | -870.00 | 0 % | -85,416.27 | 46 % | 0.00 | 0 % | 37,608.35 | 20 % |
| Aug 26 | 115 | 257,103.20 | -81,717.75 | 32 % | -2,839.03 | 1 % | -126,992.73 | 49 % | 0.00 | 0 % | 45,553.69 | 18 % |
| Sep 26 | 105 | 231,740.20 | -23,656.29 | 10 % | -335.00 | 0 % | -47,664.14 | 21 % | 0.00 | 0 % | 160,084.77 | 69 % |
| Oct 26 | 113 | 250,056.00 | -2,678.60 | 1 % | 0.00 | 0 % | -1,446.60 | 1 % | 0.00 | 0 % | 245,930.80 | 98 % |
| | **1,244** | **2,750,582.20** | **-818,380.03** | | **-19,607.13** | | **-1,283,979.63** | | **-23,051.53** | | **605,563.88** | |

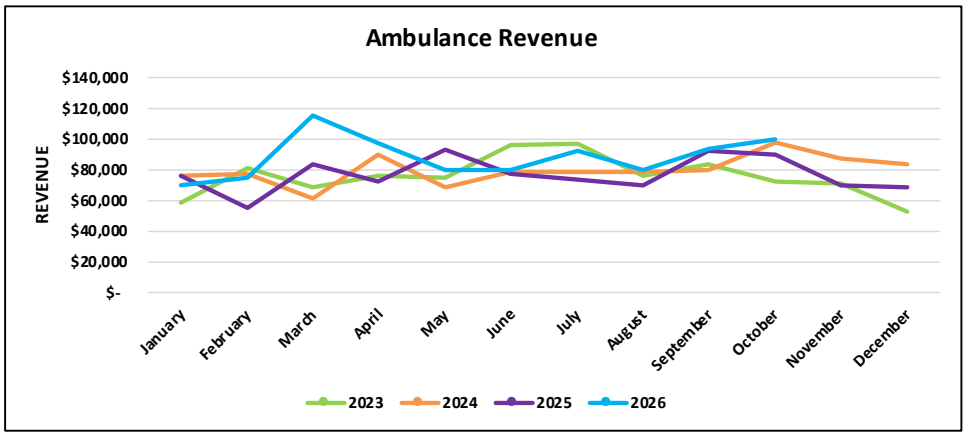
**All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports**



| Month | 2023 | 2024 | 2025 | 2026 |
|---|---|---|---|---|
| January | 87 | 94 | 81 | 95 |
| February | 79 | 79 | 92 | 91 |
| March | 86 | 103 | 99 | 96 |
| April | 81 | 78 | 84 | 105 |
| May | 84 | 105 | 92 | 118 |
| June | 120 | 81 | 109 | 116 |
| July | 103 | 90 | 105 | 84 |
| August | 86 | 102 | 76 | 115 |
| September | 115 | 104 | 110 | 106 |
| October | 86 | 100 | 88 | 113 |
| November | 86 | 90 | 84 | |
| December | 110 | 103 | 119 | |



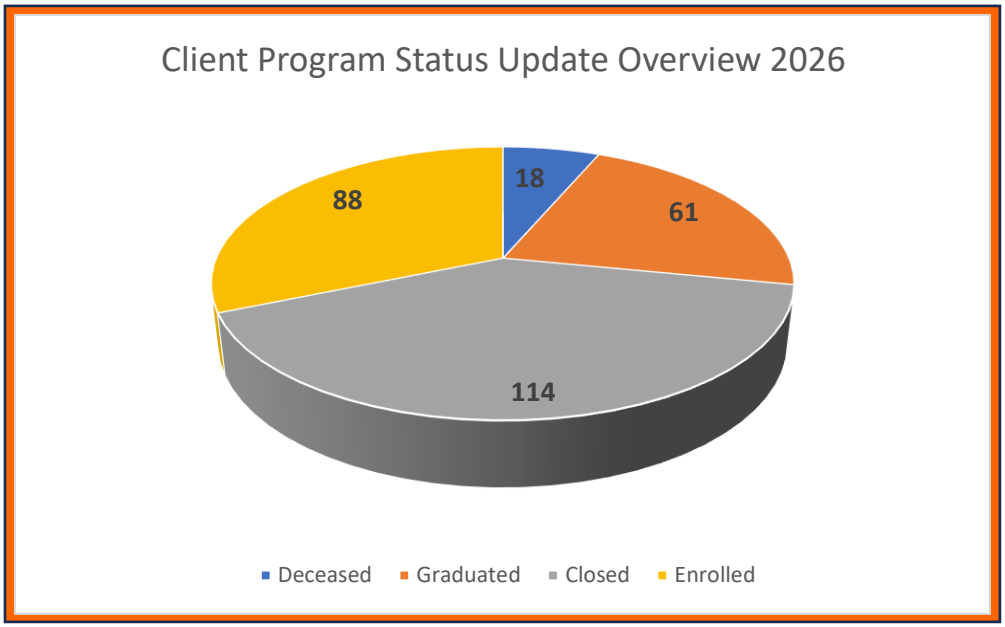

| Month | 2023 | 2024 | 2025 | 2026 |
|---|---|---|---|---|
| January | $ 58,387 | $ 75,767 | $ 76,204 | $ 69,887 |
| February | $ 81,019 | $ 77,119 | $ 55,100 | $ 74,386 |
| March | $ 68,763 | $ 61,251 | $ 83,286 | $ 115,259 |
| April | $ 75,599 | $ 89,377 | $ 72,290 | $ 97,477 |
| May | $ 74,577 | $ 68,797 | $ 93,026 | $ 80,214 |
| June | $ 95,639 | $ 78,232 | $ 77,787 | $ 80,314 |
| July | $ 96,872 | $ 78,582 | $ 73,983 | $ 91,745 |
| August | $ 76,175 | $ 78,410 | $ 69,918 | $ 79,470 |
| September | $ 84,125 | $ 79,476 | $ 91,668 | $ 93,100 |
| October | $ 71,943 | $ 97,698 | $ 90,033 | $ 99,466 |
| November | $ 71,590 | $ 87,071 | $ 69,714 | |
| December | $ 52,699 | $ 83,910 | $ 68,216 | |

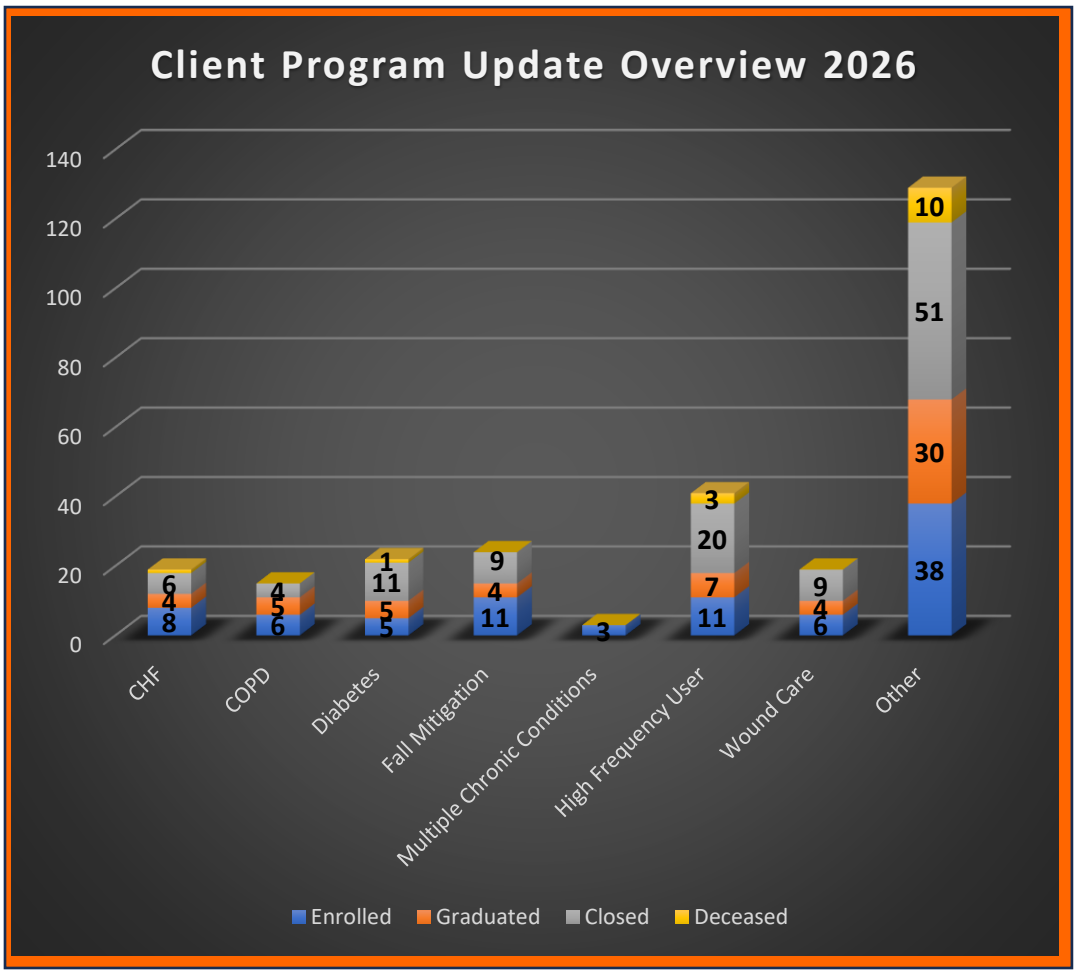





https://srfdus-my.sharepoint.com/personal/administrator_srfd_us/Documents/Office_Cloud/Board_Meetings/Staging_For_Board_Packet/2026/November/Ambulance Transports- Oct. 2026.xlsx

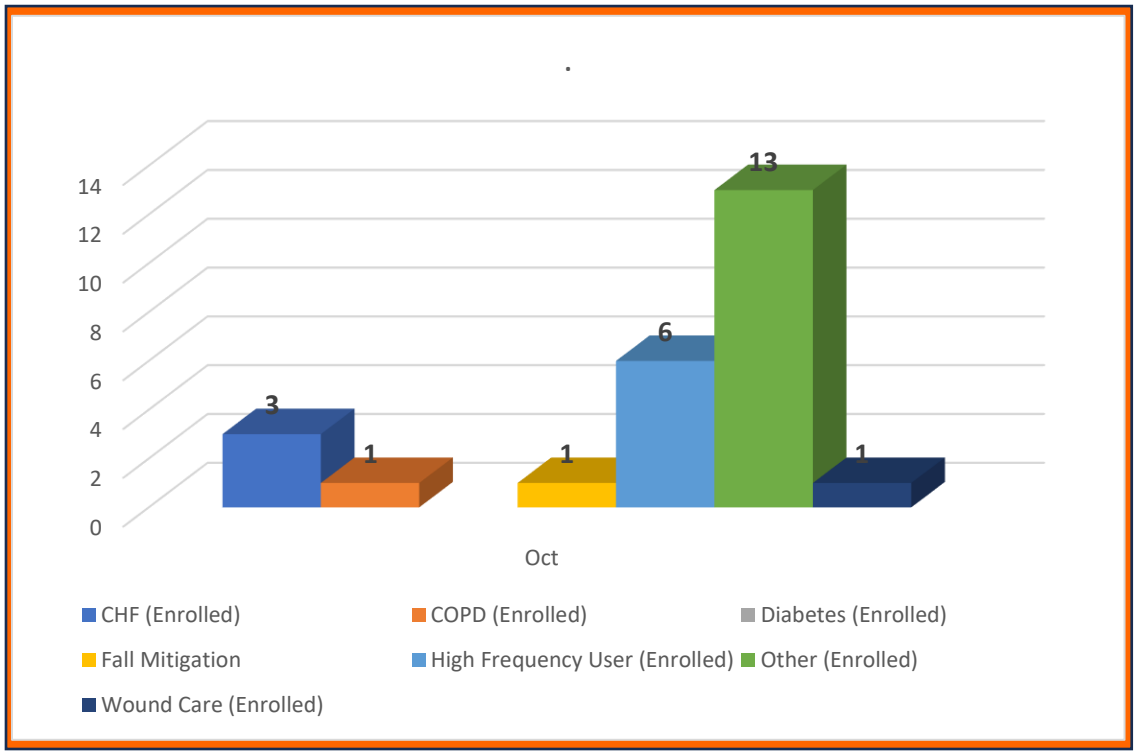
# COMMUNITY PARAMEDIC REPORT


Client Program Status Update Overview 2026
18
61
114
88
Deceased
Graduated
Closed
Enrolled


Client Program Update Overview 2026
140
120
100
80
60
40
20
0
CHF
COPD
Diabetes
Fall Mitigation
Multiple Chronic Conditions
High Frequency User
Wound Care
Other
Enrolled
Graduated
Closed
Deceased

# October 2026 Community Paramedic Program Report

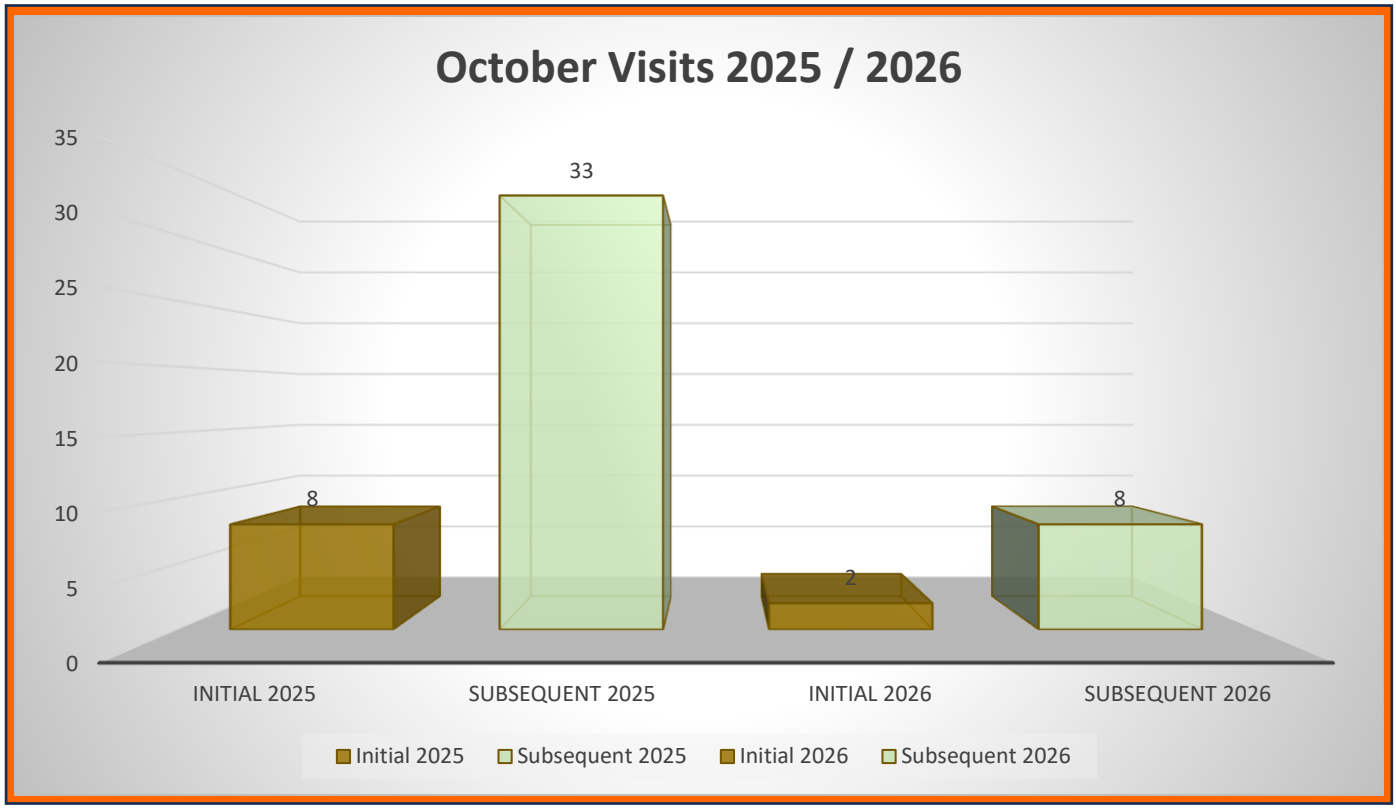
As of **October 1, 2026**, our Community Paramedics have **31 clients** in Columbia County enrolled and actively participating in one of the programs. The youngest being **32 years old**, the oldest being **82 years old**, with the average age being **62 years old.**




The graphic below represents program status changes that occurred in **October 2026.**



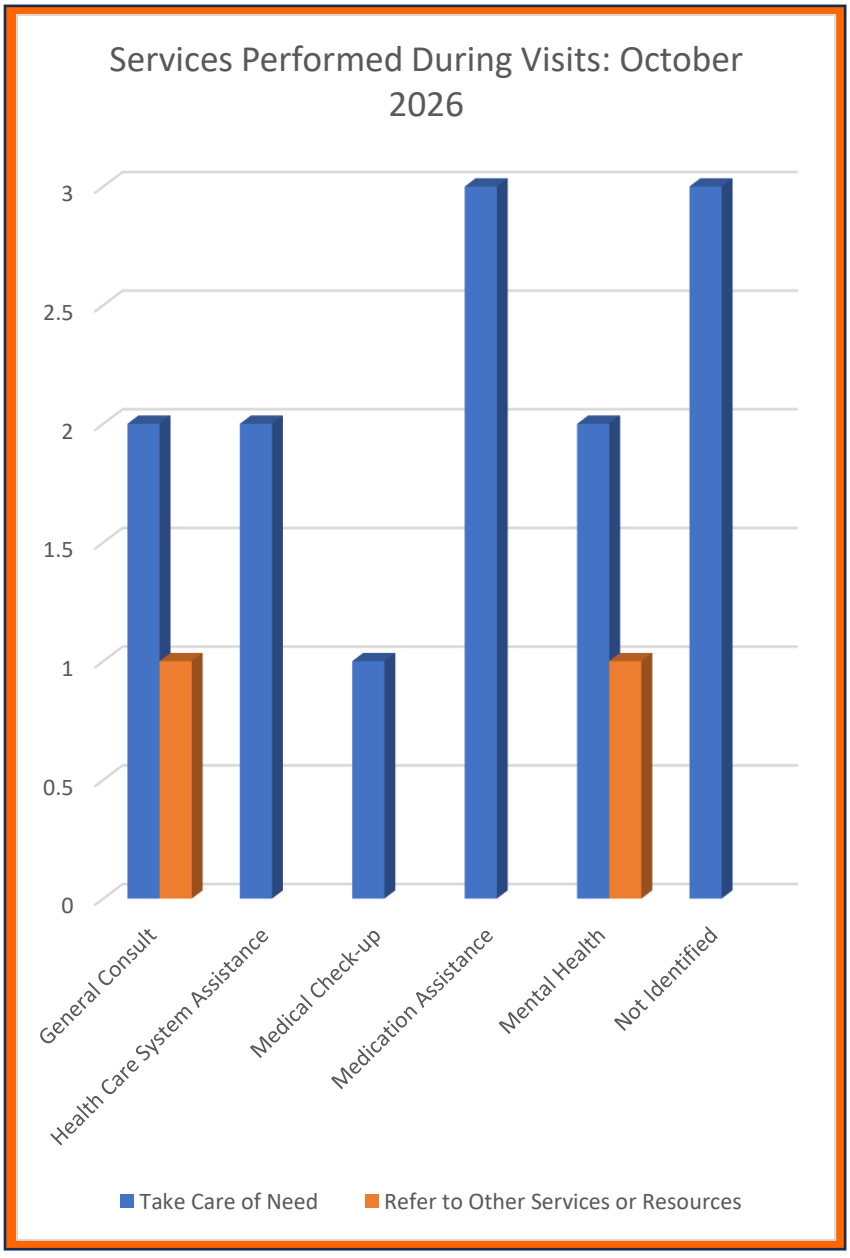
The total number of documented client visits during **October 2026** is **10,** compared to **41** during the same time period in 2025. The graph below represents the comparison of initial client visits to subsequent client visits performed by the CP for **October 2025 / 2026**.

