

Scappoose Rural Fire District
Board of Directors Regular Meeting
Thursday, February 9, 2023

Microsoft Teams meeting

Join on your computer or mobile app

Meeting ID: 273 755 937 628

Passcode: khapZx

I. Call to Order & Flag Salute

II. Public Comment

"This is the time for public comment on agenda and non-agenda items. The Board will not take any immediate action but will document all comments and/or concerns. Please note, personnel concerns will not be discussed in a public meeting. If you have any concerns with personnel, please schedule a meeting with the Fire Chief or Board President."

Audience Participation

III. Consent Agenda

- A. Approve Minutes from 1-12-2023 regular meeting
- B. Approve January 2023 Profit & Loss Detail
- C. Approve January 2023 Budget vs. Actual

IV. Statistical Data

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

V. Staff Reports

- A. Chief's Report
- B. Operations Report
- C. EMS Operations Report
- D. Fire Marshal & Training Report
- E. Member Outreach/Battalion Aide Report
- F. Finance Report

VI. Old Business

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

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

- VIII. Miscellaneous

- IX. New Business
 - a. DeDrone UAS Detection Purchase Proposal (RDPO Pass Through)
 - b. Global UAS solutions contract proposal (RDPO Pass Through)

- X. Good of the Order

- XI. Adjourn

Pursuant to ORS 192.640(1), the Board of Directors for the Scappoose Fire District reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.

PREVIOUS MEETING MINUTES

Scappoose Rural Fire District
Board of Directors Regular Meeting
Thursday, January 12, 2023
Microsoft Teams meeting

In-Person Attendance: President Reeves, Vice-President Gift, Director Sorenson, Director Kriek. Director Graham attended virtually.

Also in Attendance: Chief Pricher, Chief Bautista, Chief Marks, Lt. Anderson, FF Ahlers, FF Wenner, FF Zimbrick, FF Mathews, FA Heath

I. Call to Order & Flag Salute- President Reeves called the meeting to order and led the Pledge of Allegiance at 7:01 pm.

II.Public Comment: No comment.

III.Consent Agenda: Director Sorenson moved to approve the consent agenda. Director Gift seconded.

Discussion: Question regarding Karst Sports rope rescue material expense and \$10,000 grant award in training budget. Director Sorenson asked about purchases of challenge coins in two separate accounts. Chief Pricher explained the purchase; one expense was for the District and one was for a special award. Director Sorenson asked for an explanation for a Planet Hollywood expense, which is a training expense. The journal entries of grant revenues from the City of Scappoose were explained through grant funds to property funds. Director Kriek asked if we run biodiesel. Vice-president Gift asked if there are additives in the biodiesel. Lt. Anderson explained that we do have additives in our fuel.

Director Sorenson noted that property taxes are coming in as expected, with monthly turnovers expected until June. We are expecting to exceed the budgeted 90% of tax revenues. EMS revenues are also trending upward. Director Gift noted that SRFD has collected \$55,668 more EMS revenue in 2022 over 2021.

Motion carried unanimously.

IV.Statistical Data: Directors commented on various ambulance and response activity reports. Directors noted the increasing number of calls. UAS flight report spurred comments on KOIN6 and KGW news stories about SRFD's UAS program. Director Gift asked if there was a place on the District's website that explains the UAS program. Chief Pricher showed the board where UAS program description and links are located on the District's website. Information on the collaborative program at the high school will be added to the site once plans for the program are finalized.

V. Staff Reports:

Chief's Report: Chief Pricher spoke to the large number of grants that are in-process, which is the bulk of his report. Director Sorenson wishes to recognize Senator Merkley's office in thanks for the grant of \$198,000.

Director Sorenson moved to send a thank you to Senator Merkley's office for the work he has done to assist SRFD in our UAS program. Director Kriek seconded.

Motion passed unanimously.

Operations Report: Directors asked about the status of the radio installation. We are waiting on parts for the mobile radios. Lt. Anderson acquired additional interoperability boxes to our 800 MHz radios will be bridged to our VHF radios.

Thermal imaging model cameras were discussed, and Chief Marks explained the staff's choice of cameras (FLIR) which are less expensive and non-NFPA compliant. As SRFD was not awarded the AFG grant, we are not held to the purchase of an NFPA compliant TIC. Chief Marks explained that the proposal will be for 7 thermal imaging cameras. Chief Pricher is hoping to bring a purchase proposal for the cameras before the Board at the February 2023 meeting.

Roof quotes on the Chapman Station are in-progress. Discussion regarding quotes and future mitigation will be forthcoming.

Discussion on the new engine color scheme (red) was explained. New apparatus will be solid red, and decided upon by staff, collectively.

EMS Operations Report: Chief Marks discussed a late entry to his report regarding updating the Noridian (Medicare) payment portal and the survey SRFD will be completing, in order to improve our Medicare service and reimbursements.

President Reeves asked how the Civil Service project is progressing. Chief Marks has written some draft rules, with ORS guidance. The development of the new CSC is moving forward.

Chief Marks spoke about his meeting with Commissioner Kelly Smith regarding the work with the county and petition her for support.

Chief Sorenson asked about the updates to the access control system. Chief Marks reports this project is moving along and should be a seamless update.

Fire Marshal & Training Report: Director Sorenson asked about FF/Para and Fire Inspector positions in a capacity grant application. Chief Bautista explained the grant format structure and we expect announcement of awards in late spring, due to many applications received by the state.

Director Sorenson asked how the team is being received in the community regarding the company inspections and fire marshal inspections. Chief Bautista said most people are respectful and understand that our objectives are to mitigate loss.

Chief Pricher explained the Intterra platform and how it informs responding crews.

Chief Bautista spoke to his renewed Fire Marshal and Airport Facilities committee appointments.

Upcoming trainings were discussed. There are 3 confirmed and possibly a 4th volunteer signed up for the academy.

President Reeves asked if 61 certifications from DPSST the highest number was issued to SRFD in a year. Chief Bautista was unsure but congratulated the hard work and efforts of the crews.

Finance Report: Questions were asked about SDIS payments of \$66,000 for property and casualty insurance and \$27,000 for monthly health insurance, which is a monthly expense.

Old Business: Building remodel plans continue. HVAC replacements and station improvements for space and training continue to be added. We are in the process of applying with the City of Scappoose for pre-application. Updated drawings will be needed for this process.

Committee Reports

Management Team: Met prior to this evening's meeting, which has been covered in the regular meeting.

Long Range Planning Committee: Hoping to meet the first of February.

Awards & Incentives: MO/BA Green is in process of scheduling a meeting with the Awards and Incentives committee board members, as well as scheduling the Awards Banquet.

Incentive insurance policies for volunteers are currently being examined. If a program is chosen, it would begin in FY23-24.

Miscellaneous: Nothing to add.

New Business

Appoint 2023-2024 Budget Officer: Director Sorenson moved to appoint Chief Jeff Pricher as Budget Officer. Director Kriek seconded.

Motioned passed unanimously.

Approve 2023-2024 Budget Calendar: Kriek moved to approve budget calendar. Director Gift seconded.

Motion passed unanimously.

Major Budget Item Discussion- 1) New roof in Chapman, 2) new engines orders are on the horizon. Ordering a new engine knowing we aren't going to receive it for two years requires budget planning. 3) Replacement of HVAC units. 4) Suburbans, C4303's vehicle, rescue replacement, and 5) main station roof repair.

SDAO Workers' Compensation Consent: Director Sorenson moved to allow Chief Pricher to investigate the possibility of SDAO Workers' Compensation rates at a potential cost saving to the district. Director Kriek seconded.

Motion carried unanimously.

X. Communications

SRFD received a public records request from an individual requesting information on mergers SRFD has been involved in. This request was forwarded to the District's attorney. At this time, no response will be forthcoming from the District.

XI. Good of the Order: Chief Pricher offered to play the KOIN6 news story on SRFD's UAS program.

Adjourn:

Director Kriek motioned to adjourn; Director Sorenson seconded.

Motion passed unanimously.

Director Reeves adjourned the meeting at 8:42 pm.

Pursuant to ORS 192.640(1), the Board of Directors for the Scappoose Fire District reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.

Susan Reeves, Board President

Submitted by Maria Heath

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Income/Expenses			
Income			
1. GENERAL FUND REVENUES			
Conflagration			
01/10/2023	State of Oregon	Mclver Fire Sept 22 reimbursement	17,216.79
Total for Conflagration			\$17,216.79
EMS Receipts			
01/03/2023	Systems Design West (SDW)	Regence BCBCO	1,888.15
01/03/2023	Systems Design West (SDW)	Regence BCBCO	1,003.32
01/03/2023	Systems Design West (SDW)	Noridian	987.07
01/03/2023	Systems Design West (SDW)	Samaritan Advant.	353.11
01/04/2023	Systems Design West (SDW)	Patient pymt	266.75
01/04/2023	Systems Design West (SDW)	Noridian	480.64
01/04/2023	Systems Design West (SDW)	MCROR Healthnet	289.14
01/04/2023	Systems Design West (SDW)	Medicaid Oregon	525.08
01/05/2023	Systems Design West (SDW)	Humana	361.53
01/05/2023	Systems Design West (SDW)	United Healthcare	1,220.48
01/05/2023	Systems Design West (SDW)	United Healthcare	488.05
01/05/2023	Systems Design West (SDW)	United Healthcare	548.67
01/06/2023	Systems Design West (SDW)	Patient pymt	167.50
01/10/2023	Systems Design West (SDW)	patient pymt	48.00
01/10/2023	Systems Design West (SDW)	BCBSO - Regence	676.74
01/10/2023	Commercial Adjustment	Collections	25.32
01/10/2023	Commercial Adjustment	Collections	114.67
01/10/2023	Commercial Adjustment	Collections	818.96
01/10/2023	Cigna	Insurance pymt	122.45
01/11/2023	Systems Design West (SDW)	Noridian WAORAK	475.62
01/11/2023	Systems Design West (SDW)	United Healthcare	364.49
01/11/2023	Systems Design West (SDW)	United Healthcare	247.41
01/12/2023	Systems Design West (SDW)	Noridian WAORAK	473.74
01/12/2023	Systems Design West (SDW)	Patient pymt	121.87
01/12/2023	Moda Health	Ins. pymt	2,330.20
01/12/2023	Systems Design West (SDW)	iStream	14,621.55
01/12/2023	Systems Design West (SDW)	Aetna Ins.	777.82
01/13/2023	Systems Design West (SDW)	United Healthcare	739.53
01/13/2023	Systems Design West (SDW)	Humana Ins.	327.60
01/17/2023	Systems Design West (SDW)	Noridian	480.02
01/17/2023	Systems Design West (SDW)	Optum Healthcare	261.22
01/17/2023	Systems Design West (SDW)	Patient pymt	268.12

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
01/17/2023	Systems Design West (SDW)	Regence BCBCO	2,771.66
01/18/2023	Trillium Community Health Plan	Insurance pymnt	465.62
01/18/2023	Systems Design West (SDW)	Medicaid Oregon	469.75
01/18/2023	Systems Design West (SDW)	Treasury 310 (VA)	2,303.80
01/18/2023	Systems Design West (SDW)	Medicare B Oregon	906.74
01/19/2023	Systems Design West (SDW)	United Healthcare	609.45
01/19/2023	Systems Design West (SDW)	iStream	4,552.03
01/19/2023	Systems Design West (SDW)	Patient pymt	170.62
01/23/2023	Anthem BC	Insurance pymnt	123.41
01/23/2023	Systems Design West (SDW)	Noridian WAORAK	679.15
01/23/2023	Systems Design West (SDW)	Regence BCBO	1,121.78
01/24/2023	Systems Design West (SDW)	United Healthcare	485.83
01/24/2023	Systems Design West (SDW)	Medicaid	126.42
01/26/2023	Systems Design West (SDW)	iStream	7,960.36
01/26/2023	Systems Design West (SDW)	United Healthcare	877.30
01/26/2023	Systems Design West (SDW)	Patient pymt	291.75
01/26/2023	Systems Design West (SDW)	TriCare for Life	301.47
01/27/2023	Systems Design West (SDW)	Noridian WAORAK	515.23
01/31/2023	Systems Design West (SDW)	Samaritan Advantage	474.03
01/31/2023	Systems Design West (SDW)	Noridian WAORAK	932.53
01/31/2023	Systems Design West (SDW)	Regence BCBCO	372.82
Total for EMS Receipts			\$58,386.57
Fire Marshal			
01/10/2023	Square	Food truck inspection	58.34
01/10/2023	Lexis Nexis	Fire Invest. Report fee	5.00
01/23/2023		Driveway Inspection	120.00
01/23/2023	Troy Newton	Driveway Inspection fee	120.00
01/25/2023	Square	Inspection fee - 1 hr	57.75
Total for Fire Marshal			\$361.09
FireMed			
01/23/2023		39 membership fees	1,980.00
Total for FireMed			\$1,980.00
G.E.M.T. (Medicaid)			
01/10/2023	Cascade Health CCO	Cascade Health GEMT	1,195.00
01/10/2023	Columbia Pacific	Columbia Pacific GEMT	60,815.00
01/18/2023	Eastern Oregon CCO	Eastern Oregon GEMT	1,132.00
Total for G.E.M.T. (Medicaid)			\$63,142.00
Interest Earned on Investments			
01/31/2023		Jan pool interest	12,145.62

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for Interest Earned on Investments			\$12,145.62
Miscellaneous Revenue			
01/10/2023	Ruppelt, Michelle	Private fire contract	1,505.21
01/11/2023		Anonymous donation	1,000.00
01/11/2023		Private fire contract	597.85
Total for Miscellaneous Revenue			\$3,103.06
Property Taxes			
Taxes - Current			
Local Option Levy			
01/04/2023	Columbia County	CC turnover 09	22,012.88
01/16/2023	Multnomah County	MC turnover Jan	1,532.09
Total for Local Option Levy			\$23,544.97
Permanent Rate Levy			
01/04/2023	Columbia County	CC turnover 09	16,002.15
01/16/2023	Multnomah County	MC turnover Jan	858.04
Total for Permanent Rate Levy			\$16,860.19
Total for Taxes - Current			\$40,405.16
Taxes - Prior Years			
01/04/2023	Columbia County	CC turnover 09	6,410.37
01/16/2023	Multnomah County	MC turnover Jan	127.66
Total for Taxes - Prior Years			\$6,538.03
Total for Property Taxes			\$46,943.19
Total for 1. GENERAL FUND REVENUES			\$203,278.32
3. PROPERTY FUND REVENUES			
Interest Earned on Investments			
01/31/2023		Jan pool interest	1,931.21
Total for Interest Earned on Investments			\$1,931.21
Transfers In			
01/30/2023		reverse Dec04 JE done in error	-100,000.00
Total for Transfers In			\$ -100,000.00
Total for 3. PROPERTY FUND REVENUES			\$ -98,068.79
4. PERSONNEL SVCS FUND REVEN			
Interest Earned on Investments			
01/31/2023		Jan pool interest	574.09
Total for Interest Earned on Investments			\$574.09
Total for 4. PERSONNEL SVCS FUND REVEN			\$574.09
Total for Income			\$105,783.62

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Expenses			
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
01/12/2023	Standard Insurance	Life, LTD, & AD&D	1,364.17
01/12/2023	S.D.I.S.	Jan Employee Health Ins	25,317.43
01/26/2023	Paychex - tax	OR ER Work Benefit	62.74
01/30/2023	HRA VEBA Trust	Standard HRA & PEHP	10,441.63
Total for 550 Insurance			\$37,185.97
560 Personnel Salaries			
01/05/2023	Voya - Oregon Savings Growth Plan	Dec OSGP contributions	19,418.29
01/12/2023	American Heritage Life Insurance Co.	Misc employee insurance	136.90
01/12/2023	P.E.R.S.	EE PERS IAP Contribution	13,941.75
01/12/2023	S.D.I.S.	Jan Employee Health Ins	1,941.20
01/12/2023	Transamerica Life Ins. Co.	Life Ins - Gandara	123.23
01/12/2023	Standard Insurance	Short Term Disability	511.85
01/26/2023	Voya - Oregon Savings Growth Plan	Loan repayment	129.80
01/26/2023	Paychex Check	Contract payment	805.00
01/26/2023	Voya - Oregon Savings Growth Plan	Jan OSGP contributions	21,126.70
01/26/2023	Paychex Payroll	Deferred Compensation	8,388.25
01/26/2023	Paychex Payroll	FLSA - OT	7,784.76
01/26/2023	Paychex Payroll	Flex spd- cash out	11,304.75
01/26/2023	Paychex Payroll	Incentives	2,080.44
01/26/2023	Paychex Payroll	Phone pay	100.00
01/26/2023	Paychex Payroll	Longevity	886.10
01/26/2023	Paychex Payroll	OT	14,043.71
01/26/2023	Paychex - tax	Employee Taxes Withheld	52,091.41
01/26/2023	Paychex Payroll	Balance of Net Pay	91,149.50
01/27/2023	P.E.R.S.	EE PERS IAP Vol. Contrib.	92.60
01/30/2023	Transamerica Life Ins. Co.	Life Ins - Ahlers	93.81
01/30/2023	Tualatin Valley Fire Fighters Union	Jan. Union Dues	2,311.18
01/30/2023	Dietz, Erik	2021 military time payout	2,885.87
01/30/2023	Principal Financial Group	Employee Insurance	109.99
01/30/2023	Inroads Credit Union	Jan food fund	885.00
01/30/2023	Principal Financial Group	Employee Insurance	42.41
01/30/2023	HRA VEBA Trust	PEHP HRA-employee contrib.	2,698.00

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 560 Personnel Salaries			\$255,082.50
570 SocSec/Medicare(FICA)			
01/26/2023	Paychex - tax	ER Payroll Taxes	17,626.75
Total for 570 SocSec/Medicare(FICA)			\$17,626.75
580 Volunteer Services			
01/12/2023	Greenup, Cade	Jan. cell phone use	34.00
01/30/2023	Oregon Volunteer Firefighters	2023 Membership dues	135.00
Total for 580 Volunteer Services			\$169.00
590 Personnel Benefits			
01/12/2023	Oregon Occupational Medicine	Employee/vol exams	626.00
01/12/2023	P.E.R.S.	ER Pension PERS Contribution	61,744.35
01/12/2023	P.E.R.S.	ER PERS RHIA-UAL Contribution	37.90
01/18/2023	Benefit Help Solutions(FSA)	FSA monthly plan fee	125.00
01/30/2023	Corporate Security Services, Inc.	Background check- D. Schrom	222.50
01/30/2023	Corporate Security Services, Inc.	Background check- I. Gonzalez	170.50
Total for 590 Personnel Benefits			\$62,926.25
Total for 1.1 GENERAL FUND PERSONNEL SVCS			\$372,990.47
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
01/12/2023	Kleinberg Tech	December report	210.00
01/12/2023	CRFR	25% Civil Service Fee	62.50
01/30/2023	Merina+Co	Dec Contract services	1,650.00
Total for 670 Contract Services			\$1,922.50
680 Communications Maintenance			
01/22/2023	Amazon	Photo lithium batteries	38.99
01/30/2023	49er Communications	6 & 12 Bay Chargers	697.95
Total for 680 Communications Maintenance			\$736.94
720 Public Fire Services			
01/07/2023	International Code Council	Fire Marshal Cert Renewal	110.00
01/12/2023	Ace Hardware - Scappoose	Fasteners & marking paint	11.38
01/12/2023	Mallory Safety and Supply LLC	Tychem suits	1,079.30
01/12/2023	Ace Hardware - Scappoose	Fasteners & marking paint	2.00
01/12/2023	Ace Hardware - Scappoose	Fasteners & marking paint	7.00
01/24/2023	Medic First Aid International, Inc.	First Aid CPR books	185.12
01/24/2023	Medic First Aid International, Inc.	First Aid CPR books	315.69
01/30/2023	International Assoc. of Arson Investigati	Membership dues - Miller	103.00
01/30/2023	International Assoc. of Arson Investigati	Membership dues - Alexander	103.00
01/30/2023	International Assoc. of Arson Investigati	Membership dues - Curio	103.00

