

**Scappoose Rural Fire District
Scappoose, Oregon
BOARD OF DIRECTORS
REGULAR BOARD MEETING AGENDA**

7 p.m. Thursday October 8, 2020

Members of the public may attend the open portion of the meeting by electronic means. The access information is posted under About Us/Board of Directors on the District website @ www.srfd.us.

Please note: Members of the Board of Directors will attend the meeting in person at the Scappoose Fire District Main Station in the Training Room. Total in-person attendance is limited due to social distancing rules and masks must be worn. Public comment will be taken. All online attendees should mute their mics when not called on for comment.

Call to Order & Flag Salute

Public Comment

SRFD Consent Agenda

- Minutes for 9.10.20 Regular Meeting
- 9.2020 Expense Account Activity (payments totaling \$480,202.70)
- 9.30.20 Budget Vs Actual

Staff Reports

Old Business

- Committee Reports
- Lexipol – Adoption of Sections 1 – 4
- Fire Chief Vision & Contract
- Miscellaneous

New Business:

- New Visa credit card relationship
- Miscellaneous

Public Comment

Executive Session: Pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Good of the Order

Adjourn

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff met in-person at

Scappoose Fire District Main Station

Also held electronically via GoToMeeting and telephone call-in number

Thursday, September 10, 2020

After due and legal notice, President Sorenson called to order the Regular Board meeting of the Scappoose Rural Fire District at 7:07 p.m. and led the flag salute.

The following members were in attendance: D. Sorenson, A. Kriek, R. Cairns, M. Gift, and D. Graham.

Others in attendance: Interim Chief Pricher, DC Marks, DC Greenup, S. Booth, M. Heath, Lt. Anderson, Lt. Heuer, FF Chaffeur, FF Gandara, FF Booth, Paramedic Quinn, EMT Still, Henry Oberbarnscheidt, Ron Maruska, Steve Stewart

Attending electronically: FD Salisbury

Public Comment: FF Chaffeur asked if he could hold his comments until the end of the meeting.

SRFD Consent Agenda: Mr. Graham moved to accept the consent agenda. Mr. Cairns seconded. Mr. Graham asked about the work completed at Holbrook. Mr. Sorenson asked for clarification on the purchase of four \$500 gift cards for the conflagration/Niff deployments.

Motion to approve the consent agenda carried unanimously.

Staff Reports:

- **Interim Chief-** Chief Pricher asked if there were any questions regarding his Chief's report. Mr. Graham asked about the interest in the Detail Position. Chief Pricher mentioned that there were no applicants for the position. The incentive for the position was not present due to family situations, vacations, and the short time period for which this position may be necessary.
- **Fire Marshal-**Mr. Sorenson asked about PCC updates. Chief Pricher said fire alarm, sprinkler system, and building repeater inspections are required prior to completion.
- **Operations-**We've had many equipment repairs. We used half of our equipment maintenance budget already this year. Medic 3306 "Bertha" has had a number of necessary repairs, costing more than what we expected. The tower truck is back in service. The IT server is on its way out, and that is an unexpected and unbudgeted expense expected between \$10,000 - \$12,000. Mr. Sorenson asked how long it would take to get a new server up and running. Chief Pricher has asked our IT to limp it along. We've been backing up to the "cloud" to save anything necessary. Mr. Sorenson asked about the costs necessary for preparing the surplus brush unit for service. We have a

quote in for signage at approximately \$1,500 for the logo. We are trying to figure out how best to utilize the equipment. Officers have met to discuss the options for its use. The issue is regarding weight once all the equipment is on the new apparatus. Discussion regarding the pump, hose, and weight capacity followed. Options for its use are as the first out squad, a rescue and taking the old rescue out of service, or as a brush rig. The team is still deliberating its best use.

The old ambulance has gone out twice on conflagrations. We are able to bill for this vehicle by the hour, most likely paying for the repairs made to it.

August calls – Mr. Sorenson asked about the possibility of including a chart showing double or triple hits in the board packet. Chief Pricher said he would try to make this chart available for the board in the future.

- **Training** –Mr. Sorenson asked if we are currently training and when the next volunteer academy begins. Applications close October 31. Academy will begin after the first of the year.

Mosier Creek Conflagration went well. The superintendent commended our team on their efforts. They worked hard and learned new things as well.

Meg Schoof is out as a COVID responder. The strike team is going out again tomorrow. We'll send out three with Columbia County strike team on Friday, Sept. 11.

- **Finance**- Transports are down and Chapman station electricity bills have decreased. Chief Pricher said that ambulance revenue is down, and the pandemic has shown us that many people are choosing not to transport. With only two months into the fiscal year, Mr. Gift asked about projections for ambulance revenue going forward. He followed up by saying he thinks we need to be prepared that the trend is down and could possibly stay that way. Mr. Sorenson stated that he thinks it is too early in the fiscal year to make a prediction. Paramedic Quinn said that she thinks there are more refusals for transport since COVID, but recently she thinks there has been an uptick in the transports.

Old Business:

- **Committee Reports: Management Team** met. Discussion topics included sending a conflagration team on 9.11.20. Chief Pricher said that the board needs to discuss the priorities for conflagration and district coverage. Mr. Gift asked Chief Marks what he hoped to get by deploying. Chief Marks said he would like to get Task Force Leader certification. There are a number of people working on task books for various certifications. Mr. Graham asked if we have to send a Chief on conflagration. Chief Pricher explained the workings of how and who are chosen for conflagrations. Currently, the only certified Task Force leaders are Chief Pricher, Chief Holsey, and Chief Smythe in Columbia County. Training issues are an impediment for every agency in the

county. In order for SRFD to send out engines, we need to have certified engine bosses, as an example. Mr. Kriek expressed the need for SRFD to be careful when choosing to send a chief officer out on conflagration. Using Chief Greisen, Chief Greenup, and either Chief Pricher or Chief Marks to cover SRFD's duty officer position helps. Mr. Gift said he would really appreciate keeping the deployment to two weeks, if at all possible. Chief Pricher and Chief Marks can work out which one goes on the latest deployment.