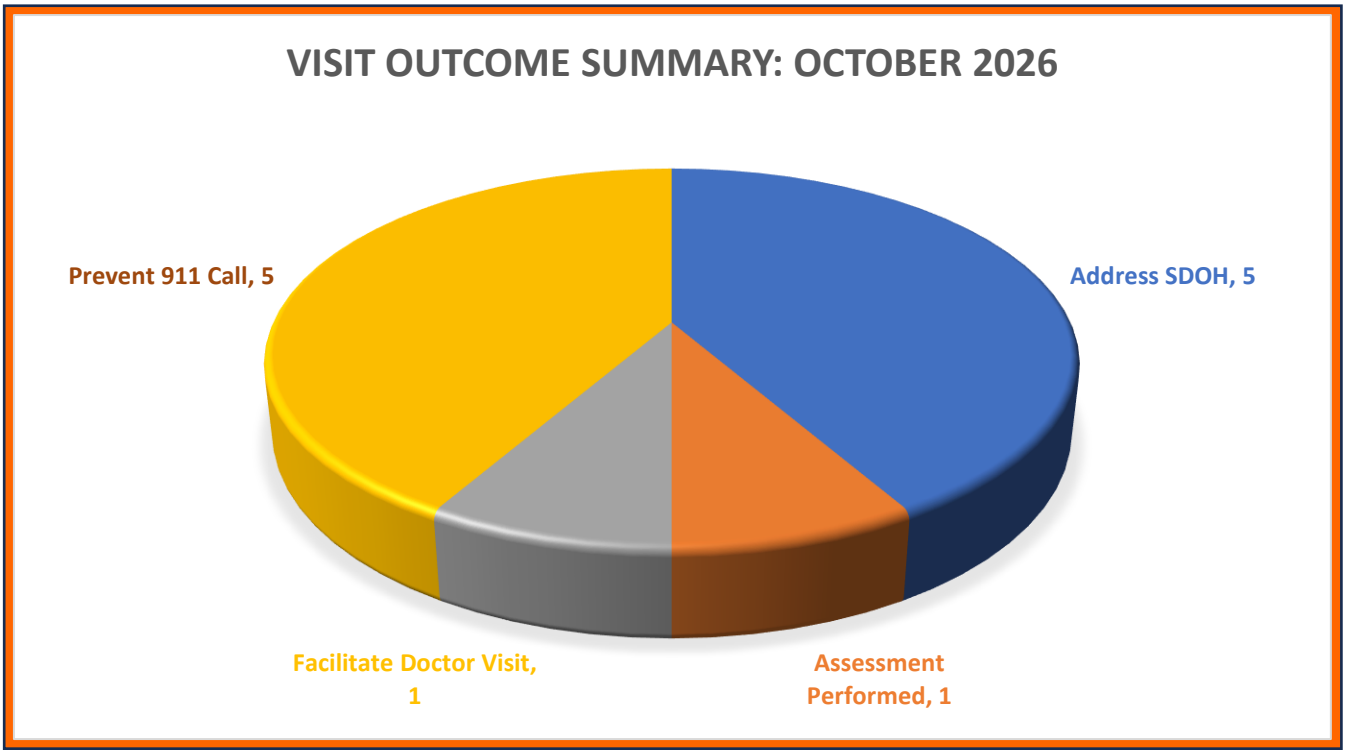






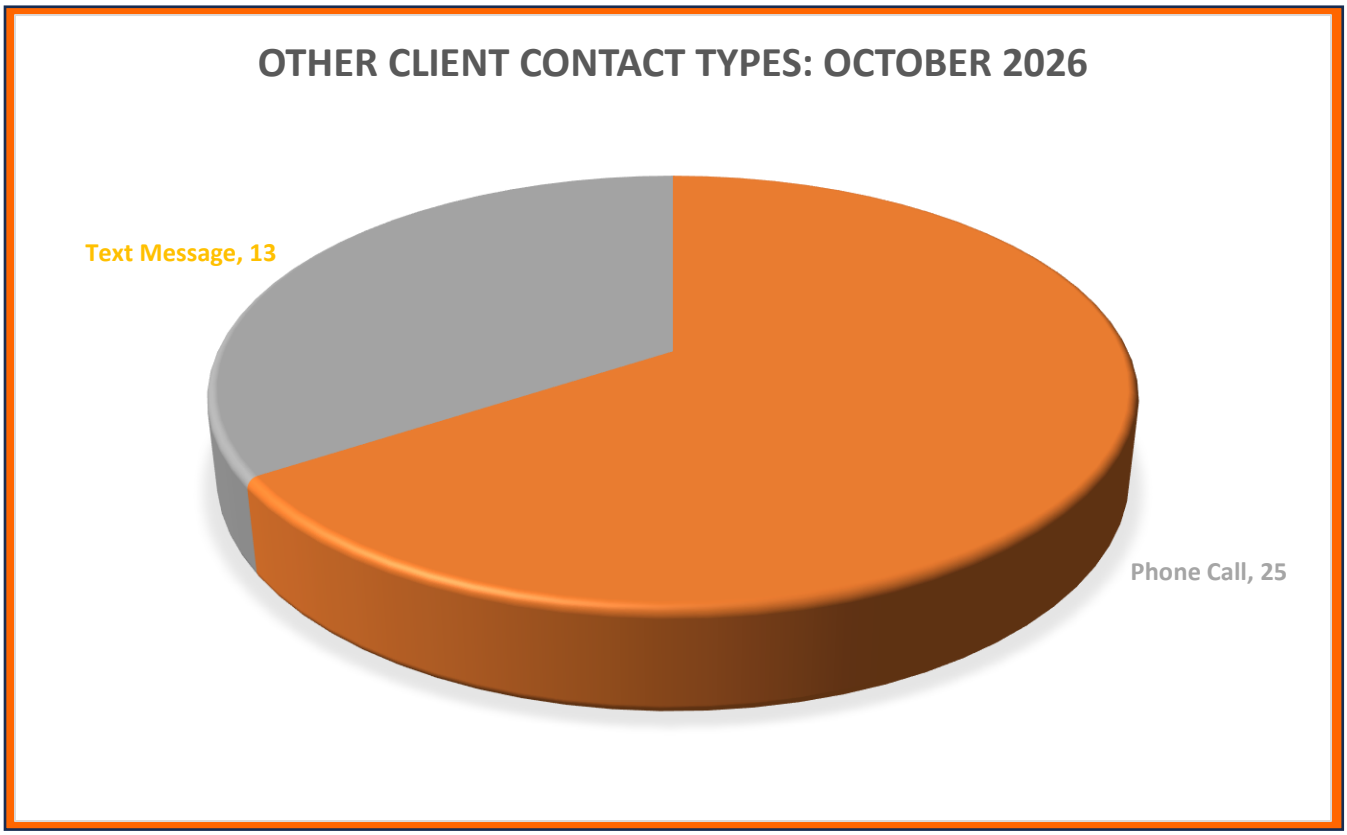
Community Health Visits by Nature of Visit: October 2026
General Consult
Health Care System Assistance
Medical Check-Up
Medication Assistance
Mental Health
No Data
2
1
1
3
1
2


Services Performed During Visits: October 2026
3
2.5
2
1.5
1
0.5
0
General Consult
Health Care System Assistance
Medical Check-up
Medication Assistance
Mental Health
Not Identified
Take Care of Need
Refer to Other Services or Resources




*SDOH = Social Determinants of Health

In addition to performing comprehensive in-person program visits with clients and performing consultations / advocacy with client care teams and community resources, our Community Paramedics are constantly communicating with their clients and checking on their wellbeing. Our Community Paramedics also make deliveries when needed to clients who otherwise would not have access to needed supplies and medications.



# RESPONSE
# ACTIVITY REPORT

# MONTHLY REPORT

# SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

## OCTOBER 2026

## Scappoose Rural Fire Protection District (SRFD)

October 2026 saw an increase in incident activity, with **21.50% more incidents** compared to October 2025. Medical emergencies continued to account for the majority of calls, representing **68%** of total incident volume. The following report summarizes incident activity, apparatus responses, overlapping calls, and daily response averages.

### Incident Activity

During October 2026, SRFD responded to **243 calls for service**, generating **363 apparatus responses** and a cumulative apparatus response time of **237 hours and 1 minute**.

Medical incidents accounted for **68% (166)** of total calls, while fire incidents represented the remaining **32% (77)**.

Medical personnel treated **181 patients**, of whom **116 (64%)** were transported to area hospitals. The remaining **65 patients** either declined transport or did not require hospitalization.

### Overlapping Calls

During October 2026, **133 calls for service (55%)** occurred while another emergency response was already in progress. Of the **71 calls** received during overnight hours (8:00 PM to 8:00 AM), **27 (38%)** overlapped with another incident.

No incidents required units to remain deployed for more than two days.

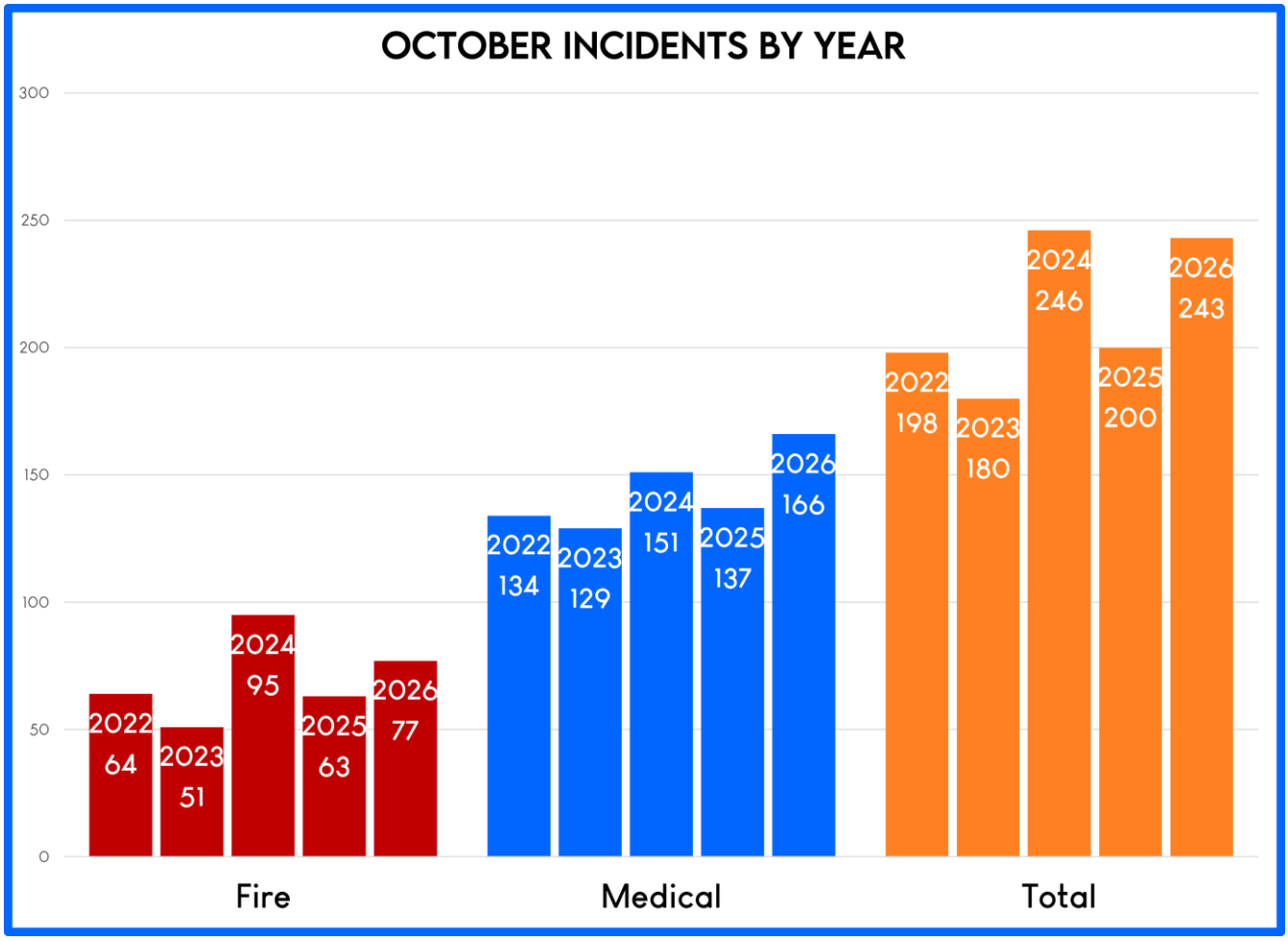
### Daily Incident Averages

During October 2026, SRFD averaged:

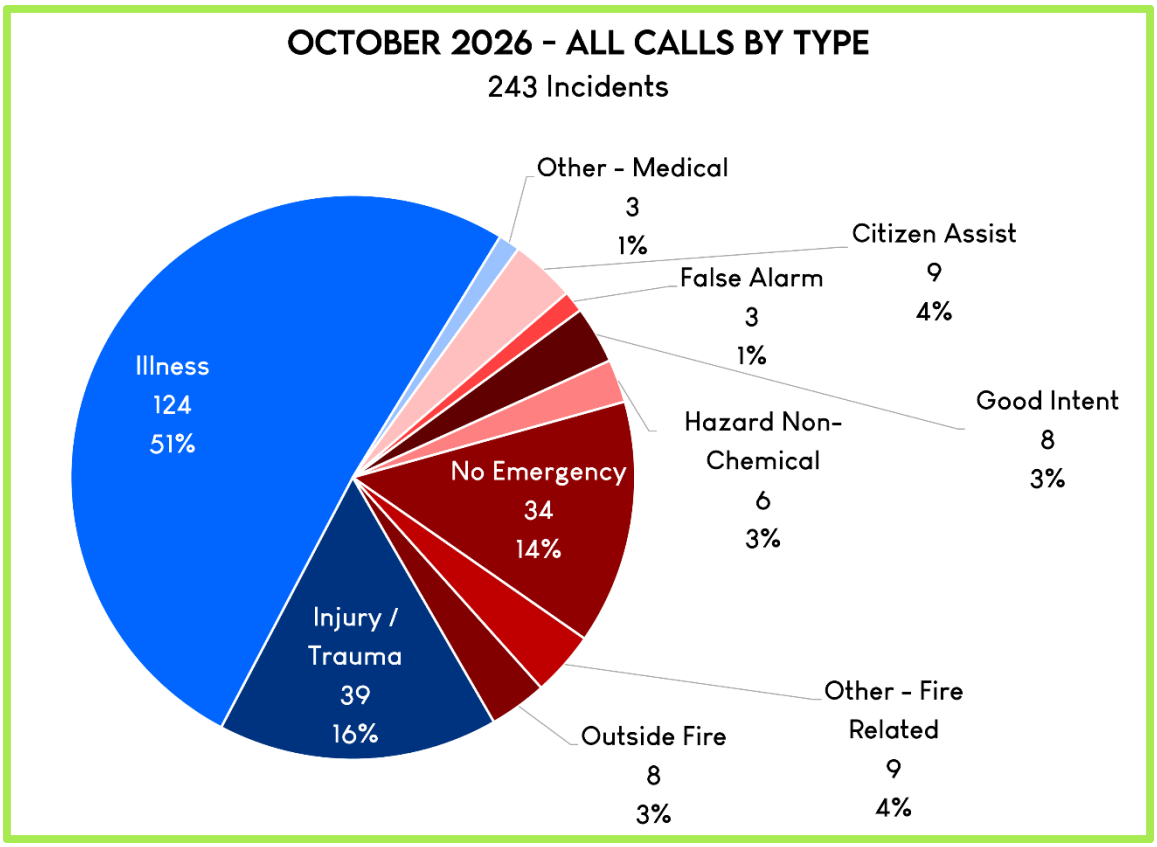
- **Fire incidents:** 2.48 per day
- **Medical incidents:** 5.35 per day
- **Total incidents:** 7.84 per day