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 720 Public Fire Services			\$2,019.49
730 Property & Liability Insur.			
01/12/2023	S.D.I.S.	2023 Prop & Cas Insurance	66,148.00
Total for 730 Property & Liability Insur.			\$66,148.00
740 Uniforms			
01/12/2023	Beyond Uniforms & Apparel	100 hats/2 pants	1,234.78
Total for 740 Uniforms			\$1,234.78
750 Maintenance on Equipment			
01/05/2023	Weston Buick GMC	Sensor 2015 Savana	283.82
01/06/2023	Weston Buick GMC	Sensor 2015 Savana	-283.82
01/12/2023	Ace Hardware - Scappoose	Vendor credit/rewards	-5.00
01/12/2023	L.N. Curtis and Sons	Flow tests	737.50
01/12/2023	Sunset Auto Parts	fuel pump connector	33.23
01/12/2023	Wilcox & Flegel	167.3 gal Bio Diesel @ 3.35260 (1/11/23)	562.02
01/12/2023	Sunset Auto Parts	Wiper blades	103.96
01/12/2023	Wilcox & Flegel	unleaded 70 @ 2.985 (1/4)	236.04
01/12/2023	Wilcox & Flegel	Bio diesel 220 @ 3.258 (1/4)	718.43
01/12/2023	Sunset Auto Parts	Wiper blades	34.78
01/12/2023	Wilcox & Flegel	400 gal Bio Diesel @ 4.55940 (12/1/22)	1,824.98
01/12/2023	Pro Automotive & Diesel	1997 Freightliner rocker switch	790.94
01/12/2023	Sunset Auto Parts	Wiper blades	207.92
01/30/2023	Sunset Auto Parts	Trailer Ball, mount, tube adapter	260.94
01/30/2023	Wilcox & Flegel	59.2 Gal Unleaded @ 2.919	195.71
01/30/2023	Peterson CAT	Chapman Generator D125-6 maintenance	2,138.15
01/30/2023	Wilcox & Flegel	Diesel for Chapman Generator 26 gal	92.10
01/30/2023	Wilcox & Flegel	123.8 Gal Bio-Diesel @ 3.456	428.73
01/30/2023	Wilcox & Flegel	59.2 Gal Unleaded @ 2.919	195.71
01/30/2023	Sunset Auto Parts	Super premium wiper	47.02
01/30/2023	Sunset Auto Parts	Super premium wiper	4.96
01/30/2023	Pro Automotive & Diesel	2015 GMC Savana 4500 - fuel filter, trans fluid, shock abs.	2,206.66
01/30/2023	Sunset Auto Parts	returned tube adapters	-47.02
01/30/2023	Pro Automotive & Diesel	2008 GMC C4500 Top Kick	2,247.00
01/30/2023	Wilcox & Flegel	123.8 Gal Bio-Diesel @ 3.456	428.73
01/30/2023	Peterson CAT	Chapman Generator D25P4S maintenance	2,324.24

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 750 Maintenance on Equipment			\$15,767.73
760 Administration			
01/02/2023	Amazon	Printer ink	12.39
01/03/2023	US Bank	Merchant Service Fee	24.95
01/04/2023	Staples	Copy paper	134.97
01/11/2023	Ixtapa	Dinner - PERS presentation	224.00
01/12/2023	Apple Inc.	Expedited Shipping	10.00
01/12/2023	Pacific Office Automation, Inc.	B & W copies	52.71
01/12/2023	Booth, Karleigh	Petty cash - Jan 2023	200.00
01/12/2023	O.F.D.D.A.	2023 membership dues	1,500.00
01/12/2023	U.S. Postal Service	Annual box rental	312.00
01/16/2023	Oregon Fire Chiefs Assoc.	Roundtable Registration	75.00
01/17/2023	US Bank	Analysis Service Charge	15.95
01/18/2023	Amazon	Colored Paper	15.98
01/19/2023	Amazon	Colored paper	29.28
01/24/2023	Amazon	Sheet Protectors	8.07
01/26/2023	Paychex Invoice	payroll processing invoice & W2 processing	553.20
01/30/2023	DocuMart Printing & Copying	1,500 Letterhead	421.66
01/30/2023	Pamplin Media - Spotlight	Public Notice - Budget Committee	24.72
01/30/2023	A+ Engraving, LLC	Door Nameplates	68.21
01/31/2023		SVCFee LGIP	0.05

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 760 Administration			\$3,683.14
765 Information Technology			
01/01/2023	Apple Inc.	monthly storage	2.99
01/03/2023	JAMF Software, LLC	monthly subscription	184.00
01/04/2023	Wix.Com	SRFD site fee	47.88
01/12/2023	Apple Inc.	Cables/adapter	233.00
01/12/2023	DroneSense	3 UAS licenses	6,300.00
01/12/2023	Centerlogic, Inc.	1.0 hr @\$115/hr	115.00
01/12/2023	Centerlogic, Inc.	Jan monthly billing	1,676.50
01/12/2023	EMS Technology Solutions, LLC	Op IQ fleet mgmt licenses	120.00
01/12/2023	Verizon Wireless	Machine to machine share	7.72
01/12/2023	Comcast Business	Main station IT	253.85
01/14/2023	Firms App Ltd	monthly recurring	6.37
01/18/2023	CenturyLink	Holbrook modem	75.00
01/18/2023	CenturyLink	Chapman internet	60.00
01/22/2023	Intuit Quickbooks	QB Online monthly fee	40.00
01/24/2023	Adobe	Annual fee - Video Software	99.99
01/30/2023	AT&T Mobility	Wireless phone bill	455.91
01/30/2023	Centerlogic, Inc.	2.5 hr @ \$115	287.50
01/30/2023	Spectrum VoIP	VOIP	30.56
01/30/2023	CenturyLink	Chapman internet	83.53
01/30/2023	TargetSolutions Learning LLC	Balance of Annual Vector Scheduling fees	770.22
01/30/2023	ImageTrend	Annual Fee for cust # 2289	11,053.68
01/30/2023	Verizon Wireless	Dec phone bill	565.12
Total for 765 Information Technology			\$22,468.82
770 Cleaning Materials & Supplies			
01/11/2023	Target	Towels	95.00
01/12/2023	Sunset Auto Parts	Cleaner	2.58
01/19/2023	Amazon	Bath tissue	70.99
01/20/2023	Wayfair	Kitchen supplies	49.99
Total for 770 Cleaning Materials & Supplies			\$218.56
775 Emerg. Operating Supplies			
01/12/2023	SeaWestern Fire Apparatus	Lithium batteries	296.50
01/12/2023	MDI Worldwide	Emerg. Signs	1,794.00
01/21/2023	Amazon	Safety glasses	13.99
01/21/2023	Amazon	Leather work gloves	19.98
01/23/2023	Online Labels	Drone course labels	129.59

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 775 Emerg. Operating Supplies			\$2,254.06
780 Building & Grounds Maint.			
01/11/2023	Amazon	Garden Hose	64.99
01/12/2023	Ace Hardware - Scappoose	Vendor credit/return	-2.00
01/12/2023	Ace Hardware - Scappoose	30 amp connector, fuel, paint	54.95
01/12/2023	Alonzo Yard Maintenance LLC	Chapman Station	200.00
01/12/2023	Ace Hardware - Scappoose	Super glue & paint markers	57.30
01/12/2023	Alonzo Yard Maintenance LLC	Holbrook Station	200.00
01/12/2023	Paramount Pest Control Inc.	Chapman Station pest control	110.00
01/12/2023	Ace Hardware - Scappoose	Vendor credit/return	-2.00
Total for 780 Building & Grounds Maint.			\$683.24
790 Training			
01/01/2023	Fire Protection Publications	Fire & Emer. Service Instru. 9th Edition	101.69
01/03/2023	Best Western St Helens	Instructor lodging 1 night	111.49
01/06/2023	Jones & Bartlett Learning, LLC	18 FF Skills/Driver/Oper/Investigator	1,378.57
01/06/2023	Fire Protection Publications	Refund shipping/handling fee	-22.19
01/10/2023	PSI Services LLC	Green UAS exam	175.00
01/14/2023	Fowler Fire LLC	Instructor 1 & 2	465.00
01/20/2023	Hampton Inn & Suites	Marks lodging	244.00
01/20/2023	Hampton Inn & Suites	Curio lodging	244.00
01/24/2023	Jones & Bartlett Learning, LLC	23 FLS, Fire Invest/FF Skills/Live Fire Trng	2,061.61
01/26/2023		Reimbursement of airfare NFA	-652.20
01/30/2023	Yamhill Co. Fire Defense Board	Recruitment Bootcamp- Green	200.00
01/30/2023	Cascade Healthcare Services LLC	PALS training	11,870.00
01/30/2023	Municipal Emergency Services	41 memberships Target Solutions/maintenance	4,517.37
01/30/2023	International Assoc. of Arson Investigati	Fund. of Fire Invest. 4 ppl	2,163.00
01/31/2023	PWW Media Inc.	Conference - Marks	2,605.00
Total for 790 Training			\$25,462.34
810 Utilities			
01/12/2023	Waste Management of Oregon, Inc.	Dec garbage/recycling	127.45
01/12/2023	Comcast	Xfinity - Acct 0162514	28.20
01/12/2023	P.G.E.	Cleetwood	138.40
01/12/2023	Graybar Financial Services	Voip phones	299.25
01/27/2023	W.O.E.C.	Acct 13045001 - Jan billing	301.64
01/30/2023	CenturyLink	Chapman phone	62.76
01/30/2023	City of Scappoose	Water and Sewer monthly charges	375.39
01/30/2023	N.W. Natural Gas	Monthly charges Acct 447881-4	572.56
01/30/2023	CRPUD	Boathouse Electricity	111.41
01/30/2023	CRPUD	Main Station Electricity	976.33
01/30/2023	City of Scappoose	Water meterbase charge	37.58
01/30/2023	CenturyLink	Main station fax line	60.54

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 810 Utilities			\$3,091.51
870 EMS Operations			
01/12/2023	Airgas - USA, LLC	Dec. Standard Invoice 7 CL	694.44
01/12/2023	Life-Assist, Inc.	Misc EMS supplies	29.65
01/12/2023	EMS Technology Solutions, LLC	Op IQ inventory & asset mgmt licenses	150.00
01/12/2023	Clatskanie RFPD	Protocol books	-861.60
01/12/2023	Airgas - USA, LLC	Dec Cylindar rental	279.10
01/12/2023	Systems Design West (SDW)	Dec. EMS billing	2,401.70
01/12/2023	Life-Assist, Inc.	Misc EMS supplies	935.79
01/12/2023	Life-Assist, Inc.	Misc EMS supplies	26.00
01/12/2023	Airgas - USA, LLC	Jan. Standard Invoice	218.75
01/12/2023	Sasek, Dean MD	Physician Advisor - Jan 2023	691.67
01/18/2023		Protocol books	-180.16
01/18/2023		Protocol books	-932.33
01/23/2023		Protocol Books	-94.04
01/26/2023		Protocol books	-1,355.23
01/30/2023	Life-Assist, Inc.	Misc EMS supplies	1,255.79
01/30/2023	Life-Assist, Inc.	Misc EMS supplies	339.59
01/30/2023	Airgas - USA, LLC	3 Cyl. Standard Inv.	396.39
Total for 870 EMS Operations			\$3,995.51
Total for 1.2 GENERAL FUND MATERIAL & SVC			\$149,686.62
1.3 GENERAL FUND CAPITL OUTLAY			
910 CO Equipment			
01/12/2023	Keystone Architecture & Project Management, LLC	SRFD Expansion Planning - site visits	1,781.25
Total for 910 CO Equipment			\$1,781.25
Total for 1.3 GENERAL FUND CAPITL OUTLAY			\$1,781.25
Total for 1...			\$524,458.34
1.5 GENERAL FUND TRANSFER OUT			
Transfers to Property Fund			
01/30/2023		reverse Dec04 JE done in error	-100,000.00
Total for Transfers to Property Fund			\$ -100,000.00
Total for 1.5 GENERAL FUND TRANSFER OUT			\$ -100,000.00
Total for 1..GENERAL FUND EXPENDITURES			\$424,458.34
3. PROPERTY FUND CAPITAL OUTLAY			
EMS Apparatus & Equipment			
01/12/2023	Stryker Sales Corp.	MTS Power Loader	24,138.04
Total for EMS Apparatus & Equipment			\$24,138.04
Total for 3. PROPERTY FUND CAPITAL OUTLAY			\$24,138.04

Scappoose Rural Fire Protection District

Profit and Loss Detail

January 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
4. PERSONNEL SVC FUND EXPENSE			
Liability & Service			
01/12/2023	State of Oregon - Employment Dept.	Unemployment for Quinn	1,732.53
Total for Liability & Service			\$1,732.53
Total for 4. PERSONNEL SVC FUND EXPENSE			\$1,732.53
Unapplied Cash Bill Payment Expense			
01/12/2023	US Bank		10,367.45
Total for Unapplied Cash Bill Payment Expense			\$10,367.45
Total for Expenses			\$460,696.36
Net Income			\$ -354,912.74

BUDGET VS ACTUAL

Scappoose Rural Fire Protection District

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	2,600,644.69	2,310,420.00	290,224.69	112.56 %
Conflagration	46,028.15	30,000.00	16,028.15	153.43 %
EMS Receipts	450,752.38	634,781.00	-184,028.62	71.01 %
Fire Marshal	2,782.02	1,000.00	1,782.02	278.20 %
FireMed	19,791.25	20,000.00	-208.75	98.96 %
G.E.M.T. (Medicaid)	129,372.59	50,000.00	79,372.59	258.75 %
Gas Royalties		20,000.00	-20,000.00	
Grant Awards	33,164.04	1,000.00	32,164.04	3,316.40 %
Interest Earned on Investments	39,793.34	5,000.00	34,793.34	795.87 %
Miscellaneous Revenue	12,325.05	60,528.00	-48,202.95	20.36 %
Property Taxes				
Taxes - Current				
Local Option Levy	2,872,306.84	2,897,007.00	-24,700.16	99.15 %
Permanent Rate Levy	1,582,038.15	1,629,565.00	-47,526.85	97.08 %
Total Taxes - Current	4,454,344.99	4,526,572.00	-72,227.01	98.40 %
Taxes - Prior Years	89,437.58	85,000.00	4,437.58	105.22 %
Total Property Taxes	4,543,782.57	4,611,572.00	-67,789.43	98.53 %
Total 1. GENERAL FUND REVENUES	7,878,436.08	7,744,301.00	134,135.08	101.73 %
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	1,285.71		1,285.71	
Grant Award	0.00	1,000.00	-1,000.00	0.00 %
Total 2. GRANT FUND REVENUE	1,285.71	1,000.00	285.71	128.57 %
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	156,550.53	163,099.00	-6,548.47	95.98 %
Grant Income	200,000.00		200,000.00	
Interest Earned on Investments	5,012.15		5,012.15	
Transfers In	355,000.00	355,000.00	0.00	100.00 %
Total 3. PROPERTY FUND REVENUES	716,562.68	518,099.00	198,463.68	138.31 %
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	106,665.64	58,128.00	48,537.64	183.50 %
Interest Earned on Investments	1,802.09		1,802.09	
Transfers In	100,000.00	100,000.00	0.00	100.00 %
Total 4. PERSONNEL SVCS FUND REVEN	208,467.73	158,128.00	50,339.73	131.83 %
Total Income	\$8,804,752.20	\$8,421,528.00	\$383,224.20	104.55 %
GROSS PROFIT	\$8,804,752.20	\$8,421,528.00	\$383,224.20	104.55 %
Expenses				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				

Scappoose Rural Fire Protection District

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
550 Insurance	265,751.03	688,500.00	-422,748.97	38.60 %
560 Personnel Salaries	1,652,913.68	2,896,854.00	-1,243,940.32	57.06 %
570 SocSec/Medicare(FICA)	121,529.62	221,609.00	-100,079.38	54.84 %
580 Volunteer Services	2,686.63	20,000.00	-17,313.37	13.43 %
590 Personnel Benefits	445,120.97	781,810.00	-336,689.03	56.93 %
Total 1.1 GENERAL FUND PERSONNEL SVCS	2,488,001.93	4,608,773.00	-2,120,771.07	53.98 %
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	60,862.48	55,000.00	5,862.48	110.66 %
680 Communications Maintenance	1,811.49	15,000.00	-13,188.51	12.08 %
720 Public Fire Services	9,260.81	20,000.00	-10,739.19	46.30 %
730 Property & Liability Insur.	66,148.00	70,000.00	-3,852.00	94.50 %
740 Uniforms	2,247.62	20,000.00	-17,752.38	11.24 %
750 Maintenance on Equipment	64,625.71	150,000.00	-85,374.29	43.08 %
760 Administration	20,809.64	56,000.00	-35,190.36	37.16 %
765 Information Technology	73,135.60	120,000.00	-46,864.40	60.95 %
770 Cleaning Materials & Supplies	2,464.84	5,000.00	-2,535.16	49.30 %
775 Emerg. Operating Supplies	27,840.10	80,000.00	-52,159.90	34.80 %
780 Building & Grounds Maint.	37,071.86	114,000.00	-76,928.14	32.52 %
790 Training	35,615.68	85,000.00	-49,384.32	41.90 %
810 Utilities	19,432.72	40,000.00	-20,567.28	48.58 %
870 EMS Operations	47,590.10	160,000.00	-112,409.90	29.74 %
Total 1.2 GENERAL FUND MATERIAL & SVC	468,916.65	990,000.00	-521,083.35	47.37 %
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	52,815.59	225,528.00	-172,712.41	23.42 %
Total 1.3 GENERAL FUND CAPITL OUTLAY	52,815.59	225,528.00	-172,712.41	23.42 %
1.4 GENERAL FUND DEBT				
930 Debt	63,652.72	65,000.00	-1,347.28	97.93 %
Total 1.4 GENERAL FUND DEBT	63,652.72	65,000.00	-1,347.28	97.93 %
Total 1...	3,073,386.89	5,889,301.00	-2,815,914.11	52.19 %
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	100,000.00	100,000.00	0.00	100.00 %
Transfers to Property Fund	355,000.00	355,000.00	0.00	100.00 %
Total 1.5 GENERAL FUND TRANSFER OUT	455,000.00	455,000.00	0.00	100.00 %
1.6 GENERAL FUND CONTINGENCY		400,000.00	-400,000.00	
1.7 GENERAL RESERVED FOR FUTURE		1,000,000.00	-1,000,000.00	
Total 1..GENERAL FUND EXPENDITURES	3,528,386.89	7,744,301.00	-4,215,914.11	45.56 %
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	10,000.00	1,000.00	9,000.00	1,000.00 %
Total 2. GRANT FUND EXPENSE	10,000.00	1,000.00	9,000.00	1,000.00 %
3. PROPERTY FUND CAPITAL OUTLAY				
EMS Apparatus & Equipment	24,138.04	220,599.00	-196,460.96	10.94 %

Scappoose Rural Fire Protection District

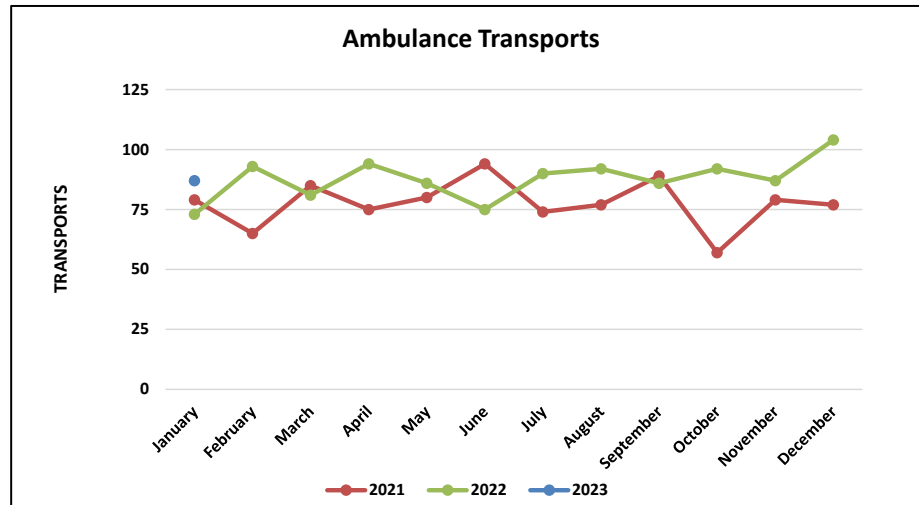
Budget vs. Actuals: FY2022-23 Budget - FY23 P&L

July 2022 - June 2023

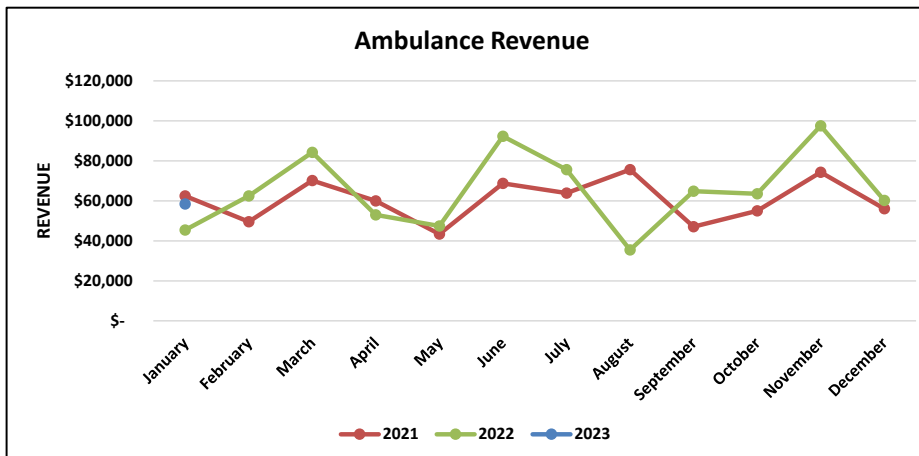
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Fire Apparatus & Equipment		250,000.00	-250,000.00	
Miscellaneous Real Property		47,500.00	-47,500.00	
Total 3. PROPERTY FUND CAPITAL OUTLAY	24,138.04	518,099.00	-493,960.96	4.66 %
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	2,630.46	150,000.00	-147,369.54	1.75 %
Reserved for Future Expenses		8,128.00	-8,128.00	
Total 4. PERSONNEL SVC FUND EXPENSE	2,630.46	158,128.00	-155,497.54	1.66 %
Unapplied Cash Bill Payment Expense	1,621.08		1,621.08	
Total Expenses	\$3,566,776.47	\$8,421,528.00	\$ -4,854,751.53	42.35 %
NET OPERATING INCOME	\$5,237,975.73	\$0.00	\$5,237,975.73	0.00%
NET INCOME	\$5,237,975.73	\$0.00	\$5,237,975.73	0.00%

