

AGENDA

Meeting of the Scappoose Rural Fire Protection District Board of Directors, Thursday, July 12, 2018, 7:00 P.M., Scappoose Fire Station, Scappoose, Oregon.

- I. CALL TO ORDER & FLAG SALUTE
- II. ORGANIZATIONAL MEETING
 - A. In accordance with Board Policy 2.18
 - 1. Select President, Vice President, and Secretary/Treasurer of Board
 - 2. State official newspaper
 - 3. Select regular Board meeting date, time and place
 - 4. Review the status of legal counsel
 - 5. Review the status of insurance agent
 - 6. Establish employee evaluation date
 - 7. Review current contracts
 - B. Annual ethics disclosure
- III. CONSENT AGENDA
 - A. Minutes from June 14, 2018 regular meeting and June 14, 2018 joint meeting with Columbia River Fire & Rescue
 - B. Bills to be approved July 12, 2018
 - C. Budget vs. Actual a/o June 30, 2018
 - D. Financial Hardship Quarterly Report
- IV. REPORTS & OTHER INFORMATION
 - A. Chiefs' Reports
 - B. Health & Wellness Committee Minutes
 - C. Safety Meeting Minutes
 - D. Miscellaneous
- V. OLD BUSINESS
 - A. Awards & Incentives Committee
 - B. Management Team Committee – Fire Chief's 2018-19 Goals
 - C. Planning Committee
 - D. Ratify Resolution for Interfund Loan from General Fund to Grant Fund
- VI. NEW BUSINESS
 - A. Committee appointments by President
 - B. Guideline for District Litigation Representative
 - C. IGA with Columbia County for Fire & Life Safety Plan Review
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

Chief Greisen's Agenda Review

7/12/2018

ORGANIZATIONAL MEETING

Board Policy 2.18 states that the Board will complete the following at their July Board meeting at the beginning of each fiscal year.

Selection of President, Vice President and Secretary/Treasurer of the Board. The Vice President will open the floor for nominations for the above positions. The term of the office will be for fiscal year 2018-2019. The job descriptions are listed in the Board Policies. Any Board member may make a motion to nominate another Board member for any position. A Board member must also make a motion to close nominations for each position. Sometimes the motions are put together. For example: *"I make a motion to nominate _____ for President of the Board and close nominations."*

State Official Newspaper – The Board may discuss their options and then the new President will entertain a motion to maintain The Chronicle, the South County Spotlight, or the Oregonian as the District's official newspaper. *"I make a motion to adopt the _____ as the District's official newspaper."*

Select regular Board meeting date, time & place – The Board may discuss their options and then the President will entertain a motion to maintain 7:00 p.m. on the second Thursday of every month in the Scappoose Fire Station Board Room (or another selection).

Review the status of legal counsel – The Board may discuss their opinions of current legal counsel. Then the President will entertain a motion to choose official legal counsel. _____ with Speer Hoyt LLC has done a great job for the District, and I recommend the District continues using that firm's legal counsel. *"I move to retain attorney _____ as the District's legal counsel."*

Establish employee evaluation date – The Board may discuss their options and then the President will entertain a motion to maintain March as the employee evaluation month *(or another selection)*.

Review current contracts – No action is required.

Annual Ethics Disclosure – While not in Policy 2.18, the Board approved this item for the organizational meeting agenda in 2009. Identify existing or possible conflicts of interest, including related party transactions between Board member(s) and the District.

CONSENT AGENDA – A motion is required to approve the consent agenda. *"Motion to approve the consent agenda."*

REPORTS & OTHER INFORMATION

Chiefs' Reports – In Dropbox

Health & Wellness Committee Minutes - In Dropbox

Safety Meeting Minutes - In Dropbox

Pancake Feed Report – Total donations = \$8,425.86

Miscellaneous -

OLD BUSINESS

Awards & Incentives Committee

Management Team Committee – Fire Chief's 2018-19 Goals

Planning Committee –

Ratify Interfund Loan Resolution – In Dropbox

NEW BUSINESS –

Committee appointments by President – The new President for the fiscal year appoints Board members to the three committees. This can be completed at the August meeting if the President prefers. Chief Greisen sits on all committees and appoints the officers to the Planning Committee. The Volunteer Association appoints the volunteer members to the Awards & Incentives Committee.

Guideline for the District's Litigation Representative – in Dropbox

IGA with Columbia County for Fire & Life Safety Plan Review – in Dropbox

Good of the Order –

Contracts

AER Fitness Agreement-repair/maint. Fitness equipment-renew annually-6/2012
Archive Social - social media records retention - started 6/01/2017
Audit Engagement Letter with Grove,Mueller- Effective through June 2020 audit
C-Comm Data License Agreement - County Commissioners & Chief July 2008
Callback Staffing Crewsense - 01-01-18 thru 01-01-21
IGA-City of Scappoose Fire & Life Safety Plan Review signed 9/21/2017
Columbia Co. & UASI IGA for grants – re-signed 5/30/12
Columbia County Emergency Planning (Homeland Security) IGA as amended and restated.
Community Alert Network (CAN) – agreed & paid, but no official contract signed
Compliance Engine Contract - building inspections - expires 11/2020
CRFR & Columbia Hearing Agreement for hearing tests – 5/3/2012
CRFR IGA to use Lee Broadbent Training Center for no cost-signed May 2008
Dave Maller IT Agreement for Tech Support – signed 6/1/12 until price increase.
DPSST Accreditation Agreement – expires 1/2019
Emergency Reporting Records Mgmt Contract – approved 8/13, signed 9/13
Emergency Reporting Service Agreement– signed 9/2013
FIRE-GIS-1 IGA for Mapping signed May 2007
FireMed Contract dated February 2003; revised 2008 & reciprocal agreement
Google Apps for Government Agreement – signed 8/11/11
Holbrook Station-West Mult Soil/Water Conservation Agreement- 6/2012
ImageTrend Emergency Reporting - signed 1-11-18
Incident Management Team (IMT) Agreement – approved by Board 2/11/10
National Testing Network - signed 8/3/16
OHSU Contract for Medical Resource – Expires 12/31/2015
ORCPP – Oregon cooperative purchasing agreement; expires 8/2017
Pacific Office Automation - signed 4/15/16 for 1 yr term - autorenews annually
Physician Advisor Contract with Dean Sasek MD renewed annually
Physio Control Maintenance Agreement for LifePaks - expires 2-28-2021
Port of St. Helens MOU for working together on grants. Signed 7/14/11
Raxar Mobile Inspection & Pre-Planning Software - expires 6/30/2021
SDAO Rate Lock Agreement – 1/1/18 -12/31/2019
State of Oregon \$500/yr to protect lands not protected by ODF. 12/2014
TriTech Annual Technical Support Agreement for EMS billing base
Trizetto Provider Solutions for EMS billing signed 12/10/16
UASI IGA Grant for Homeland Security Grants thru Portland Region signed Nov 2005.
Amended 11/2010