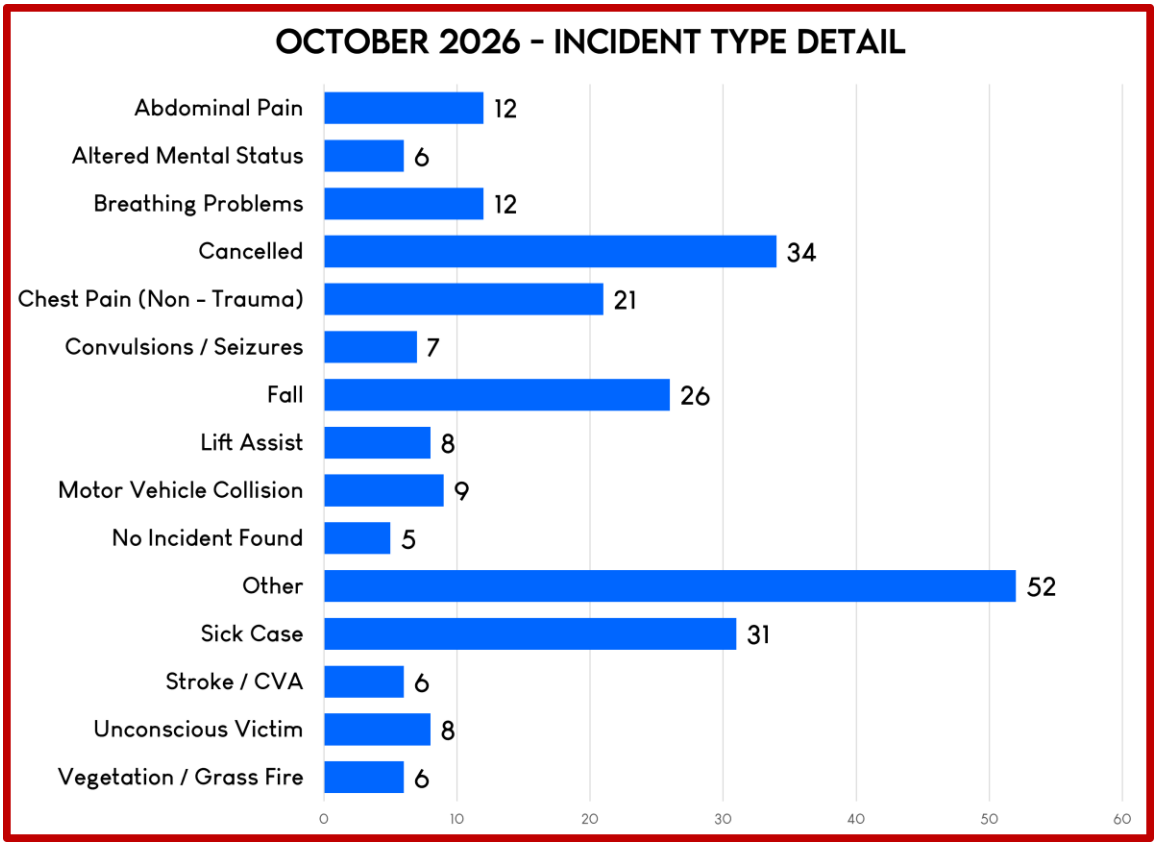
### Training

SRFD personnel completed a total of **456.5 training hours** this month, with Driver training representing the largest area of focus at **186.25 hours**. Volunteer personnel continued to demonstrate their commitment to the district by dedicating valuable time to training and professional development.


OCTOBER INCIDENTS BY YEAR
300
250
200
150
100
50
0
2022
64
2023
51
2024
95
2025
63
2026
77
2022
134
2023
129
2024
151
2025
137
2026
166
2022
198
2023
180
2024
246
2025
200
2026
243
Fire
Medical
Total

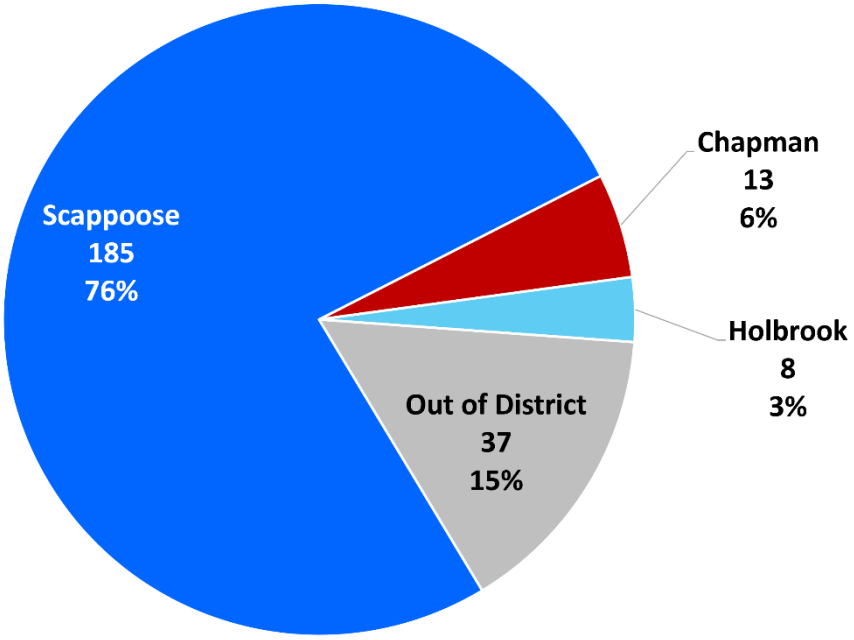
# FIRE AND MEDICAL CALL BREAKDOWN FOR OCTOBER 2026



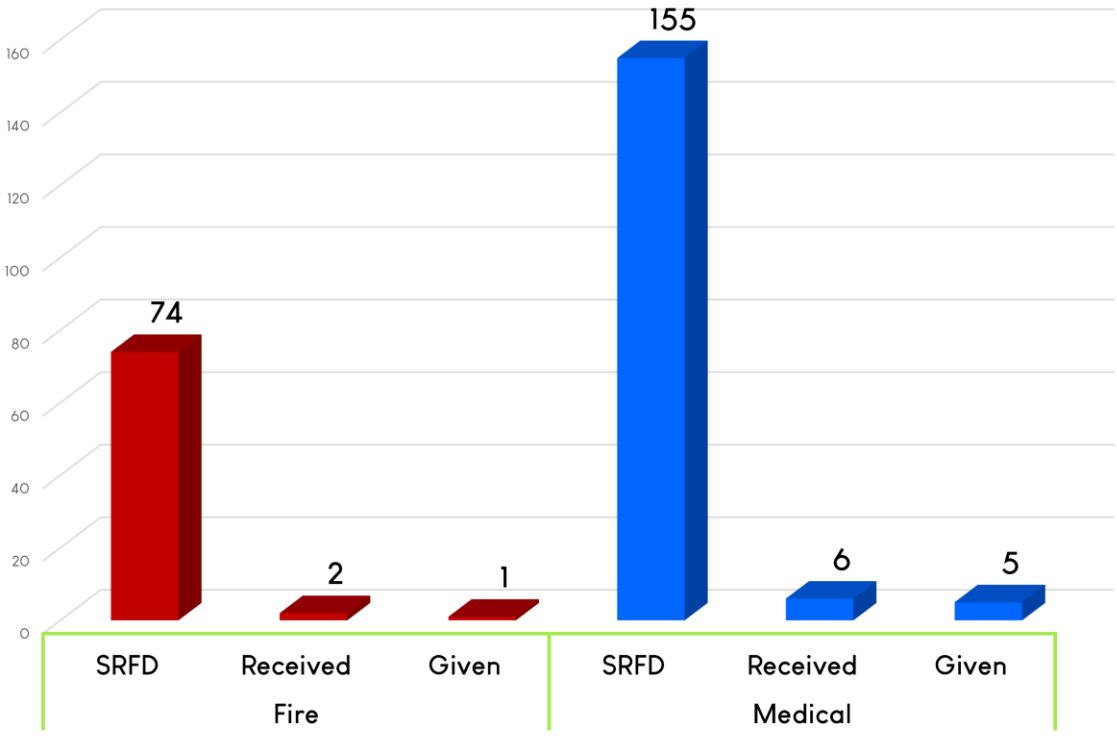
## OCTOBER 2026 - INCIDENTS BY STATION

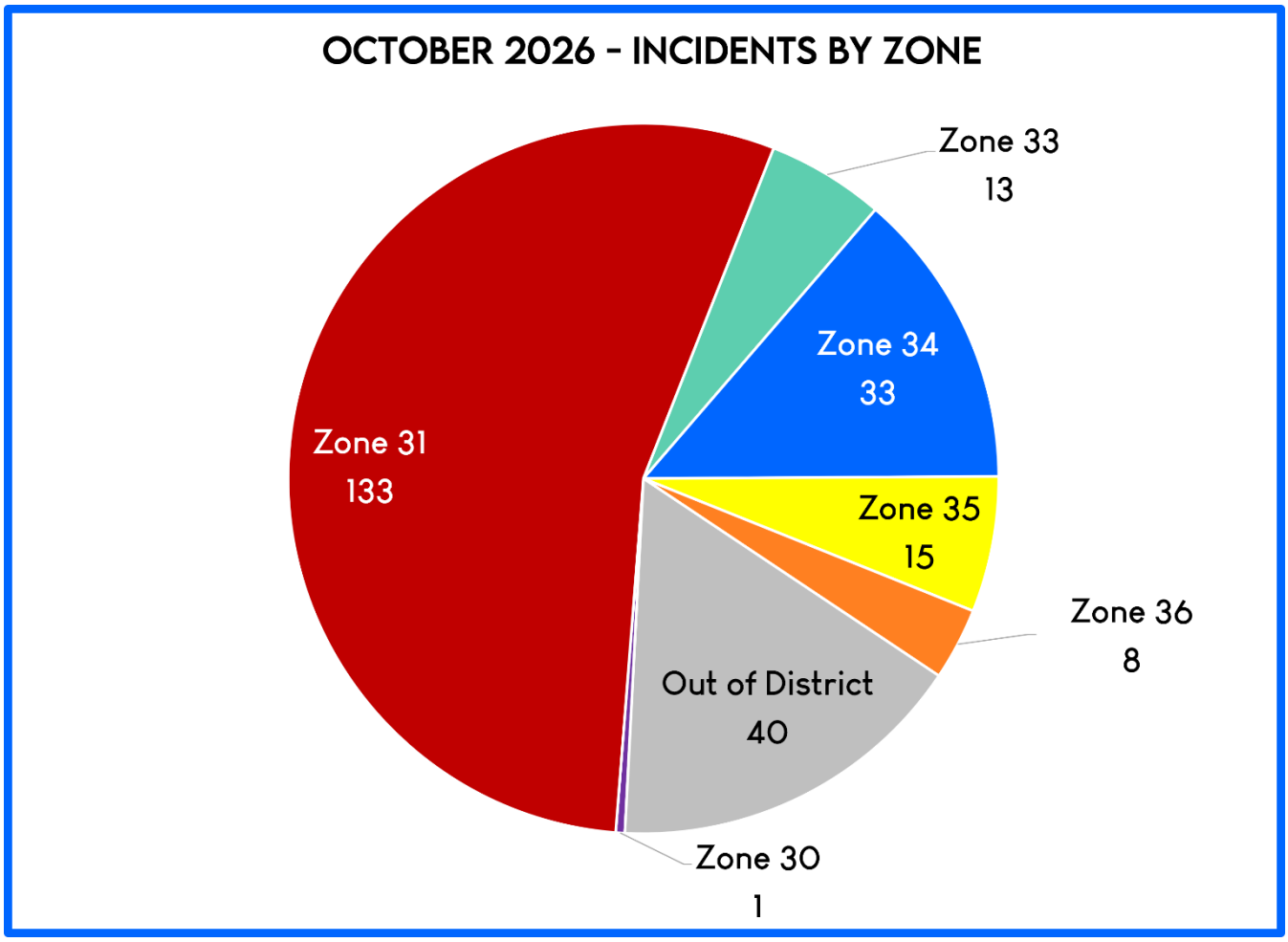
243 Incidents with 363 Apparatus Responses