AMBULANCE BILLING & TRANSPORT REPORT

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



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



MONTHLY RESPONSE & ACTIVITY REPORTS

MONTHLY REPORT

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT



JANUARY 2023

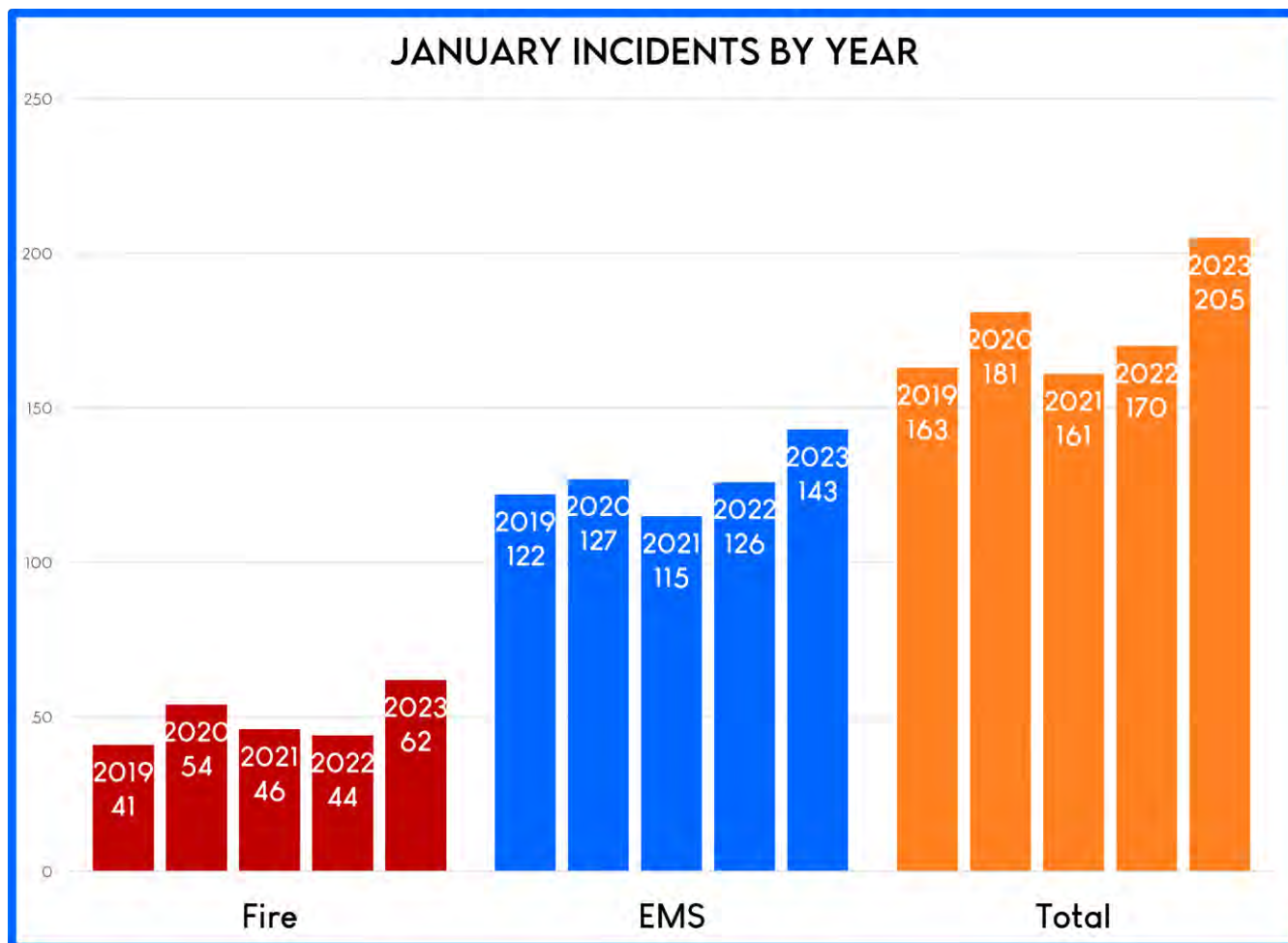
OPERATIONS

For the month of January, the ratio of EMS incidents to Fire incidents was **70% to 30%** respectively. Total EMS related calls for the month were **143**, including a total of **154** patients treated, with **87** of those transported to area hospitals. COVID-19 was suspected or confirmed in **2** patients.

Approximately **48%** of the total call volume (**98** incidents) represents overlapping calls (at least one other call in progress). Approximately **35%** (**24** incidents) of the of the **69** incidents that occurred during the hours of 8 PM to 8 AM represents overlapping calls. There were no incidents where unit(s) were deployed for more than two days. Either of these situations could require units to respond to areas outside their base districts, which would result in increased response times as well as depleted available resources to respond to emergencies.

Total Fire & EMS calls for service during the month was **205**, with a total of **414** apparatus responses spending **242** hours and **25** minutes of time. Total Fire & EMS incidents for the same month in 2022 was **170**. There were **20.59%** more calls this month compared to the same month last year.

For the month of January, SRFD averaged **2.00** Fire calls per day and **4.61** EMS calls per day for an overall daily average of **6.61** calls per day.

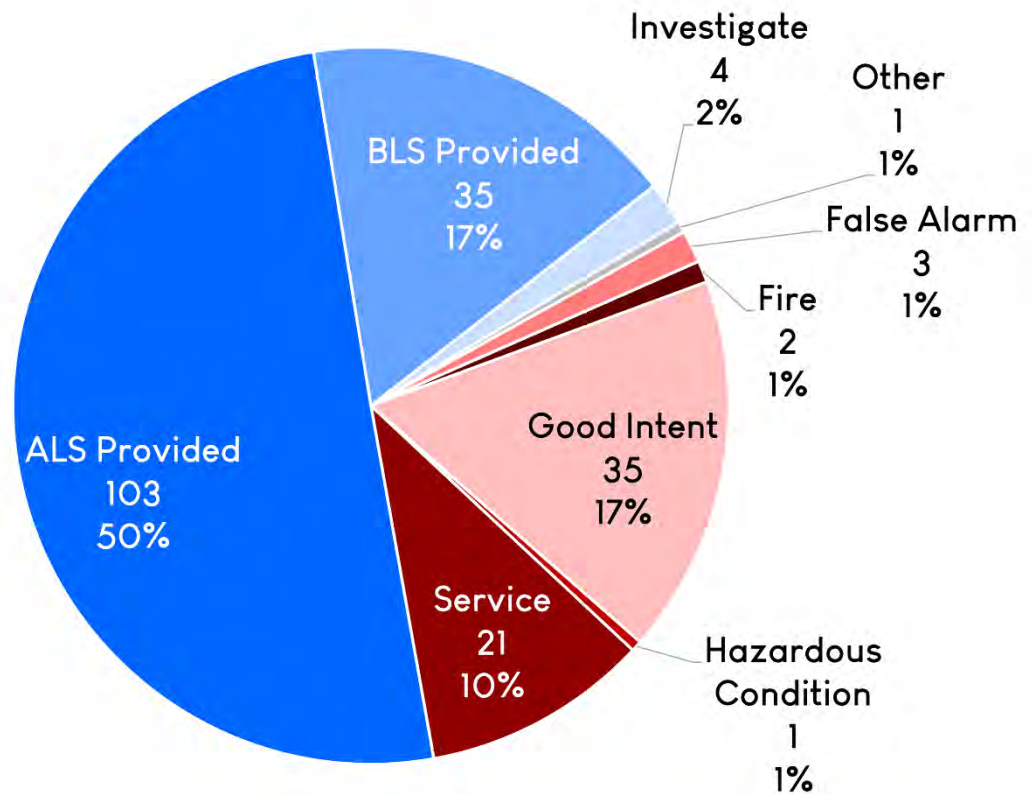


FIRE AND EMS CALL BREAKDOWN FOR JANUARY 2023

Fires	2
Hazardous Condition	1
Service Call	21
Good Intent	35
Other Assistance	0
False Alarm	3
FIRE CALLS TOTAL	62

ALS Provided	103
BLS Provided	35
Investigate	4
Cancelled	0
Other Assistance	1
EMS CALLS TOTAL	143

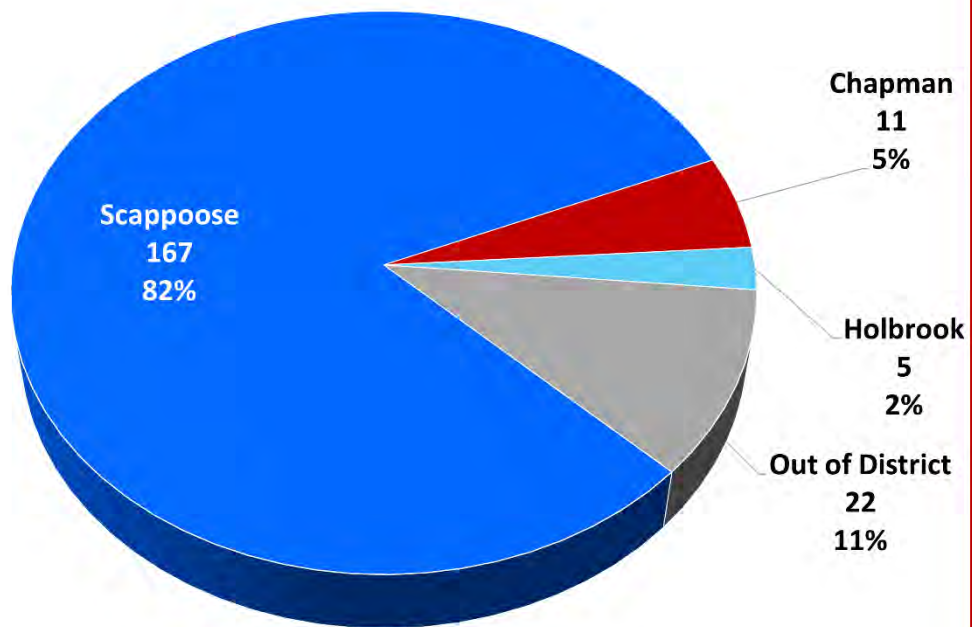
JANUARY 2023 - CALLS BY TYPE
205 Incidents



OPERATIONS

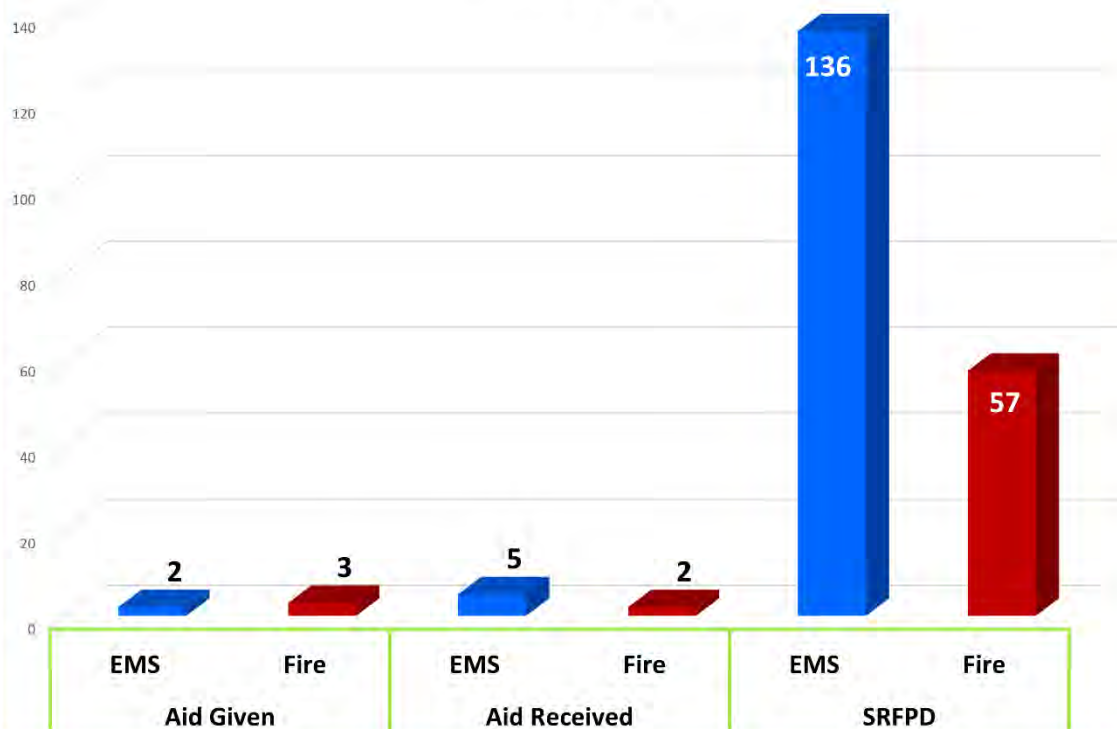
JANUARY 2023 - INCIDENTS BY STATION

205 Incidents with 414 Apparatus Responses

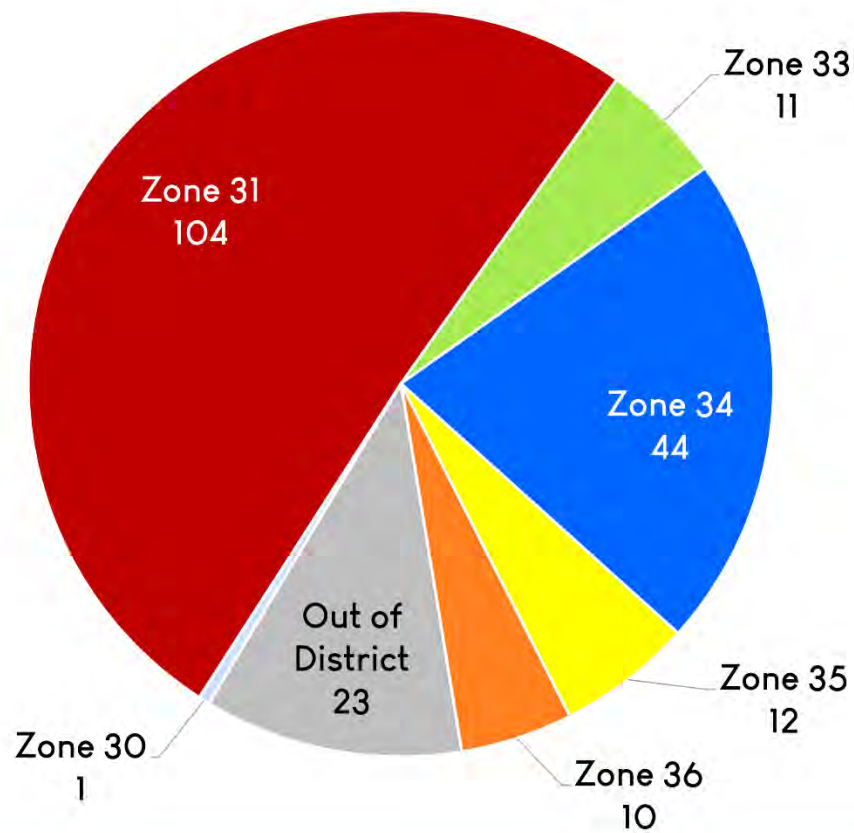


INCIDENTS BY RESPONDING JURISDICTION

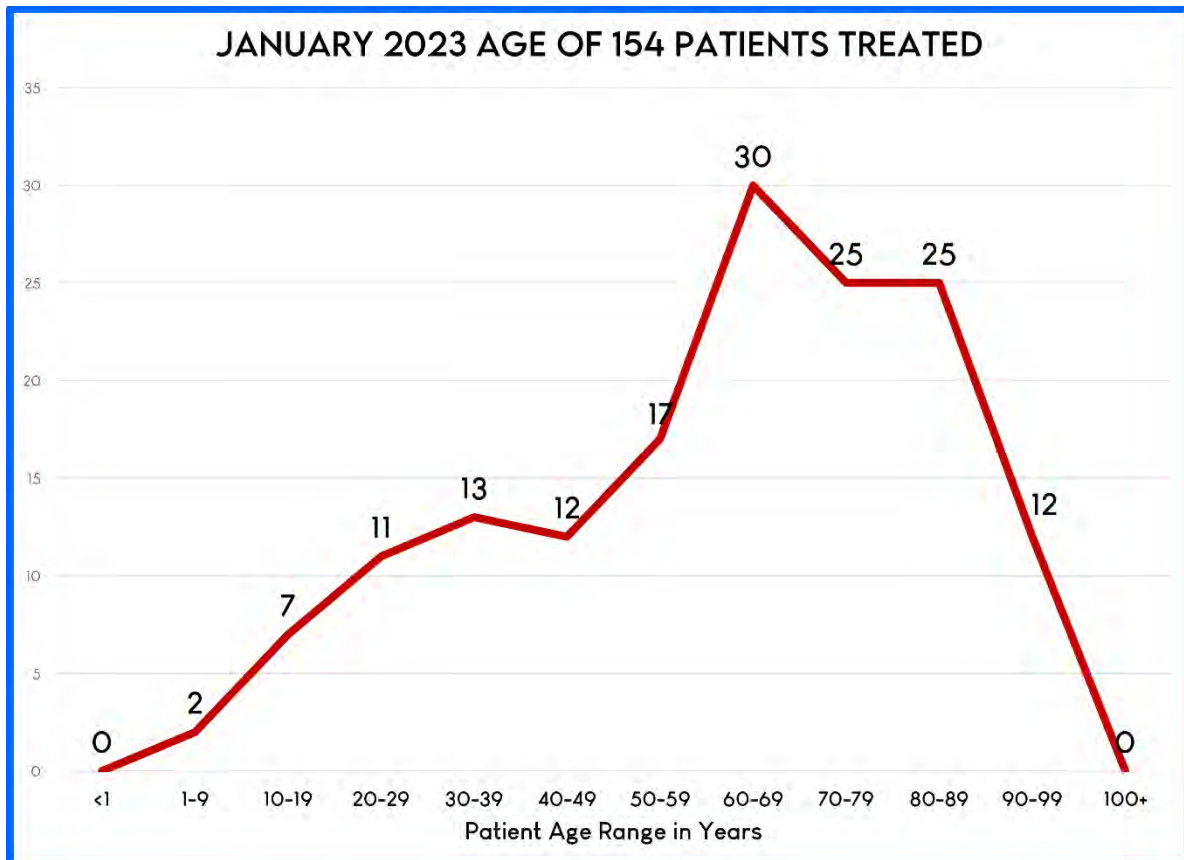
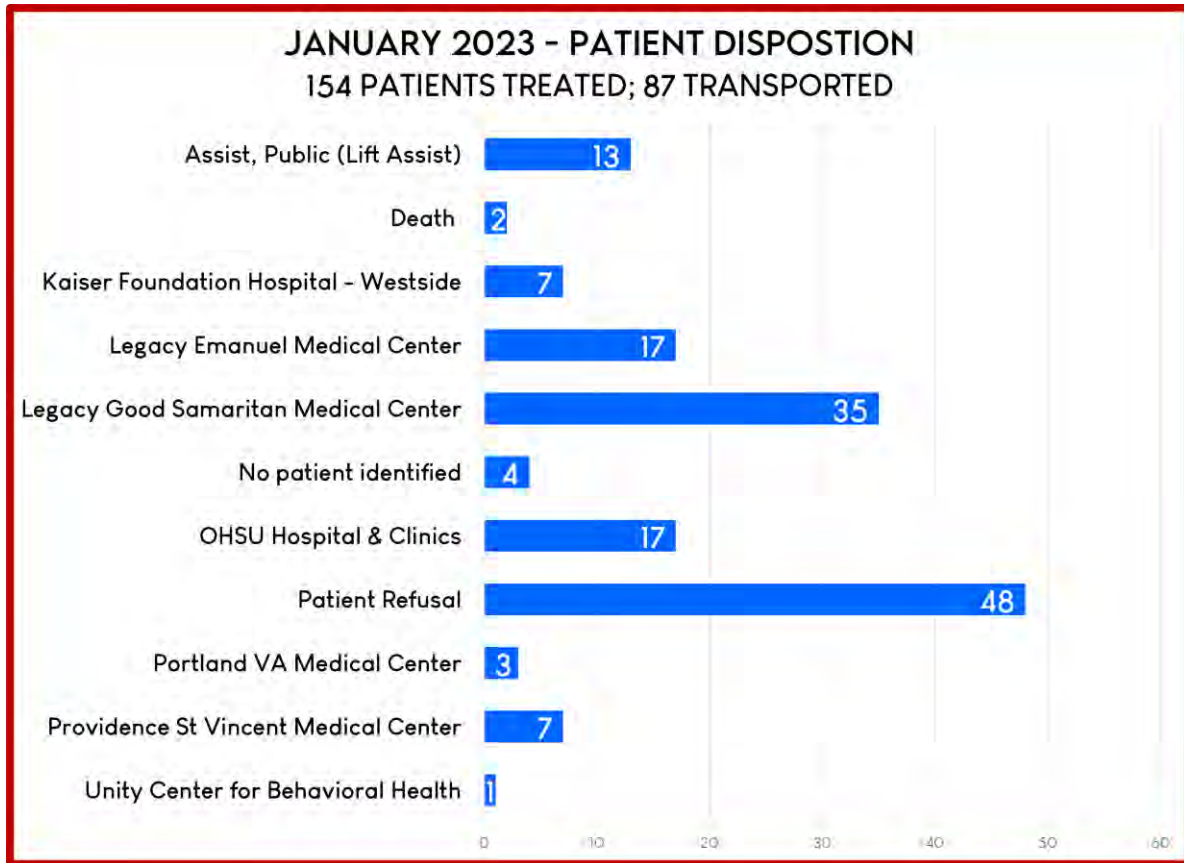
January 2023