Chief Pricher shared his latest deployment evaluation.

Long Range Planning and Awards/Incentives Committees did not meet.

- **Plan to hire permanent chief:** Mr. Gift suggested the board enter Executive Session for discussion of the hire of the permanent chief. The board decided to move this agenda item to the end of the meeting, then move to Executive Session.
- **Lexipol – Sections 1 & 2:** Chief Greenup said the board should be knowledgeable about what is in the first two sections. Section 3 is the union agreement, which the board has already approved. Section 4 is job descriptions. Mr. Sorenson asked if the board was ready to approve Sections 1 or 2. Mr. Gift expressed that he is still confused about verbiage and sections of Lexipol. Chief Greenup explained the shared essence of Lexipol and the combination with CRFR.

Mr. Gift expressed concern over approving Lexipol policies that he may not fully understand. He was not able to immediately locate the sections in question. The board suggested waiting until October to approve the first four sections. Chief Greenup said he would like to get the job descriptions added and the board approve all four sections in October.

- **Scoping Process Results-** Chief Pricher said the data is suspect because a number of respondents are staff/board members. We don't currently have enough data to provide a clear path forward. Chief Pricher recommends we take the time to develop a Strategic Plan that includes a communication plan, and move forward to the public in May 2021. We need to get a larger cross-section of the community to join our scoping process. We may join with the City of Scappoose and include information about the scoping process (video and survey) on the city's newsletter. We can then provide a password protected area on SRFD's website so more people can participate in the process. If the Board says they want to go out in May, we can begin to work backward from that date to prepare the public and include them in the process. Mr. Gift thinks we need to begin the process. Chief Pricher said that as soon as the board gives them the word, the staff will get to work on it.

Mr. Sorenson said he'd like to see a newsletter that reaches a larger audience. Mr. Gift stated he would like to include the ASA in the information effort. Mr. Cairns suggests a sequenced mailing. Mr. Graham asked about the costs associated with mass mailings.

Local 1660 may be willing to help with the costs of this. Administration staff will research the costs involved with sequential mass mailings.

Mr. Sorenson asked if the board is in favor of a May tax measure. The board agreed to this. No decision was made as to which avenue the board will pursue. The staff will provide updated information so they can make an informed decision in January as to which option (levy/bond) they wish to pursue. Mr. Cairns made a motion to go to the voters in the May election. Mr. Graham seconded.

The motion to go to the voters in the May 2021 election carried unanimously.

- **Job Descriptions-** Finance Director job description was combined from a number of different fire districts and is consistent with best practices. Mr. Graham made a motion to approve the Finance Administrator job description. Mr. Gift seconded.

The motion to approve the Finance Director job description carried unanimously.

- **Miscellaneous-** Mr. Sorenson asked about the collection of payments from insurance companies. Ms. Booth contacted a number of agencies regarding how they collect payments from insurance companies. She found that in LaPine Fire District, they are owed approximately \$78,000 in outstanding billables. Our collections agency, Commercial Adjustment, has found that fire districts are not able to seek legal action from insurance companies; only insured may do so. Ms. Booth also contacted Cheryl Engstrom to gather her opinion on how best to collect these owed amounts. Mr. Gift asked if Ms. Booth would reach out to LaPine to see what they do for their collections and if they have gone after individuals rather than insurance companies. Mr. Kriek also asked if she would contact MetroWest to see exactly what they have done about collecting these payments.

Public Comment: Mr. Cairns asked if others have been receiving a lot of spam email.

Ken Chaffeur spoke about staffing of conflagrations, specifically career staff. He disagrees with sending career staff on a conflagration anywhere under the current situation with fires across the state. He believes that we need to have complete staffing at home before sending any career staff on conflagration. Chief Pricher said that SRFD has turned down four conflagration assignments in the last week.

Executive Session: Pursuant to ORS 192.660 (2)(a) to consider the employment of an officer.

The Board adjourned to Executive Session at 8:42 pm.

The Board adjourned from Executive Session at 9:29 pm.

The Board resumed regular session at 9:31 pm.

Mr. Graham made a motion to approve a modified version of Option 3 for filling the Fire Chief's position permanently beginning October 2020. The Board offered this position to Interim Chief

Jeff Pricher. Mr. Cairns seconded. This is pending a letter from Chief Pricher stating why he wants the position, his vision and plans for the district, and how he will pare down and delegate his responsibilities. Mr. Sorenson asked if there were any comments from the public regarding this motion. There were none. Mr. Graham asked Chief Pricher for comment. Chief Pricher stated that he was humbled and honored by the offer. Mr. Gift would like to see us fill the Division Chief's position quickly in order to alleviate workload on Chief Pricher.

The motion to hire Chief Pricher as Fire Chief carried unanimously.

Good of the order: None

Adjourn: Meeting adjourned at 9:38 p.m.