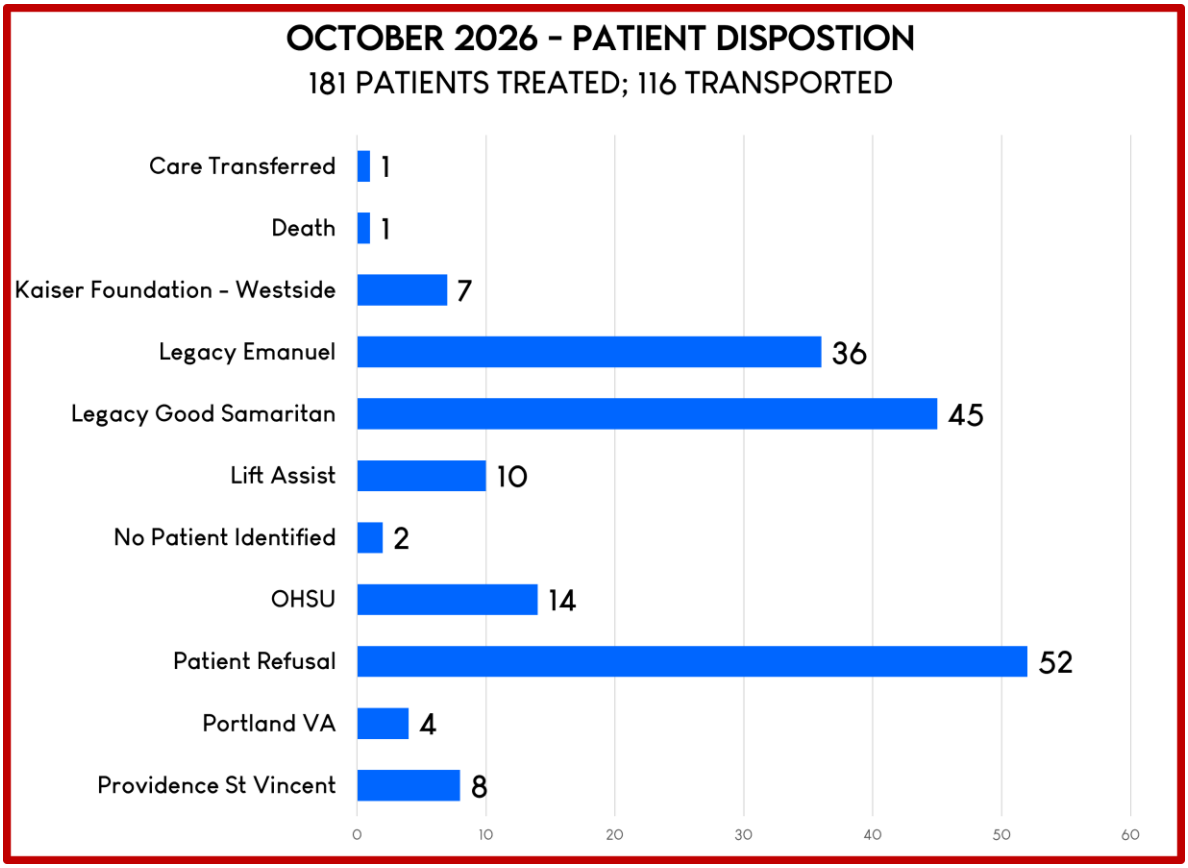


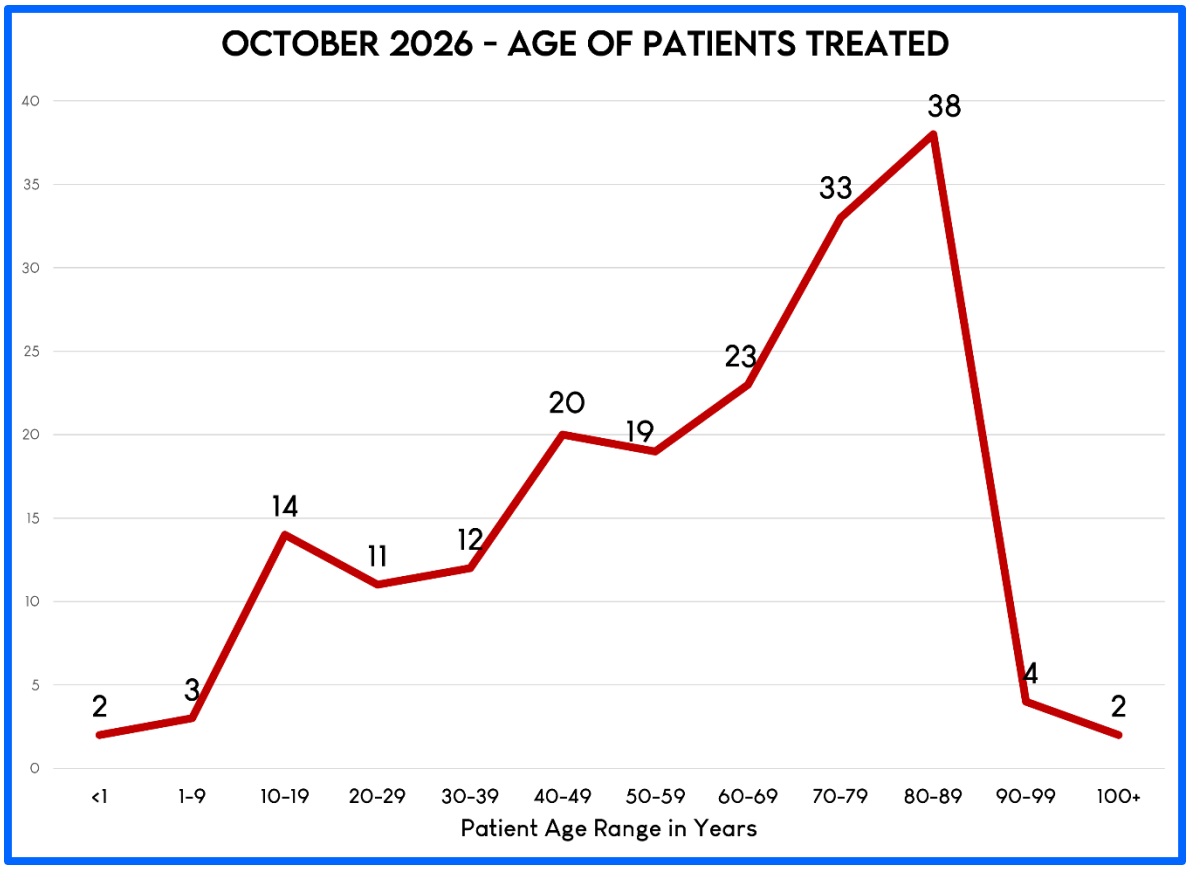

## INCIDENTS BY RESPONDING JURISDICTION

October 2026

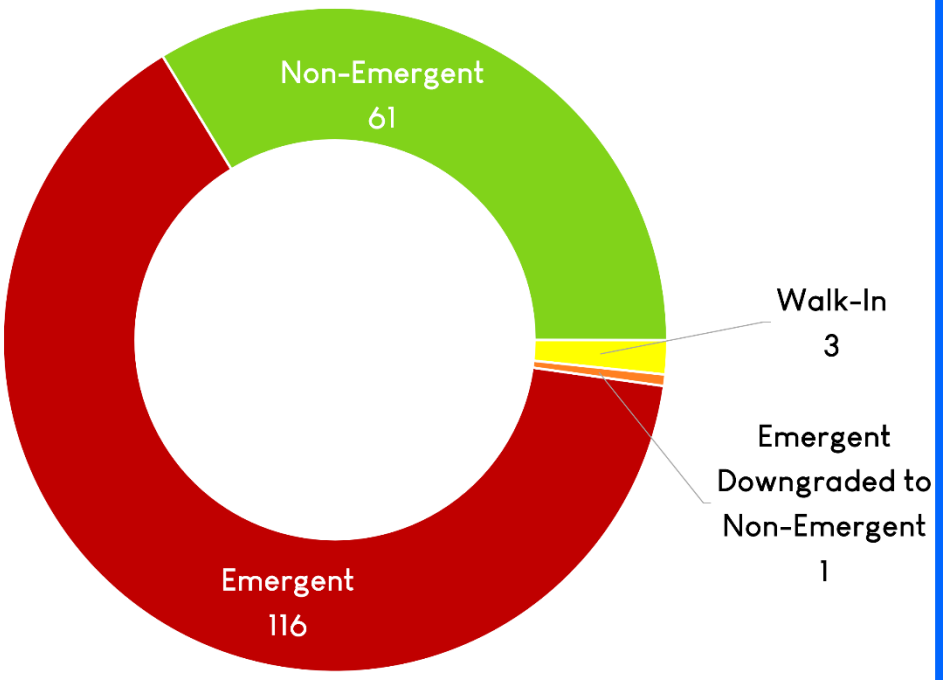



OCTOBER 2026 - INCIDENTS BY ZONE
Zone 33
13
Zone 34
33
Zone 35
15
Zone 36
8
Out of District
40
Zone 30
1
Zone 31
133


OCTOBER 2026 - PATIENT DISPOSTION
181 PATIENTS TREATED; 116 TRANSPORTED
Care Transferred 1
Death 1
Kaiser Foundation - Westside 7
Legacy Emanuel 36
Legacy Good Samaritan 45
Lift Assist 10
No Patient Identified 2
OHSU 14
Patient Refusal 52
Portland VA 4
Providence St Vincent 8
0 10 20 30 40 50 60

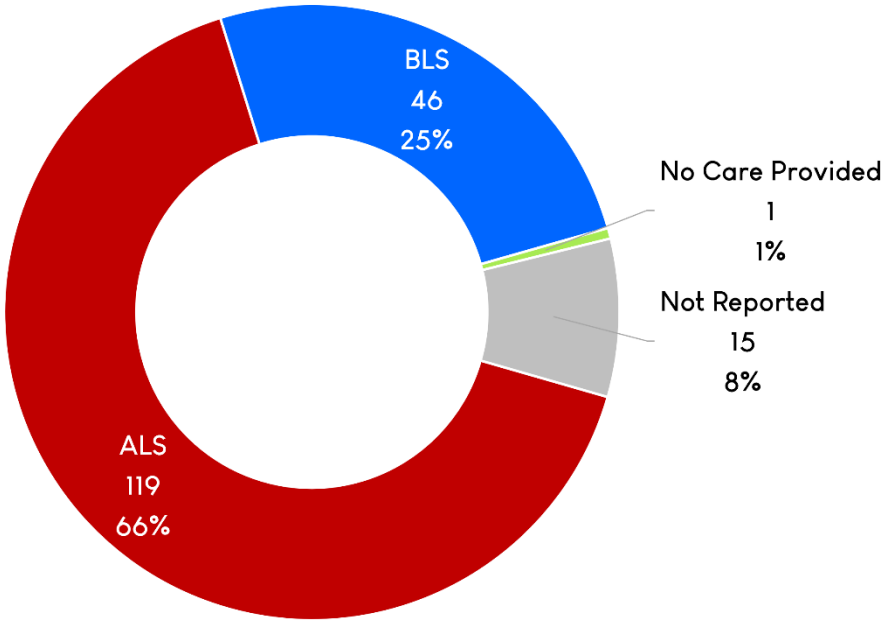

OCTOBER 2026 - AGE OF PATIENTS TREATED
0 5 10 15 20 25 30 35 40
2 3 14 11 12 20 19 23 33 38 4 2
<1 1-9 10-19 20-29 30-39 40-49 50-59 60-69 70-79 80-89 90-99 100+
Patient Age Range in Years