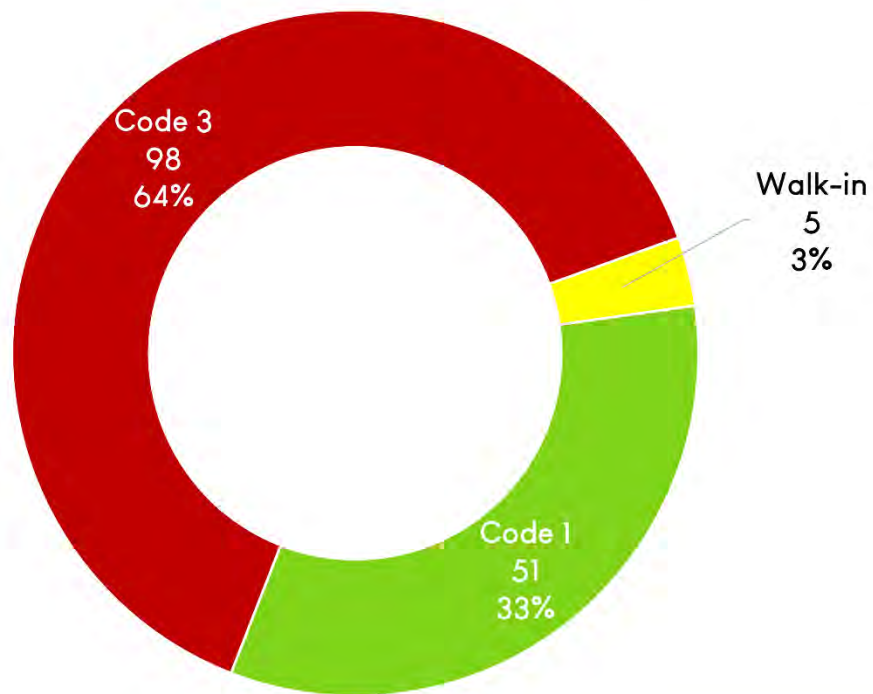
JANUARY 2023 - INCIDENTS BY ZONE



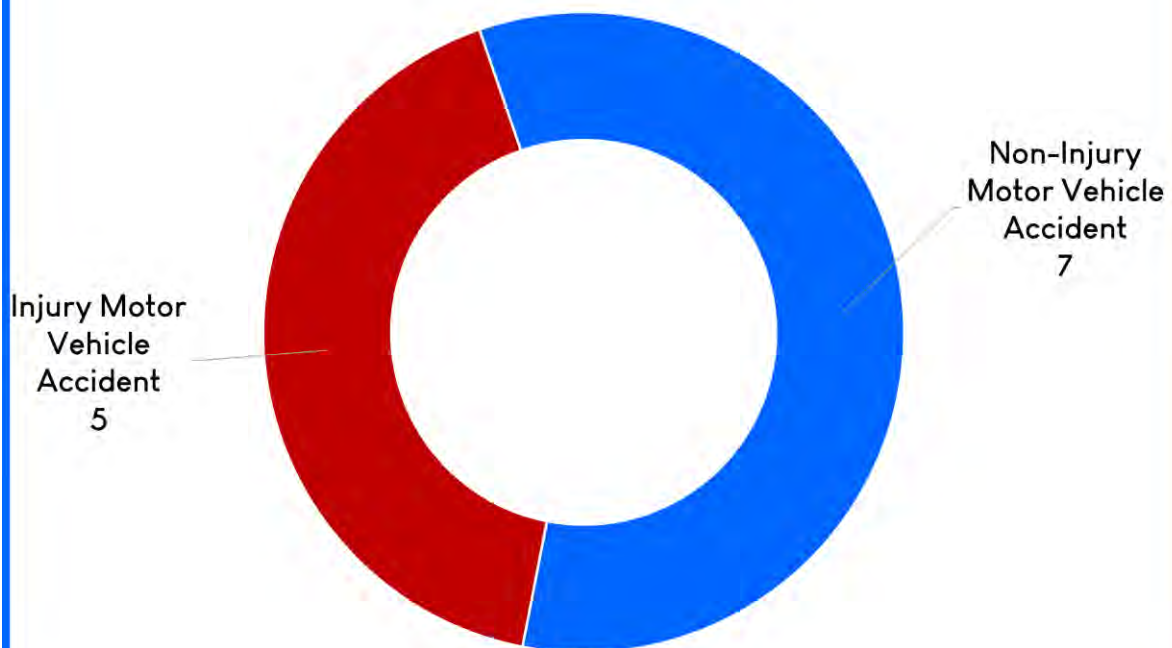
OPERATIONS



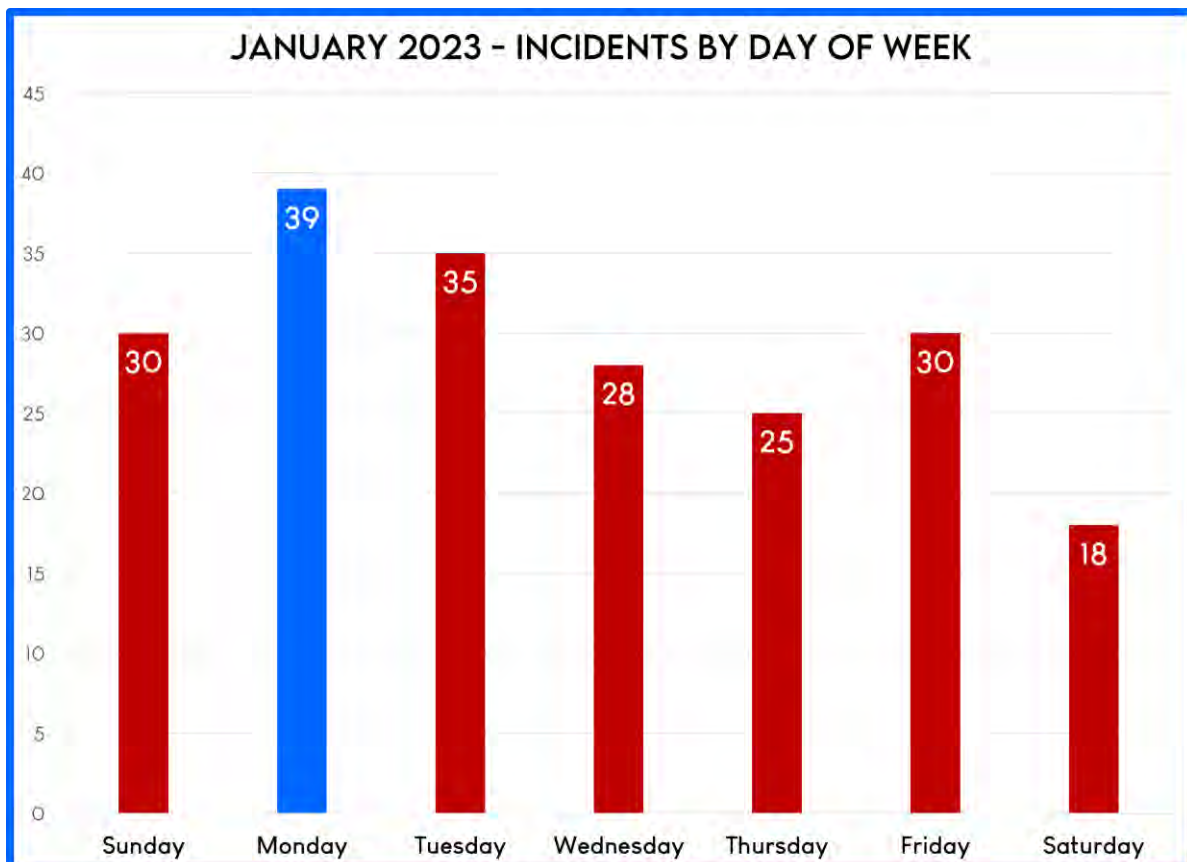
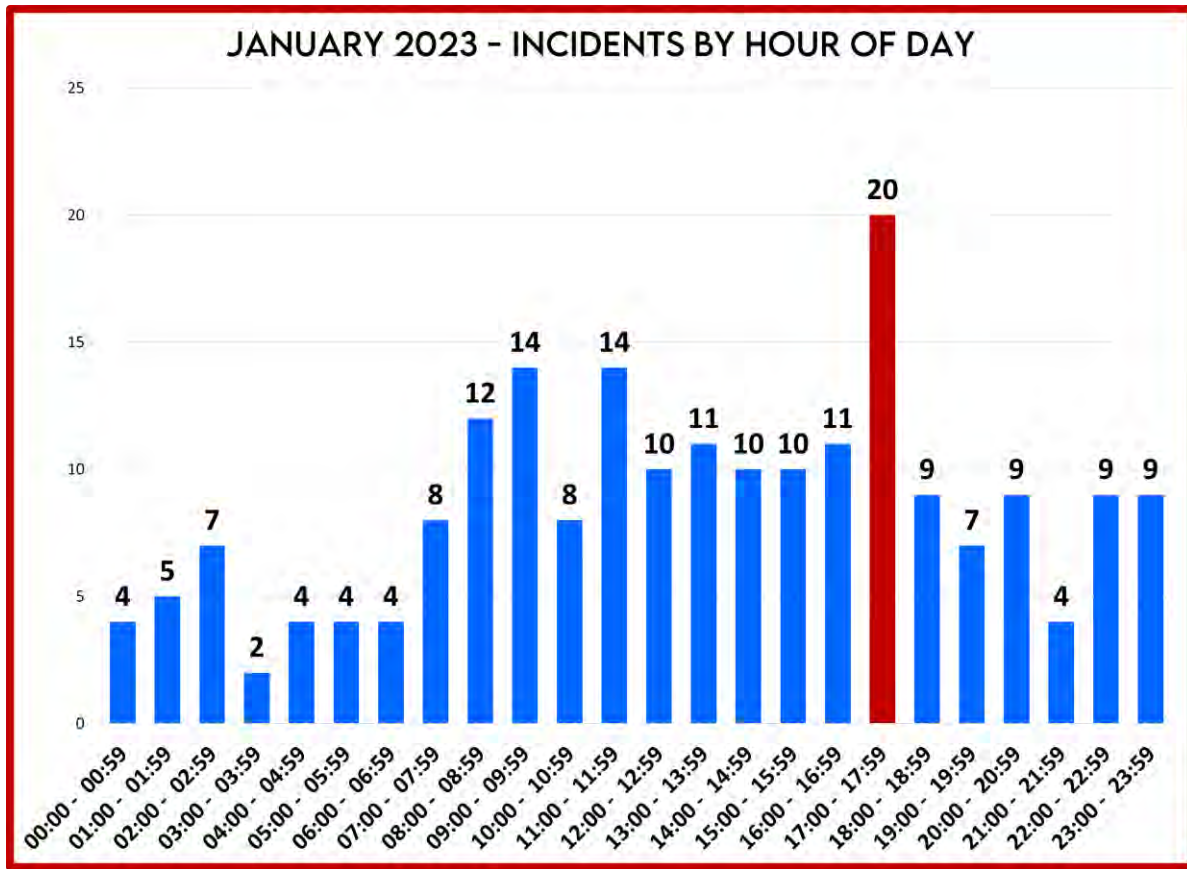
JANUARY 2023 - EMS RESPONSE MODE



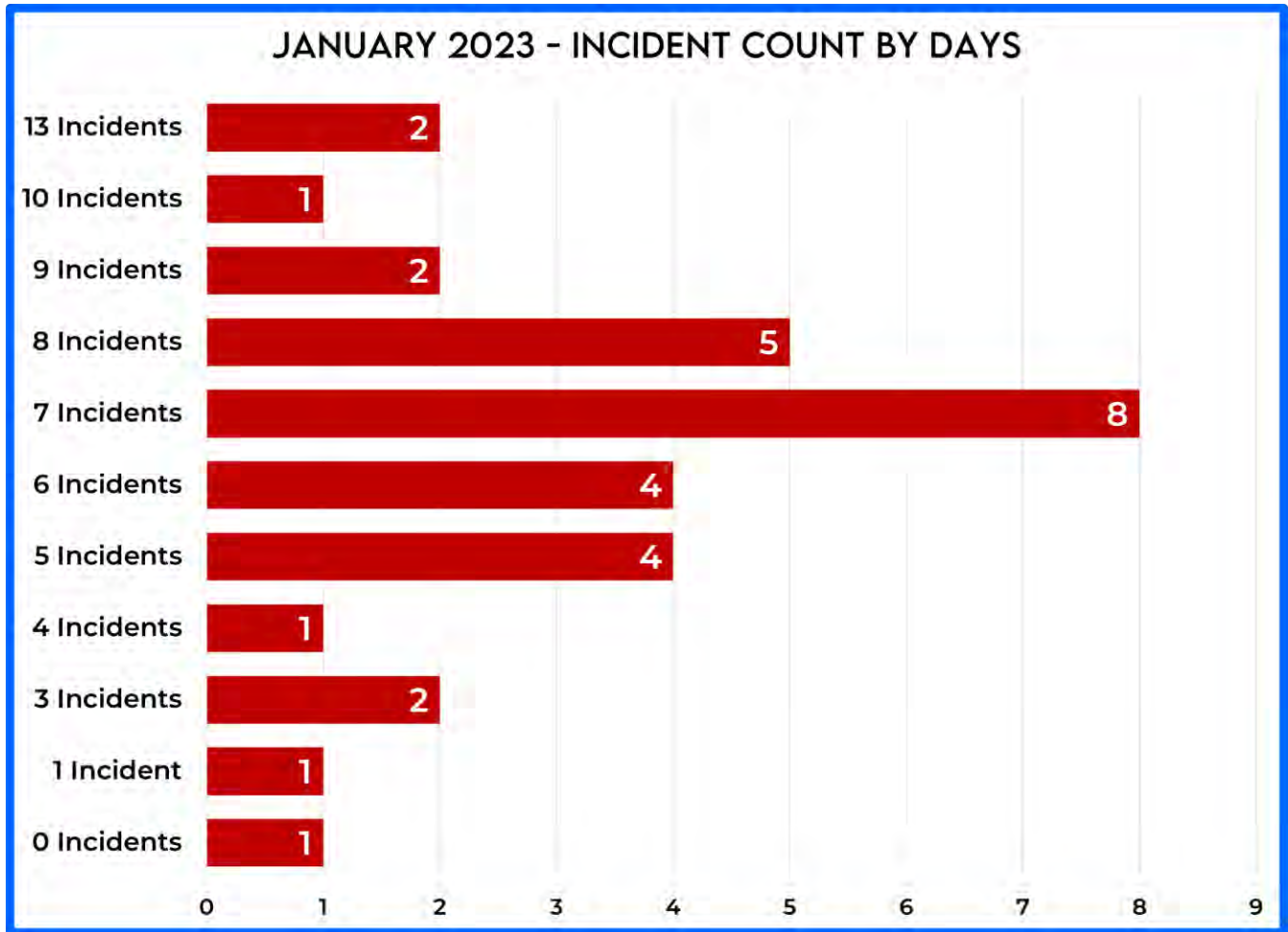
JANUARY 2023 - 12 MOTOR VEHICLE ACCIDENTS

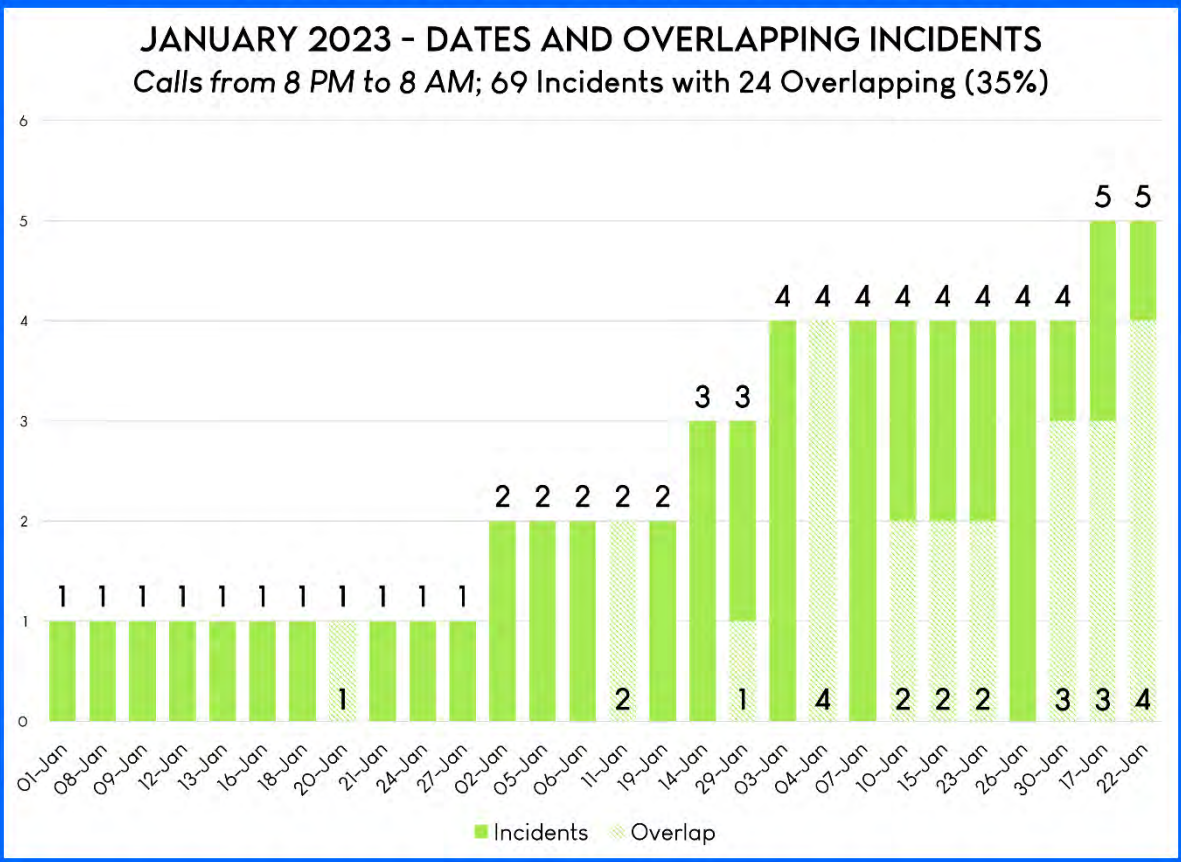
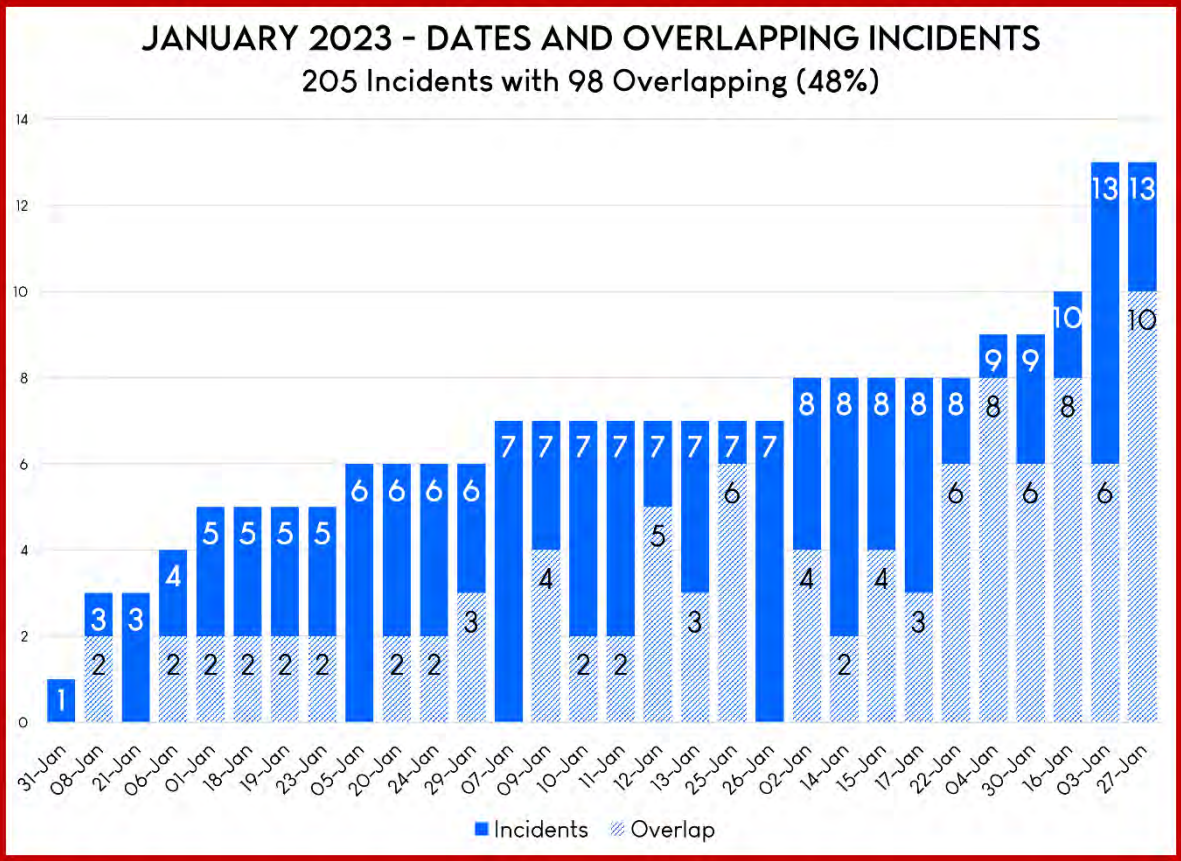