C-COMM Agreements

IGA for out-of-District call answering & dispatch services; fee of \$125/year dated 1/1995

IGA for out-of-District call answering & dispatch services (adding Holbrook area); fee based on 9/1993 valuation

Employment Related Contracts

Contracts with Post Employment Health Plan & Deferred Comp providers.
Fire Chief employment contract valid through 6/30/2019
Union Contract with IAFF Local 1660 dated 7/1/2016 through 6/30/2019
Civil Service IGA updated 12/2002; Aug 2011; 2013
Occup. Safety, Health & Wellness (OSH&W) signed 6/9/15, updated 5/10/17
Employee Assistance Program Contract with Standard Insurance(ongoing)

Mutual Aid Agreements

Columbia County Ambulance Service Area 2 Agreement, until terminated
American Medical Response NW (AMR) Mutual Assistance 2015 until terminated
Multnomah County (Ambulance) Services Contract. Effective until terminated
Columbia County Fire Mutual Aid Agreement – Board approved 2/11/10
IGA for Fire Chiefs between SRFD & CRFR - 7/1/16 - 6/30/18 (Renewed)
IGA between Scappoose RFPD and Multnomah County for Emergency Medical Services
Contract #20858 (agreement for ambulance to operate within Multnomah County) dated
12/1997. Amended 10/07
Amendment #1 to Contract #20858 Multnomah County Services Contract for HIPPA
Scappoose City IGA Bldg Code Compliance 9/18/17 until stopped
Mutual Aid-Automatic Response Agreement between Scappoose RFPD and Tualatin Valley
Fire & Rescue - Dated 6/1995
Mutual Aid Agreement with Tualatin Valley Fire & Rescue for the purpose of securing to
each the benefits of assistance in medical emergencies dated 6/1996
Mutual Aid – Clark County Fire & Rescue Aug 2015 – Aug 2025
Maritime Fire & Safety Assoc. First Responder signed 5/1996 (clean rivers)
Maritime Fire & Safety Assoc. (emergency response on waterways). 2/2011
Joint Columbia Co. Duty Officer - re-signed May 2015; effective until terminated
ODF Agreement for loan of Federal Excess Personal Property (FEPP) signed 12/2014
Mutual Aid IGA with Columbia County Fire Agencies – furnish emergency equipment &
personnel for fires & other disasters; signed 4/1998 Agreement with Washington County
Multnomah County with Columbia County – 2013
Oregon Dept. of Forestry (includes medical) -revised 4/1998
Mutual Aid for Washington & Columbia Counties - 2013
Agreement Cowlitz County - July 2011
Agreement Clatsop County – Oct 2010

Contract for Emergency Medical Training

EMT/Paramedic Training – Contract promises services to District & repayment
of remaining tuition balance after service credits
Justin Melling

Fire Protection Contracts

Anicker, Becky	24745 NW Dixie Mountain Road
Archer, Jeremiah & Molly	29445 Pisgah Home Road
Bahnsen, Donald & Joanne	25938 NW Dixie Mountain Road
Beisley, Ken	28330 Otto Miller Road
Benson, Robert	29911 Pisgah Home Road
Copeland, James	18143 NW St. Helens Road
Dudley, Peggy	26097 NW Dixie Mountain Road
Lacy, Bill	18141 NW St. Helens Road
Martwick, Jean & Ken Teter	26355 NW Dixie Mountain Road
Meyers, Tim & Donna	18145 NW St. Helens Road
Novak, Ken & Cheryl	29756 Grouse Lane
Ruppelt, Michelle & Christian	18147 NW St. Helens Road
Stanton, Robert & Maryann	30311 Holaday Road
Wiley, Matthew & Julane	29971 Pisgah Home Road

*Note that contracts representing a single event such as a purchase agreement, burn-to-learn, cooperative grants, and projects completed in one year are not included in this list.

CONTRACTS\List for Policy.

REGULAR MEETING OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, FOLLOWING THE JOINT MEETING WITH COLUMBIA RIVER FIRE DISTRICT WHICH STARTED AT 7 PM ON THURSDAY, JUNE 14, 2018, SCAPPOOSE FIRE STATION, SCAPPOOSE, OREGON.

ATTENDANCE: Board members: D. Grant, D. Sorenson, D. Graham and R. Cairns. Mr. Krieck arrived at 7:45 pm.

ALSO PRESENT: Fire Chief Greisen, D/C Marks, D/C Coombs, Lt Nielson, Captain Gift, FF Chaffeur, FF Liebig, FF Ahlers and J. Salisbury

CALL TO ORDER: President Grant called the Budget Hearing to order for the Scappoose Rural Fire District 2018-19 Budget at 7:00 p.m. and invited public comment.

Hearing no comment, President Grant closed the Budget Hearing at 7:02 p.m.

The joint meeting of the Scappoose Fire and Columbia River Fire Districts followed the Budget Hearing. Presidents Grant and Feige turned over the meeting to Chief Terry Ney from Lane Fire Authority. After a presentation with questions and answers, the boards closed the joint meeting at approximately 8:48 p.m. See separate minutes of the presentation.