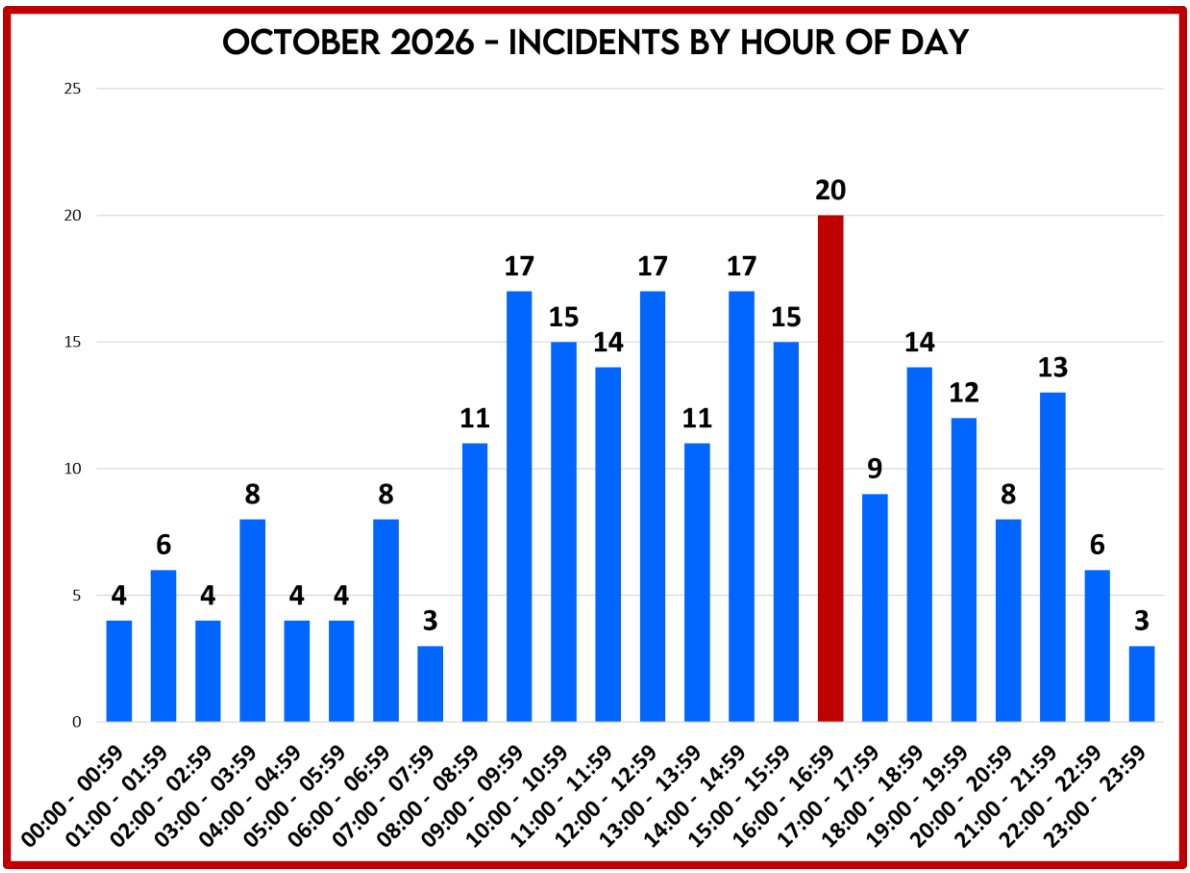
## OCTOBER 2026 - RESPONSE MODE TO MEDICALS

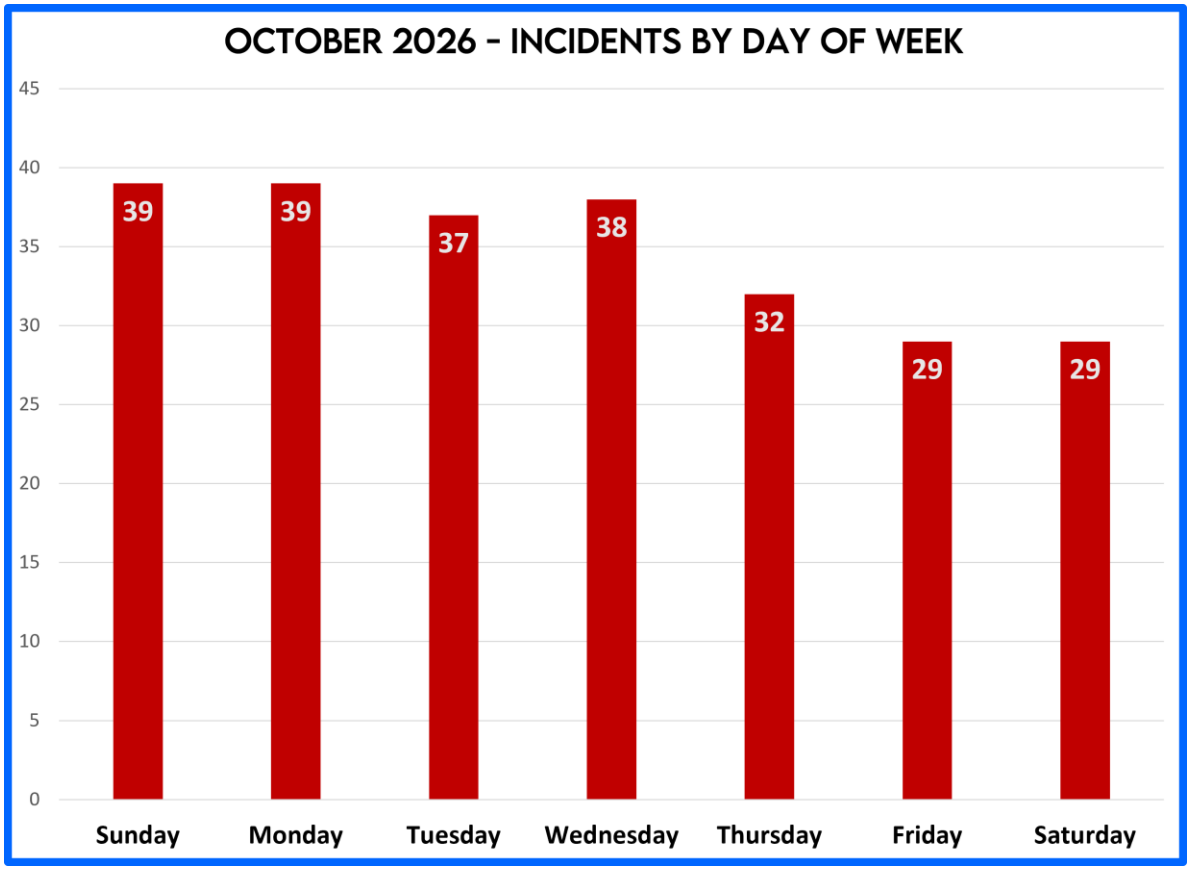


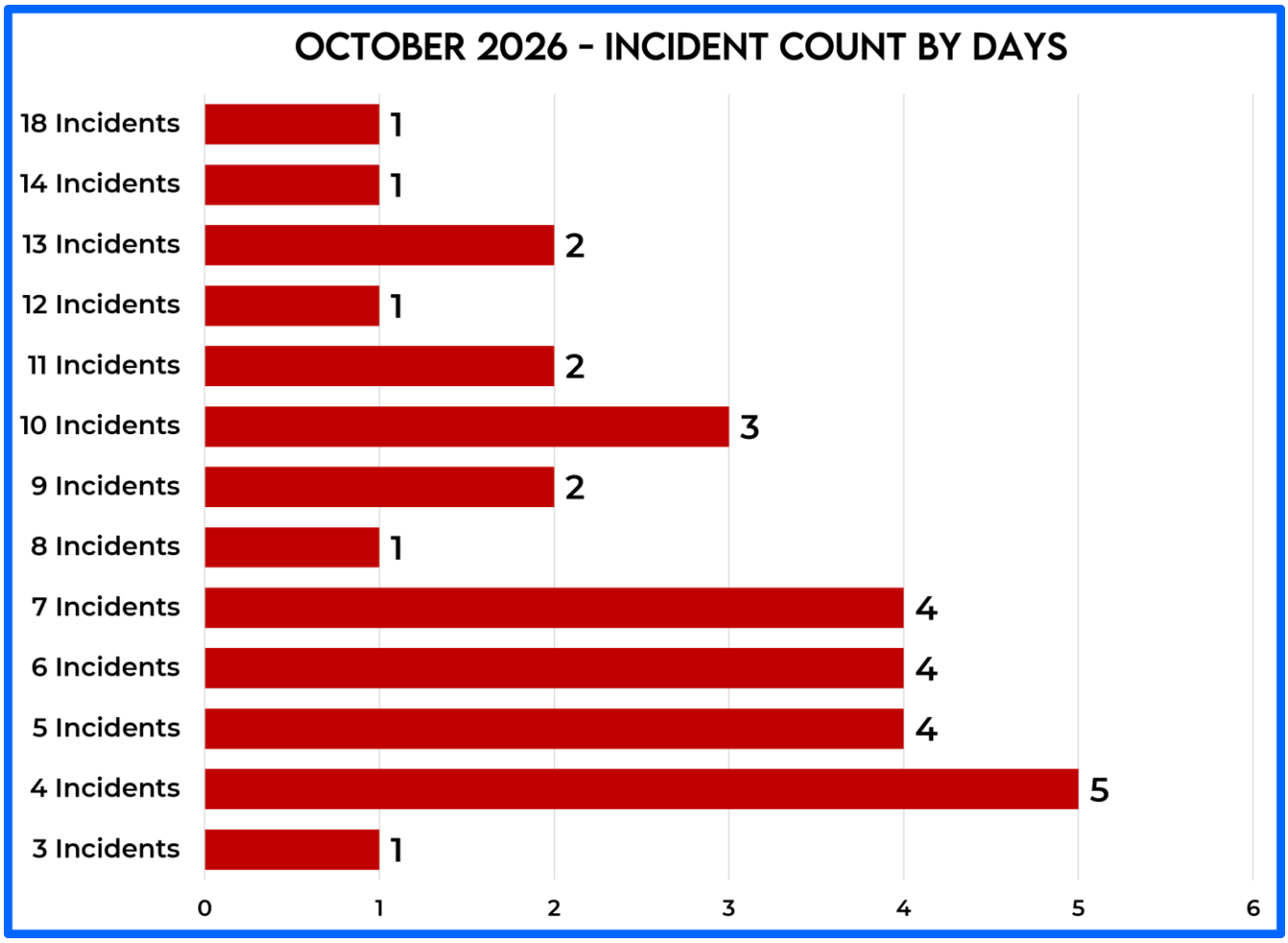

## MEDICAL - LEVEL OF CARE PROVIDED

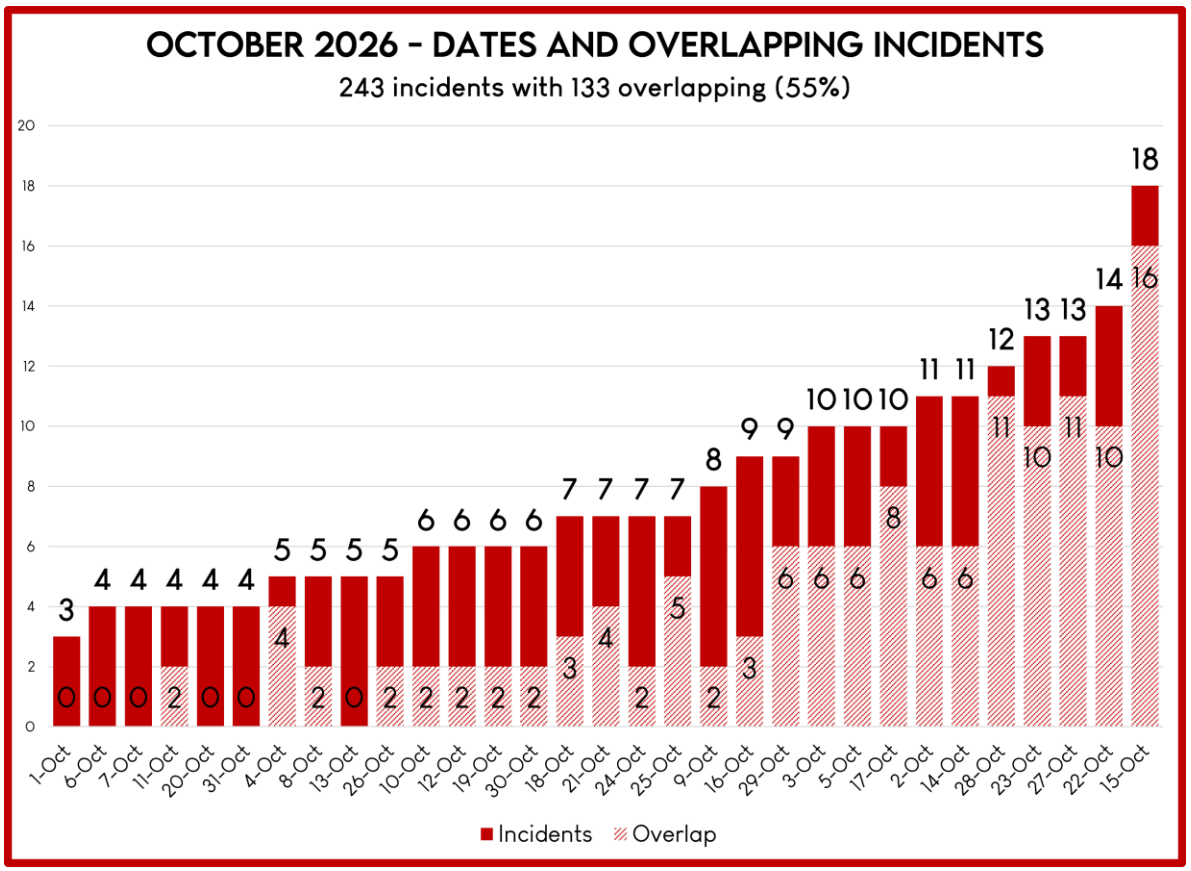
October 2026

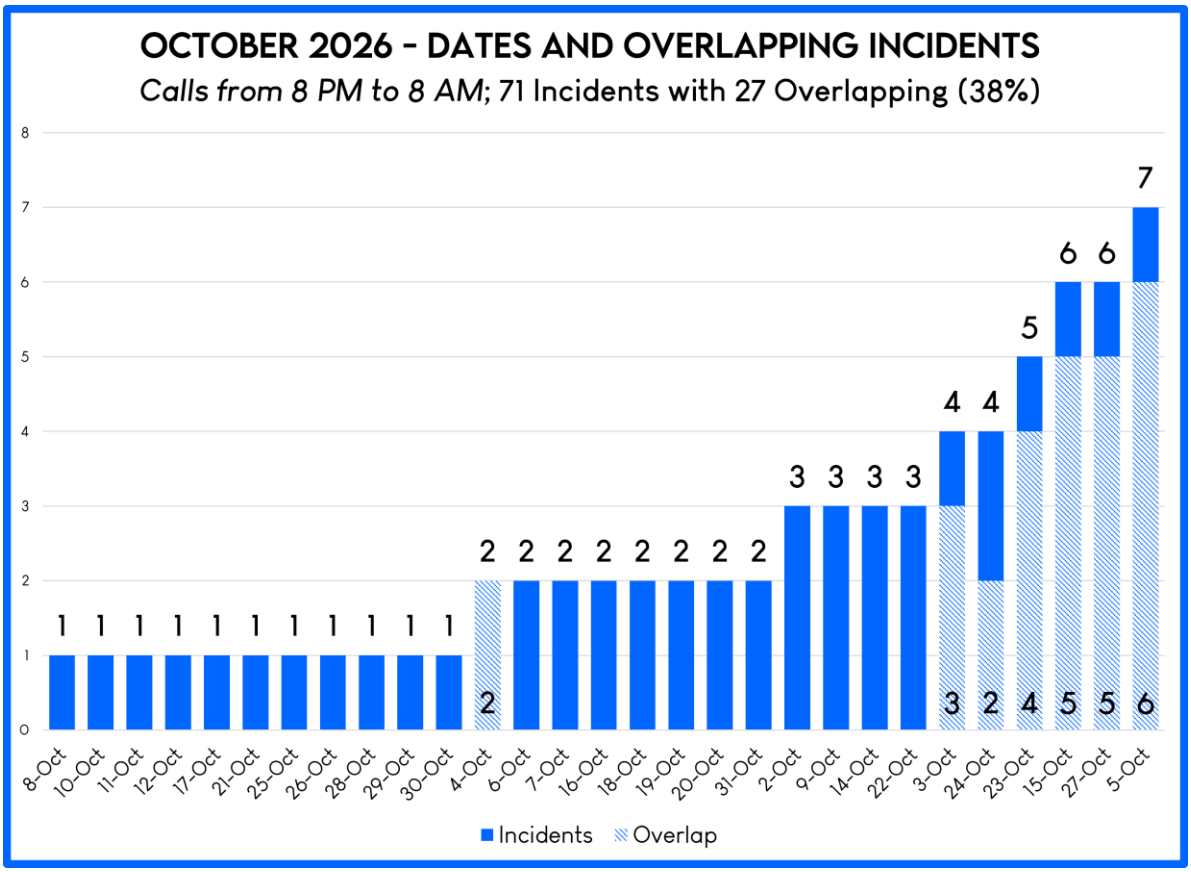


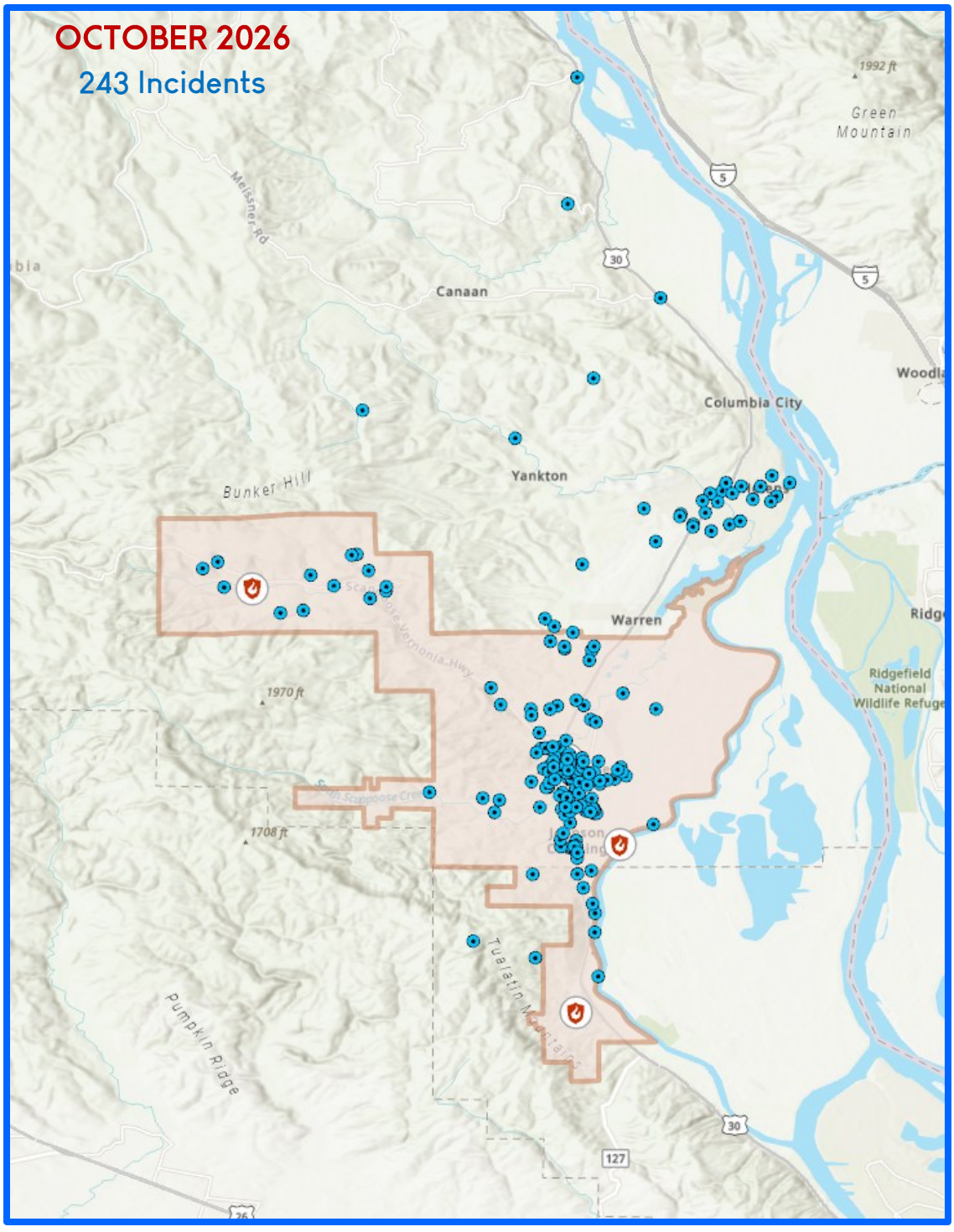

OCTOBER 2026 - INCIDENTS BY HOUR OF DAY
25
20
15
10
5
0
4
6
4
8
4
4
8
3
11
17
15
14
17
11
17
15
20
9
14
12
8
13
6
3
00:00 - 00:59
01:00 - 01:59
02:00 - 02:59
03:00 - 03:59
04:00 - 04:59
05:00 - 05:59
06:00 - 06:59
07:00 - 07:59
08:00 - 08:59
09:00 - 09:59
10:00 - 10:59
11:00 - 11:59
12:00 - 12:59
13:00 - 13:59
14:00 - 14:59
15:00 - 15:59
16:00 - 16:59
17:00 - 17:59
18:00 - 18:59
19:00 - 19:59
20:00 - 20:59
21:00 - 21:59
22:00 - 22:59
23:00 - 23:59

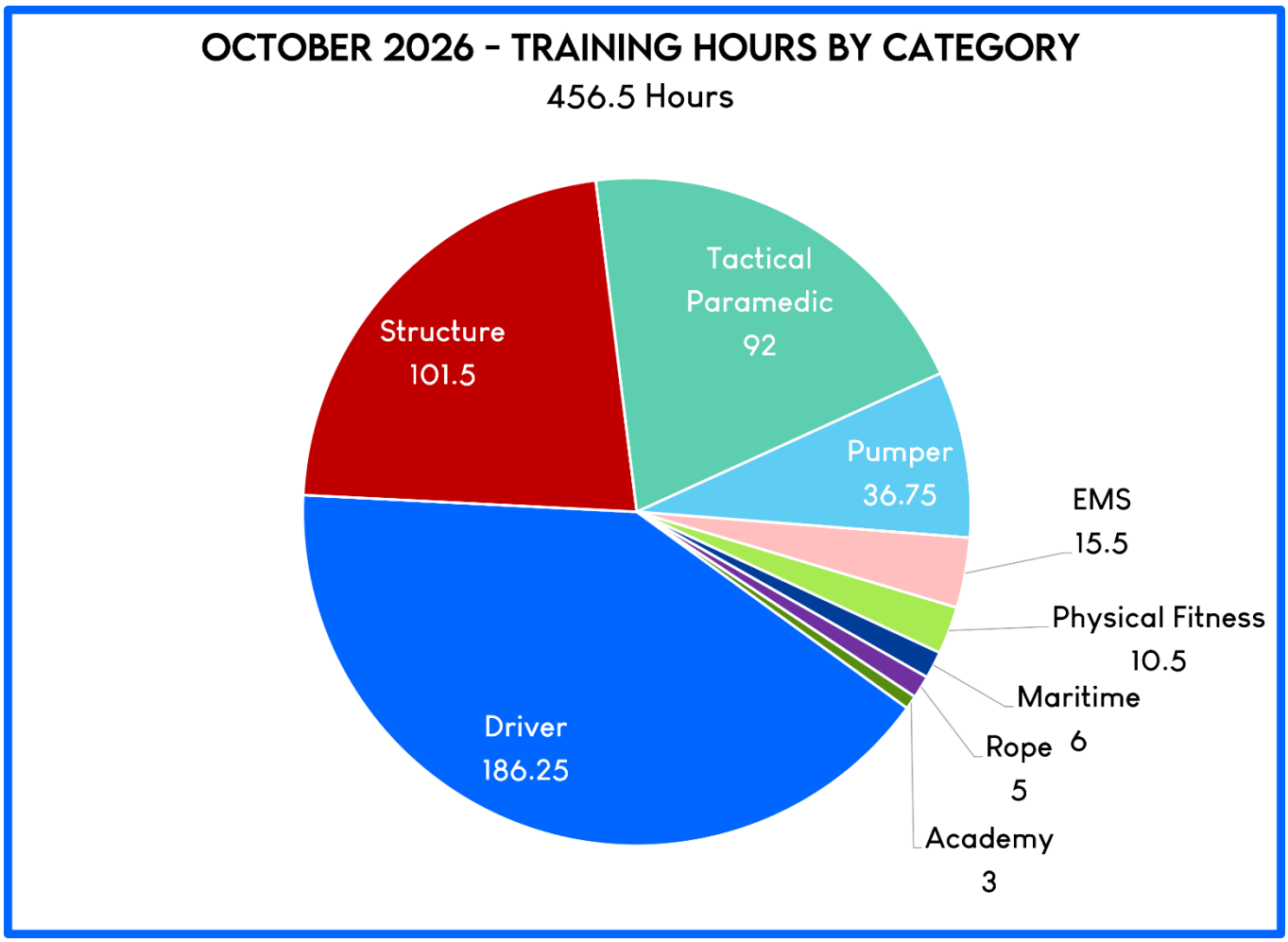

OCTOBER 2026 - INCIDENTS BY DAY OF WEEK
45
40
35
30
25
20
15
10
5
0
39
39
37
38
32
29
29
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday


OCTOBER 2026 - INCIDENT COUNT BY DAYS
18 Incidents
14 Incidents
13 Incidents
12 Incidents
11 Incidents
10 Incidents
9 Incidents
8 Incidents
7 Incidents
6 Incidents
5 Incidents
4 Incidents
3 Incidents
1
1
2
1
2
3
2
1
4
4
4
5
1
0
1
2
3
4
5
6

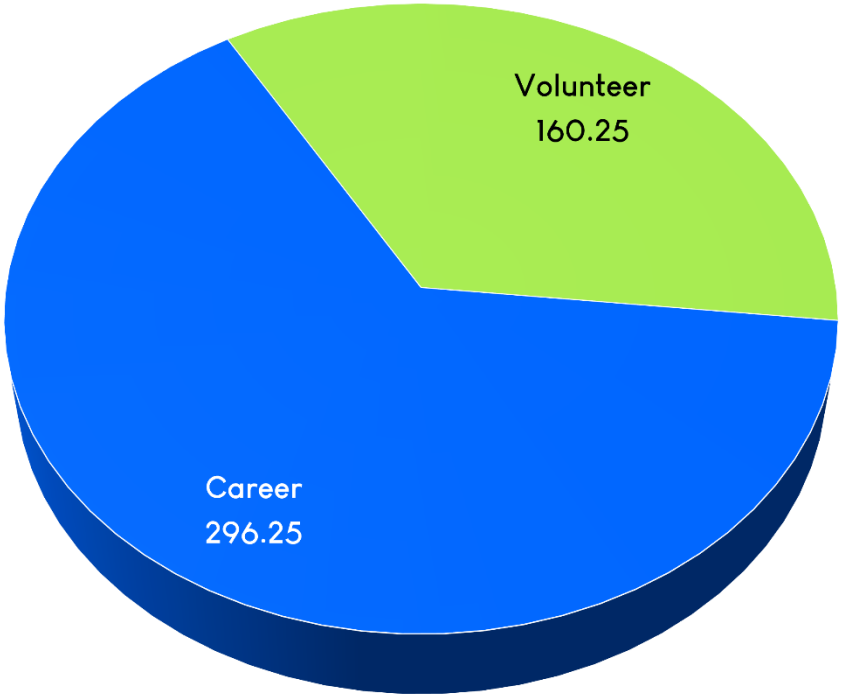

OCTOBER 2026 - DATES AND OVERLAPPING INCIDENTS
243 incidents with 133 overlapping (55%)
Incidents
Overlap


OCTOBER 2026 - DATES AND OVERLAPPING INCIDENTS
Calls from 8 PM to 8 AM; 71 Incidents with 27 Overlapping (38%)
Incidents
Overlap