Scappoose Rural Fire District
Itemized Account Activity
September 2020

Date	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
09/01/2020	Benefit Help Soluti...	Flex Savings reimb	156.83
09/02/2020	Benefit Help Soluti...	Flex Savings reimb	32.10
09/05/2020	Benefit Help Soluti...	Flex Savings reimb	25.00
09/10/2020	Special Districts In...	health insurance	22,433.50
09/10/2020	Standard Insurance	Life & LTD Insurance	1,331.61
09/16/2020	Benefit Help Soluti...	Flex Savings admin fee	75.00
09/21/2020	Benefit Help Soluti...	Flex Savings reimb	61.00
09/22/2020	Benefit Help Soluti...	Flex Savings reimb	40.00
09/28/2020	Paychex - tax	ER Work Benefit	66.63
09/28/2020	Paychex Payroll	Flex spend health ins cashout	12,076.11
09/30/2020	HRA VEBA Trust	District contributions	8,124.97
Total 550 Insurance			44,422.75
560 Personnel Salaries			
09/10/2020	Special Districts In...	Sec 125 deductions	1,275.90
09/10/2020	Inroads Credit Union	Staff food fund--Aug PR deducti...	700.00
09/10/2020	Tualatin Valley Fire...	Sept 2020 Union Dues	1,789.14
09/10/2020	Standard Insurance	STD staff PR deductions	509.46
09/10/2020	American Heritage ...	Case # 84457 PR Deduc: R And...	217.44
09/14/2020	P.E.R.S.	Employee 6% IAP plus unit contr...	11,236.84
09/28/2020	Paychex - tax	Empleyee taxes withheld	56,768.30
09/28/2020	Paychex Payroll	Deferred comp	3,730.00
09/28/2020	Paychex Payroll	FLSA Overtime	2,254.36
09/28/2020	Paychex Payroll	FF incentives	1,885.56
09/28/2020	Paychex Payroll	Longevity	1,077.38
09/28/2020	Paychex Payroll	Phone Pay	150.00
09/28/2020	Paychex Payroll	Shift differential	37.92
09/28/2020	Paychex Payroll	Overtime	44,081.87
09/28/2020	Paychex Payroll	Balance of net pay	67,782.57
09/28/2020	Department of Just...	PR deduction	805.00
09/30/2020	Maruska, Ron	net PR check-Aug & Sept	715.24
09/30/2020	HRA VEBA Trust	Employee PEHP contributions	2,040.00
09/30/2020	Voya-State of Oreg...	Oregon Savings & Growth Plan ...	12,127.28
09/30/2020	Principal Financial ...	Life Ins policy 4809832 - Anderson	52.24
Total 560 Personnel Salaries			209,236.50
570 SocSec/Medicare(FICA)			
09/28/2020	Paychex - tax	Emplyr FICA	16,775.91

Scappoose Rural Fire District
Itemized Account Activity
September 2020

Date	Source Name	Memo	Paid Amount
Total 570 SocSec/Medicare(FICA)			16,775.91
580 Volunteer Services			
09/03/2020	FinishLine Graphics	Klippel retirement plaque	38.50
09/10/2020	Greenup, Cade	reimb cell phone	34.00
Total 580 Volunteer Services			72.50
590 Personnel Benefits			
09/14/2020	P.E.R.S.	Employer PERS	48,028.05
Total 590 Personnel Benefits			48,028.05
Total 1.1 GENERAL FUND PERSONNEL SVCS			318,535.71
1.2 GENERAL FUND MATERIAL & SVC			
720 Public Fire Services			
09/10/2020	Mallory Safety and ...	4 Tychem 2000 SFR protective c...	526.54
Total 720 Public Fire Services			526.54
750 Maintenance on Equipment			
09/10/2020	Boatyard at Rocky ...	51.1 gal diesel @ \$3.59/gal	179.86
09/10/2020	CRFR	parts to svc '97 Freightliner	275.10
09/10/2020	CRFR	labor to svc '97 Freightliner	875.00
09/10/2020	CRFR	Maintenance on 2008 GMC Kodi...	557.19
09/10/2020	Sunset Auto Parts	Portable Pump Batteries & 2 bulbs	204.34
09/10/2020	St. Helens Marina, ...	Diesel for FB 43	81.80
09/10/2020	Wilcox & Flegel	299.4 gal diesel	401.48
09/14/2020	Shell	Lionshead Conflag Fuel	18.35
09/14/2020	Chevron	Lionshead Conflag fuel - Sisters,...	26.73
09/30/2020	FinishLine Graphics	decals for new brush rig	347.00
09/30/2020	Sunset Auto Parts	air filter	54.62
09/30/2020	Sunset Auto Parts	AP5433 battery - Impala	101.34
09/30/2020	Sunset Auto Parts	battery cable lugs	22.08
09/30/2020	Sunset Auto Parts	Light tower battery	87.77
09/30/2020	Sunset Auto Parts	portable pump batteries	185.36
09/30/2020	True North Emerge...	master rocker switch	106.38
09/30/2020	True North Emerge...	tower truck repairs	14,767.02
09/30/2020	Wilcox & Flegel	286 gal diesel	382.57
09/30/2020	Wilcox & Flegel	300 gal unleaded	721.81
09/30/2020	Curtis	MAKO non-ambient air check	165.00
09/30/2020	Dahlgren's Do It B...	lumber for pickup bed	15.35
Total 750 Maintenance on Equipment			19,576.15
760 Administration			

10/01/20

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

September 2020

Date	Source Name	Memo	Paid Amount
09/01/2020	Elavon Visa Proce...	Aug Visa processing fees	58.05
09/01/2020		LGIP transfer fee	0.05
09/09/2020	Longfellow's	Red Flag dinner	40.75
09/10/2020	Pacific Office Auto...	qtrly color copy charges	358.06
09/10/2020	Fred Meyer	Red Flag lunch/dinner	92.11
09/10/2020	Fultano's Pizza	Red Flag dinner on 9/8/20	103.56
09/12/2020		Service Charge	15.95
09/14/2020	Fultano's Pizza	Red Flag dinner on 9/10/20	70.82
09/14/2020	Popeyes Louisiana...	Lionshead Conflag Meal (3)	17.38
09/14/2020	McDonalds	Mosier Creek Conflag. meal	23.90
09/28/2020	Paychex Invoice	2020 PR svcs	192.40
09/30/2020	Grove Mueller & S...	interim billing for annual audit	5,000.00
09/30/2020	Pacific Office Auto...	monthly copy kit	43.56
09/30/2020	Pamplin Media - S...	annual subscription	35.00
09/30/2020	Daily Dispatch	DC Ops job announcement	575.00

