



SCAPPOOSE FIRE DISTRICT

P.O.Box 625 SCAPPOOSE, OREGON 97056

Scappoose Rural Fire District Board of Directors Regular Meeting Thursday, December 12, 2024

Microsoft Teams Meeting

I. **Call to Order & Flag Salute** – Vice President Graham called the meeting to order at 7:02 pm and led the flag salute.

II. **Roll Call** – Vice President Graham, Director Kriek, Director Sorenson, Director Gift, Chief Pricher, FA Karleigh Booth, FF Kriek, FF Liebig.

Virtual attendance- President Reeves, Maria Heath, Glen Kearns, Lt. Anderson

III. **Public Comment** – No public comment.

IV. **Miscellaneous-** Glen Kearns from Accuity, LLC reviewed the audit findings for FY 23-24. Director Sorenson asked if there was a way to carry over “too much” money into the next fiscal year. Mr. Kearns explained that having more than six months of carry-over would need to be explained by some sort of upcoming Capital Outlay project like purchasing new apparatus or adding on to facilities. Director Gift asked where the best place to keep that amount of money would be if we did have a Capital Outlay project. Mr. Kearns explained the difference between physical bank accounts and operating funds within the district. He went on to say that most districts create a reserve fund. They fund that account every year and transfer money out of the general fund into their reserve fund to be used on those types of projects. From a cash-management perspective, continuing to put money into the Local Government Investment Pool (LGIP) would be best for investment options. Mr. Kearns reviewed internal control issues with the Board. Director Sorenson asked if the board should be involved in initialing invoices. Mr. Kearns said that if the Fire Chief and Assistant Chief are not available, at that point, a board member should step in to do that to ensure there is a third-party viewing of documents. Mr. Kearns stated that as auditors they are also required to look at the district’s compliance with minimum standards. Per Mr. Kearns, there were no findings of non-compliance regarding Oregon Budget Law and Oregon Public Contracting.

V. **Consent Agenda**

Approve Minutes from 11-14-2024 regular meeting – No comments. Director Sorenson moved to approve the minutes from November 14, 2024. Director Kriek seconded.

Motion passed unanimously.

Approve Nov. 2024 Profit & Loss Detail – Director Sorenson asked for information on November PERS expenses that were split in the P & L report and pump assembly expenses related to the bay heater system. He also asked about upcoming PERS increases in 2025.

Director Gift inquired about expenses for jet intake screens. Director Gift also asked for an explanation for the US Bank credit card expenses & payments.

Approve Nov. 2024 Budget vs. Actual – Director Gift asked questions about line items that are overspent and underspent at this point in the year. Chief Pricher explained that some line items will be underspent and some overspent throughout the fiscal year; however, we will not over expend in any total budgeted area.

Director Kriek moved to approve the consent agenda. Director Gift seconded the motion.

Motion passed unanimously.

VI. Statistical Data-

Ambulance Activity Report – The ambulance activity report was not included in the packet at the time of the board meeting. Chief Pricher said it would be added to the online packet, along with the Response Activity Report after the 20th of December. EMS receipts were \$87,072 with 90 transports. Director Sorenson noted that the trend in transports seems to be increasing each month. Directors studied the Annual Collection Statistics chart supplied by the EMS billing agency.

Community Paramedic Report – Chief Pricher pointed out that the Community Paramedic program hits all demographics, not just the Medicare population. He shared that through our data collection, SFRD is getting closer to being able to put a number on how much the CP program is saving on a monthly and annual basis. Director Kriek asked for an update on the open CP position, which remains unfilled.

Response Activity Report – This report will be added to the online packet after December 20, 2024.

UAS Flight Summary – Chief Pricher spoke about missions involving SFRD's work with law enforcement and a collaborative demonstration with the Coquille Tribe, the US Coast Guard, and assisting Clackamas County on a search mission.

VII. Staff Reports-

Chief's Report – Director Gift inquired about the meeting with city planning on 11/19/24. Chief Pricher said the meeting was regarding water distribution in a subdivision off Dutch Canyon. Director Gift asked for an update on Cascade Tissue. Chief Pricher said the latest he has heard is that there may be a potential buyer of the building. Director Gift asked about potential tax revenue if the building is purchased. Chief Pricher assumes any potential revenue will go to urban renewal.