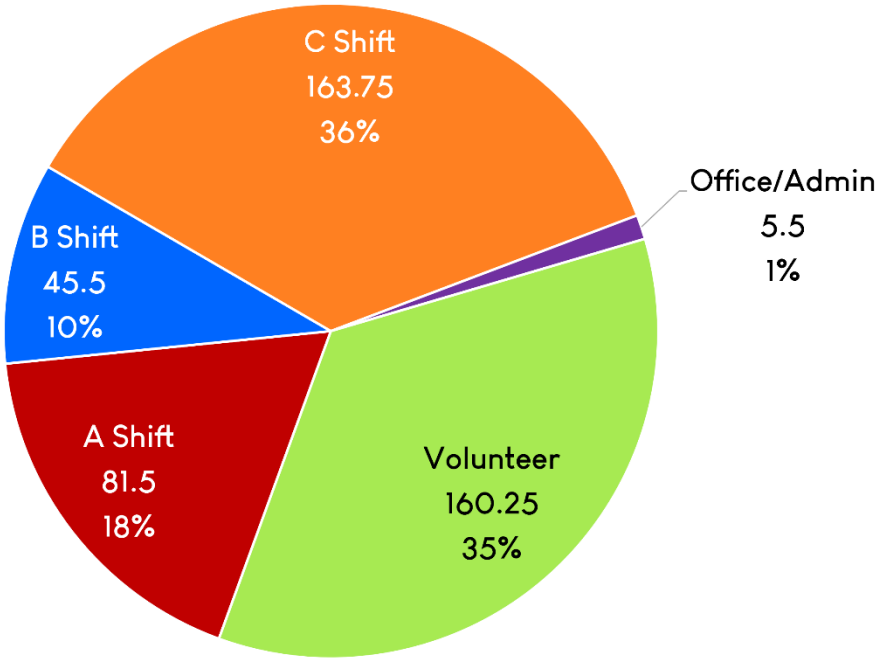

OCTOBER 2026
243 Incidents
1992 ft
Green Mountain
Meissner Rd
Canaan
Columbia City
Yankton
Bunker Hill
Warren
Ridgefield National Wildlife Refuge
1970 ft
1708 ft
Tualatin Mountains
Pumpkin Ridge
5
30
127


OCTOBER 2026 - TRAINING HOURS BY CATEGORY
456.5 Hours
Tactical Paramedic 92
Pumper 36.75
EMS 15.5
Physical Fitness 10.5
Maritime 6
Rope 5
Academy 3
Driver 186.25
Structure 101.5

## OCTOBER 2026 - VOLUNTEER & CAREER TRAINING HOURS




## OCTOBER 2026 - TRAINING HOURS BY SHIFT



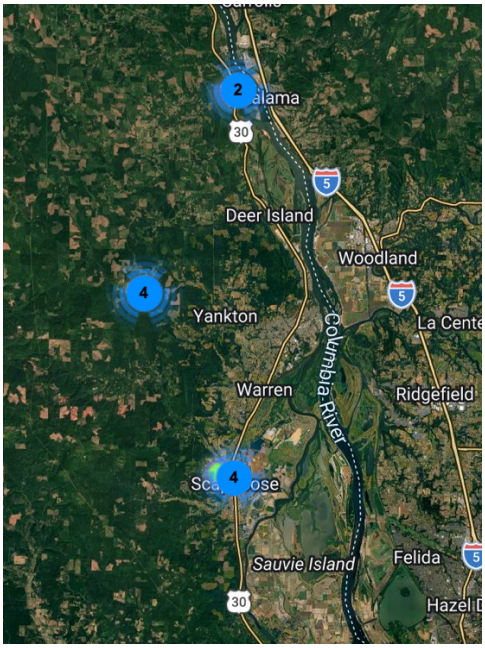
# UNCREWED AIRCRAFT (UAS) ACTIVITY REPORT

# BOARD AVIATION REPORT
# November 2026

## OCTOBER TOTAL FLIGHTS: 11
## OCTOBER TOTAL HOURS: 3 hours 26 Minutes

## CAPTURED IN AIR DATA



# STAFF REPORTS

# Fire Chief Report
## October 2026

**Hours Worked July: 192** Hours
**On Call in August:** 150 Hours

**TOTAL HOURS: 342**

**Training:**
Chinook Run
Fire Marshal – Commercial Cooking
Presented for two different national webinars

**Projects:**
Portland Fire Mutual Aid Agreement – *Starting January 2027*

Working with state senators / reps for legislation changes ~ *In Progress*

Fire Station Project ~ *Back on the table for internal discussions*

GIS and Mapping ~ *Updated trails with CCOM and WCCA and Tablet Command*

IGA with Columbia County (HSEMC) ~ *Participated in work session with county*

NEW RESCUE ~ *In station, working on upfitting*

STARLINK ~ *Still in testing of new tech solution. Delayed due to other vehicle projects*

ASA ~ *In Progress*

NATIONAL FIRE ACADEMY UAS PROJECT ~ *Received additional funding. Working through COE for class delivery..*

Oregon Health Authority RHTP Grant Award ~ *Working with OHA and contractor to start project*

Strategic Plan ~ *Starting this project next month*

UASI / RDPO Grants ~ *TAK (In progress), Waivers (In Progress), UAS Detection (In Progress), Tablet Command (Waiting for funding)*

**Executive Summary**

October was a strong month for grants and regional partnerships. We received notification that our $250,000 RDPO grant, written on behalf of Multnomah County and several regional fire agencies, was successful, and we received the signed RDPO agreement for $10,000 in 2024 reprogrammed funds to support UAS waiver work. With the UAS Detection and TAK grant agreements still pending from the City of Portland, the district is approaching close to $1,900,000 in awards for the year. We also kicked off the Flight Information Exchange as part of the RHTP grant project, bringing together CAD providers from across the region, GIS specialists, and our contractor.

We took possession of our new rescue and are working with our volunteer and career team to complete final modifications. The month also included another Chinook Run disaster aviation drill, our annual audit, and a full

schedule of county, regional, and state meetings. Financially, we are on target in almost all categories, including fuel, and tax revenue has begun to arrive. Looking ahead, I will be focused on the strategic plan and restarting the station project.

## Key Project Updates

**Rural Health Transformation Program (RHTP): Flight Information Exchange**

- Held the Flight Information Exchange kickoff, part of the RHTP grant project we are working through. The meeting included CAD providers from across the region, GIS specialists, and our contractor.
- Continued participating in the weekly RHTP project meetings.

**Grant Awards and Applications**

- Received notification from RDPO that our $250,000 grant was successful. We wrote this grant on behalf of Multnomah County, Corbett Fire, Gresham Fire, Port of Portland Fire, Portland Fire & Rescue, and Sauvie Island Fire.
- Waiting on signed agreements from the City of Portland for the UAS Detection and TAK grants. These awards put the district at close to $1,900,000 in grant awards for the year.
- Submitted a safety and security grant application through SDAO to help replace our security system.

**RDPO UAS Waiver Funding**

- Received the signed RDPO agreement for $10,000 in 2024 reprogrammed funds.
- These funds will be used to work with a contractor to help us obtain UAS waivers, which will also benefit the RDPO region.

**New Rescue**

- We took possession of our new rescue and are working with our team (volunteer and career) to kit it out and make the final modifications.

**Strategic Plan and Station Project**

- I will be working on the strategic plan (see New Business) and restarting the station project. More on both next month.

## Federal & State System Integration

**Operation Chinook Run: Disaster Aviation Drill**

- Participated in another Chinook Run disaster aviation drill on October 13, put on by Emergency Management and the state Department of Human Services.
- This was an all-day event involving both planes and helicopters, along with our UAS.

**State Counter UAS Working Group**

- Attended the state Counter UAS working group.

**Instruction and Training**

- Taught a webinar class on wildfire response for the Law Enforcement Drone Association (LEDA) National.
- Participated in the online commercial cooking training hosted by WASFM.

## Regional Collaboration & Technology

**Regional and County Meetings**

- Attended the RDPO meeting.
- Attended the in-person Multnomah County Fire Defense Board meeting and the monthly Columbia County Fire Defense Board meeting.

- Attended the 911 Joint User Board and Board meetings, representing our agency.
- Attended the subcommittee meeting to discuss the HSEMC IGA between the agencies and the county.
- Attended the Major Crimes Team meeting at the request of law enforcement and the District Attorney.

**Clatskanie Fire**

- Met with Clatskanie Fire to discuss billing.

### Local Initiatives & Support / Community Engagement

**Fire Prevention**

- Assisted with a Fire Alarm Control Panel sign-off for an apartment complex.

**Community Wildfire Protection Plan (CWPP)**

- Attended the CWPP meeting.

### Operational & Financial Status

We have started to receive some tax revenue, though it will likely begin to show up in earnest in November and December. We are on target in almost all budget categories, even fuel.

Participated in our annual audit and the October Board meeting. I also attended a meeting on job descriptions and completed training on the new background platform we are using.

A detailed financial summary will be provided to the Board separately.

## Assistant Chief Marks
## November 2026

**Executive Summary:** New Rescue, MEDICARE ReValidation, and of course, more NERIS

**Operational Highlights:** NERIS 1.5 has been released. I am working with the NERIS group to ensure a proper transition. It has been very seamless so far. I continue to work with the other agencies on updates, rules and cleaning items up to make the system easier to use. I met with the county Operations committee as well.

**Healthcare Updates:** I am not even sure where to begin with this. There has been no movement from the county side. The ASA process remains stalled. We were required to revalidate our service with Medicare prior to the end of 2026. I am working in conjunction with the SDW enrollment team to ensure this was completed with plenty of time. One meeting I attended in October was the National EMS Physicians Oregon Chapter Meeting. One item on the agenda was "Hot Topics". The question I asked was in regard to behavioral health incidents, and how the scene safety aspect was working. This topic has been on the OHA front burner, but no real advise was provided. The only aspect was to ensure our crews were safe.

**Interagency Coordination:** The call taking project continues. I continue to work with all county fire agencies on the NERIS transition. This has been a long process and will continue for quiet a while. We are now working on Validation and Visibility Rules. This continues to be a project with work with the NERIS group. NERIS version 2.0 is set to release Q1 2027. I continue to work with CCOM on fire call taking guides. This will assist in better call taking and call coding.

**Meetings:** NAESMP Fall Forum, Protocol Development Committee, ASA, River Safety Meeting, Operations Committee Meeting, Safety Committee Meeting, Joint Advisory Committee for CCOM, LCRTOA Volunteer Academy Instructors Meeting.

**Hours worked in October 2026:** Office: 152 On Call: 175 Total: 327 hours

**Significant Incidents / Responses:**



**Chief Bautista Report**
**Prevention & Training Divisions**
**November 2026**

**Executive Summary**

The focus for October has been on Fire Prevention Month activities within the community and preparation for the LCRTOA Columbia County Volunteer Firefighter Academy. DPSST Training audit preparation is underway.

**Organizational and Operational Highlights**

Many fire prevention activities occurred in October. We continued with the SRFD Junior Fire Marshal program at Grants Watts Elementary. 150 first grade students participated in the fire safety education assembly and station tours.

Our open house was scheduled October 28th and well attended, approximately 140 community members came out to the Scappoose station. It was a great success due to everyone's assistance and excited to plan for 2027.

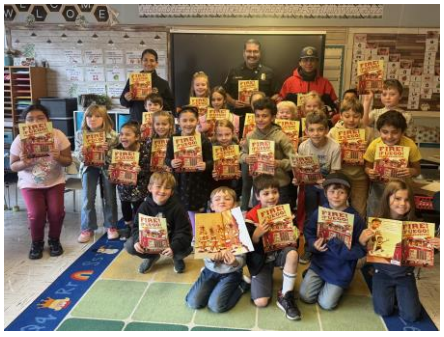
We ended the month with a bilingual fire safety book reading event for the Grant Watts Elementary 2nd Graders.

**Interagency and Government Coordination**

Working with Columbia County fire agencies to restart out Fire Investigation Team (FIT), first meeting has been scheduled for November 10th in Scappoose.

Total hours for October 2026: 364 (180 regular hours and 184 Duty Officer hours, minus office hours)








# Member Outreach

11-9-2026

Henry Oberbarnscheidt

This past month, I have been involved with or assisted with but not limited to the following:

- Assisting Volunteers with their Driver Task books
- Assisted setting up and participated in interviews for new applicants
- Background check training for new requirement from the background check company
- Assisted with setting up and participating with Fire prevention events with Grant Watts
- Set up ride- alongs for applicants that had not yet participated at this point
- Participated in Volunteer Drills and meetings
- Organized and participated in Columbia County Firefighters Association meeting
- Scappoose HS football Home coming parade
- Sauvie Island Chili feed
- Started working on the Annual Awards Banquet scheduled for February 27th
- Heritage Park lighting meeting
- Attended a Commercial Cooking fire safety webinar
- Fall festival Otto Petersen
- Defensible space class CCOM
- Scappoose Fire open house
- Coffee talk (Recruiting) NVFC webinar

# November 2026 Finance Report

**Revenue highlights- October 2026**

**General Fund Revenue**:

- $125,173 in Conflagration
- $125,150 in GEMT
- $99,466 in EMS revenue
- $8,876 in property tax turnover
- $6,677 in Miscellaneous Revenue
- $5,887 in interest earned on investments
- $1,215 in FireMed
- $307 in Fire Marshal revenue

**Total revenue collected: $372,753**

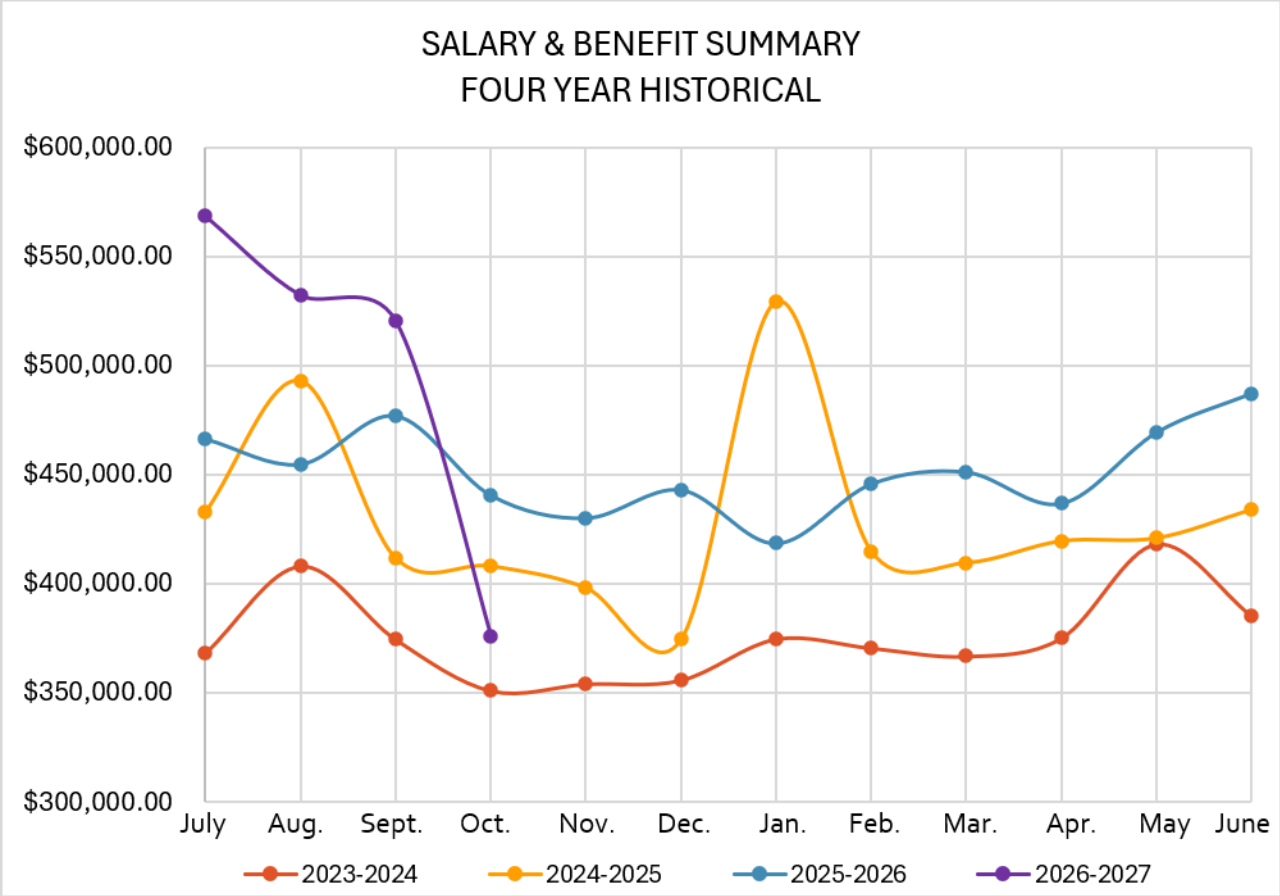
**General Fund Expenditures**:

- $530,803 for Personnel Services expenses (payroll, insurance, FICA, & benefits)
- $9,383 in Maintenance on Equipment
  -$7,011 in fuel
- $801 in Administration
- $6,036 in Information Technology
  -$2,386 monthly IT
  -$366 Starlink
- $1,079 Emergency Operating Supplies
  -$468 Helmets
  -$450 Medical packs
- $8,823 Building & Grounds Maintenance
  -$3,800 deposit for Double-check
  -$3,400 yard maintenance Holbrook & Chapman
- $7,136 EMS Operations
  -$2,822 in EMS billing
  -$2,270 in EMS supplies/medication
  -$1,063 for oxygen exchange
- $4,554 in credit card expenses

SDW submitted three financial hardship requests this month. Chief Pricher reviewed them carefully and decided to waive 50% of each amount.

We are currently about 33% of the way through the fiscal year. Most major line items are at or under budget, except Public Fire Services, Maintenance on Equipment, EMS Operations, and Personnel Services, which will be reimbursed through conflagration and REMS deployments.

The annual audit has been completed. We are awaiting the final documents and will update the board when they have been received.