OPERATIONS

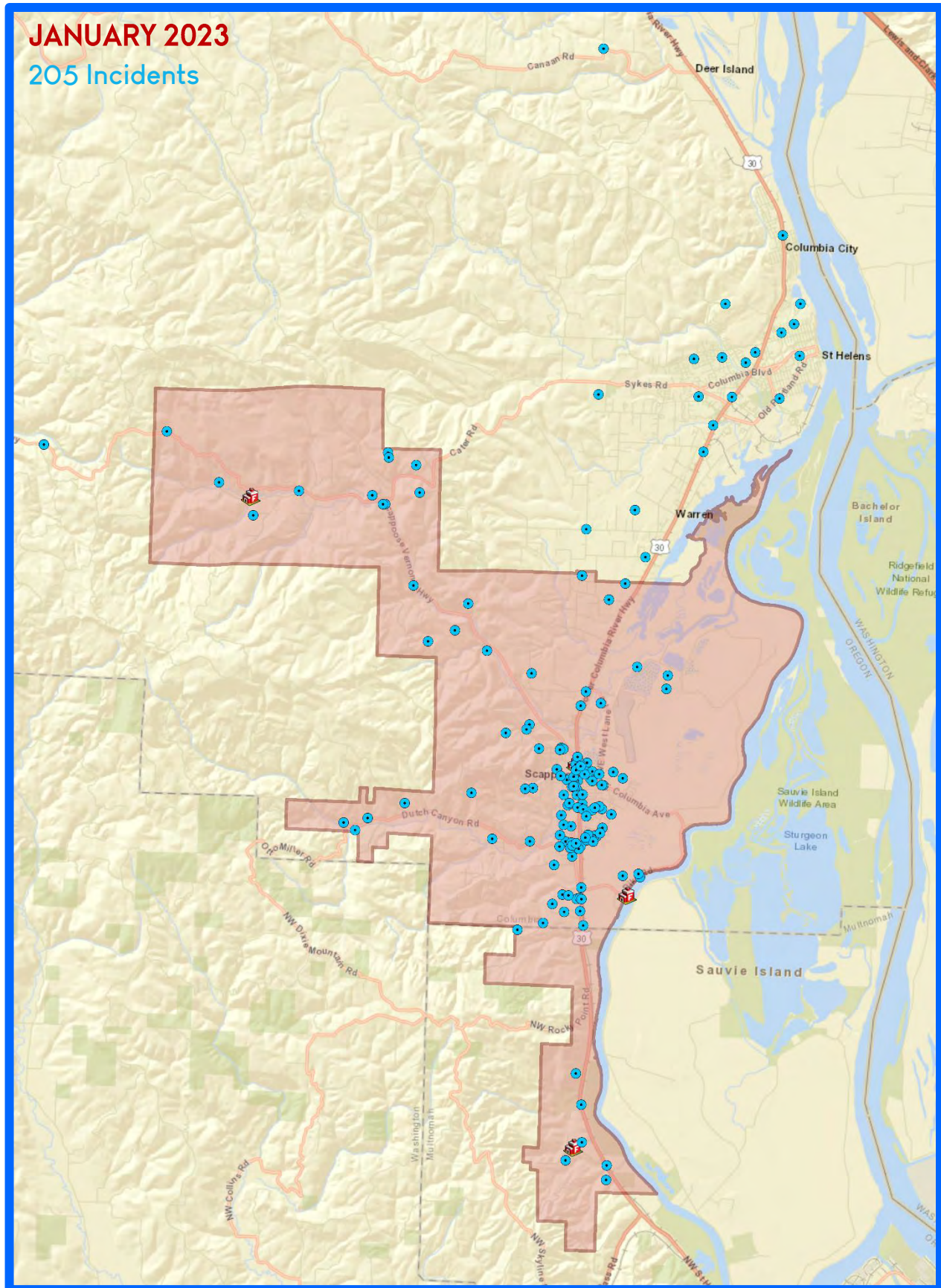


OPERATIONS





OPERATIONS



Monthly_Report schedule_7

Reported flights: 6
 Total Air Time: 01:11:15
 2023-01-01 to 2023-02-01

Flight #1	2023-01-05 12:12:53 PFD_MA_Jan 5th, 2023#2	Air Time: 00:11:29 Total Mileage (Miles): 1	Max Altitude (Feet): 188.5 Max Distance (Miles): 0
Takeoff Lat/Long: 45.514900,-122.685005 Above Sea Level (Feet): 135.2		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 99% Takeoff mAh: 6202 Takeoff Volts: 12.641	Landing Bat: 67% Landing mAh: 4180 Landing Volts: 11.507
Takeoff Degrees/Minutes/Seconds: 45° 30' 53.64"N, 122° 41' 6.02"W Ground Weather Summary: Light Rain Photos: 132 Videos: 0 Drone Name: EVO_2_UR4WX Drone Type: EVO2 Avg Wind: 4.3 Max Gust: 8.8			
Flight #2	2023-01-05 11:42:30 PFD_MA_Jan 5th, 2023#1	Air Time: 00:24:57 Total Mileage (Miles): 0	Max Altitude (Feet): 103.8 Max Distance (Miles): 0
Takeoff Lat/Long: 45.514832,-122.684860 Above Sea Level (Feet): 135.0		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 99% Takeoff mAh: 6608 Takeoff Volts: 12.659	Landing Bat: 25% Landing mAh: 1650 Landing Volts: 10.898
Takeoff Degrees/Minutes/Seconds: 45° 30' 53.39"N, 122° 41' 5.50"W Ground Weather Summary: Mostly Cloudy Photos: 214 Videos: 0 Drone Name: EVO_2_UR4WX Drone Type: EVO2 Avg Wind: 1.3 Max Gust: 3.9			
Flight #3	2023-01-04 10:45:00 Maintenance	Air Time: 00:00:00 Total Mileage (Miles): 0	Max Altitude (Feet): 0.4 Max Distance (Miles): 0
Takeoff Lat/Long: Above Sea Level (Feet): 0.0		Flight App: Explorer	
Battery Name: EVO2-0003		Takeoff Bat: 86% Takeoff mAh: 5594 Takeoff Volts: 12.513	Landing Bat: 86% Landing mAh: 5582 Landing Volts: 12.48
Photos: 0 Videos: 0 Drone Name: EVO_2_UR4WX Drone Type: EVO2 Avg Wind: 0.0 Max Gust: 0.0 Weather Summary: N/A			
Flight #4	2023-01-03 18:19:39 Head_On_SVH_Jan 3rd, 2023#2	Air Time: 00:06:53 Total Mileage (Miles): 0	Max Altitude (Feet): 126.6 Max Distance (Miles): 0
Takeoff Lat/Long: 45.823807,-122.947861 Above Sea Level (Feet): 531.7		Flight App: Explorer	
Battery Name: Bat-EVO2-004		Takeoff Bat: 84% Takeoff mAh: 5822 Takeoff Volts: 12.425	Landing Bat: 54% Landing mAh: 3728 Landing Volts: 11.385
Takeoff Degrees/Minutes/Seconds: 45° 49' 25.70"N, 122° 56' 52.30"W Ground Weather Summary: Possible Light Rain Photos: 3 Videos: 2 Drone Name: EVO_2_UR4WX Drone Type: EVO2 Avg Wind: 4.1 Max Gust: 7.5			

Flight #5	2023-01-03 18:15:00 Head_On_SVH_Jan 3rd, 2023#1	Air Time: 00:03:52 Total Mileage (Miles): 0	Max Altitude (Feet): 68.5 Max Distance (Miles): 0
Takeoff Lat/Long: 45.823742,-122.947647 Above Sea Level (Feet): 528.7		Flight App: Explorer	
Battery Name: Bat-EVO2-004		Takeoff Bat: 99% Takeoff mAh: 6890 Takeoff Volts: 12.836	Landing Bat: 84% Landing mAh: 5846 Landing Volts: 12.233
Takeoff Degrees/Minutes/Seconds: 45° 49' 25.47"N, 122° 56' 51.53"W Ground Weather Summary: Possible Light Rain Photos: 0 Videos: 0 Drone Name: EVO_2_UR4WX Drone Type: EVO2 Avg Wind: 3.4 Max Gust: 15.3			
Flight #6	2023-01-03 15:02:45 TRT_TRNG_Jan 3rd, 2023	Air Time: 00:24:04 Total Mileage (Miles): 1	Max Altitude (Feet): 171.1 Max Distance (Miles): 0
Takeoff Lat/Long: 45.845314,-122.829819 Above Sea Level (Feet): 66.8		Flight App: Explorer	
Battery Name: EVO2-0001		Takeoff Bat: 99% Takeoff mAh: 6076 Takeoff Volts: 12.671	Landing Bat: 27% Landing mAh: 1628 Landing Volts: 10.894
Takeoff Degrees/Minutes/Seconds: 45° 50' 43.13"N, 122° 49' 47.35"W Ground Weather Summary: Mostly Cloudy Photos: 12 Videos: 5 Drone Name: EVO_2_UR4WX Drone Type: EVO2 Avg Wind: 3.6 Max Gust: 5.9			
Item #7	Total	Air Time: 01:11:15 Total Mileage (Miles): 2	
Photos: 361		Videos: 7	

STAFF REPORTS

Fire Chief Report February

Meetings Attended

Date	Topic	Date	Topic
1/3/23	Rope Rescue Drill	1/17/22	Active Shooter Roundtable
1/4/23	Apparatus Committee Meeting	1/17/22	Admin Team Meeting
1/5/23	Officer Meeting	1/18/22	Fire Defense Board
1/5/23	SDAO Training	1/19/22	AUVSI Cascade Chapter
1/5/23	Officers Meeting	1/19/22	Military leave review mtg
1/9/23	SHSP Grant Meeting	1/20/22	DeDrone Mtg
1/9/23	Conversation with Grant Consultant	1/23/22	Westlake Development mtg
1/9/23	Food Truck Inspection	1/23/22	Lexipol work session with 4304
1/11/23	AUVSI National call	1/23/22	MTG with Rep. Greyber
1/11/23	CCOM Board Mtg	1/23/22	Underground inspection
1/11/23	FAA Webinar	1/24/23	Mtg with Rep Owen
1/11/23	OSGP Mtg	1/24/23	Mtg with General Fire
1/11/23	Met with KOIN	1/25/23	Labor Mgt meeting
1/11/23	PERS Meeting	1/26/23	Legislative mtg
1/12/22	Ops Committee mtg	1/26/23	TVF&R/DroneSense/Intterra mtg
1/12/22	MTG with Insurance company	1/26/23	Protocol Update class
1/12/22	Board Meeting	1/30/23	Mtg with Rep Morgan
1/14/22	PALS / CPR / ACLS	1/30/23	Awards and incentive meeting
1/17/22	MTG with ODF	1/31/23	OMIC Sprinkler Final

Hours Worked January: 205 Hours

On Call in January: 112 Hours

TOTAL HOURS: 317

Training

PALS/CPR/ACLS and Rope Rescue Drill

Projects

EMS Boundaries Multnomah County – *In Progress*

Draft Strategic Plan – *In Progress*

Fire Station Project ~ *In Progress*

OSFM HMEP Grant 2021 ~ *Awarded X2*

UASI Grant for UAS Training ~ *Update in this board packet*

UASI Grant for UAS Detection for LEWG ~ *Update in this board packet*

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

SPIRE Grant ~ *Assisted OEM with specifications for this program*

Senate Discretionary spending request ~ *Awarded*

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

Tender Project ~ *In progress*

Engine Project ~ *In Progress*

It's funny, last month I said we had a busy month. When we look month after month and compare from previous years, we seem to be seeing a new pattern emerge. Every month is busier than the last. Between training, meetings, and inspections I don't really remember when January started. Thankfully, our team was able to accomplish an incredible number of tasks and assignments.

We have opened up a community survey for our agency. Unfortunately, we have not had many responses thus far, but as we get closer to the end of the month, we will post it on Facebook as well as our website. Of the responses we have received, they have been very informative. The results of this survey will be included in the 2022 Annual Report due at the end of this month. The survey can be found at www.srfd.us/survey

As you will notice in this board packet, we are working hard at updating our policies. This will be a constant as we work through 2023. Special thanks to the labor group and chief Greenup for reviewing everything and providing input.

In December, we were awarded reprogramming money from the RDPO to complete our UAS program. In addition, the law-enforcement work group asked us to help with one of their projects which we have started. This project will procure a device for drone detection. We have been working hard to see these projects through to completion as soon as possible. There is additional information included in this board packet.

Chief Marks and I attended a Tabletop exercise at the city regarding active shooters at school. This was very informative and was a great start for new partnerships and relationships that will enhance our response to all types of emergencies at schools and beyond.

Last week I was contacted by the 911 director to represent all the fire agencies in the county, as the technical specifications are developed for the replacement of the aging system. While this project seems to be drawing a lot of interest and some conflict, I will do my best to represent our agency and the rest of the county fire agencies.

I attended the Chiefs Round Table in Eugene the last weekend in January. I am glad I attended since there was a lot of information regarding ambulance billing, insurance, and challenges other agencies have had with bonds and diversity in the fire service. I think I took about six pages of notes in the two, half day sessions. Special thanks to Chief Greisen for covering my duty shift while I was at the round table.

Staffing seems to be stabilized, however there may be a couple of staffing challenges in the near future. We are aware of these challenges and working on various plans to make sure that all shifts are covered.

OPERATIONS REPORT

January was our busiest month ever. We had a 16% increase in call volume over last January. Thankfully we were able to get some significant projects completed. We have one last radio out for repair with BK. When that returns and is installed in the pickup, our project will be complete. Special thanks to EMS and Training for getting all the refresher training and task book sign off training scheduled and completed. We did have one REM deployment to CRFR but it was cancelled just prior to arriving.

We are starting the planning process on how and when we might replace light response vehicles (Duty chief and squad).

This month we acquired several more traffic safety signs for the response vehicles. New hose was ordered to start replacing our old end of life hose. This is part of our capitol replacement project list for this year.

Next month, we will be bringing a purchase proposal to the board for a capital outlay expenditure to replace our outdated and non-serviceable thermal imager's. This is a budgeted item; however, we are trying to obtain several quotes to get the best price for the district.

Additional progress was made with the fire station project. We have a meeting scheduled with the city this month to go over floodplain issues and any other concerns the city may have with future development of our property.

I spent a considerable amount of time with the vendor over the month to finalize paint colors. There was a change in the red color for the water tender, but thankfully the paint colors match so closely it will not be an issue. We signed the Sourcewell contract, so the project is moving forward. We will be scheduling another committee meeting in the next week and a half to cover options and schedule the pre-construction meeting. Five people will be going back for the pre-build and three for the final inspection.

Several hours were put into an Intterra upgrade that will help on large incidents and weather emergencies. This is all part of the REGIS work group we are a part of.

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

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

Chapman station: The roof was covered in the areas of the leak. We are still working on getting quotes.

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

Division Chief Marks
February 2023

January Projects:

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

Drills / Activities / Meetings in January included

Admin Meetings	Fire Defense Board
Protocol Development	EMS Committee
FTEP Follow-up	EMS Training
CCOM Radio Presentation	Apparatus Committee
Area Trauma Advisory Board	
Meet with New County Commissioner, New public health director and EMS Chiefs	

All ALS providers completed the hands-on portion of ACLS, PALS and CPR during the month of January. These classes are required for our ALS providers. The training occurred over two days with all members showing competency with these skills. Due to technical issues, some of the providers continue to work on completing online portions of the course to receive full certification.

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

Communication with the county continues to improve. In January, the EMS chiefs met with Kelli Jo Smith and Jamie Aanensen. Ms. Aanensen was recently hired as

the new public health director for Columbia County. These two seem very interested and willing to talk with EMS leadership about issues we have encountered recently. We are working collaboratively to better the EMS system across the county and improve working relationships. We continue to wait for a finished product from Fitch and Associates.

There have been some delays with the access control system. Items listed as in stock by manufacturers were not correct. Again, currently the system is functioning but adding new access devices to individuals is difficult at this time. I am working with the contractor closely to ensure our project is completed as soon as possible.

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

NIFF Curio has been continuing to prove she is an asset to the organization. She shows to be a leader in the EMS community. She volunteered to work on a subcommittee of the protocol development committee to review recommendations on current and best patient care practices.

My Time Worked in January 2023	231 hours
Call Time in January 2023 (time)	98 Hours (call shifts minus office time)
Total Hours for January	329 Hours



Chimney fire January 30, 2023. Crews worked to extinguish a stubborn fire that had been burning for approximately 3 hours prior to our notification. Luckily, the fire was contained to the chimney and did not extend to the structure.

Chief Bautista Report

February 2023

January Projects:

SRFD Fire Marshal Fee Schedule Proposal (Tabled)

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

Update CCFiremarshal.com website (Tabled)

2023 Training Calendar (In progress)

AFG grant application coordination (In progress)

Fire Marshal Duties:

Two (2) consults were conducted. Two (2) special inspection was completed. One (1) food cart inspection was completed. One (1) driveway inspection was completed, three (3) company inspections were completed, three (3) fire pre-plans were completed, two (2) re-inspections were completed.

Maple Street fire investigation is still ongoing. A meeting with all stakeholders is going to be planned in February to review this fire investigation. This case is being shared with ATF and NFA instructors for consultation on next steps while I am attending the Forensic Evidence and Interviewing course last week of the month.

Company Inspections continued in January. We have incorporated completion of fire pre-plans with every inspection as time allows.

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

Training Duties:

Rope Rescue skills drill occurred on January 3rd and 4th. SRFD members have been making good progress towards completing Operations and Technician task books.

We have 3 Volunteer Firefighter Recruits in the academy and 1 Volunteer Firefighter Recruit from Sauvie Island Fire District. This is a hybrid academy with didactic lessons online and skills on the weekends. Thanks to all the members who stepped up to be lead instructors for the drill weekend and volunteered to help.

NFPA Apparatus Operator with Aerial Device course is scheduled for 2/28/23 & 3/1/23. The course will be a hybrid format. Gordon Houston from Portland Fire & Rescue will be instructing the course.

An in-house NFPA Public Information Officer course will be offered in February. The course will have didactic lessons online and skills day scheduled for a later date. We have a large interest from both career and volunteer members.

Lastly, we are putting on a NFPA Live Fire Instructor course which will also be hybrid style. The skills day will be on 4/16/23 during our live fire drill for the Volunteer Firefighter Academy.

Total training hours for January 2023 were 89.5 hours

January Meetings:

1/5/23	Officers Meeting
1/5/23	Latinx Collaboration
1/9/23	Hand-On Fire Investigation Training
1/9/23	Phone Call with Reed Consulting - AFG Application
1/9/23	Food Truck Inspection
1/10/23	LCRTOA
1/10/23	Columbia County Fire Investigation Team Mtg. (FIT)
1/10/23	PIO – KGW Interview
1/10/23	PIO – KOIN Interview
1/11/23	PERS planning mtg
1/12/23	Rose Valley Re-Inspection
1/14/23	ACLS PALS CPR Hands On
1/16/23	Alteza Flims - Consult on Wildland Grant Media Campaign Estimates
1/18/23	Consult - Wildfire Prevention on Callahan Rd
1/19/23	Driveway Application Review Consult - 27950 Scappoose Vernonia Hwy
1/23/23	Bucket Test - 51687 SW EM Watts Rd.
1/23/23	Driveway Inspection on Gibbs Rd
1/23/23	Underground Inspection - Water Supply @ 51911 EM Watts
1/24/23	Company Inspection (C Shift) - US Bank
1/25/23	Inspection Letter for 26085 NW Dixie Mountain (WA County)
1/25/23	Fork'D Company Inspection - A Shift
1/25/23	Fork'd Pre-Fire Plan Creation with A Shift
1/25/23	Labor MGT Meeting
1/27/23	Wenner 6 Month Skills Test
1/27/23	Company Inspection - B Shift Ackerman Psychological

Chief Officer Development & Training:

Fire Investigation: Forensic Interviewing and Evidence R0780 (NFA)

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

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

Total hours for January 2023: 307.75 hours (179.75 hours & 128 Duty Officer On-call hours, minus office hours)

Member Outreach / Battalion Aide Green Report

February 2023

Training / Drill:

This month was an excellent month of drill night participation with the volunteers. I was able to get the NFPA Alternative Fuels class done for most of the volunteers and went over the same training with all crews on shift. The new recruits are starting week three of academy, and they have all been issued bunker gear and uniforms. Over the weekend I taught ropes and knots, and fire extinguishers for the volunteer academy. They are a very excited and involved group of recruits.