President Grant reconvened the Scappoose Fire District regular meeting at 8:55 p.m.

AUDIENCE PARTICIPATION – None

CONSENT: President Grant opened discussion on the consent agenda items. Mr. Graham moved and Mr. Cairns seconded approving the consent agenda, subject to amending the May 10th minutes to show that Mr. Cairns had an excused absence. DSU Peterbilt repaired the rear end differential of the 2008 ambulance and also performed work on two suburbans. The big screen TV was purchased to permit enlarged view of building plans in Fire Marshal's office.

Motion to approve the consent agenda carried unanimously.

CHIEFS' REPORTS: No discussion. Chief Greisen discussed urban renewal district zoning, explaining that it is a tax break for a section of the city. If the west side at the airport was in it, we would get no taxes from those companies for up to 35 years. It is a way to get growth, but we already have people lined up to move into that area. Both the fire district and the city would lose money on an urban renewal district. Those taxes go to pay for infrastructure, not for services. Usually urban renewal is in a depressed area with

undesirable land. Cities must give special districts an opportunity to voice their interests before creating one. Establishing an urban renewal zone does not have to go to voters – the city council can do it with stroke of pen. Taxpayers outside the boundary have to pay more taxes to sustain services for everyone.

We will be billing for some local wildland fires on Morgan Road, Pittsburgh Road and Narrow Lane because the fires were caused by illegal acts. The property owners have the right to appeal to the board for reduction or waiver of the charges.

OLD BUSINESS: No committee reports.

NEW BUSINESS –

- A. Mr. Sorenson made a motion to approve the 2018-19 Resolution No. 2018-02 which adopts the 2018-19 Budget, appropriates funds and imposes and categorizes the tax rates. Mr. Graham seconded the motion. The Board briefly discussed the increase to the Maintenance of Equipment appropriation approved by the Budget Committee. The increase was made due to a surge in fuel prices and maintenance expenses after the 2018-19 Proposed Budget was created.

The motion to adopt the 2018-19 Budget carried unanimously.

- B. Mr. Sorenson made a motion to approve the 2018-19 Fire Chief's contract with Chief Michael Greisen. Mr. Kriek seconded the motion. Mr. Sorenson asked that the Fire Chief prepare and submit his 2018-19 goals to the Board at the next meeting.

The motion to approve the Fire Chief's contract carried unanimously.

AUDIENCE: No comments.

GOOD OF THE ORDER: Mr. Grant said the next meeting is July 12, 2018 at 7:00 p.m.

ADJOURNMENT: Mr. Graham moved to close the meeting, Mr. Kriek seconded, and the motion passed unanimously. President Grant adjourned the meeting at 9:20 p.m.

Signed this 12th day of June, 2018.

David Grant, President

Andy Kriek, Secretary/Treasurer

Columbia River Fire & Rescue and
Scappoose Rural Fire Protection District
Joint Meeting of the Boards of Directors
Scappoose Fire Station, Scappoose Oregon
June 14, 2018 7:05 pm

Special Meeting: After due and legal notice the joint meeting of the Columbia River Fire & Rescue and Scappoose Rural Fire Protection District Boards of Directors was called to order at 7:05 pm by CRFR Board President Hans Feige and Scappoose President David Grant. President Grant led the flag salute.

Present: CRFR Board - Mark Kreutzer, Ron Schlumpberger, Kelly Niles, Gary Hudson, Hans Feige. SRFD Board - David Grant, David Sorenson, David Graham, Ron Cairns, and Andy Kriech.

Others: Lane Fire Authority Chief Ney, Chief Greisen, DC Coombs, DC Marks, Lt Nielson, Captain Gift, FF Chauffer, FF Liebig, Marit Nelson and Janine Salisbury.

Chief Terry Ney began his presentation by listing the advantages of creating a Fire Authority:

- Versatility
- Does not require a public vote
- Easier to modify or dissolve
- Can be implemented in states
- Cost savings through economies of scale and elimination of duplication
- Overcomes resistance to mutual aid because organizations gradually become one without noticing it.

He listed the disadvantages as follows:

- More moving parts – boards, budgets, audits, and insurance policies
- Legal basis is not as clear to the public
- Important to do it for the right reasons; not the solution to a bad relationship
- Difficult to overcome different cultures

Chief Ney said that different cultures caused the divorce in the Willamette Valley Fire Authority, in which a suburban district and a small town/rural district could not overcome their differences. Difficulties also arise when one district has more volunteers than the other, or they have different shift structures.

In order to be successful, the following conditions and preparations are recommended:

- The Boards must be unanimously committed
- Volunteers must be supportive
- Union buy-in and commitment is essential
- Must share the vision
- Be transparent
- Meet with dissenters
- Do research – get outside look at proposed implementation
- Have a plan for change

The consultant should be given read-only access to the Emergency Reporting System used by the districts. Chief Ney told the consultant that merger was the end goal, with the Fire Authority as an intermediate step. Chief Ney displayed a Gant chart from the consultant's report with tasks listed in order. (Report in Dropbox for review)

Chief Ney said that during implementation, keep in mind the following:

- Participation on committees brings ownership and commitment. Buy-in happens when each person feels they own a piece of the new operation.
- Sometimes it is easier if everyone has to change instead of one group adopting the other's practices.
- Be willing to redirect concepts and procedures that are not working
- Elements to be addressed include mission, vision, values, policies, and SOGs. Some of these are easier and can be done upfront, while others can develop over time.
- Branding is important – give everyone the T-shirts to represent the new organization. Do not try to wait until the old ones wear out.

Chief Ney said the boards must expect that some people will decide to leave. The boards must work hard to let people leave gracefully and with honor.

It is essential to have the right people in the right places. Otherwise the new organization will lose credibility and/or create a terrorist.

Why not merge right now? The IGA allows time to compromise. It leaves the doors open so people do not feel trapped. It is an opportunity to create common procedures and equipment, a time to live together before getting married.

The boards must stay at the policy level. Equipment should be assigned based on where it is needed, not based on who owns it.