(PERS does not deduct the ER PERS Contribution until two weeks after the month-end. Therefore, the total you see for October doesn't reflect the ER PERS.)

Submitted by Karleigh Booth

# COMMITTEE REPORTS

# OLD BUSINESS

# Policy Manual

## 103.1 PURPOSE AND SCOPE

The Policy Manual of the Scappoose Rural Fire District is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules, and guidelines of this district. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders, and regulations that are in conflict with this manual are revoked, except to the extent that portions of the existing manuals, procedures, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

## 103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

### 103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Scappoose Rural Fire District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials, or members. Violations of any provision of any policy contained within this manual shall only form the basis for district administrative action, training, or discipline. The Scappoose Rural Fire District reserves the right to revise any policy content, in whole or in part.

### 103.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid, or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state, or federal law, District policy, medical protocol, or collective bargaining agreement, such law, District policy, medical protocol, or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

## 103.3 AUTHORITY

The Fire Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state, and local laws. The Fire Chief or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to

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which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

## 103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**District** - The District of Scappoose.

**Non-sworn** - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

**District/SRFPD** - The Scappoose Rural Fire District.

**Employee** - Any person employed by the District.

**EMS supervisor** - A designated district member who is responsible for the supervision, coordination, and support of Emergency Medical Services (EMS) operations.

**Fire apparatus** - Any district vehicle that is designed to be used under emergency conditions to transport personnel and equipment and to support the suppression of fires and mitigation of other hazardous situations, including but not limited to vehicles equipped with:

- Specialized rescue tools and appliances.
- Air refill capability.
- Pump (portable or mounted).
- Hose.
- Water tank (internal, mounted, or trailered).
- Ground ladders.
- Hydraulic aerial ladder, platform, or tower.

**Fire Code** - The International Fire Code with amendments as adopted by the State of Oregon (OAR 837-040-0010; OAR 837-040-0020).

**Firefighter/Sworn, appointed, or elected** - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the Scappoose Rural Fire District.

**Health and Safety Officer** - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Scappoose Rural Fire District. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

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**Manual** - The Scappoose Rural Fire District Policy Manual.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person employed or appointed by the Scappoose Rural Fire District, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Non-sworn employees
- Volunteers

**On-duty** - Member status during the period when the member is actually engaged in the performance of their assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The title of the classification held by a firefighter.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

## 103.5 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the district network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that they have been provided access to, and have had the opportunity to review, the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

## 103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

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103.6.1 LEGAL REVIEW

The Fire Chief will coordinate with the district's legal counsel to conduct a legal review for compliance with federal, state, and local requirements at least every three years.

## 103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that they have reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Division Chief will ensure that members under their command are aware of any Policy Manual revision.

All district members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

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# Fire Chief - SRFPD

## 400.1 POSITION ATTRIBUTES

**Position**: Fire Chief

**Organizational Unit**: Administration

**Immediate Supervisor**: Board of Directors

**Job Status**: Full-time

**FLSA Status**: Exempt (Executive and Administrative duties test)

**Supervisory Responsibilities**: Supervises all aspects of the District's operations, planning, logistics and finances.May work at all command levels.

**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.

## 400.2 GENERAL STATEMENT OF DUTIES

The Fire Chief serves at the will of the SRFPD Board of Directors and is responsible for the administration of all personnel, equipment, and budgeted funds of the Fire District. The Chief shall be responsible for overall command of fire suppression, fire prevention, fire investigation, emergency medical service, and public education. The Fire Chief is responsible for the development of short- and long-term plans for the District's operations.

Typical Tasks

The intent of this listing of "typical tasks" is to describe the principal functions of the job. This description shall not, however, be construed as a complete listing o the duties, which may be amended or assigned by SRFPD.

1. The Chief shall assume full management responsibility for all District services and activities including fire suppression, fire prevention, emergency response, rescue services and training; recommend and administer policies and procedures.

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2. The Chief shall analyze the Fire District's fire problems, and participate in the development of plans and techniques to provide the level of service as directed by the Board of Directors of the Fire District.
3. The Chief shall select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
4. The Chief shall be responsible for preparing, submitting, and maintaining any information or statistics that are required by the Boards of Directors or other governmental agencies
5. The Chief shall be responsible for a public relations program for the Fire District.
6. The Chief shall direct the continuous training of department personnel to meet and comply with applicable firefighting standards and oversee certification programs.
7. The Chief shall be responsible for command of all fires and emergency calls for help and shall respond when needed. The Chief is responsible for participating in rotation as a Duty Chief.
8. Ability to perform arduous physical tasks while supervising and assisting on fire ground activities at an emergency incident.
9. The Chief shall plan, direct and coordinate through subordinate level staff, the District's work plans; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
10. The Chief shall represent the Fire District with other mutual aid fire agencies, elected officials, cities, county and other outside agencies; coordinate activities with those of other departments and outside agencies and organizations.
11. The Chief shall direct the assignment of personnel, both paid and volunteer.
12. The Chief shall oversee and participate in the development and administration of the district budgets; approve the forecast of funds needed for staffing, equipment, materials and supplies, approve expenditures and implement budgetary adjustments as appropriate and necessary.
13. The Chief shall develop, in conjunction with the Board of Directors, short and long-range goals and objectives for the Fire Districts.
14. The Chief shall be responsible for the investigation of all fires to determine cause, origin and circumstances.
15. The Chief shall be responsible for the enforcement of all adopted fire prevention codes and ordinances.
16. The Chief shall attend conferences, schools, seminars and other such functions as necessary to keep informed of new developments in the fire service.
17. The Chief shall perform other special duties and functions as the Board of Directors may require or direct.
18. The Chief shall assist the area planning for fire protection in event of a major disaster and coordinate with area fire departments and emergency service agencies.
19. The Chief shall maintain the physical conditioning needed to meet the mental and physical stresses of the job.

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## 400.3 MINIMUM REQUIREMENTS AND EDUCATION

- Must reside within the Fire District within one year of appointment.
- A valid and insurable driver's license in the State of Oregon

- Minimum eight (8) years of progressively responsible chief officer experience in a recognized fire service agency, including substantial command and administrative responsibilities.

- Four (4) or more years experience at the Command Staff level.
- A Bachelor's level degree or equivalent in fire administration, business administration, political science or related field
- Any equivalent combination of education, training, and experience, including consideration of substantial professional experience in lieu of a college degree, commensurate with the position and sufficient to successfully perform the essential functions, may be considered.
- NFPA Fire Officer IV Certification
- NFPA Instructor III Certification
- NFPA Pumper Operator
- Incident Safety Officer Certification
- HazMat Incident Commander or equivalent
- Emergency Medical Technician — Basic or above
- Fire Inspector
- Completion of FEMA IS700, IS800, ICS 100, ICS 200, ICS 300 and ICS 400 or equivalent.

## 400.4 PREFERRED REQUIREMENTS AND EDUCATION

- Master's level degree or above in fire service administration, business administration, public administration, political science or related field
- National Fire Academy Executive Fire Officer (EFO) designation is preferred.
- Chief Fire Officer (CFO), Chief Fire Executive (CFE), or other comparable chief officer designation is preferred.
- Fire Investigator
- Technical Rope Rescue Certification

- NWCG Strike Team/Task Force Leader Certification or equivalent.
- Advanced coursework or credentialing in executive leadership, labor relations, strategic planning, finance, or emergency management.

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## 400.5 KNOWLEDGE, SKILLS, AND ABILITIES

1. This position requires the appointee to follow the residence requirements for chief officers as written in board policy.
2. This position is a “SWORN” fire service position and must take an oath of office upon appointment.
3. This position requires ad\lanced knowledge of budget preparation, implementation and control practices with special attention to Oregon local budgeting laws.
4. This position requires the member to possess community involvement & leadership skills.
5. This position requires the member to pass a background check.
6. Ability to use new concepts and acquire skills rapidly.
7. Ability to perform effectively under a variety of circumstances and in extreme situations.
8. Ability to understand, follow and give oral and written instructions.
1. Ability to work effectively with the District's computers.
10. Ability to make decisions independently in accordance with established policies and to use initiative and judgment.
11. Ability to perform those activities required for the essential functions including, but not limited to: Sitting for long periods of time, ability to be mobile at all times, frequent standing and walking, regular keyboarding, ability to effectively communicate by phone and in person to a wide variety of persons.

## 400.6 WORKPLACE ENVIRONMENT AND SUPPLEMENTAL INFORMATION

Work is performed in a variety of indoor and outdoor environments depending on the nature of the activity. Work activities vary widely and include office work, attendance at meetings, field / classroom training and driving.

Work hours are generally routine but may vary from day to day. Evening and weekend work is expected. Most work can be scheduled in advance; however, emergency response and/or administrative needs may occur at any time. Some emergency or training activities could involve extreme exertion under adverse conditions.

## 400.7 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.

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# Assistant Chief - SRFPD

## 401.1 POSITION ATTRIBUTES

**Position**: Assistant Chief
**Organizational Unit**: Administration
**Immediate Supervisor**: Fire Chief
**Job Status**: Full-time
**FLSA Status**: Exempt
**Supervisory Responsibilities**: Exercises broad administrative and operational supervision over assigned divisions, programs, and personnel; may act for the Fire Chief in the Chief's absence.

**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.

## 401.2 GENERAL STATEMENT OF DUTIES

Under the general direction of the Fire Chief, the Assistant Chief is responsible for high-level leadership and administration of major district programs, divisions, and operational systems. The Assistant Chief assists with districtwide planning, policy implementation, budget development, labor and employee relations support, accreditation or standards alignment efforts, emergency response readiness, and executive oversight of assigned functions, and may serve as acting Fire Chief when designated.

Typical Tasks

The intent of this listing of typical tasks is to describe the principal functions of the job. This description shall not be construed as a complete listing of duties, which may be amended or assigned by SRFD.

- Assists the Fire Chief in directing districtwide operations, administration, and organizational priorities.
- Provides direct oversight of assigned divisions, battalions, special projects, and strategic initiatives.
- Develops, recommends, and implements policies, procedures, goals, and performance measures.

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- Participates in budget development, capital planning, grant planning, and resource allocation.
- Supervises chief officers and other assigned personnel, including performance management, coaching, and discipline.
- Supports labor and employee relations processes, workforce planning, and organizational development.
- Coordinates standards compliance, risk management, and continuous improvement efforts.
- Responds to significant incidents, serves as a duty chief, and functions in advanced incident command roles.
- Represents the District with partner agencies, community groups, contractors, and governmental entities.
- Performs other duties and special assignments as directed by the Fire Chief.

## 401.3 MINIMUM REQUIREMENTS AND EDUCATION

- Valid and insurable Oregon driver's license, or ability to obtain upon appointment consistent with District requirements.
  - Must reside within the Fire District within one year of appointment.
  - Minimum six (6) years of progressively responsible chief officer experience in a recognized fire service agency, including substantial command and administrative responsibilities.
  - Three (3) or more years experience at the Command Staff level.
- Demonstrated experience in supervision, program administration, budget support, and policy implementation.
- Bachelor's degree in fire administration, public administration, business administration, emergency management, fire science, or a related field is desired.
- Any equivalent combination of education, training, and experience, including consideration of substantial professional experience in lieu of a college degree, commensurate with the position and sufficient to successfully perform the essential functions, may be considered.
- NFPA Fire Officer III or equivalent command-level credential.
- NFPA Instructor II Certification
  - NFPA Pumper Operator
- Incident Safety Officer Certification
- Emergency Medical Technician or higher, or ability to meet District operational requirements.
  - HazMat Incident Commander course or equivalent.

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- Completion of FEMA IS700, IS800, ICS 100, ICS 200, ICS 300 and ICS 400 or equivalent.

## 401.4 PREFERRED REQUIREMENTS AND EDUCATION

- Master's degree in fire service administration, public administration, business administration, emergency management, or a related field is preferred.
- Three (3) or more years experience at the Command Staff level.
- National Fire Academy Executive Fire Officer (EFO) designation is preferred.
- Chief Fire Officer (CFO), Chief Fire Executive (CFE), or other comparable chief officer designation is preferred.
- Fire Investigator
- Fire Inspector 1 or higher
- Technical Rope Rescue Certification

- NWCG Strike Team/Task Force Leader Certification or equivalent.
- Advanced coursework or credentialing in executive leadership, labor relations, strategic planning, finance, or emergency management.

## 401.5 KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fire district administration, operations, training systems, community risk reduction, and support services.
- Knowledge of public-sector supervision, budgeting, policy implementation, and organizational performance management.
- Ability to manage multiple divisions or major functional areas with consistency and accountability.
- Ability to interpret laws, regulations, standards, and Board or District policy and apply them effectively.
- Ability to command emergency incidents and support complex administrative decision-making.
- Ability to communicate effectively with employees, labor groups, governing officials, partner agencies, and the public.

## 401.6 WORKPLACE ENVIRONMENT AND SUPPLEMENTAL INFORMATION

Work is performed in office, station, training, meeting, field, and emergency environments. Evening and weekend work is expected, and emergency administrative or operational needs may occur at any time.

## 401.7 SUPPLEMENTAL NOTE

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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.

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# Division Chief - SRFPD

## 402.1 POSITION ATTRIBUTES

**Position**: Division Chief

**Organizational Unit**: Administration

**Immediate Supervisor**: Fire Chief

**Job Status**: Full-time/Volunteer

**FLSA Status**: FT- Exempt; Volunteer - Not Applicable

**Supervisory Responsibilities**: General supervision of the personnel assigned to their stations within the Fire District. Direct supervision of the personnel assigned to their shift and the Company Officers assigned to their stations. Reviews the work of their direct subordinates for technical competency, quality of work, volume of acceptable work, compliance with district policy & procedures and ability to operate as a member of a team. Directly supervises all companies who work on programs under their management responsibilities and will review the company's work for quality and volume of acceptable work.

**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.

## 402.2 GENERAL STATEMENT OF DUTIES

Under general direction from the Fire Chief, is assigned to administer one or more divisions of the District which may include operations, training, facility/equipment/fleet maintenance, fire prevention, disaster preparedness, public education, human resource and related programs and services; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief and will be responsible for assisting in the overall operation of the District and its budget. The Division Chief will also serve as a Duty Officer on a rotating basis and is subject to emergency call and out of area response.

Typical Tasks

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1. Help plan, organize, and evaluate the Fire District responses through data interpretation and collaboration with district staff.
2. Evaluates the Fire District for compliance with Federal, State and local mandates.
3. Participates in local, regional and state activities as required.
4. Develops short and long-term goals and objectives for assigned areas. Prepares supporting budget recommendations.
5. Practices and promotes safe working habits. Reports unsafe working conditions and implements remedial provisions as required.
6. Prepares reports; documents policies and procedures; performs research; makes presentations before various groups, the Fire District Board and City Council, as needed.
7. Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
8. Assist in evaluating individual, company and multi-company performance.
9. Other duties as assigned.

## 402.3 MINIMUM REQUIREMENTS AND EDUCATION

- Valid and insurable Oregon driver's license, or ability to obtain upon appointment consistent with District requirements.
- Must reside within the Fire District within one year of appointment.

- Minimum six (6) years of progressively responsible company officer experience in a recognized fire service agency, including substantial command and administrative responsibilities.

- Associates degree in Fire Administration or a satisfactory combination of experience and education that demonstrates the required knowledge, skills and abilities to perform the described essential functions.
- Any equivalent combination of education, training, and experience, including consideration of substantial professional experience in lieu of a college degree, commensurate with the position and sufficient to successfully perform the essential functions, may be considered.
- NFPA Fire Officer II or equivalent command-level credential.
- NFPA Instructor II Certification
- NFPA Pumper Operator
- Incident Safety Officer Certification
- Emergency Medical Technician or higher, or ability to meet District operational requirements.
- NFPA Haz Mat Incident Commander certification.
- Completion of FEMA IS700, IS800, ICS 100, ICS 200, ICS 300 and ICS 400 or equivalent.

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## 402.4 PREFERRED REQUIREMENTS AND EDUCATION

- Bachelor Degree in Fire Administration, Business Administration, Emergency Medicine, Public Administration or related field of education, or demonstrated course credit equivalent.
- NFPA Fire Officer III or higher
- Fire Investigator
- Fire Inspector I or higher
- Technical Rope Rescue Certification
- NWCG Strike Team/Task Force Leader Certification or equivalent.

## 402.5 KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge**

- Knowledge of principles and practices of organization, administration, personnel management and training.
- Knowledge of modern firefighting and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of the various types of fire apparatus and equipment.
- Knowledge of mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
- Knowledge of fire prevention and hazardous materials regulation principles, practices, and procedures.
- Knowledge of federal, state and local laws, codes and regulations pertaining to fire suppression, prevention, and personnel training.
- Knowledge of personnel relations practices and procedures.
- Knowledge of disaster preparedness principles, practices, procedures and Emergency Operations
- Center management/knowledge of the Incident Command System.
- Knowledge of Federal, State (DPSST) and local training standards and requirements
- Knowledge of records retention and filing requirements
- Knowledge of District rules, regulations, and policies
- Knowledge of Fire Inspections
- Knowledge of Fire Investigation
- Knowledge of Special Operations

**Abilities**

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- Establish and maintain effective working relationships with District personnel, other agencies and the public. Motivates and assist Career and Volunteer members.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and District objectives.
- Interpret, explain and apply departmental rules and regulations.
- Make presentations before groups and represent the Department in public forums.
- Use computer and job-related software effectively.
- Organize, analyze, manage and implement a variety of division programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.
- Analyze complex situations/information and formulate effective/appropriate responses.
- Anticipate issues, opportunities and threats in a timely manner.
- Maintain confidentiality and professional credibility; express ideas clearly in writing and orally.
- Establish work assignments, conduct performance evaluations and implement disciplinary action as necessary.
- Oversee and participate in the management of fire suppression, prevention, emergency medical services, training and disaster preparedness program services and activities.
- Perform competently in dynamic, highly stressful situations; command fire department staff and operate vehicles and
- Work extended hours and days to meet operational needs.
- Oversee, direct, and coordinate the work of lower level staff.
- Effectively work with contractors and manage contract agreements.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise administrative and financial reports.
- Meet and deal tactfully and effectively with the public in all types of situations.
- Collect, analyze and evaluate data and be able to prepare and deliver clear and concise written and oral management reports.
- React quickly and calmly in all types of emergency situations.
- Speak effectively before public gatherings.
- Research, analyze and evaluate new service delivery methods and techniques.