Total 760 Administration

6,626.59

765 Information Technology

09/04/2020	JAMF Software, LLC	Annual subscription replaces Air...	24.00
09/10/2020	EMS Technology S...	24 fleet mgmt licenses	120.00
09/10/2020	Centerlogic, Inc.	3.5 hrs Office 365 Teams	437.50
09/10/2020	Centerlogic, Inc.	.25 Set up Brehm acct	28.75
09/10/2020	Centerlogic, Inc.	Monthly billing for Sept.	607.00
09/10/2020	Comcast	Acct#8778 10 202 0633936	243.35
09/10/2020	Daston Corporation	50 Google Apps--6 mo & Google...	1,875.00
09/10/2020	Verizon Wireless	Acct# 342023411-00001	503.24
09/30/2020	AT&T Mobility	FirstNet Acct# 287287321203	446.15
09/30/2020	Centerlogic, Inc.	7/9 2.5 hr dashboards, Veeam ...	287.50
09/30/2020	Centerlogic, Inc.	7/13 2.5 hr Office 365 training (...)	575.00
09/30/2020	Centerlogic, Inc.	7/14 1 hr Office 365 adjust	115.00
09/30/2020	Centerlogic, Inc.	Monthly IT maint	677.50
09/30/2020	CenturyLink	Chapman internet charge	69.95
09/30/2020	City of Portland	800 MHz access	147.81
09/30/2020	Verizon Wireless	Acct# 672550930-00001	10.02

Total 765 Information Technology

6,167.77

780 Building & Grounds Maint.

09/10/2020	Columbia NW Heat...	replace defrost control board	483.50
09/10/2020	Columbia Feed & ...	Pruners	15.99
09/30/2020	Ace Hardware - Sc...	bleach & fasteners	16.98
09/30/2020	Ace Hardware - Sc...	bay floor painting supplies	55.54
09/30/2020	Ace Hardware - Sc...	fasteners	2.94
09/30/2020	Anderson, Robert	reimb furnace filters	67.96
09/30/2020	Alonzo Yard Maint...	Chapman station yard maint	200.00

10/01/20

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

September 2020

Date	Source Name	Memo	Paid Amount
09/30/2020	Alonzo Yard Maint...	Holbrook station yard maint	200.00
09/30/2020	Ace Hardware - Sc...	Paint & Supplies	93.10
Total 780 Building & Grounds Maint.			1,136.01
790 Training			
09/02/2020	Apple Inc.	200 GB iCloud Storage Sept. 1-...	2.99
Total 790 Training			2.99
810 Utilities			
09/10/2020	Graybar Financial ...	VOIP phone rental	299.25
09/10/2020	P.G.E.	electricity for Holbrook station	48.19
09/10/2020	Waste Manageme...	Garbage/Recycling	127.45
09/10/2020	N.W. Natural Gas	Acct 447881-4	32.88
09/30/2020	CenturyLink	Main station fax & Chapman pho...	114.49
09/30/2020	City of Scappoose	water/sewer acct#000421000	349.20
09/30/2020	CRPUD	boathouse electricity	36.21
09/30/2020	CRPUD	main station electricity	876.23
09/30/2020	Comcast	Acct#8778 10 202 0162514	30.85
09/30/2020	Waste Manageme...	monthly Garbage/Recycling	127.45
09/30/2020	Waste Manageme...	dumpster-station deep clean	192.19
09/30/2020	Graybar Financial ...	VOIP phone rental	299.25
Total 810 Utilities			2,533.64
870 EMS Operations			
09/10/2020	Sasek, Dean MD	physician adviser services	691.67
09/10/2020	Airgas - USA, LLC	cylinder rental	255.21
09/10/2020	EMS Technology S...	5 inventory & asset mgmt licenses	150.00
09/10/2020	Stryker Sales Corp.	Bolster Mattress	437.44
09/30/2020	Airgas - USA, LLC	medical oxygen	221.02
09/30/2020	Life-Assist, Inc.	medical supplies	54.60
09/30/2020	Life-Assist, Inc.	medical supplies	48.88
09/30/2020	Life-Assist, Inc.	medical supplies	33.64
09/30/2020	Life-Assist, Inc.	medical supplies	874.12
09/30/2020	Life-Assist, Inc.	medical supplies	118.30
09/30/2020	Life-Assist, Inc.	medical supplies	26.32
09/30/2020	TriZetto Provider S...	EMS billing fee	106.10
Total 870 EMS Operations			3,017.30
Total 1.2 GENERAL FUND MATERIAL & SVC			39,586.99
Total 1...			358,122.70

Scappoose Rural Fire District
Itemized Account Activity
September 2020

Date	Source Name	Memo	Paid Amount
Total 1..GENERAL FUND EXPENDITURES			358,122.70
3. PROPERTY FUND CAPITAL OUTLAY			
Fire Apparatus & Equipment			
09/16/2020	Rosenbauer Minne...	Chassis Payment	122,080.00
Total Fire Apparatus & Equipment			122,080.00
Total 3. PROPERTY FUND CAPITAL OUTLAY			122,080.00
TOTAL			480,202.70