The Fire Authority Board consists of 2 people from each 5-person board. Run all three meetings at once, like a 3-ring circus, because it provides total transparency. The non-voting board members can fully participate in all discussions.

Name another station as headquarters in order to have meetings outside the district and still comply with ORS rules.

Negatives include:

- Drill standards such as attendance must be the same for both organizations. Unfortunately, this has the effect of singling out individuals who struggle to meet the goals of the smaller agency.
- Communication is more difficult at the same time that is more essential.
- Bigger organizations are harder to steer; shared values and a common purpose are needed.
- Loss of separate, meaningful identities with shared history.

Leadership:

- Share the vision at every opportunity.
- Own all mistakes and move on.
- The goal is to serve the public and do the right thing – keep that in front.
- Develop social media

Chief Ney said that for the Lane Fire Authority, the vision statement from the boards was the first step. In order to end up in a merger, implement in stages. Within 18 months, everyone was an employee of the Fire Authority with standardized pay and benefits and a new union contract. The shared financial commitment was 65/35 in that situation.

The Fire Authority gave the Chief the flexibility to move people and equipment around.

There are 276 square miles in the current Lane Fire Authority, with about 5,800 runs per year. There are 33 career, 90 volunteer FF/EMS, 20 single role volunteers, 1 fire chief, 2 assistant chiefs, 3 line captains, 4 program captains on day shift, an administrative assistant and a business manager.

The Fire Authority hired a public relations firm 18 months before the merger.

Training and maintenance were the easiest programs to combine, so that came first and required using the same vendors.

Policies took longer. There were different training attendance standards.

All EMS supplies were ordered through BoundTree.

Audience Comments: Captain Gift said more support is needed in the training area as well as fire marshal.

There being no further business, President Feige adjourned the Columbia River Fire & Rescue's special board meeting meeting at 8:48 p.m.

Signed this 12th day of June, 2018.

David Grant, President

Ron Cairns, Vice President

Scappoose Rural Fire District
Itemized Account Activity
June 15 through July 12, 2018

Date	Source Name	Memo	Paid Amou...
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
6/27/2018	Paychex - tax	ER Work Benefit	64.44
6/28/2018	HRA VEBA Trust	HRA VEBA Trust for health care	2,300.00
6/28/2018	Nationwide Retireme...	Emplyr deposits	450.00
6/29/2018	Paychex Payroll	Flex spend health ins cashout	11,940.32
7/11/2018	Kriech, Justin	flex svgs pmt (Inv. 6.29.18)	60.00
7/11/2018	Special Districts Insur...	2018-19 workers comp ins	33,721.96
7/11/2018	Standard Insurance	July/Aug Life & LTD Insurance	1,320.75
7/11/2018	Special Districts Insur...	8-2018 HealthIns	21,464.40
Total 550 Insurance			71,321.87
560 Personnel Salaries			
6/19/2018	American General Lif...	Insurance Premium	59.85
6/27/2018	Paychex - tax	Employee taxes withheld	39,227.43
6/27/2018	Paychex Check	employee PR check	2,483.03
6/28/2018	Nationwide Retireme...	Employee payroll deposit	1,805.00
6/28/2018	Voya-State of Oregon...	Oregon Savings & Growth Plan	9,667.48
6/28/2018	Foresters Investor Se...	457P retirement deduction	3,300.00
6/28/2018	Principal Financial Gr...	Life Ins policy 4809832 - Anderson	52.24
6/28/2018	Oregon Dept. of Justice	PR deduction	854.40
6/29/2018	Paychex Payroll	Deferred compensation	2,659.00
6/29/2018	Paychex Payroll	FLSA OT	2,003.12
6/29/2018	Paychex Payroll	FF incentives	1,360.00
6/29/2018	Paychex Payroll	Longevity	602.00
6/29/2018	Paychex Payroll	Phone Pay	150.00
6/29/2018	Paychex Payroll	Shift differential	35.28
6/29/2018	Paychex Payroll	Overtime	15,683.94
6/29/2018	Paychex Payroll	Balance of net pay	60,172.59
6/29/2018	Paychex Check	employee PR check	489.83
7/11/2018	P.E.R.S.	Employee 6% IAP plus unit contrib...	9,283.86
7/11/2018	Standard Insurance	July STD PR deductions	481.50
7/11/2018	Transamerica Life Ins...	Employee Life #42462353 - Gandara	123.23
7/11/2018	Tualatin Valley Fire Fi...	2018 union dues from PR deductio...	1,317.01
7/11/2018	Pacific Athletic Club	Employee PR deduction	5.00
7/11/2018	Principal Financial Gr...	Life Ins policy 4807351 - DuBois	42.41
7/11/2018	S.H.C.F.C.U.	11 \$35 PR deductions	385.00
7/11/2018	S.H.C.F.C.U.	2 chiefs \$30 PR deduction	60.00
7/11/2018	S.H.C.F.C.U.	2 parttime lunch contribs	50.00
7/11/2018	Special Districts Insur...	Sec 125 employee contrib	1,366.32
Total 560 Personnel Salaries			153,719.52
570 SocSec/Medicare(FICA)			

Scappoose Rural Fire District
Itemized Account Activity
 June 15 through July 12, 2018