Chief Pricher noted a turnover of \$874,136 had been received from Columbia County as prior year taxes from Cascade Tissue. This money is one-time money that can't be spent as it may need to be repaid, depending on the outcome of a lawsuit between the county and Cascade Tissue. In working with our financial planning consultant, SFRD may want to create a reserve account to hold this money. Another idea currently under study is the development of a PERS side account to help offset the increasing employer PERS liabilities. These are ideas that will be discussed in upcoming months as we prepare the 25-26 budget.

Director Sorenson inquired how often Chief Pricher and Chief Marks act as DO for Columbia River Fire & Rescue (CRFR), and how they receive payment for their coverage. Chief Pricher explained that CRFR pays SRFD and the District then will pay the Chiefs through SRFD payroll. This has been intermittent assistance with an unknown ending timeframe.

The two light-duty vehicles arrived on 12/11/24. Chief Pricher described the costs and planned uses for these vehicles.

Social media accounts have been updated with planned communications posted weekly to build a base of information for the community. Chief Pricher will also schedule informational events with community groups.

Operations & EMS Report – Director Sorenson noted the completion of the year-long GADCS project that will hopefully positively impact Medicare payments. Chief Marks and Chief Pricher have spent many hours working with Columbia County on the ASA project, updating the board on the latest contract developments from the county. An Emergency Response Technician (ERT) has been hired and is currently in the background check stage of hire.

Fire Marshal & Training Report – No comments.

Member Outreach – No comments.

Finance Report – Director Sorenson asked about the large drop in salary and benefits shown on the graph in this report. FA Booth explained that the PERS employer payments are drawn mid-month the month after the report is imported into the board packet and directors will see this line increase on next month's report.

VIII. Old Business-

Adopting the Master Fee Schedule Resolution 2024-03 – Directors reviewed the changes to the Master Fee Schedule. Director Gift inquired about ambulance fees noted in the Master Fee Schedule. Chief Pricher explained the changes to the fee schedule. Director Sorenson moved to approve the changes. Director Krieck seconded.

Motion passed unanimously.

IX. Committee Reports-

Management Team – The team discussed the \$874,136 one-time turnover and options for placing it in reserve. An update was given on the ambulance service area.

Long Range Planning Committee – Did not meet.

Awards & Incentives – Did not meet.

X. New Business-

Ambulance Purchase Proposal – The staff memo was reviewed. Chief Pricher shared the need for continuing with the equipment replacement schedule by purchasing a new ambulance given the build time of approximately 500 days. The memo includes the cost of a new cot and loader with a \$10,000 buffer for add-ons.

Director Kriek moved to approve the purchase with a 'not to exceed' amount of \$310,000. Director Sorenson seconded.

Motion passed unanimously.

Board Policy Updates – The Board was given a list of recent updates to existing policies for approval. The list appears on pages 64-113 of the December packet. Director Gift asked that Ordinance 22/23-001 (Civil Service System establishment) page 110 (of the updated packet) be amended to include the second reading and final vote details. Chief Pricher said a note will be attached to this document with the date of the second reading and vote count. Director Gift requested another review correcting any small errors. Final copies will be available to the board via the board TEAMS channel. President Reeves and VP Graham will then sign the revised policies.

Director Gift moved to accept all revisions to board policies made as of this date. Director Kriek seconded.

Motion carried unanimously.


XI. Communications-

Scappoose Leadership Thank You – Thank you for helping with the homecoming parade.

XII. Good of the Order –

Chief Pricher recognized Lt. Heuer and several other members for spearheading the District's recent social media communications. Director Gift asked if financial information is easily accessible on the District's website. Chief Pricher noted that annual reports and monthly board packets include the District's financial information going back to 2018. The accessibility issue may be the difference between desktop and mobile optimizations on the District's website platform.

XIII. Adjourn – The meeting adjourned at 8:56 pm.



Dave Sorenson, Secretary-Treasurer



Date