10/01/20
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Bud...	% of ...
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,950,734	1,876,467	74,267	104%
Conflagration	0	30,000	-30,000	0%
EMS Receipts	116,746	640,000	-523,254	18%
Fire Marshal	44,033	10,000	34,033	440%
FireMed	215	42,000	-41,785	1%
G.E.M.T. (Medicaid)	39,333	30,000	9,333	131%
Gas Royalties	19,576	5,000	14,576	392%
Grant Awards	0	1,000	-1,000	0%
Interest Earned on Investments	3,926	1,000	2,926	393%
Intergovernmental	8,974	0	8,974	100%
Miscellaneous Revenue	849	20,000	-19,151	4%
Property Taxes				
Taxes - Current				
Local Option Levy	0	1,578,911	-1,578,911	0%
Permanent Rate Levy	0	1,419,110	-1,419,110	0%
Total Taxes - Current	0	2,998,021	-2,998,021	0%
Taxes - Prior Years	66,348	105,000	-38,652	63%
Total Property Taxes	66,348	3,103,021	-3,036,673	2%
Total 1. GENERAL FUND REVENUES	2,250,734	5,758,488	-3,507,754	39%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	2,554	0	2,554	100%
Grant Award	0	100,000	-100,000	0%
Total 2. GRANT FUND REVENUE	2,554	100,000	-97,446	3%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	298,225	298,278	-53	100%
Interest Earned on Investments	701	0	701	100%
Transfers In	0	97,122	-97,122	0%
Total 3. PROPERTY FUND REVENUES	298,926	395,400	-96,474	76%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	47,585	47,817	-232	100%
Interest Earned on Investments	122	0	122	100%
Transfers In	0	50,000	-50,000	0%
Total 4. PERSONNEL SVCS FUND REVEN	47,706	97,817	-50,111	49%
Total Income	2,599,920	6,351,705	-3,751,785	41%
Gross Profit	2,599,920	6,351,705	-3,751,785	41%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	190,263	658,155	-467,893	29%
560 Personnel Salaries	568,844	2,277,956	-1,709,112	25%
570 SocSec/Medicare(FICA)	45,526	178,978	-133,452	25%
580 Volunteer Services	361	20,000	-19,639	2%
590 Personnel Benefits	142,623	710,834	-568,211	20%
Total 1.1 GENERAL FUND PERSONNEL...	947,616	3,845,923	-2,898,307	25%
1.2 GENERAL FUND MATERIAL & SVC				

10/01/20
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Bud...	% of ...
670 Contract Services	8,159	45,000	-36,841	18%
680 Communications Maintenance	3,431	15,000	-11,569	23%
720 Public Fire Services	762	14,800	-14,038	5%
730 Property & Liability Insur.	0	58,050	-58,050	0%
740 Uniforms	572	15,000	-14,428	4%
750 Maintenance on Equipment	33,355	110,000	-76,645	30%
760 Administration	10,185	56,500	-46,315	18%
765 Information Technology	18,195	95,000	-76,805	19%
770 Operating Materials/Suppli	1,402	5,000	-3,598	28%
775 Emerg. Operating Supplies	5,000	50,000	-45,000	10%
780 Building & Grounds Maint.	19,623	93,264	-73,641	21%
790 Training	1,022	55,000	-53,978	2%
810 Utilities	6,858	35,570	-28,712	19%
870 EMS Operations	22,288	155,000	-132,712	14%
880 FireMed	65	23,000	-22,935	0%
Total 1.2 GENERAL FUND MATERIAL &...	130,918	826,184	-695,266	16%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	0	25,000	-25,000	0%
Total 1.3 GENERAL FUND CAPITL OUT...	0	25,000	-25,000	0%
1.4 GENERAL FUND DEBT				
930 Debt	0	64,259	-64,259	0%
Total 1.4 GENERAL FUND DEBT	0	64,259	-64,259	0%
Total 1...	1,078,534	4,761,366	-3,682,832	23%
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0	50,000	-50,000	0%
Transfers to Property Fund	0	97,122	-97,122	0%
Total 1.5 GENERAL FUND TRANSFER OUT	0	147,122	-147,122	0%
1.6 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.7 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	1,078,534	5,758,488	-4,679,954	19%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	2,554	100,000	-97,446	3%
Total 2. GRANT FUND EXPENSE	2,554	100,000	-97,446	3%
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipment	122,080	389,400	-267,320	31%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	1,000	-1,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	122,080	395,400	-273,320	31%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	2,440	96,817	-94,377	3%
Reserved for Future Expenses	0	1,000	-1,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	2,440	97,817	-95,377	2%
Total Expense	1,205,608	6,351,705	-5,146,097	19%
Net Income	1,394,313	0	1,394,313	100%

Fire Chief Report October 2020

Meetings Attended

Date	Topic	Date	Topic
9/1/20	Officers Meeting	9/14/20	Civil Service Meeting
9/9/20	Mult Co Border Meeting	9/15/20	Meeting with CRFR Chief
9/9/20	Klippel Gathering in Chapman	9/21/20	Officers Meeting
9/10/20	FPAAC Meeting	9/22/20	Fire Investigation
9/10/20	Intterra Meeting	9/29/20	Admin Meeting
9/10/20	Board Meeting	9/24/20	River Safety Meeting
9/11/20	9/11 Ceremony	9/24/20	Labor Management Meeting
9/11/20	Get Strike Team Out the door	9/28/20	Humaine Society Photo
9/12/20	Fire Investigation	9/29/20	Scheduling Meeting
9/14/20	Fire Defense Board Meeting	9/29/20	Courtroom Testimony meeting

Hours Worked September:
334.77 Hours (83 hrs/wk)

On Call in September:
320 Hours (13 Days)

September was a month that will be remembered for many years to come. Last month I described that the operational tempo was intense; I am not sure how we superseded the previous month, but we did in activity, projects and callouts. Probably the busiest I can remember in my employment with Scappoose Fire.

The month started off with me being dispatched with the Type 2 Incident Management team to the Evans Canyon fire near Naches, WA. Some of the most intense fire behavior I have ever experienced. This quickly rolled into an unexpected weather event that the North West is still recovering from. I was able to get an emergency demob to come back and help the district. Immediately upon my return we sent folks off to the Lions Head Fire, The Riverside Fire, Sweet Creek Fire, Holiday Farm, August Complex in California (Largest fire in California State History) and the Slater Fire (Border of Oregon and CA). In all these deployments we have supplied assistance in the form of Division Supervisor, Communications Unit Leader, COVID Responder, an Engine response and a REMS Team (REMS= Rapid Extraction Module Support). At the time of this report, we have accumulated about 1,138 hours of support with 8 people outside of the fire district.

In addition to this, we supplied logistical support to Columbia County Emergency Management by setting up a shelter tent and providing them with our newly acquired light tower/generator.