Date	Source Name	Memo	Paid Amou...
6/27/2018	Paychex - tax	Emplyr FICA	12,445.75
Total 570 SocSec/Medicare(FICA)			12,445.75
580 Volunteer Services			
6/28/2018	Meres, Angie	37.8 mi @ \$0.545/mile	20.60
7/4/2018	It's All About Resale	propane for boathouse	8.88
7/11/2018	Booth, Shelly	allowance for fair/rodeo/STP per di...	200.00
Total 580 Volunteer Services			229.48
590 Personnel Benefits			
6/28/2018	Oregon Occupational ...	physical J.Melling	159.00
7/11/2018	P.E.R.S.	Employer PERS	32,574.04
7/11/2018	Occup.Safety Health ...	Labwork: Melling	107.00
7/11/2018	Anytime Fitness	Aug Fitness dues-J.Salisbury	33.00
7/11/2018	Pacific Athletic Club	Aug 2018 dues; Marks	40.00
Total 590 Personnel Benefits			32,913.04
Total 1.1 GENERAL FUND PERSONNEL SVCS			270,629.66
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
7/11/2018	Ritchie, Christopher	physician advisor services	691.67
7/11/2018	CRFR	June2018-VolCoord 50% share	3,985.46
Total 670 Contract Services			4,677.13
680 Communications Maintenance			
7/11/2018	Motorola Solutions, Inc.	communications software	169.00
Total 680 Communications Maintenance			169.00
740 Uniforms			
6/28/2018	Scappoose Outfitters	4 nameplates (Melling)	20.00
6/28/2018	Scappoose Outfitters	embroider name (Salisbury)	5.00
6/28/2018	Scappoose Outfitters	sew on patch	5.00
7/11/2018	Curtis	3 NavyBlu FF SS shirts(Melling)	269.76
7/11/2018	Northwest Apparel	4 SS T-shirts (Melling)	60.00
7/11/2018	Northwest Apparel	2 1/4 zip sweatshirts (Melling)	74.00
7/11/2018	Sallee, Casey - Vendor	tags & passports for Hulsopple;Ch...	112.50
7/11/2018	Scappoose Outfitters	sew 6 patches & 3 nameplates(Me...	13.50
Total 740 Uniforms			559.76
750 Maintenance on Equipment			
6/28/2018	Wilcox & Flegel	340.2 gal diesel fuel	909.57
6/28/2018	Ace Hardware - Scap...	misc fasteners	2.70
6/28/2018	Ace Hardware - Scap...	lockout/tagout	4.99
6/28/2018	Ace Hardware - Scap...	lockout/tagout	12.99

07/11/18

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

June 15 through July 12, 2018

Date	Source Name	Memo	Paid Amou...
6/28/2018	Advanced Traffic Pro...	Replace failed 795H Light Emitter ...	746.25
6/28/2018	Fast Lube and Oil	Oil change; 2017 F350 pickup	103.90
6/28/2018	Les Schwab Tires	tires for shelter/conflag trailer	541.96
6/28/2018	Sunset Auto Parts	wipes, brake clnr & fluid, shop tow...	196.24
7/11/2018	CRFR	#3407-4382: replace alternator	207.20
7/11/2018	CRFR	#3501-WT435: annual pump test	200.00
7/11/2018	CRFR	#3501-WT435: annual service	1,121.84
7/11/2018	CRFR	Fireboat - replace belts starboard ...	170.41
7/11/2018	CRFR	#3502-WT431: annual service	774.53
7/11/2018	CRFR	#3502-WT431: annual pump test	200.00
7/11/2018	CRFR	#3307-M432: replace power steeri...	280.11
7/11/2018	CRFR	#3307-M432: ck for power steering...	25.00
7/11/2018	CRFR	#2111-HB431: Stemco vent plug	4.02
7/11/2018	Ace Hardware - Scap...	rope Saxon 3/8" X 100'	13.99
7/11/2018	Alaska Frontier Fabric...	2 belts	161.14
7/11/2018	Les Schwab Tires	spare tire for conflag trailer	135.49
7/11/2018	Sunset Auto Parts	serpentine belt	21.15
7/11/2018	UL LLC	In-service aerial inspection	995.00
7/11/2018	Wilcox & Flegel	275 gal. unleaded fuel	881.94
7/11/2018	Wilcox & Flegel	389.9 gal diesel fuel	1,002.84
7/11/2018	Boatyard at Rocky Po...	66 gal diesel - Fireboat 43	217.14
Total 750 Maintenance on Equipment			8,930.40

760 Administration

6/15/2018	Best Western	Chief Terry Ney-lodging	88.12
6/20/2018	Kozy Korner	Meet new St.H building official	23.34
6/20/2018	Fork'd	safety mtg food	82.77
6/21/2018	Amazon	letter-size file folders(100/pk-color...	12.82
6/22/2018	BiMart	Mobilization supplies	83.81
6/22/2018	Fred Meyer	4 storage bxs for conflag	31.96
6/23/2018	Fred Meyer	Conflag food supplies	188.04
6/28/2018	Oregon Fire Chiefs A...	2018-19 dues: Greisen;Pricher;Ma...	255.00
6/28/2018	Pacific Office Automa...	monthly maint	36.00
6/28/2018	Symbolarts	200 SRFD challenge coins	1,241.00
6/28/2018	Schoof, Megan E	grand jury mileage (18 miles)	9.81
6/28/2018	Pizza Vendor	Cater Rd Horse Rescue dinner	89.95
6/29/2018	Paychex Invoice	June reg PR svcs	173.85
7/2/2018		LGIP transfer fee	0.05
7/2/2018	COSTCO Wholesale	Conflag food bag supplies	108.31
7/2/2018	REI	conflag - energy bars	144.54
7/2/2018	Fred Meyer	conflag-summer sausage	46.68
7/2/2018	BiMart	conflag food supplies	70.38
7/9/2018	REI	conflag food - energy bars	145.50
7/9/2018	BiMart	conflag food supplies	42.45
7/11/2018	N.A.E.F.O.	2018 membership dues	75.00

4:01 PM
07/11/18
Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
June 15 through July 12, 2018