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- Operate modern office equipment and computers.
- Interpret and apply federal, state and local policies, laws and regulations.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Work cooperatively with other departments/ districts, city officials, and outside agencies.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention, rescue operations and fire investigation.
- Coordinates Fire Department's fire communications radio system including policies and procedures.
- Directs and conducts fire investigations to determine cause and origin.
- Assist with Labor/Management relations activities as assigned.
- May serve as Strike Team Leader or other certified & qualified overhead position.
- Performs related duties and responsibilities as required.
- May perform other duties as assigned by the Fire Chief, which may benefit the District.

## 402.6 WORKPLACE ENVIRONMENT AND SUPPLEMENTAL INFORMATION

Work is performed in a variety of indoor and outdoor environments depending on the nature of the activity. Work activities vary widely and include office work, attendance at meetings, field / classroom training and driving.

Work hours are generally routine but may vary from day to day. Evening and weekend work is expected. Most work can be scheduled in advance; however, emergency response and/or administrative needs may occur at any time. Some emergency or training activities could involve extreme exertion under adverse conditions.

## 402.7 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.

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# Battalion Chief - SRFPD

## 403.1 POSITION ATTRIBUTES

**Position**: Battalion Chief

**Organizational Unit**: Volunteer Division

**Immediate Supervisor**: Division Chief of Volunteers

**Job Status**: Volunteer

**FLSA Status**: Not Applicable

**Supervisory Responsibilities**: General supervision of the personnel assigned to their stations within the Fire District. Direct supervision of the personnel assigned to their shift and the Company Officers assigned to their stations. Reviews the work of their direct subordinates for technical competency, quality of work, volume of acceptable work, compliance with district policy & procedures and ability to operate as a member of a team. Directly supervises all companies who work on programs under their management responsibilities and will review the company's work for quality and volume of acceptable work.

**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.

## 403.2 GENERAL STATEMENT OF DUTIES

General supervision of a shift, this includes the personnel assigned to the shift and the volunteers who staff or respond to an incident. Incumbents are responsible for direction and supervision of the staffed stations for the District, this includes training, staffing, scheduling, fire prevention, Duty Officer and special projects.
The Battalion Chief is distinguished from the Company/Station Officer by its focus on supervision and Duty Officer Responsibility. Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.
The Battalion Chief reports to the Division Chief of the Volunteers and is part of the management team. The Battalion Chief makes recommendations for hiring, promoting, as necessary during their duties.

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Core Competencies:

- Integrity/Accountability: Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- Vision: Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- Leadership/United: Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

Typical Tasks: The intent of this listing of "Typical Tasks" is to describe the principal functions of the job description. This listing shall not, however, be construed to be a complete listing of the miscellaneous, incidental or substantially similar duties that may be assigned.

- Supervises firefighters and volunteers including prioritizing and developing work plans, completing time sheets, interpreting policies and procedures, coordinating and directing work flow, making work assignments, training, mentoring, coaching, making disciplinary and hiring recommendations, and completing performance evaluations.
- Monitors the effectiveness of engine companies to ensure crew and resource readiness and coordinates the assignment of operational support and multiple crew interface with other Chiefs.
- Responds to alarms, fulfills command staff level functions, effectively and efficiently uses the Incident Command System ensuring all responders are aware of the strategic plan and are accounted for, and coordinates overall department coverage procedures.
- Responds to public inquiries and aids the public and fellow employees.
- Performs other duties of a similar nature or level.
- Other job duties as assigned.

## 403.3 MINIMUM REQUIREMENTS AND EDUCATION

- This position will meet all the requirements as listed in the Firefighter and Lieutenant job descriptions.

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- Valid Driver's License, with the ability to attain a Class C Oregon driver's license within 30 days of employment.
- Five (5) years or more of firefighting and emergency medical experience
- Associates degree in Fire Administration or a satisfactory combination of experience and education that demonstrates the required knowledge, skills and abilities to perform the described essential functions.
- Any equivalent combination of education, training, and experience, including consideration of substantial professional experience in lieu of a college degree, commensurate with the position and sufficient to successfully perform the essential functions, may be considered.
- NFPA Fire Officer II Certificate or equivalent
- NFPA Fire Instructor II Certificate or equivalent
- NFPA Pumper Operator
- Incident Safety Officer
- Hazardous Materials Incident Commander certification
- Emergency Medical Technician or Paramedic, State of Oregon or ability to obtain reciprocity - based on assignment.
- Completion of FEMA IS700, IS800, ICS 100, ICS 200, and ICS 300 or equivalent.

## 403.4 PREFERRED REQUIREMENTS AND EDUCATION

- Bachelor Degree in Fire Administration, Business Administration, Emergency Medicine, Public Administration or related field of education, or demonstrated course credit equivalent.
- Incident Command System (ICS) I-400
- NWCG Strike Team/Task Force Leader Certification or equivalent.
- Fire Investigator I
- Fire Inspector
- Technical Rope Rescue Certification

## 403.5 KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Major emergency incident command (inclusion of fire, ems, rescue, hazardous materials)
- Firefighting, technical rescue, emergency medical services, hazardous materials, and disaster mitigation principles, practices and appropriate response methods
- Supervision/management theories, principles and practices
- Principles, practices and techniques of fire prevention, inspection and investigation

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- Procedures, operations and maintenance of fire facilities, equipment and apparatus
- Emergency vehicle operation, tactical driving methods and defensive driving techniques
- Fire service safety practices
- Effective and efficient public relations and conflict resolution
- Educational methods and instructional techniques
- Technical report writing
- Building construction as related to fire protection and structural fire response and rescue
- Personnel policies and procedures and labor contract provisions
- Personal computers and related software programs

Skills:

- Firefighting, to include operation of fire apparatus and fire equipment
- Providing emergency medical services
- Advanced incident command inclusive of major strategy, tactics, operations, planning, incident mitigation and recovery;
- Analyzing, prioritizing and organizing tasks under pressure
- Applying supervision/management theories and practices
- Identifying potential fire hazards
- Reading and interpreting maps, diagrams and plans
- Reading, revising and interpreting policies and procedures
- Problem analysis and solution by applying critical thinking methods;
- Providing positive, effective leadership and supervision to staff
- Writing technical reports;
- Instructing classes, and developing and leading training activities
- Appropriate and effective independent decision making
- Using a computer and related software applications
- Building and maintaining effective working relationships with the public, fellow employees, and other agencies
- Communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. enough to exchange or convey information and to give and receive work direction
- Project and budget management practices

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Abilities:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting. Incumbents must be able to successfully complete annual agility testing.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and attend meetings outside of their regular schedule.

## 403.6 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.

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# MISCELLANEOUS

# NEW BUSINESS

# MEMORANDUM

**TO:** Scappoose Fire District Board

**FROM:** Fire Chief Pricher

**SUBJECT:** Strategic Plan Update

**DATE:** November 12th 2026

## Requested Action:

None

## Critical date for action:

None

## Purpose:

The District's 2021–2026 Strategic Plan expires on December 31, 2026. This report updates the Board on how the successor plan for 2027–2031 will be developed, and on the need to start this work now and see it through to adoption.

A current strategic plan gives the District a clear framework for moving through large projects, such as station renovations and facility security, and for making responsible decisions about staffing, equipment, and finances. It also shows the community, our staff, and the Board that we are all on the same page about the direction of the agency.

## Background:

The District budgeted $60,000 to hire a consultant to lead the strategic planning process. That approach made sense at the time. The Board, staff, and administrative team are tapped for time and task saturated, and an outside consultant would have carried much of the coordination workload.

While all plans are made with good intent, sometimes plans change. Rather than contract the work out, I will lead the strategic planning process internally. Work is already underway: the 2021–2026 plan has been reviewed (44 of 47 items were marked completed), strategic plans from several peer agencies have been gathered as examples, and a process timeline and advisory group guide have been prepared.

## Impact:

Leading the process internally will have the following impacts:

- **Increased workload for the Fire Chief:** Coordinating the surveys, advisory group meetings, feedback sessions, and drafting will place a larger load on me. I have put a system in place to manage my time effectively so this work can move forward alongside my regular duties.
- **Potential reallocation of budgeted funds:** Some or all of the $60,000 budgeted for a consultant may be redirected to other higher-priority projects, such as station renovations and the Main Station security system. Any reallocation would come back to the Board through the appropriate budget process.
- **Stronger internal ownership:** Leading the process in-house keeps the plan grounded in District knowledge and builds direct working relationships with the staff, volunteers, and community members who take part.

While this approach will have a bigger impact on me, overall it will help the organization.

## Contact person(s): Jeff Pricher, Fire Chief

## Attachments:

- Strategic Plan Process and Timeline (2027–2031)
- Strategic Planning Advisory Group – Member Guide

## Options:

1. Information Only

**Conclusion:**

This report and the two attached documents represent how I will be moving forward and the steps I will take to complete the successor plan. The process will include several rounds of surveys, advisory group meetings, feedback sessions, and an opportunity for public comment, with the final plan targeted for Board adoption in June 2027, as shown on the attached timeline. Because this input will continue past December 31, I may ask the Board at a future meeting to extend the current plan until the new plan is adopted.

No action is requested at this time. This report is for information only, to keep the Board informed as the work moves forward.

c file
r.f.

SCAPPOOSE FIRE DISTRICT

# Building Our 2027–2031 Strategic Plan

Process and timeline · Calendar years 2027–2031, with 7- and 10-year outlooks

DRAFT · NOV 2026

The strategic plan is the District's roadmap for **staffing, the station renovation and annex, apparatus, technology, and finances**. It also explains to the community **why** each investment matters. We're building it with input from the people who live here, the people who serve here, and the Board that governs it.

**81%**
2021–26 PLAN ITEMS COMPLETE

**~75%**
VOTER SUPPORT, MAY 2026 LEVY

**4**
ROUNDS OF INPUT

## THE PROCESS: NOVEMBER 2026 TO JUNE 2027

▼ WE ARE HERE

### PHASE 1 Kickoff
Nov – Dec 2026

- Framework and goal areas drafted
- Advisory Group appointed
- Board briefing
- **Board extends 2021–26 plan until adoption**
- Gather 2018–2026 data

### PHASE 2 Listen
January 2027

- Round 1 surveys: community, staff, volunteers, Board
- Partner interviews
- **Advisory Group Mtg 1**

### PHASE 3 Prioritize
Feb – Mar 2027

- **Board work session: What We Heard**
- Costed options: staffing, station, fleet
- Round 2 survey
- Community open house
- **Advisory Group Mtg 2**

### PHASE 4 Draft
April 2027

- Plan written and designed
- Charts, photos, costs, timelines
- **Board work session: draft plan**

### PHASE 5 Test
May 2027

- Public draft posted
- Round 3: public comment
- Final revisions
- **Advisory Group Mtg 3**

### PHASE 6 Adopt
June 2027

- **Board adopts plan by resolution**
- Aligned with FY 2027–28 budget
- Plan published in print and online

**Then we implement and report back.** Every year: a public Strategic Plan Report Card to the Board, plus a short check-in survey each fall (Round 4) to measure progress against the baseline.

## FOUR ROUNDS OF INPUT

**1 Listen**
JAN 2027
What matters, what's working, what worries you

**2 Prioritize**
MAR 2027
Rank goals and trade-offs with real costs

**3 Test**
MAY 2027
Is the draft clear, credible, and right?

**4 Check in**
EACH FALL
Track progress year over year

## WHOSE VOICE SHAPES IT

Community · Career staff · Admin staff · Volunteers · Board of Directors · Partner agencies

**Strategic Planning Advisory Group (8–10)**

The Advisory Group interprets results after each round and pressure-tests draft goals. It advises the Fire Chief. The Board adopts the final plan.

## THE LONG VIEW: WHAT THE PLAN HAS TO CARRY

2027 · 2028 · 2029 · 2030 · 2031 · 2032 · 2033 · 2034 · 2035 · 2036

- **Core strategic plan · 2027–2031**
- **7-year outlook · staffing and fleet phasing · to 2033**
- **10-year capital outlook · station renovation, annex, major apparatus · to 2036**
- **$1.99 local option levy · 2027–2031**
- ◆ **2031: next plan rebuilt**
- ◆ **Levy renewal election target: May 2029** · back-up windows: Nov 2029, May 2030

The District goes to voters about two years before a levy expires, which leaves time to adjust message or amount if a measure fails. Election dates are targets and will be confirmed against the levy's tax years and the Oregon election calendar.

# Strategic Planning Advisory Group

Member guide: purpose, commitment, and expectations

Thank you for agreeing to serve. Scappoose Fire is building the plan that will guide our **staffing, station renovation and annex, apparatus, technology, and finances** through 2031, with a longer look to 2036. You were asked because you bring a perspective the plan needs: the community's, the crews', the volunteers', or the Board's. Your job is to help make sure the plan reflects what people actually told us, and that it makes sense to the people who will read it.

## WHAT THIS GROUP IS AND ISN'T

### The Advisory Group is

- An advisory body, appointed by and reporting to the Fire Chief
- A sounding board that interprets survey results and spots what's missing
- A check on clarity: if you can't follow a goal, the public won't either
- A bridge back to the group you come from

### The Advisory Group is not

- A decision-making body. The **Board of Directors adopts** the plan.
- A place to negotiate labor, personnel, or individual matters
- A replacement for the community, staff, and volunteer surveys
- A spokesperson for the District

## WHO SERVES (8–10 MEMBERS)

| Seat | Seats | Member name(s) |
|---|---|---|
| **Career line staff** | 2 | _____ · _____ |
| **Administrative staff** | 1 | _____ |
| **Volunteers** | 2 | _____ · _____ |
| **Board of Directors** | 1 | _____ |
| **Community members** | 2–3 | _____ · _____ · _____ |
| **Facilitator (non-voting)** | — | Fire Chief Jeffrey Pricher |

Community seats should include at least one resident from outside the city limits (for example Warren, Chapman, Holbrook, or the Multnomah Channel), since rural areas make up most of the District's 52 square miles.

## YOUR COMMITMENT

| 3 | 1–2 hrs | 6 mo | ~10 hrs |
|---|---|---|---|
| MEETINGS, 90 MIN EACH | READING BEFORE EACH MEETING | JAN – JUN 2027 | TOTAL TIME, START TO FINISH |

## MEETING SCHEDULE

| Meeting | Target date | Purpose | You'll receive ahead of time |
|---|---|---|---|
| **Meeting 1** | Late January 2027 | Review Round 1 "Listen" survey results. What stands out? What surprised you? What's missing? | Survey summary with charts; the 2021–26 report card |
| **Meeting 2** | Mid-March 2027 | Review Round 2 priorities and costed options (staffing, station and annex, fleet). Pressure-test the draft goals. | Draft goals; options and cost sheets |
| **Meeting 3** | Mid-May 2027 | Review the public draft and Round 3 comments. Is it clear, credible, and complete? | Full draft plan; public comment summary |

## WHAT WE ASK OF YOU

### Come prepared

Read the materials before each meeting. We will send them at least one week in advance and keep them short.

### Represent your group

Bring the perspective of the people you come from, not only your own. Talk with them between meetings if you can.

### Be candid and respectful

Disagreement is useful. Challenge ideas, not people. Every seat at the table has an equal voice.

### Focus on the long view

Think about what the District and community need through 2031 and beyond, not just today's issues.

### Handle drafts with care

Draft materials are working documents and can change. Please don't circulate them outside the group until they are posted publicly.

### Let the Chief speak for the District

If the media or the public ask about the plan, refer them to the Fire Chief. You're welcome to say you serve on the group.

### Disclose conflicts

If a topic affects you personally or financially (for example a contract, a property, or your own position), say so and step back from that discussion.

### Show up, or tell us

If you can't attend a meeting, let the Chief know and send written comments. Your input still counts.

## WHAT YOU CAN EXPECT FROM US

- Agendas and materials at least one week before each meeting
- Meetings that start and end on time
- Real data: call volume, staffing, finances, fleet, and survey results
- Plain-language explanations, with no jargon left unexplained
- A written summary of each meeting and what changed because of it
- Recognition of your service in the published plan

## A FEW IMPORTANT NOTES

**Public records.** Materials and written comments shared with a public agency may be public records under Oregon law. Individual survey responses are reported only in summary form, and the group never receives anything that identifies an individual respondent.

**Open meetings.** The group advises the Fire Chief, and the Board makes all decisions in its regular public meetings. The District may still post Advisory Group meetings publicly in the interest of transparency, so please assume what's said in a meeting may be heard by the public.

**Board member seat.** Only one Board member serves on the group. Board members should not use the group to discuss plan decisions with each other. Those discussions belong in a noticed Board meeting.

## WHAT SUCCESS LOOKS LIKE

By June 2027 the Board adopts a plan that the community can read and understand, that staff and volunteers recognize as their own, and that clearly shows **what we will do, why it matters, what it costs, and how we will measure progress.**

## ACKNOWLEDGMENT (OPTIONAL)

I have read this guide and agree to serve on the Scappoose Fire District Strategic Planning Advisory Group.

Name and signature _____ Date _____

Seat represented (career, admin, volunteer, Board, community) _____ Best phone or email _____

# COMMUNICATIONS