WE were also successful in our application with a CARES act grant through the State of Oregon. Our initial request was just under \$8,000. More to come on this in the future. We were also denied our FEMA grant for COVID supplies. That was a \$30,000 request.

Lastly, of significant concern are several aging infrastructures and rolling stock hotspots. This item will probably stay on my monthly report until we can schedule a planning meeting. We will need to budget and or plan for replacement of the following in the immediate future:

- **STATION:** Replacement of 2014 computer server (\$12,000), replacement of a few or all 1987 AC units on the roof (Cost unknow at this time), work station computers (Various ages and processor speeds, \$10-16,000-high estimate), Tap out system for the station (\$15-30,000), front lobby remodel (security and COVID preparedness (\$20-30,000), remodel and expansion of kitchen and sleeping quarters in the main station (Unknown cost at this time), Vehicle exhaust system for the main station (Unknown cost at this time)and finishing the boat house (Tape, mud and paint unknown cost at this time). There are other items, but these are the most critical.
- **ROLLING STOCK:** Rescue (\$250,000), Type 1 Ambulance (\$200,000), Type 1 fire engine (\$550,000), Squads / Suburban's (\$60,000ea.)

Training

Pressure Reducing Valves

Webinar on PPE

Water Supply Drill

Projects

Fire Code Guide Update

Job Descriptions

Special Operations

Image Trend (Analytics)

Image Trend (Inspections)

Finish Grievances with L166

sUAS Regional COA

Intterra

iPads

CARES Grant



FIRE MARSHAL REPORT

We are still actively involved in several projects in the CRFR area and have been requested to help with a few projects. We have started to spend more time with the OMIC project, PCC and the new airport hanger project. We have also received preliminary plans for the 2-building apartment complex to be built near the Peace Candle. Building activity is steady and we continue to receive inquiries from various builders about different prospective projects.

This month we saw an uptick on fires with three significant fire investigations. We assisted Vernonia Fire with a flammable liquid fire that involved someone getting burned. We also supported ODF with a fire investigation outside of our district. The one fire we had this month, involved a floating home.

Spent a considerable amount of time working with the city to create new address for new developments. Scappoose fire issues all of the address for the City of Scappoose.

Received a request to sell all or part of our lot next to the fire station. No prices were discussed. Staff advised the interested party to submit something in writing with supporting drawings to specifically identify what they would like to do. At this time, staff is not recommending selling anything; however, we will always collect information for the board to act on.

Plan Reviews

3

Driveway Inspections

12

System Tests

3

General Inspections

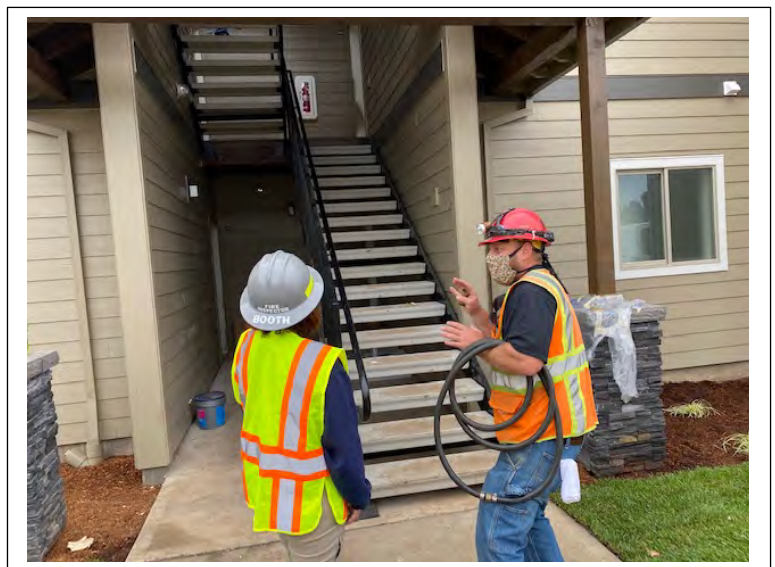
7

Fire Investigations

3

UAS (Drone) Missions

2



Operations Report

The majority of the month has been spent supporting wildfire operations around Oregon, Washington and California. The logistical support needed to support the crews has taken up an incredible amount of time from all staff. Our most recent endeavor has been to support a REMS deployment talked about in the Chiefs Report. REMS is essentially rescue for wildland firefighters or Rapid Intervention Team in the wildland environment. To succeed, we deploy a crew of 4 with a Side By side (or UTV), rope rescue equipment and Advanced Life Support. To pull this off we had to rent a trailer and UTV. All of the costs were rolled up into our Emergency Equipment Rental Agreement (EERA) with the USFS. WE have a daily rate that is supporting the equipment and all of the manpower costs.

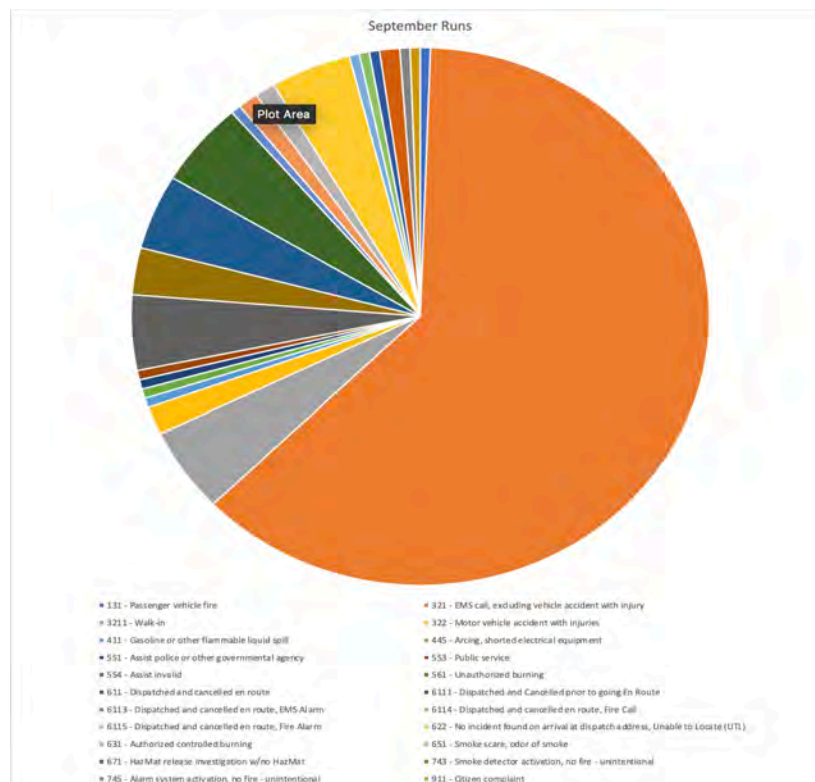
At the end of the season, staff will be submitting a request to fully fund this REMS program based upon the revenue generated from wildland deployments this season. More on that at another meeting.