Date	Source Name	Memo	Paid Amou...
7/11/2018	Booth, Shelly	reimb petty cash to \$300 bal for mi...	71.20
Total 760 Administration			3,020.58
765 Information Technology			
6/28/2018	AT&T Mobility	May wireless charge	338.50
6/28/2018	CenturyLink	June internet	65.94
6/28/2018	Maller, Dave	contract IT work	675.00
6/28/2018	Maller, Dave	3 hrs firewall, wifi access pts, & ro...	195.00
6/28/2018	Hitech Systems, Inc.	15 SafetyNet Mobile Client	519.15
6/28/2018	Hitech Systems, Inc.	2 SafetyNet Mobile Insight Client	86.42
7/2/2018	Apple iTunes	iCloud storage plan	2.99
7/11/2018	CallBack Staffing Sol...	Jul - Sept chg - 52 users	606.84
7/11/2018	EMS Technology Sol...	24 fleet mgmt licenses	120.00
7/11/2018	PEAK Internet	Chapman&Scappoose internet	76.88
7/11/2018	Comcast	internet (100+ package)	239.85
7/11/2018	Engstrom, Cheryl	repay 2 mo SRFD chg on personal...	85.73
7/11/2018	Verizon Wireless	Acct 342023411	531.51
7/11/2018	TriZetto Provider Solu...	July fees for EMS billing	101.82
7/11/2018	Verizon Wireless	Acct 672550930	10.02
Total 765 Information Technology			3,655.65
770 Operating Materials/Suppli			
7/4/2018	Amazon	2 gal Simple Green	35.76
7/5/2018	Amazon	1 cs Purex liquid HE detergent (6 b...	30.99
7/5/2018	Amazon	Finish - All in 1 85 ct Powerballs	13.47
7/5/2018	Amazon	urinal screens	27.16
7/5/2018	Amazon	1 cs GP hardwound roll towels	55.27
7/9/2018	Amazon	1 cs Wypall cloths (10 bx/cs)	68.75
7/9/2018	Amazon	1 cs 45 gal trash bags (100/cs)	33.29
7/9/2018	Amazon	1 cs Kleenex kitchen paper towels(...	68.01
7/11/2018	Walter E. Nelson Co.	cleaning concentrate 4 gal	153.00
7/11/2018	Walter E. Nelson Co.	1 cs Brutab disinfectant	228.00
Total 770 Operating Materials/Suppli			713.70
775 Emerg. Operating Supplies			
6/24/2018	WalMart	logistics-gatorade & water	117.54
6/28/2018	SeaWestern Fire App...	8 1.5" XD shutoff w/ pistol grip	2,616.00
6/28/2018	SeaWestern Fire App...	4 1.5" mid-range chief XD tip	1,480.00
6/28/2018	SeaWestern Fire App...	4 187-XD smooth bore tip, short b...	358.60
6/28/2018	SeaWestern Fire App...	3 2.5" XD shutoff, 1 3/8 waterway	1,140.00
6/28/2018	SeaWestern Fire App...	3 187-XD smooth bore tip, short b...	268.95
6/28/2018	SeaWestern Fire App...	shipping	125.00
7/6/2018	Amazon	6 Princeton Tec Fuel Headlamp (7...	133.98
7/6/2018	Amazon	3 Black Diamond Spot Headlamp, ...	98.85
7/6/2018	Amazon	2 pkg Rugged Blue Mojave (12/pkg)	64.00

4:01 PM
07/11/18
 Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
 June 15 through July 12, 2018

Date	Source Name	Memo	Paid Amou...
7/6/2018	Amazon	1 pkg RBM (Blue Mirror case of 12)	35.00
7/12/2018	Dept of Defense Email	4 bx Duracell Procell 9V batteries	81.68
7/12/2018	Dept of Defense Email	shipping	0.01
Total 775 Emerg. Operating Supplies			6,519.61
780 Building & Grounds Maint.			
6/19/2018	Amazon	3 pkg Hyperikon 4 ft LED (24/pk)	699.60
6/28/2018	McCoy Electric Co., Inc.	labor	3,526.00
6/28/2018	McCoy Electric Co., Inc.	materials	929.55
6/28/2018	McCoy Electric Co., Inc.	rented equipment	290.00
6/28/2018	McCoy Electric Co., Inc.	electrical permit	108.86
7/11/2018	McCoy Electric Co., Inc.	recycle light ballasts & lamps	1,971.00
7/11/2018	Metro Overhead Door	replace photo eye & install second...	1,545.00
7/11/2018	Paramount Pest Cont...	Chapman Station pest control	65.00
Total 780 Building & Grounds Maint.			9,135.01
790 Training			
6/18/2018	Expedia	Chaffeur-NFPA Fire Officer 1-hotel	492.35
6/19/2018	Ace Hardware - St. H...	6/24 Burn to Learn supplies	25.57
6/19/2018	Habitat for Humanity	6/24 Burn to Learn supplies	62.86
6/21/2018	Ace Hardware - St. H...	6/24 Burn to Learn supplies	65.98
6/25/2018	Red Robin	Lane Cty Fire Auth-Marks/DuBois	33.31
6/28/2018	Schoof, Megan E	Meals per diem for OVFA conf	150.00
6/28/2018	Carlton, Randy	OVFA meals per diem	150.00
6/28/2018	Hickman, Whitney	OVFA meals per diem	200.00
7/2/2018	Gas Station	OVFA conf travel - J. Marks	26.26
7/2/2018	Ace Hardware - Scap...	Hard hat & shock absorber; OVFA ...	21.98
7/2/2018	Gas Station	OVFA conf travel - J. Marks	20.00
7/2/2018	Mill Casino Hotel	OVFA Conf hotel - Marks	375.00
7/2/2018	Mill Casino Hotel	OVFA Conf hotel - Marks	-32.72
7/2/2018	Mill Casino Hotel	OVFA Conf hotel - Marks	-24.54
7/2/2018	Expedia	refund - bad hotel	-248.44
7/11/2018	Chaffeur, Ken	reimb. hotel & cab for training	442.82
7/11/2018	Hickman, Whitney	OVFA conf personal mileage	296.48
7/11/2018	S.H.C.F.C.U.	1 intern	30.00
Total 790 Training			2,086.91
810 Utilities			
6/28/2018	CenturyLink	station landlines	462.69
6/28/2018	CRPUD	boathouse electricity	38.20
6/28/2018	CRPUD	main station electricity	855.48
6/28/2018	City of Scappoose	water and sewer bill	279.39
6/28/2018	Comcast	cable	32.22
7/11/2018	P.G.E.	electricity for Holbrook station	33.08
7/11/2018	Waste Management ...	Garbage/Recycling	123.73

4:01 PM
07/11/18
Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
June 15 through July 12, 2018