Projects:

The awards banquet is in the works, still waiting on a quote from Wild Currant catering and Wildwood golf course.

Has been a very busy month. I expect to have the volunteer handbook complete by the next board meeting.

Upcoming Classes:

I signed up for PIO class as well as an Investigator class. Was able to complete Instructor one task book and have it ready to be sent to DPSST. I have also been going on inspections with Chief Bautista and was able to sign up for Inspector 1 and 2 courses for May.

January 2023 Finance Report

Revenue: GEMT payments totaling \$63,142 were deposited in January. These were all from Coordinated Care providers (CCO) and were reimbursements for January-June 2022. We expect to receive the reimbursements for the second half of 2022 in June 2023.

SRFD received \$17,216.79 for the McIver Fire conflagration. This brought the total conflagration receipts for FY 22-23 to \$46,028.15.

EMS revenue totaled \$58,386.57.

Tax turnovers in January totaled \$46,943.19, leaving \$72,227.01 to be turned over in order to meet our 90% collection with five months yet to be collected. We've received 98.4% of the current year tax collections.

General Fund revenues are trending above budgeted amounts except for the Gas Royalties and Miscellaneous Revenue line items. The district did not receive any gas royalties in July 2022 due to calculation errors in 2021.

Expenditures: Cash payments totaled \$232,272.91 in January.

Notable expenses for January include:

- Property & Casualty Insurance payment of \$66,148. This annual expense was an 8% increase over 2022 costs.
- ImageTrend annual fee of \$11,053.68
- Cascade Healthcare Services LLC PALS training \$11,870.00
- Stryker Sales Corp. power loader for new ambulance \$24,138.04
- Credit card charges of \$10,367.45
- Maintenance of equipment expenses \$15,767.73
- Information Technology expenses \$22,468.82 (includes ImageTrend expense above).

2021-2022 Audit: Completion of FY 21-22 audit is scheduled for February 6-10, 2023.

FY 23-24 Budget: Members of the budget committee received the approved calendar and welcome letter on January 17, 2023. Members were invited to participate in board discussions of major budget items prior to the May 11, 2023, budget committee meeting. There is one vacancy on the budget committee.

Budget requests are currently being submitted, and preparations are underway for FY 23-24 budget documents.

Payroll Review: The forensic accountants are in the final stages of the review of SRFD payroll. We expect their report any day.

Submitted by Maria Heath

OLD BUSINESS



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Major Budget Items

DATE: February 5th 2023

Requested Action: Review information.

Critical date for action: Next Fiscal Year

Purpose:

As we prepare for the 2023 to 2024 fiscal year and budgeting cycle, it is important to get the board's input on large capital expenses and an understanding of significant and important projects related to day-to-day operations of the fire district. At this meeting no action is requested other than staff will facilitate discussions related to some of the big-ticket expenses we are looking at for the next fiscal year.

Impact:

Emergency Response Equipment
\$53,000

Facility Upgrades
\$143,000

Apparatus Purchases
\$300,000 (Chief Response Vehicle, Replace Squad, Rescue Upgrade)

Availability of funding:

This last fiscal year we budgeted \$200,000 towards capital items, excluding vehicles. Currently we do not have a scheduled timeframe for the purchase of HVAC equipment.

Coordination:

This project to be coordinated by finance and staff assigned to this project.

Contact person(s):

Jeff Pricher

Director of Finance

Recommendations:

1. Take no action.

Conclusion:

Our hope is that the board will review this information between this board meeting and next board meeting. It is also our hope that if the board has any questions they will reach out to staff for clarification and or any additional information as we get closer towards putting together the budget for the next fiscal year. As the items are highlighted below, please keep in mind that these are concepts and items that we would like to plan and build into either next year's budget or future years' budgets. In no way should the budgeted items be misconstrued or thought of as expenses that need to happen all at once. Staff believes it is important for the board to understand some of the bigger ticket items that we are looking at as we prepare for the future of the district.

BUTGET ITEMS:**Emergency Response Equipment**

1. Hose \$25,000
2. Nozzles \$10,000
3. Washer and Dryer for Bays \$18,000

Facility Upgrades

1. HVAC unit replacement \$80,000
2. Replace Blower motor in Bay for heater \$3,000
3. Boat House Electrical Upgrade \$10,000
4. Community Fridge \$10,000
5. Training Room Upgrades \$40,000

Apparatus Purchases

1. Rescue re-chassis \$100,000
2. Squad vehicle replacement \$100,000
3. Command vehicle replacement \$100,00

c file r.f.

Policy Manual

103.1 PURPOSE AND SCOPE

The Policy Manual of the Scappoose 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 **rescinded** **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 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 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 or collective bargaining agreement, such law, District policy 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

Policy Manual

modify those provisions of the manual to 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 Fire District.

Employee - Any person employed by the District.

Fire Code - ~~2019 edition of the~~ [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 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 Fire District. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

Manual - The Scappoose Fire District Policy Manual.

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

Member - Any person ~~who is~~ employed or appointed by the Scappoose 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 ~~he/she~~ [the member](#) is actually engaged in the performance of ~~his/her~~ 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.

Policy Manual

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 he/she has been provided access to, and has 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.

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 he/she has 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 his/her 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.

Drug- and Alcohol-Free Workplace

1232.1 PURPOSE AND SCOPE

The Scappoose Fire District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on district property or when performing district-related business elsewhere (41 USC § 8103).

1232.2 POLICY

It is the policy of the Scappoose Fire District to provide a drug- and alcohol-free workplace for all members.

1232.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (OAR 437-001-0760(4)) (see the Work Restrictions section in this policy).

1232.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

1232.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1232.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Drug- and Alcohol-Free Workplace

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1232.4.1 ADDITIONAL MEMBER RESPONSIBILITIES

Members licensed to attend to any ill, injured, or disabled person shall not consume alcohol within eight hours of reporting for duty or while on-call (OAR 333-265-0083). Members who become aware that another member has consumed alcohol within eight hours of reporting for duty or while on-call shall notify a supervisor.

1232.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Administration, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1232.6 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Division Chief respond to the location of the impaired member. The Division Chief shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

1232.7 REQUESTING SCREENING TESTS

A supervisor or Division Chief may request that an employee submit to a screening test under any of the following circumstances (ORS 659A.300):

- (a) The supervisor or Division Chief reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.

Drug- and Alcohol-Free Workplace

1232.7.1 DIVISION CHIEF RESPONSIBILITY

The Division Chief shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1232.7.2 SCREENING TEST DISPOSITION

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

1232.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1232.9 CONFIDENTIALITY

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Lieutenant - SRFPD

410.1 POSITION ATTRIBUTES

Position: Lieutenant

Organizational Unit: Operations or Volunteer Divisions

Immediate Supervisor: Division/Battalion Chief

Job Status: Full-Time/Volunteer

FLSA Status: FT - Non-Exempt, Volunteer - Not Applicable

Supervisory Responsibilities: Supervises company members as assigned.

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.

410.2 GENERAL STATEMENT OF DUTIES

Plans, organizes, and supervises the work of firefighters, EMT and support personnel. Responds to emergencies with his/her company and effectively places resources at the emergency scene and supervises the company's emergency activities. Is in charge of emergency scene until relieved by a superior officer. Supervises the activities and duties of a company including maintenance of District equipment, apparatus and quarters. Performs and supervises company training activities and fire prevention inspections. The Lieutenant could be assigned one or more special areas of responsibility and could assist with administrative assignments. Works under the supervision of higher ranking officers, who review work for effectiveness and conformance to adopted District Policies and Guidelines.

Examples of Principle Duties:

- Oversees the daily operations of assigned personnel. Assigns work and establishes priorities as necessary; participates in annual performance reviews. Resolves difficulties encountered in crew operations. When on shift work, prepares station log.
- Plans, supervises, and participates in the training and instruction of a company in the methods of lifesaving and firefighting. Maintains proficiency levels as required by District standards. Supervises and participates in fire drills; conducts classes in fire suppression and prevention, first aid, and related subjects; provides direction in training companies; develops and conducts training courses; researches new methods in fire suppression and prevention for course materials.
- Responds to emergencies, evaluates situation, determines method of attack and directs activities until relieved by a superior officer. Sizes up fires or other emergency

Scappoose Fire District

Policy Manual

Lieutenant - SRFPD

situation, calls additional alarms, and directs the work of all personnel in an IDLH and on an emergency scene until relieved by a superior officer. Supervises and renders first aid and resuscitation as required.

- Acts as single unit, division or group manager under Incident Command System.
- Makes preliminary investigations of fires and gathers evidence to determine fire cause if possible.
- Supervises fire prevention and public relations activities, including tours through stations, demonstrations and related activities.
- Supervises and participates in pre-incident survey of buildings and installations within a designated area. Prepares a floor plan locating therein important features, fixtures and apparatus that would be a value in fighting fire in the building.
- Conducts member evaluations and recommends appropriate personnel action to the Chiefs.
- Enforces pertinent District rules, regulations and standard operating procedures.
- Supervises and participates in the cleaning and maintenance of the fire station facilities and equipment.
- Attends conferences, drills, schools and various meetings to keep abreast of new development and discoveries in fire behavior, firefighting and supervisory techniques and knowledge.
- Prepares reports and keeps records as required by department policy; obtains all necessary information and fills out required emergency incident reports.
- Performs firefighting, engineer or EMS duties as needed (this includes patient care and transport).
- Responds to public inquiries or complaints regarding fire issues or problems.
-

410.3 MINIMUM REQUIREMENTS AND EDUCATION

- (a) This position will meet all requirements as listed in the Firefighter EMT job description.
- (b) Three years of progressively responsible experience in a fire service field and/or continual employment with the District.
- (c) DPSST certified Pumper Operator
- (d) DPSST certified Wildland Interface Firefighter (FFT2)
- (e) DPSST NFPA Firefighter II Certificate
- (f) DPSST NFPA Instructor I Certificate
- (g) Complete NFPA Fire Officer I course work
- (h) Complete DPSST Advanced Wildland Interface Firefighter (FFT1)

Deleted: <#>Qualify as an Acting Lieutenant/Officer for a minimum of 12 months

Scappoose Fire District

Policy Manual

Lieutenant - SRFPD

- (i) I-300 course completion
- (j) I-400 course completion

Moved down [1]: <#>Complete DPSST Wildland Interface Engine Boss course work

Deleted: <#>Minimum three (3) consecutive years employment with the District

410.4 PREFERRED REQUIREMENTS AND EDUCATION

- (a) Bachelor degree or above in Fire Science, Emergency Medical Services, Business Administration or a related field.
- (b) Complete DPSST Wildland Interface Engine Boss course work
- (c) Task Force/Strike Team Leader course work
- (d) Basic Fire Service Institute Certification
- (e) Completion of Fire Service Institute Courses and related field work:
 - 1. FSA 307 – Emergency Service Delivery
 - 2. FSA 309 – Inspections and Investigations
 - 3. FSA 313 – Personnel Management

Moved (insertion) [1]

Deleted:

Formatted: Right: 0", Space Before: 4.55 pt, Line spacing: single

410.5 KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Knowledge of modern methods, techniques, and theories used in company level fire fighting and fire prevention.
- Knowledge of modern first aid and emergency medical principles and practices and skill in their application.
- Knowledge of the operation and maintenance of the various types of fire apparatus and equipment used by the District and related resources.
- Knowledge of the operation and maintenance of apparatus and equipment.
- Knowledge of the principles of hydraulics and applied to the fire service.

Skills

- Skill in leading, directing, and supervising fire fighter, EMT and support personnel, both under emergency conditions and in routine work.
- Skill in training and instructing company grade personnel in modern fire fighting and fire prevention methods, first aid and emergency medical techniques, and theories.
- Skill in reasoning and reacting quickly and calmly in emergency situations.
- Skill in working effectively in management committees.
- Skill in evaluating current management conditions and make changes as needed.
- Skill in understanding and following oral and written instructions.
- Physical strength and agility sufficient to perform the work of the class.

Scappoose Fire District

Policy Manual

Lieutenant - SRFPD

Abilities

- Ability to climb ladders, handle hose and lift heavy objects.
- Ability to work in high places and confined areas.
- Ability to endure heat and cold, and strenuous activity.
- Ability to lead personnel effectively, maintain discipline, promote harmony, exercise sound judgment, and to cooperate with other officers.

410.6 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.

Petty Cash Management

209.1 PURPOSE AND SCOPE

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

209.2 POLICY

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

209.2.1 DEFINITIONS

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

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

209.3 RESPONSIBILITIES

209.3.1 FIRE CHIEF RESPONSIBILITIES

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

- (a) Designation of a petty cash custodian.
- (b) Initial and replenishment fund amounts. The petty cash fund should not exceed the amount established by the District.
- (c) Maximum dollar amount for purchases. Petty cash expenditures should be limited to no more than \$100.
- (d)
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
- (e) An approved petty cash ledger for use by the custodian. The ledger may be maintained electronically or by hand and should require the following information for all transactions:
 1. The name of the member receiving cash
 2. The amount disbursed to the member
 3. The reason for the disbursement
 4. The amount of any cash returned
 5. The amount of any cash received to replenish the account
 6. A copy of any purchase receipt

Petty Cash Management

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

209.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

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

- (a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.
- (b) Requesting replenishment funds from the Finance Director when the funds on the account fall below the established replenishment amount or requesting funds needed to bring the petty cash fund back to the maximum allowable amount. Requests should be made at any regular membership meeting. No "emergency" requests should be permitted or approved.
- (c) Receiving funds for replenishment only from funds approved and allocated from department accounts or by the return of unused funds properly issued to members.
- (d) Maintaining the petty cash ledger according to this policy and the Petty Cash Procedure.
- (e) When someone other than the custodian will be handling the petty cash fund, accounting for all petty cash and vouchers before transferring petty cash responsibilities to an alternate custodian.

209.4 PETTY CASH VOUCHERS

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

Scappoose Fire District

Policy Manual

Petty Cash Management

Petty cash vouchers should be sequentially numbered.

Purchasing and Procurement

210.1 PURPOSE AND SCOPE

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

210.2 POLICY

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

210.3 PURCHASING COORDINATOR

The Fire Chief should designate a member to coordinate district purchases. The member's responsibilities should include:

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

210.4 REVIEWS

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

COMITTEE REPORTS

MISCELLANEOUS

NEW BUSINESS



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Purchase DeDrone UAS Detection Equipment

DATE: February 5th 2023

Requested Action: Authorize staff to order and purchase 3 UAS detection Antennae packages totaling \$50,000. This is part of a 2020 UASI / RDPO Pass Through Grant.

Critical date for action: This should be completed in the next 30 days. The funds must be expended before the 1st of June 2023. The faster we get our order in, the greater chance we will have to show off this technology at the Statewide Interoperability Conference the First week of April.

Purpose:

In November of 2022, the Law Enforcement Working Group, a part of the RDPO, asked Scappoose Fire if we could take over the project that they had funded in 2020 to acquire Drone Detection equipment. With the capabilities of the Aviation project and our expertise, the group asked for help. No one in their group had the understanding to be able to make this happen. If we did not help, the funds would have been reallocated. UAS or Drone detection is as important as the flight operations we conduct. More and more we are experiencing bad actors or members of the public who try to fly and interfere with our operations. This equipment will allow us for the first time to be able to locate unwanted aircraft and the Ground Control Station (GCS) where the pilot is located. This is paramount to maintaining our Safety Management Systems, Operational Risk management and Aeronautical Decision Making necessary to deconflict with other aircraft.

Impact:

The impact of having this equipment in our area is unrealized at this time. No one in the state currently has this capability with the exception of a few three letter agencies.

This will have no long-term impact to our budget since this is a pass-through grant.

This purchase will be made in accordance with our purchase policy. There are roughly three companies in the US that offer this technology. Two of those companies sell a product that does not meet the Penn Trap laws. Therefore, the company we intend to purchase from does.

The equipment is technology akin to radio direction finders that are in use all over the US today. The equipment does not decode, tap or capture any of the signals between the aircraft or the GCS. The three antennae's will act in concert to triangulate the radio signals and plot them on a map.

Availability of funding:

The district has adequate funds in our LGIP account to cover the initial match. Since all funds have to be expended and the project closed out by the 1st of June, this is well before our fiscal year ends. In other words, this will not affect our ending balance and subsequent beginning balance for FY23/24.

Coordination:

This project to be coordinated by Chief Pricher.

Contact person(s):

Jeff Pricher

Maria Heath

Attachments: Bid from DeDrone

Recommendations:

1. Allow staff to start the purchase process for this sole source purchase.
2. Take no action.
3. Table this for another month.

Conclusion:

This equipment will be a welcomed addition to the RDPO region and beyond. Clearing this project from our books sooner than later will be beneficial for staff and the budget process as a whole. There should be a minimal impact to staff during the coordination of this project as most of the work has already been complete.

We will not purchase anything until we make sure that all of the subrecipient agreements with the City of Portland and the RDPO are vetted and finalized.

c file
r.f.



Dedrone Holdings Inc.
45662 Terminal Drive, Suite 110
Sterling Virginia 20166

Expiration Date 2/28/2023
Create Date 10/24/2022
Prepared by Travis Scott
Email travis.scott@dedrone.com
Phone No.

Quote Number Q-06805

Account Number 1514438
Account Name Scappoose Fire District
Account Contact Jeff Pricher

Product Code	Product	Term (Yrs)	Qty	Unit Price	Total Price
RF-BUN-LOC	DedroneTracker Situational Awareness (3Yr)	3Yr	1.00	\$50,000	\$50,000.00
Includes: 2 - RF-360 RF and WiFi classification sensor(s) with direction finding, 3-year Warranty & Software Included 1 - RF-160 RF and WiFi classification sensor(s) with omni directional antenna, 3-year Warranty & Software Included On-going feature enhancements, DroneDNA updates, and support for Dedrone RF Sensors Cloud Instance					
				Subtotal	\$50,000.00



Dedrone Holdings Inc.
45662 Terminal Drive, Suite 110
Sterling Virginia 20166

Expiration Date 2/28/2023
Create Date 10/24/2022
Prepared by Travis Scott
Email travis.scott@dedrone.com
Phone No.

Quote Number Q-06805

Account Number 1514438
Account Name Scappoose Fire District
Account Contact Jeff Pricher

Payment Terms: Net 30

Notes

The products and/or services purchased pursuant to this quote are governed by the End Customer Agreement, which includes the Addendum for Airspace Security-as-a-Service, (the "ECA") as provided at <http://dedrone.com/terms>.

This quote and the ECA together constitute an integrated agreement (the "Agreement") between Dedrone Defense, Inc ("Dedrone") and the undersigned counterparty. By signing this quote, or subsequently issuing a purchase order to Dedrone on the basis of this quote, the counterparty agrees to all terms and conditions of the Agreement. Any terms included by customer on a purchase order and/or any other customer generated document (including, but not limited to, hyperlinks, portal click wrap terms, or other standard customer generated click wrap terms) that conflict with the terms of the Agreement will not be binding on Dedrone.

Signature: _____

Name: _____

Title: _____

Date: _____

Unless otherwise agreed upon, standard delivery time is 4-6 weeks

DATA SHEET

RF-360 Sensor

Cloud-ready, RF-based localization
of drones and their remote controls



RF-360

The RF-360 is a passive, network-attached radio sensor for the detection, classification, and localization (geolocation) of drones and their remote controls.