EQUIPMENT - Tower 431 is back in service. We have had one of the freightliners in the shop for a week fixing the foam system and leaky plumbing. The twin will be going in for a quick fix as well. The big ambulance was back in the shop for a couple of challenges but it is back in service. The Fire Boat will be going back in for maintenance to have the glow plugs and starter checked on the starboard engine. It is still hard to start. The old ambulance suffered a catastrophic o-ring failure in the power steering area and will be looked at when it gets back from the archie Creek Fire.

The air conditioner circuit board was installed and the air conditioner is back and operational. During a check of the furnace system, it was mentioned that we needed to have CO detectors since we use gas as a fuel and no CO detectors were present in the station. CO detectors were ordered and should be installed at the time of the Board meeting.

Our IT consultant has been asked to provide us with a replacement report and schedule for all work stations and servers so we can start future planning for upgrades. We were told this month that our server is now starting to fail and our replacement of this may need to be moved up a bit. We are going to try and limp this along till December and evaluate our cash flow and priority list.

The fire boat proved to be a valuable asset on our last fire. Without it, we probably would have lost more structures. Special thanks to Sauvie Island fire and CRFR for assisting us on that incident.



131 - Passenger vehicle fire	1
321 - EMS call, excluding vehicle accident with injury	110
3211 - Walk-in	9
322 - Motor vehicle accident with injuries	3
411 - Gasoline or other flammable liquid spill	1
445 - Arcing, shorted electrical equipment	1
551 - Assist police or other governmental agency	1
553 - Public service	1
554 - Assist invalid	8
561 - Unauthorized burning	5
611 - Dispatched and cancelled en route	8
6111 - Dispatched and Cancelled prior to going En Route	9
6113 - Dispatched and cancelled en route, EMS Alarm	1
6114 - Dispatched and cancelled en route, Fire Call	2
6115 - Dispatched and cancelled en route, Fire Alarm	2
622 - No incident found on arrival at dispatch address, Unable to Locate (UTL)	8
631 - Authorized controlled burning	1
651 - Smoke scare, odor of smoke	1
671 - HazMat release investigation w/no HazMat	1
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	1
911 - Citizen complaint	1

September 2020 (188 Calls)

September 2019 (177 Calls)



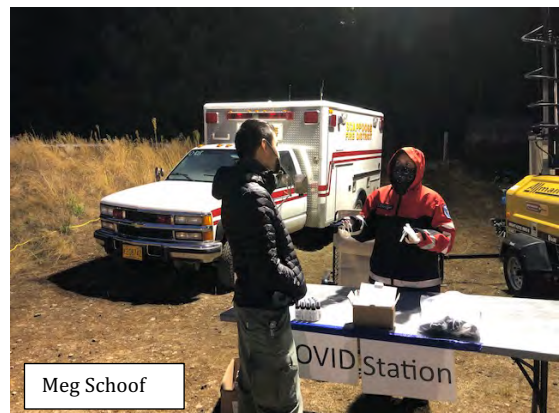
Meg Schoof



Scott Nielson



Scott Nielson



Meg Schoof



Meg Schoof



Mike Maginn

Garth Levin



Jeff Pricher – Evans Canyon



Jeff Pricher – Evans Canyon

**Training Report
Chief Marks
October 2020**

Projects:

- Duty Shifts
- 2021 Volunteer Academy Planning and Prep
- DPSST Re-certification work
- Phone System Work (Complete)
- NFPA Physical Research
- Drills / Activities / Meetings in September included
 - Volunteer Association Meeting with EMS Review
 - Farewell for Tim Klippel in Chapman
 - Water Supply Evolutions
 - Hose Deployment
 - Driving with the new Apparatus donated from Portland
 - Swift Water Rescue Refresher
 - Officers Meeting
 - Senior Staff Meeting

I deployed to the Lion Head Fire with Columbia County Strike Team #2 for a week in September. Those joining me from Scappoose were Chloey Alexander and Henry Oberbarnsheidt. I was unable to go as a Strike Team Leader Trainee. This fire was a little different than what we are used to as it was a Federally ran fire, not with an Oregon State Fire Marshal Overhead Team. The team worked well again and received glowing appraisals from our Division Supervisor. Once again, our team went above and beyond showing that Columbia County teams are not afraid to work and work hard. I was able to deploy to this incident due to the teamwork here in the district as well. Chief Pricher covered my open shifts due to the deployment. These deployments are always difficult for those working in the district, but the experience gained is phenomenal. Although I was not an official trainee, this deployment was a great learning experience and was very productive.

Total Volunteer Hours in September 2020	177.49 between 13 individuals.
My Time Worked in August 2020	286.5 hours
Call Time in August 2020	262 Hours Total Hours 548.5



J. Salisbury
Finance Administrator
October 2020 Meeting

At September 30, the District completed 25% of the fiscal year. Personnel salaries and payroll taxes are on track at 25%. As mentioned before, insurance is at 29% because the District paid the \$50,000 annual workers compensation in July, thereby obtaining a discount of \$1500.