Date	Source Name	Memo	Paid Amou...
7/11/2018	W.O.E.C.	Chapman budget pay	364.00
Total 810 Utilities			2,188.79
870 EMS Operations			
6/28/2018	Bound Tree Corp.	20 pks epinephrine(10/pk)	189.80
6/28/2018	Oregon Health & Scie...	EMS Services Apr-June,2018	500.00
6/28/2018	Bound Tree Corp.	6 calcium gluconate vials	106.74
7/9/2018	Hellofax	hellofax	9.99
7/10/2018	Bound Tree Corp.	3 bx C4 Midazolam (10/bx)	30.00
7/11/2018	Airgas - USA, LLC	6 cyl medical oxygen	436.96
7/11/2018	Bound Tree Corp.	3 bx C4 Midazolam (10/bx)	119.32
7/11/2018	EMS Technology Sol...	5 inventory & asset mgmt licenses	150.00
7/11/2018	Airgas - USA, LLC	cylinder rental	187.69
7/11/2018	Bound Tree Corp.	medical supplies	2,682.17
Total 870 EMS Operations			4,412.67
880 FireMed			
7/11/2018	U.S. Postal Service	525 FireMed renewal letters	262.50
7/11/2018	U.S. Postal Service	525 FireMed cards sent	262.50
7/11/2018	U.S. Postal Service	120 Holbrook brochures	60.00
Total 880 FireMed			585.00
Total 1.2 GENERAL FUND MATERIAL & SVC			46,654.21
Total 1...			317,283.87
Total 1..GENERAL FUND EXPENDITURES			317,283.87
TOTAL			317,283.87

07/05/18
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 2017 through June 2018

	Jul '17 - ...	Budget	\$ Over B...	% of B...
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,501,585	1,345,989	155,596	112%
EMS Receipts	733,720	610,000	123,720	120%
FireMed	39,645	35,500	4,145	112%
Gas Royalties	4,586	1,500	3,086	306%
Grant Awards	3,607	0	3,607	100%
Interest Earned on Investments	31,042	10,000	21,042	310%
Miscellaneous Revenue				
CRF&R IGA	98,213	96,867	1,346	101%
Miscellaneous Revenue - Other	122,180	18,333	103,847	666%
Total Miscellaneous Revenue	220,392	115,200	105,192	191%
Property Taxes				
Taxes - Current				
Local Option Levy	1,429,997	1,411,467	18,530	101%
Permanent Rate Levy	1,285,268	1,268,613	16,655	101%
Total Taxes - Current	2,715,265	2,680,080	35,185	101%
Taxes - Prior Years				
	96,059	90,000	6,059	107%
Total Property Taxes	2,811,324	2,770,080	41,244	101%
Transfer from Grant Fund	28,651	28,651	0	100%
Total 1. GENERAL FUND REVENUES	5,374,552	4,916,920	457,632	109%
2. GRANT FUND REVENUE				
Grant Award	0	112,944	-112,944	0%
Interfund Loan from General	112,944			
Total 2. GRANT FUND REVENUE	112,944	112,944	0	100%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	417,132	421,184	-4,052	99%
Grant Income	5,519			
Interest Earned on Investments	4,357	2,500	1,857	174%
Transfers In	0	1,000	-1,000	0%
Total 3. PROPERTY FUND REVENUES	427,008	424,684	2,324	101%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	205,514	205,106	408	100%
Interest Earned on Investments	3,338	1,800	1,538	185%
Total 4. PERSONNEL SVCS FUND REVEN	208,852	206,906	1,946	101%
Total Income	6,123,356	5,661,454	461,902	108%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	447,174	535,200	-88,026	84%
560 Personnel Salaries	1,841,291	1,916,619	-75,328	96%
570 SocSec/Medicare(FICA)	148,427	149,680	-1,253	99%
580 Volunteer Services	27,309	38,000	-10,691	72%
590 Personnel Benefits	404,333	465,000	-60,667	87%
Total 1.1 GENERAL FUND PERSONNEL...	2,868,534	3,104,499	-235,965	92%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	61,912	111,350	-49,438	56%
680 Communications Maintenance	29,968	54,000	-24,032	55%
720 Public Education	7,462	7,500	-38	99%

07/05/18
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 2017 through June 2018

	Jul '17 - ...	Budget	\$ Over B...	% of B...
730 Property & Liability Insur.	48,406	53,200	-4,794	91%
740 Uniforms	9,771	20,000	-10,229	49%
750 Maintenance on Equipment	128,082	110,000	18,082	116%
760 Administration	41,847	54,000	-12,153	77%
765 Information Technology	68,872	59,900	8,972	115%
770 Operating Materials/Suppli	2,331	5,000	-2,669	47%
775 Emerg. Operating Supplies	53,715	65,000	-11,285	83%
780 Building & Grounds Maint.	54,456	125,731	-71,275	43%
790 Training	54,325	90,000	-35,675	60%
810 Utilities	29,566	39,800	-10,234	74%
870 EMS Operations	77,237	70,000	7,237	110%
880 FireMed	18,118	18,500	-382	98%
Total 1.2 GENERAL FUND MATERIAL &...	686,071	883,981	-197,910	78%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	29,397	77,440	-48,043	38%
Total 1.3 GENERAL FUND CAPITL OUT...	29,397	77,440	-48,043	38%
Total 1...	3,584,002	4,065,920	-481,918	88%
1.4 GENERAL FUND TRANSFER OUT				
Interfund Loan to Grant Fund	112,944			
Transfers to Personnel Services	0	1,000	-1,000	0%
Total 1.4 GENERAL FUND TRANSFER OUT	112,944	1,000	111,944	11,294%
1.5 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.6 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	3,696,946	4,916,920	-1,219,974	75%
2. GRANT FUND EXPENSE				
2.1 GRANT FUND PERSONNEL SVCS				
1. Personnel Salaries	59,064	60,691	-1,627	97%
2. Personnel Benefits	25,229	23,602	1,627	107%
Total 2.1 GRANT FUND PERSONNEL SVCS	84,293	84,293	0	100%
2.2 Debt Svc to General Fund	28,651	28,651	0	100%
Total 2. GRANT FUND EXPENSE	112,944	112,944	0	100%
3. PROPERTY FUND CAPITAL OUTLAY				
Building & Grounds Improvements	0	30,000	-30,000	0%
EMS Apparatus & Equipment	230,274	232,000	-1,726	99%
Fire Apparatus & Equipment	52,422	152,684	-100,262	34%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	282,696	424,684	-141,988	67%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	0	201,906	-201,906	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	0	206,906	-206,906	0%
Total Expense	4,092,585	5,661,454	-1,568,869	72%
Net Income	2,030,770	0	2,030,770	100%