Key features

- RF-based localization finds drones and pilots and plots them on a map
- Long-range drone detection and direction finding (up to 5 km)
- Fast installation and start-up due to cloud-readiness thanks to integrated LTE and GPS
- Provides information on “hotspots” of drone activity
- Optimized for RF noisy environments
- No legal authorization required



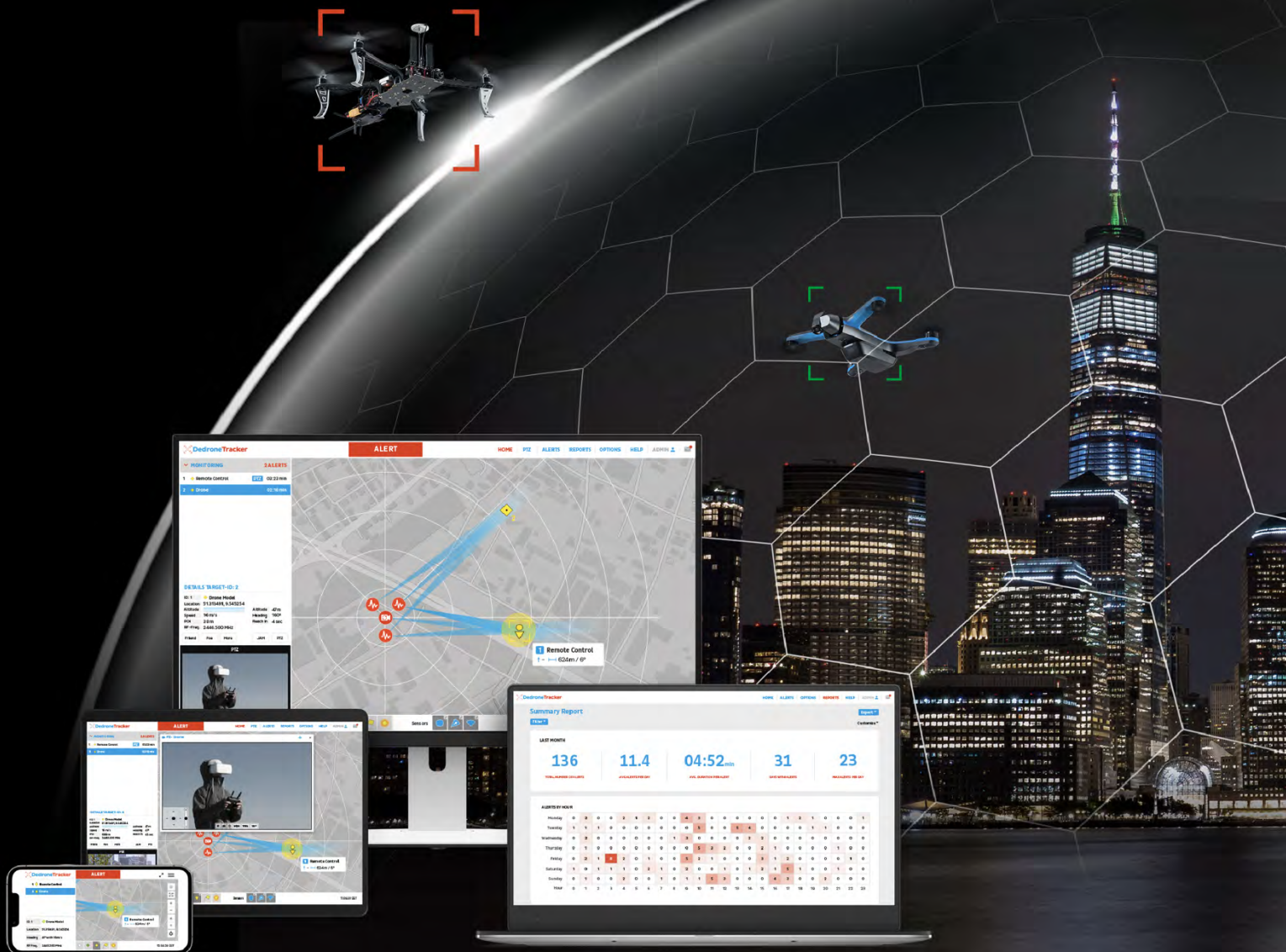
Specifications

Range (line of sight)	Under normal conditions 1.25 mi (2.0 km) for most drones Under ideal conditions up to 3.1 mi (5.0 km) for specific drones
Device Type	Sensor ¹
Radio Frequency	Omnidirectional, passive detection, classification, and direction finding
L x W x H	12" x 12" x 15.96" (300 mm x 300 mm x 405 mm)
Weight	15.5 lb (7.0 kg)
Ingress Protection Rating	IP65
Operating Temperature	-4 °F to +131 °F (-20 °C to +55 °C)
Power Supply Cellular Operation	AC 100-240V 50/60 Hz max. 1 A
Power Supply on Premises Operation	PoE IEEE 802.3bt (60 W) or AC 100-240V 50/60 Hz max. 1 A
Power Consumption	24 W (typical)
Communication Technologies	Cellular Communication ² or Ethernet
Connectivity	Via LAN to existing IT infrastructure or via the integrated mobile connection in the Dedrone Cloud
Configuration, Operation, and Alarms	Via the browser-based DroneTracker software (software version >= 4.2.15 and valid license)
Software Updates	Firmware and DroneDNA updates via a DroneTracker instance (cloud or server)

¹ pole not included ² for North America, most of Europe and others possible

For more information contact sales@dedrone.com

Dedrone Overview



System Overview

The foundation of the Dedrone solution presented in this document is based on Dedrone's **DedroneTracker®** software that has been commercially available since 2014 and is currently licensed to over 100 commercial and government customers. The DedroneTracker capabilities were built with a focus on best-in-class Detection, Identification, Tracking, and Mitigation of Small Unmanned Aerial Systems (Group 1-3 sUAS). The Dedrone architecture is a software platform that analyzes data from multiple types of sensors to automatically detect and classify Group 1-3 sUAS. The software uses the sensor data to provide real time situational awareness of the flight path of the UAV, automatically records all information to any external hard drive/storage for incident reporting and provide the information necessary for an operator to take action. The software can whitelist "good" drones, so alerts will not be triggered by friendly assets. The DedroneTracker software has no limitations on the number or type of sensors it can analyze; thus, should you require a greater range of coverage from the perimeter of a facility in the future, we can integrate additional sensors to provide that capability. Additionally, as new sensor modalities come onto the market, DroneTracker can integrate them, preventing the system from becoming obsolete.

Below is an overview of the hardware and software is used to provide high quality airspace visualization:

Hardware:

- **Radio frequency sensors:** RF sensors are the cornerstone of airspace security, and detect commercial, consumer, and DIY or prototype drones, the flight path as well as the location of the pilot and the drone. RF sensors are capable of identifying drone type/model is used, which is critical forensic data used to bring legal action against trespassers.
- **Cameras:** Cameras have eyes on the movement of the drone. They deliver visual proofs of drone activity, detect and locate the drones, help identify the payload, and record forensic evidence of drone intrusions.
- **Radar:** When permitted to use, radar provides long-range detection including the position and height of the drone.
- **AeroScope:** a comprehensive drone detection sensor that rapidly identifies DJI UAV communication links, gathering information such as flight status, paths, and other information in real-time.

Software:

The DedroneTracker software connects sensors, performs machine-learning analysis, and is the central nervous system for the complete solution.

- **User interface:** A user interface should be enterprise-grade, provide multi-user access, and give instant notifications of an approaching drone. Additionally, summary reports should be automatically produced and available on-demand for easy analysis of the most critical airspace security data.

- **Video analytics:** Using PTZ cameras, video analytics differentiates between moving objects, such as a plane, bird, car, helicopter or drone.
- **Machine learning platform:** A drone detection software should constantly be learning and upgrading, much like antivirus software and malware protection tools.

“Decoupled” technology system architecture

Also referred as “sensor agnostic,” each computing element in the Dedrone ecosystem is able to stand alone. Because of this, you will be able to integrate a wide variety of different brands, models or manufacturers of hardware with a DedroneTracker software, which will create a flexible and cost-effective solution that meets your needs.

Machine Learning Software Ensures Currency

Since UAV technology advances rapidly, only a software-based solution can stay current with the ever-changing use of RF spectrum for UAV and pilot remotes. DroneTracker’s DroneDNA database is a machine learning system and classification engine that recognizes UAVs and RCs (pilots) of all kinds (commercial, consumer, and homemade).

Trained on millions of signals, images, and data points and using RF and Wi-Fi protocols, DroneDNA provides DroneTracker with the ability to distinguish between different drone models. Knowing the type of UAV flying into the airspace (especially drone-specific characteristics: speed, range, payload capacity) is beneficial for rapid assessment and mitigation planning. DroneDNA signatures are continually updated; thus, the Dedrone system is always current and able to protect against the latest threats.

Benefits for Multiple Stakeholders

Our customers have engaged with Dedrone to extend the use cases and benefits of the system by leveraging our technology to create high quality airspace visualization. With a multi-tenant approach, an unlimited number of additional stakeholders can gain situational awareness by leveraging the same Dedrone sensors. Additional use cases include:

- **Correctional facilities:** Contraband deliveries, including weapons and drugs
- **Critical infrastructure:** Power plants, oil & gas refineries and pipelines, reservoirs and other resources can be compromised discretely and easily with an unauthorized drone
- **Airports:** Preventing costly airport operation shutdowns, delays and drone collisions with passenger aircraft
- **Government & Military Operations:** Illegal or unidentified drones in government/military airspace will be considered a hostile threat to operations, and prompt immediate action
- **Corporations:** Cooling units on rooftops protecting data centers, sensitive IT infrastructure vulnerable to hacking, prototypes/intellectual property protection
- **Arenas/Stadiums:** Protecting athletes and spectators from physical threats; protecting broadcasters and copyrights from unauthorized cameras
- **Major political or social events:** Protecting the physical safety of large crowds of people and VIPs from paparazzi or terrorists

- **Healthcare:** The use of UAS to enhance medical logistics within healthcare systems.
- **Drone Package Delivery:** Retail stores that have partnered with UAS operators for package delivery operations.
- **Drone as a First Responder (DFR):** Law Enforcement agencies leveraging drones for first responder initiatives.
- **BVLOS Approval:** Supply UAS operators with critical surveillance data to obtain FAA approval to operate BVLOS under Part 107, Part 135, and other authorizations;
- **Truth Source:** Allow UAS manufacturers, sensors manufacturers, and UAS operators to validate on-ship Detect and Avoid (DAA) systems by using the surveillance data provided by Dedrone as a truth source
- **Advanced Air Mobility:** Capture and archive non-cooperative aircraft tracks for regional AAM forecasting and planning.

Technical Capabilities of System

User Interface

Our DroneTracker platform provides personnel the capability to operate and monitor the UI from a central console, such as a PC-compatible laptop. The DroneTracker UI (Figure 1) can be accessed by multiple devices from anywhere if the devices are equipped with a web browser and Internet access. This mobile capability provides situational awareness for both onsite and remotely. Real-time situational awareness enables early, effective communications of the detection type.

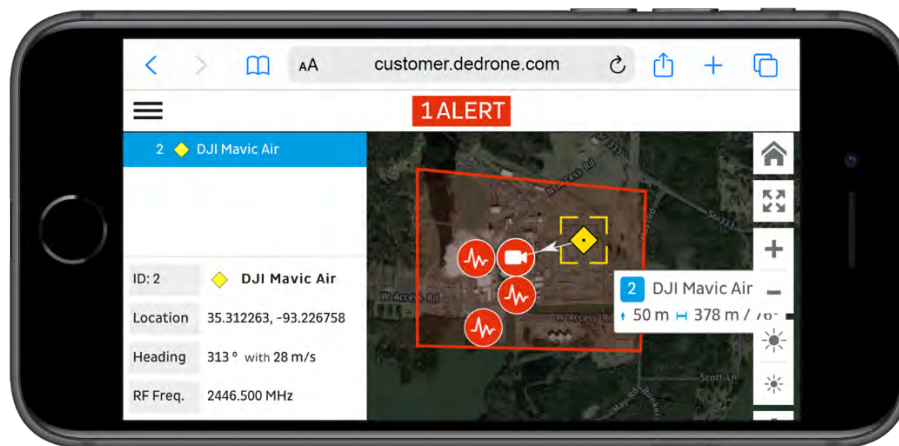


Figure 1. DroneTracker Mobile User Interface. Accessible on any device with a web browser and Internet access, the Mobile UI delivers real-time situational awareness.

DroneTracker is capable of autonomously and simultaneously detecting, locating, and tracking multiple UAVs within range of our Passive RF sensors.

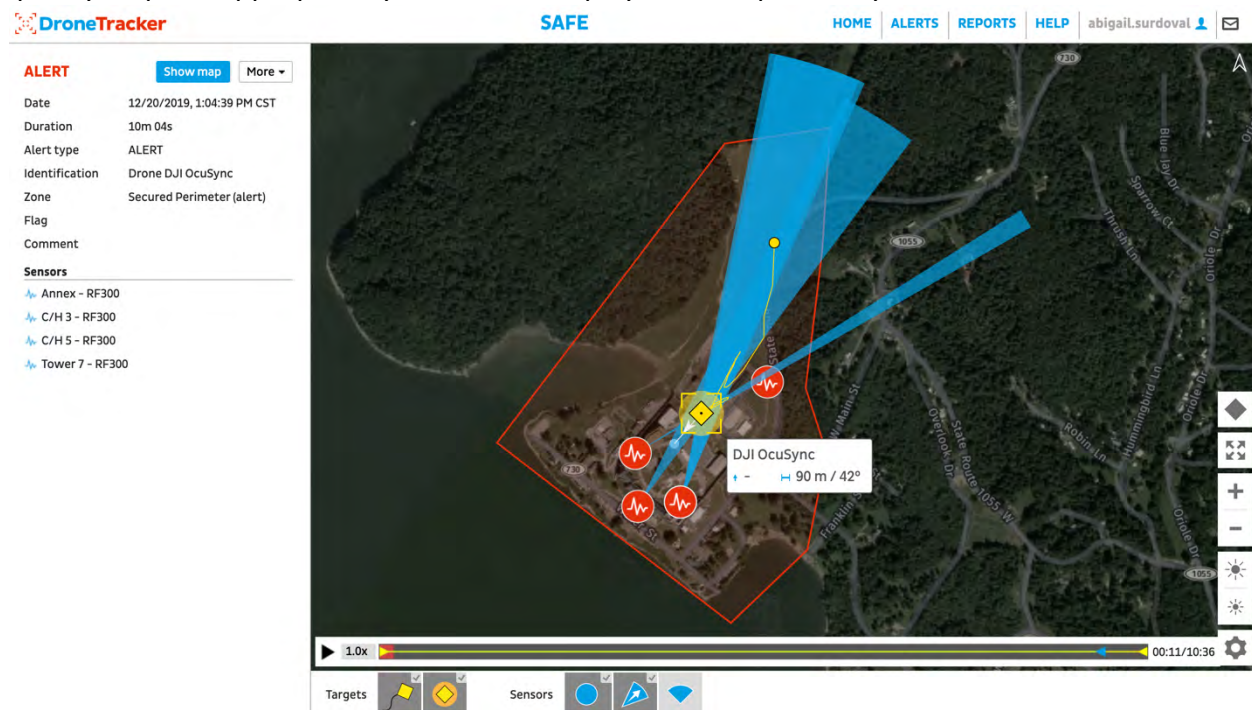
The DroneTracker UI displays a map overlay of the area of operation. When an alert occurs, the map will display the location, altitude, speed, heading and distance from the facility of the UAV. The map will also show the flight path/track and project whether an intruding UAV is inbound

or outbound, thereby signifying a detected UAV's projected course. The left pane of the DroneTracker live alert view provides information pertaining to the UAV manufacturer, protocol, duration of alert, and frequency of operation. DroneTracker also provides a zone alert when a drone enters the protected perimeter and a Time-to-Target countdown in minutes and seconds.

To detect, identify, classify, and localize UAVs and RCs (pilot) within the protected airspace, DedroneTracker utilizes a comprehensive database, DroneDNA, to identify unique UAV and RC protocols, including generic analog video and WiFi signatures.

When a drone is detected within a user-defined zone, DroneTracker recognizes this as a Detection Event and autonomously provides audible warnings and a visual cue, indicated by the yellow diamond in Figure 2. The system can be configured, as shown in Figure 3, to push Email, SMS (text), Simple Network Management Protocol (SNMP), Transmission Control Protocol (TCP)/Internet Protocol (IP), or Java Script Object Notation (JSON) alerts upon detection. These alert notifications are configurable to allow groups of contacts to be notified based on multiple factors, such as time of day or day of the week.

Figure 2. UI Display. The UI displays an to alert operators to a Detection Event, so they can quickly respond appropriately. The visual display is accompanied by an audible cue.



DedroneTracker can be accessed from anywhere with Internet access such as a laptop or mobile device. Individuals can monitor activity onsite, and anyone with appropriate log-in credentials can monitor other geographically separated locations as required.

Reporting Capabilities

The DedroneTracker system provides in-depth reporting tools to develop a comprehensive overview of the drone activities in and around the protected area. The following key features of the DedroneTracker reporting tool allows users to establish and control the structure and content of reports:

- Report Settings
- Choose report content
- Filter report data by region
- Filter the report data
- Create a scheduled report
- Export a report

Included within this feature set are a multitude of figure/diagram options that can be configured and filtered to users' needs, and they can export and send them out on a scheduled bases, or any frequency, as need. They consist of:

- **TOTAL NUMBER OF ALERTS:** Count of alerts
- **ALERTS PER DAY:** Average count of alerts per day in the report time span
- **AVG. DURATION PER ALERT:** Average duration per alert in minutes
- **DAYS WITH ALERTS:** Count of days with alerts
- **MAX ALERTS PER DAY:** Maximum count of alerts in one day

In addition to the DedroneTracker's built-in reporting features and figure/diagram options, key data points are also included to help operators gain a better understanding of the airspace, quickly discover trends, and identify concerning airspace activity:

- **ALERT HEATMAP:** Heatmap colors indicate the duration of drone detections. Red indicates the longest duration of detection. When the map is zoomed out, selectable clusters show the percentage of activity within the cluster compared to the entire map's activity in the chosen time span.
- **TOP DRONES:** Shows the distribution and a list of the most frequently detected drones.
- **TOP DRONE PROTOCOLS:** Shows the distribution and a list of the most frequently detected drone protocols.
- **ALERTS BY SENSOR:** Shows the distribution and a list of the sensors with the most detections.
- **LATEST DRONE ALERTS:** Shows a list of the latest 30 drone alerts with alert duration, zone, flag, and drone.
- **IMPORTANT DRONE ALERTS:** Most important drone alerts depending on the involved zone and minimum duration.
- **ALERTS BY DATE:** Represents a count of triggered alerts by date.
- **ALERTS BY HOUR AND DAY OF WEEK:** Represents a count of triggered alerts by time of day.

Examples of these are depicted in Figures 4-6 below. Reports are automatically produced and available on-demand for easy analysis of the most critical airspace security data. The reporting

suite can be automated to provide standardized, customized, and ad hoc activity reports based on user defined parameters.

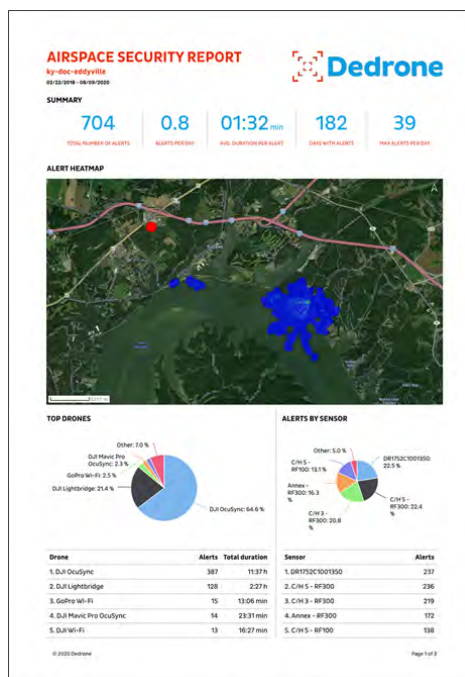
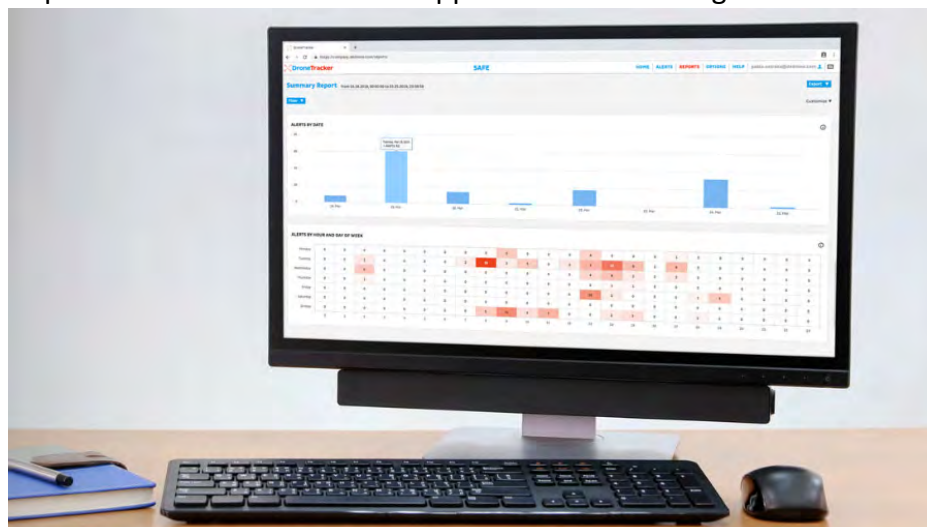


Figure 4. User-Defined Reports. Summary reports and specific reports that show, for instance, which drones are most frequently in the airspace and aid with making data-driven decisions.