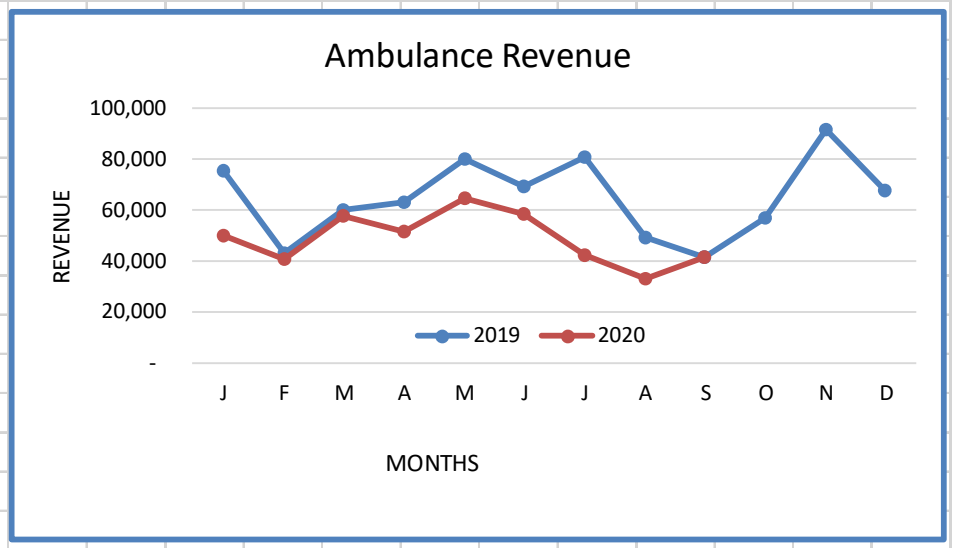
Materials & Services overall is at 16%. Operating Materials at 28% includes the purchase of COVID supplies, especially hand sanitizer stations at all entrances. Equipment Maintenance at 30% includes the \$14,875 paid to repair the tower truck. The Board had approved a maximum of \$20,000 for these repairs.

The Real & Personal Property Fund paid \$122,080 for the Rosenbauer engine chassis. The balance owed upon completion is about \$333,000. The loan funds in escrow are \$225,000, so the remaining cash owed by the District is about \$108,000. We expect pay these funds after taking delivery in the late spring of 2021.

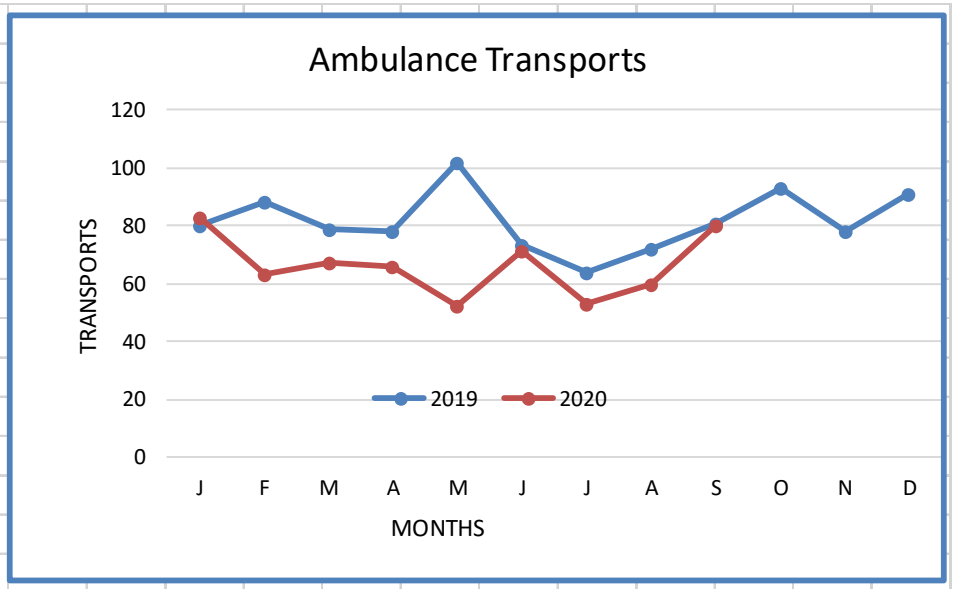
The InRoads Credit Union Visa cards are not meeting our service needs. Despite making pre-arrangements with the credit union before special and/or out-of-area purchases, card use has been put on hold or canceled when the transaction is made. This is unacceptable, especially when conflagration teams are depending upon our support. For this reason, the Board will be asked to approve new Visa card relationships at the October Board meeting.

The first quarter of combined EMS receipts total \$116,746, which is 18% of budget. The monthly average for the last 3 months is \$38,915. EMS revenue must average \$53,333 per month to reach this year's conservative budget of \$640,000. There were 80 September transports, which is a 33% increase over the prior month. This will result in more EMS revenue in October and November. Following is updated historical information. It is still too soon for a long-term forecast, but we will continue to pay attention to see how the year develops.

	2019	2020	
J	75,406	49,639	
F	42,641	40,764	
M	60,274	57,548	
A	62,786	51,391	
M	80,009	64,340	
J	69,047	58,014	
J	80,583	42,023	
A	49,376	33,007	
S	41,784	41,716	
O	56,713		
N	91,565		
D	67,635		



	2019	2020	
J	80	83	
F	88	63	
M	79	67	
A	78	66	
M	102	52	
J	73	71	
J	64	53	
A	72	60	
S	81	80	
O	93		
N	78		
D	91		



Newsletter Costs

USPS Every Door Direct Mail would cost approximately \$1530 for each mailing. The breakdown costs are as follows:

Scappoose –	6,104 people	\$1,050
Multnomah Co. –	2,069 people	360
Warren –	1,304 people	<u>120</u>
		\$1,530

Maria Heath, Executive Assistant