LATEST DRONE ALERTS				
Date	Duration	Zone	Flag	Drone
08/08/2020, 9:02:43 PM	08s			DJI Phantom 4
08/08/2020, 2:27:09 PM	18s			DJI Phantom 4
08/08/2020, 1:06:28 PM	23s			Amalgam
08/08/2020, 11:45:23 AM	01m 45s	Secured Perimeter		DJI Phantom 4
08/08/2020, 11:09:00 AM	08s			DJI Phantom 4
08/07/2020, 10:59:00 PM	04m 55s			DJI Phantom 4
08/07/2020, 10:47:39 PM	04s			DJI Phantom 4
08/07/2020, 12:54:06 PM	02s			DJI Phantom 4
08/07/2020, 12:13:02 PM	21s			DJI Phantom 4
08/07/2020, 11:03:00 AM	01m 30s			DJI Phantom 4
08/07/2020, 11:00:00 AM	02m 44s			DJI Phantom 4
08/07/2020, 1:07:47 AM	06m 05s			DJI Phantom 4
08/06/2020, 1:03:32 PM	02m 18s			DJI Phantom 4
08/06/2020, 12:58:19 PM	01m 52s			DJI Phantom 4
08/06/2020, 10:19:41 AM	02m 17s			DJI Phantom 4
08/06/2020, 10:16:48 AM	01m 30s			DJI Phantom 4
08/05/2020, 5:27:03 PM	13m 05s			DJI Phantom 4
08/05/2020, 5:24:44 PM	01m 28s			DJI Phantom 4
08/05/2020, 5:20:12 PM	02m 10s			DJI Phantom 4
08/05/2020, 1:17:35 PM	03m 22s			DJI Phantom 4
08/05/2020, 1:15:34 PM	02m 47s			DJI Phantom 4
08/05/2020, 8:57:31 PM	01m 45s			DJI Phantom 4
08/05/2020, 8:55:12 PM	10s			DJI Phantom 4
07/31/2020, 6:51:50 PM	05m 10s			DJI Phantom 4
07/28/2020, 11:50:09 AM	01m 18s	Secured Perimeter		DJI Phantom 4
07/28/2020, 7:41:44 AM	03s			DJI Phantom 4
07/28/2020, 7:41:44 AM	01m 02s			DJI Phantom 4
07/28/2020, 7:39:55 AM	08s			DJI Phantom 4
07/27/2020, 7:37:34 PM	01m 32s			DJI Phantom 4
07/25/2020, 6:47:22 AM	15s			DJI Phantom 4

Figure 5. Latest Drone Alerts. Viewing recent drone alerts can help identify patterns to target imminent threats and/or repeat offenders.

Figure 6. Alerts by Date. As with the other reports, reports that show alerts by date and time can be used to predict future incursions or support criminal investigations.



Capture, Record & Playback Functions

DroneTracker provides the capability to record, store, and playback footage of an intrusion event (Figure 7), including the geographic display within the DedroneTracker UI from a central console and encoded metadata including the time and date, UAV location, altitude, heading, speed, course, and source location. These data points are stored in the system and will be provided in a non-proprietary format to support prosecution of suspected offenders.

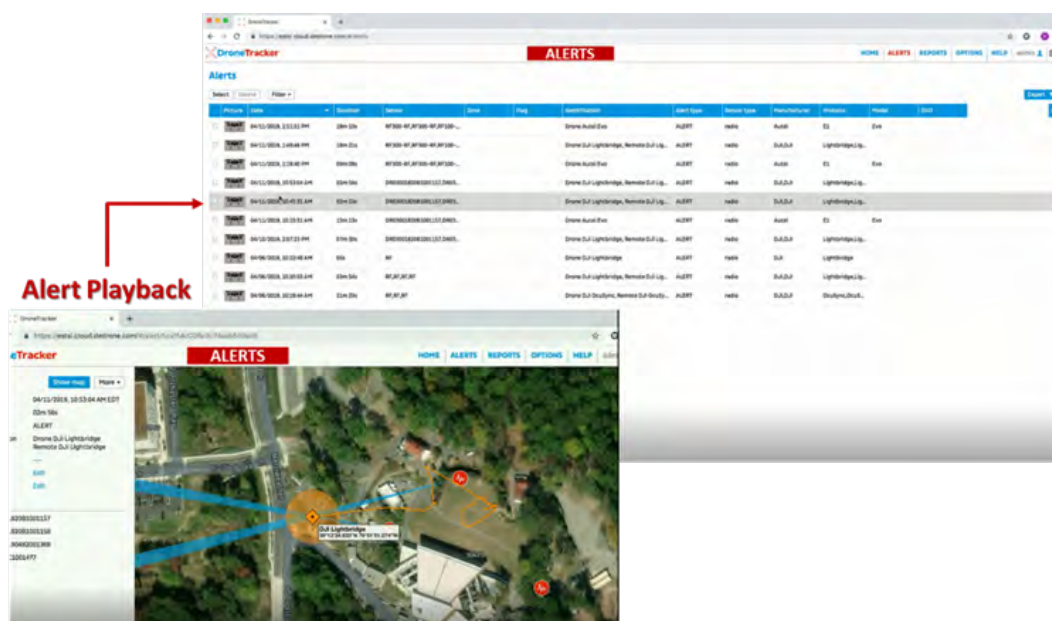


Figure 7. Capture, Record, and Playback Functions. These functions automatically record all information to any computer storage device and can be used to report incident, investigate potential crimes, and improve training.

Radar

DedroneTracker has the ability to integrate with 3D sector and 360-degree Radars operating in the Super High Frequency (SHF) or K band to detect and track UAVs. Radars provide a 120° horizontal Field of View (hFoV) and 60° vertical FoV (vFoV). The required number of sector Radars are determined from a site survey. The 360 variant provides a 360° FoV using only one Radar, as shown in Figure 9. In rare instances where non-commercial and non-standard open source drone technology are created and used to circumvent Passive RF sensors, the unknown systems can be picked up by Radar. Radar also provides the added benefit of determining elevation should the KY DOC require significantly improved PTZ camera tracking.



Figure 9. Depiction of DroneTracker 3D Radar Coverage. Radar provides the added benefit of detecting non-conventional drones (e.g. non-commercial and open sources UAVs) and determining elevation should you require significantly improved PTZ camera tracking.

EO/IR Camera

DedroneTracker includes the ability to integrate with a Pan-Tilt-Zoom (PTZ)-capable day/night camera that can be queued via the Passive RF or Radar sensors. Once queued, the optical sensor locks onto the UAV image in both the visible and Near-IR spectrum and tracks it in flight. See Figure 10.

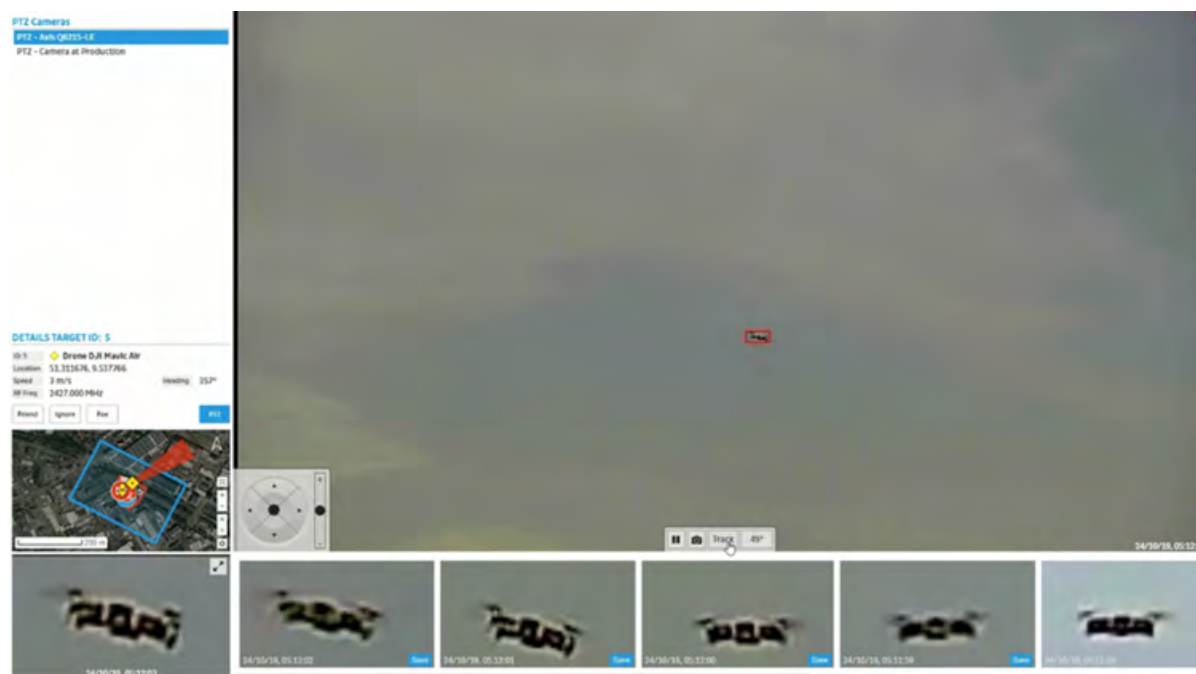


Figure 10. EO/IR Camera View of UAS. The EO/IR camera offers the ability to put eyes on the target, see the drone type, visualize the drone, and identify the payload.



MEMORANDUM

TO: Scappoose Fire District Board

FROM: Fire Chief Pricher

SUBJECT: Contract with Global UAS Solutions (GUS)

DATE: February 5th 2023

Requested Action: Authorize staff to sole source contract with Global UAS Solutions (GUS) totaling \$75,000. This is part of a 2020 UASI / RDPO Pass Through Reprogramming Grant.

Critical date for action: The funds must be expended before the 1st of June 2023..

Purpose:

In 2020 we started the first component of the RDPO Public Safety Aviation Program, specific to UAS. With this program, we created a standard that will most likely become a state standard. Included in these standards we established the framework, policies and foundation for the program. Unfortunately, we did not have enough funding to complete pilot training. In the fall of 2022 after applying for RDPO / UASI reprogramming funds, we were awarded \$80,000 to put on a post part 107 training. We are calling this training ORPIC or Oregon Remote Pilot In Command training. We will be hosting two classes in partnership with Gresham Fire and the City of Portland in May to train 40 pilots. It our hope that this group of pilots will be the base of an instructor cadre to teach more ORPIC classes in the future.

Impact:

With no standards in UAS all responders are at risk. This is from a lack of standardization, understanding of deconfliction, Aeronautical Decision Making (ADM), Safety Management Systems (SMS), Crew Resource Management (CRM), and Operational Risk Management (ORM). Furthermore, we will be bringing in the FAA and other professionals to bring everyone together. This is important when NOTAMS need to be filed and the basing understanding of operation in the National Airspace (NAS).

This will have no long-term impact to our budget since this is a pass-through grant.

This purchase will be a sole source purchase. There is only one contractor in the country authorized to teach this class. The authorizing entities are the Office of Aviation Services (Department of the Interior) and the US Forest Service. Nationally, there are less than a handful of people outside of federal

employees that have been able to take this class. With only one contractor, this becomes a sole source purchase.

This class will fund the cost of a seat for each student. This class is five days in length and the per student cost is \$1,875. There are other state agencies that have wanted to obtain this training for years and we will be able to bring this class to our region.

Availability of funding:

The district has adequate funds in our LGIP account to cover the initial match. Since all funds have to be expended and the project closed out by the 1st of June, this is well before our fiscal year ends. In other words, this will not affect our ending balance and subsequent beginning balance for FY23/24.

Coordination:

This project to be coordinated by Chief Pricher.

Contact person(s):

Jeff Pricher

Maria Heath

Attachments: Bid from Global UAS Solutions (GUS)

Recommendations:

1. Allow staff to start the purchase process for this sole source purchase.
2. Take no action.
3. Table this for another month.

Conclusion:

This training is paramount to the success of our program. As a comparison to obtaining a drivers license; to drive a car, one must take a test and perform a skills-based obstacle course in front of an evaluator. To obtain a part 107 FAA license, all one has to do is pass a written test. Our ORPIC class and standard expands upon this FAA test and adds several missing components as well as everything that is necessary for public safety and the core safety components of aviation. The aviation topic is crucial to the success of any agency that wants to not have a mishap when operating in the NAS.

We will not purchase anything until we make sure that all of the subrecipient agreements with the City of Portland and the RDPO are vetted and finalized.

c file

r.f.

MAY 2023

CLASS #1

MAY 15-19

CLASS #2

MAY 22-26



(ORPIC) TRAINING OREGON REMOTE PILOT IN COMMAND



This class meets and exceeds the following standards: A-450, NFPA 2400, Part 107 and JAURAS/SORA. This class includes NIST BPERP credentialing, Crew Resource Management (CRM), Aeronautical Decision Making (ADM), and much more.

2 RDPO ORPIC OFFERINGS

The Regional Disaster Preparedness Organization through the Fire & EMS Working group and Scappoose Fire, are hosting two ORPIC classes. The ORPIC standard must be met in order to fly under the state wide FAA COA's. If you are interested, please apply using the QR code provided. The classes will be held in the Portland / RDPO region. The exact location is TBD. Registration does not guarantee a spot in the class. This will be a competitive process for a total of 36 seats.

Registration closes March 23 2023 at 1600 (4PM)

You must have your part FAA Part 107 license to apply

This class is open to Emergency Management, Public Works, SAR Law Enforcement, Fire, RDPO agencies and partners.

Questions-email jpricher@srfd.us



www.srfd.us/orpic



GLOBAL UAS
SOLUTIONS
LLC

1970 Dixon Road, North Pole, AK 99705
907-322-3007

globaluassolutions@gmail.com

globaluassolutions.com

Quote for Training: 2023-002

A-450 – Basic Remote Pilot

Scappoose Fire District

Portland, OR

May 15-26, 2023

Overview

Scope

Global UAS Solutions, LLC, is responding to a request from the Scappoose Fire District to provide two A-450 (Remote Basic Pilot) trainings for Scappoose Fire District employees and their cooperators who intend to utilize Unmanned Aircraft Systems (UAS) in the performance of their professional job duties, to be delivered at location(s) listed below. Global UAS Solutions proposes to use existing Department of Interior curriculum, modified for the specific agency's policy.

The total price for the work described under this quote is **\$75,000.00**. This covers five days of classroom training and the associated flight exercises, along with a final Inspector Pilot evaluation for each class, and up to 20 students per class. A detailed quote follows.

Global UAS Solutions, LLC.

Global UAS Solutions, LLC. Is a small business located in Alaska which provides customized UAS training required to operate on federal land and/or incidents under federal operational control. We are built upon our partner's vast aviation and wildfire experience utilizing UAS for a variety of missions including, but not limited to; situational awareness, mapping, patrolling, scouting, aerial ignition and area surveys. For the convenience of their customers, Global UAS Solutions, LLC. provides training that meets the Office of Aviation Services (OAS) curriculum standards.

Please direct any questions concerning this quote, or any correspondence to:

Dave Whitmer
1970 Dixon Road
North Pole, AK 99705
(907) 322-3007
Email: dwhitmer@globaluasolutions.com

Statement of Work

Product description

2 sessions of A-450 (Remote Basic Pilot). This course is for individuals who already hold a Federal Aviation Administration (FAA) Part 107 license. Part 107 licensure allows for an individual to legally and safely fly Unmanned Aircraft Systems (UAS) in the National Airspace System. A-450 is the fundamental sUAS course for individuals wanting to become qualified to operate sUAS for the Department of the Interior (DOI)/U.S. Department of Agriculture's Forest Service (USDA-FS). A-450 will utilize micro-sized sUAS aircraft to provide the basic academic and flight training necessary to conduct missions as Remote Pilot-in-Command (RPIC).

1. The course offerings will be five days in length, and will run Monday through Friday. Due to potential weather complications, the classroom and flight exercise schedule may be adjusted to accommodate weather considerations. A final flight evaluation will take place on Friday, weather permitting, at the conclusion of the course. The proposed course dates are listed below.
2. A-450 has a maximum of 20 students per course offering at this time.

Services /Items Included

1. At least five (6) qualified Global UAS Solutions cadre members. Instructors will be on-site for the entire duration of each session.
2. Training support for Interagency evaluators, as needed.
3. Field Exercise locations organized in conjunction with the Scappoose FD.
4. Instructional materials, including instructor and student materials, classroom and simulation/field operations support materials, and feedback and evaluation materials.
5. IAT course completion and course credit for students to be input by GUS
6. Student credit for Crew Resource Management (CRM) in IAT to be input by GUS
7. Department of Interior (DOI) graduation certificates for completion of A-450 and CRM
8. Assistance with course advertising and recruiting as requested.
9. Pre-work letter and access to pre-work website link to distribute to students.
10. Training supplies.
11. GUS personnel travel to support the program/courses.
12. Agency evaluative preparation materials.

Services/Items NOT Included

1. Salary, travel, per diem and other related costs associated with the requesting parties' (Scappoose Fire District) site logistics support personnel or evaluation team members, or any other non-GUS personnel assisting at the requesting parties' behest.
2. Any land use costs, or additional logistics costs not already addressed above.

3rd Party Attendees

The host party (Scappoose Fire District) may make these course offerings available to other agencies, organizations, or individuals at their discretion. The host party is responsible for payment of the entire program.

Additions to Scope of Work

Additional work beyond what is described in this quote shall be negotiated and contained on a separate agreement, or documented and approved appropriately by the host party (Scappoose Fire District) and GUS as an addendum to this document.

Logistics Requirements

The Scappoose Fire District will provide landowner approval for the take-off and landing sites for the field exercise portion of the class. The coordinates for the sites will be on Agency approved lands and will be provided to GUS by the course coordinator.

A Mission Aviation Safety Plan (MASP), or agency equivalent should be completed by the Scappoose Fire District for the flight exercise portion of the class.

The Scappoose Fire District will provide the training facility for the classroom portion of A-450.

Delivery Schedule and Quote

The following dates and locations have been scheduled per conversations with Jeff Pricher, RDPO UAS Program coordinator / Fire Chief, Scappoose Fire.

<u>Project</u>	<u>Dates</u>	<u>Description</u>	<u>Location</u>	<u>Cost</u>
2023-002	05/15 - 05/26/2023	(2) A-450's (Remote Basic Pilot)	Portland, OR	\$75,000.00

Terms and Conditions

Expiration of Quote

This quote is valid until **April 15th, 2023** unless otherwise extended by GUS.

Billing

The combined sessions will be invoiced upon completion. Terms: Due upon receipt of invoice.

Acceptable Methods of Payment

The following methods of payment are accepted by GUS.

- Electronic Funds Transfer (EFT)
- Check drawn on U.S. bank

DUNS#: 104309618

Unique Entity ID: GDL3NKV3BK18

Federal Tax ID #: 84-4483120

CAGE Code: 8M7B5

Contract Requirement

GUS does not require an additional contract beyond a signed quote to schedule and begin initial planning operations. If the above listed Receiving Agency determines that a formal contract is required, it can choose to build the contract with the substantive terms and conditions of this quote plus any additional terms and conditions it requires, and submit it to GUS for signing prior to the expiration date **April 15th, 2023**. In most cases, funding for agency training must be secured and properly authorized prior to the session being delivered. The above listed Receiving Agency is responsible for arranging the appropriate funding approvals in advance of the course, and shall be responsible for any finance costs due to payment delays resulting from the Receiving Agency's procedural requirements or internal adherence/compliance issues.

Unknown Burdens, Local Taxes, and Insurance

GUS delivers courses both in the U.S. and internationally. In some cases, local municipalities or other state or federal government agencies require special registrations, unusual insurances, licenses, security applications, work permits or access fees. The Receiving Agency shall make GUS aware of any known requirements of this nature, so that any paperwork can be completed in a timely manner. If there are additional fees associated with these certifications/licenses/permits, the Receiving Agency will authorize the reimbursement of any fees to GUS. If GUS becomes aware of the need for additional licensing/fees/etc., GUS will bring it to the attention of the Receiving Agency for discussion.

Due to the complexity and resource requirements that must be met prior to delivering a training program, the Receiving Agency will authorize GUS to bill as needed to recover costs incurred in the preparation and planning for the program if the program is cancelled within two weeks of the scheduled delivery date.

Unrecoverable costs begin to accumulate approximately two weeks in advance of the program, and may include:

- Airline tickets
- Materials and shipping costs
- Assembly and overhead costs
- Trainer contract and security costs

If the Receiving Agency cancels a program 2 weeks or less in advance of the scheduled program start date, GUS will bill for the delivery-related costs that are unrecoverable, accrued to the date of cancellation. Trainer fees are included in “unrecoverable costs” if the program is cancelled within 2 weeks of the scheduled program start date.

If the program is cancelled 7 days or less from the scheduled delivery date, the full quoted cost of the program will be billed to the Receiving Agency, minus any saved travel expenses for unused per diem and hotel costs, and any returned reusable course materials.

If requested, GUS will advise the Receiving Agency project point of contact when costs will begin to be accrued against the program, so that such penalties can be avoided whenever possible.

Intellectual Property

Under this quote, the contents (supplemental to the standardized course curriculum), processes, and supporting materials used in A-450 Remote Basic Pilot remain the intellectual property of Global UAS Solutions, LLC., and are duly protected under applicable copyright and intellectual property laws. No transfer of rights or license is implied.

Acceptance of this Quote

A contract, properly authorized SF 182, or purchase order will be accepted in lieu of signing and returning this quote.

To accept the price, terms and conditions of quote **2023-002**, and to confirm the location of your program(s) on the GUS delivery schedule, please sign the return this page by email (dwhitmer@globaluassolutions.com), or mail to 1970 Dixon Road, North Pole, Alaska, 99705, indicating your acceptance on or before **April 15th, 2023**.

Printed Name

Position

Signature and Date

COMMUNICATIONS