07/11/18
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Jul '18 -...	Budget	\$ Over B...	% of...
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,677,606	1,640,410	37,196	102%
Conflagration	0	150,000	-150,000	0%
EMS Receipts	26,467	670,000	-643,533	4%
Fire Marshal	0	25,000	-25,000	0%
FireMed	280	39,300	-39,020	1%
G.E.M.T. (Medicaid)	0	30,000	-30,000	0%
Interest Earned on Investments	0	28,500	-28,500	0%
Intergovernmental	365	100,645	-100,280	0%
Miscellaneous Revenue	20	25,000	-24,980	0%
Property Taxes				
Taxes - Current	0	2,879,713	-2,879,713	0%
Taxes - Prior Years	10,463	92,000	-81,537	11%
Total Property Taxes	10,463	2,971,713	-2,961,250	0%
Total 1. GENERAL FUND REVENUES	1,715,201	5,680,568	-3,965,367	30%
2. GRANT FUND REVENUE				
Grant Award	112,950			
Total 2. GRANT FUND REVENUE	112,950	0	112,950	100%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	144,313	144,246	67	100%
Interest Earned on Investments	0	2,500	-2,500	0%
Transfers In	0	189,487	-189,487	0%
Total 3. PROPERTY FUND REVENUES	144,313	336,233	-191,920	43%
4. PERSONNEL SVCS FUND REVENUE				
Begin Available Cash On Hand	208,852	209,024	-172	100%
Interest Earned on Investments	0	3,510	-3,510	0%
Total 4. PERSONNEL SVCS FUND REVENUE	208,852	212,534	-3,682	98%
Total Income	2,181,316	6,229,335	-4,048,019	35%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	56,567	588,420	-531,853	10%
560 Personnel Salaries	13,114	2,218,355	-2,205,241	1%
570 SocSec/Medicare(FICA)	0	167,130	-167,130	0%
580 Volunteer Services	209	78,000	-77,791	0%
590 Personnel Benefits	32,754	560,757	-528,003	6%
Total 1.1 GENERAL FUND PERSONNEL SVCS	102,644	3,612,662	-3,510,018	3%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	4,677	113,843	-109,166	4%
680 Communications Maintenance	169	20,000	-19,831	1%
720 Public Education	0	14,800	-14,800	0%
730 Property & Liability Insur.	0	51,985	-51,985	0%
740 Uniforms	530	20,000	-19,470	3%
750 Maintenance on Equipment	6,412	143,500	-137,088	4%
760 Administration	704	56,120	-55,416	1%
765 Information Technology	1,776	69,900	-68,124	3%
770 Operating Materials/Suppli	714	5,000	-4,286	14%
775 Emerg. Operating Supplies	414	65,000	-64,586	1%
780 Building & Grounds Maint.	3,581	125,731	-122,150	3%
790 Training	907	85,000	-84,093	1%

07/11/18
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Jul '18 -...	Budget	\$ Over B...	% of...
810 Utilities	521	37,600	-37,079	1%
870 EMS Operations	3,778	90,000	-86,222	4%
880 FireMed	585	20,000	-19,415	3%
Total 1.2 GENERAL FUND MATERIAL &...	24,766	918,479	-893,713	3%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	0	109,940	-109,940	0%
Total 1.3 GENERAL FUND CAPITL OUT...	0	109,940	-109,940	0%
Total 1...	127,410	4,641,081	-4,513,671	3%
1.4 GENERAL FUND TRANSFER OUT				
Transfers to Property Fund	0	189,487	-189,487	0%
Total 1.4 GENERAL FUND TRANSFER OUT	0	189,487	-189,487	0%
1.5 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.6 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	127,410	5,680,568	-5,553,158	2%
3. PROPERTY FUND CAPITAL OUTLAY				
Building & Grounds Improvements	0	30,000	-30,000	0%
EMS Apparatus & Equipment	0	100,000	-100,000	0%
Fire Apparatus & Equipment	0	196,233	-196,233	0%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	0	336,233	-336,233	0%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	0	207,534	-207,534	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	0	212,534	-212,534	0%
Total Expense	127,410	6,229,335	-6,101,925	2%
Net Income	<u>2,053,905</u>	<u>0</u>	<u>2,053,905</u>	<u>100%</u>

Credit Detail

QUARTERLY FINANCIAL HARDSHIPS

<u>Call No</u>	<u>Patient #</u>	<u>Patient Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Code</u>	<u>Description</u>	<u>#</u>	<u>Rec. Date</u>	<u>Recpt. #</u>	<u>Amount</u>
	6270		01/25/2017	PRIVATE (SELF F18		FINANCIAL HARDSHIP		05/04/2018	100%W/O	380.52
Total Credits For This Call										380.52
Totals For All										
Number of Calls		1	Number Of Credits		1	Total Credits		380.52		

Credit Summary

Summary By Credit Code Year End Report for Board

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
1	PATIENT PAYMENT	65	8.23	10598.48	1.75
3	PRIMARY INSURANCE	67	8.48	125109.16	20.61
4	SECONDARY INSURANCE	45	5.70	4892.33	0.81
5	MEDICARE PART B. PMT.	61	7.72	27740.16	4.57
6	MEDICAID PMT.	21	2.66	4562.84	0.75
7	MEDICARE PRIVATE INSURANCE	103	13.04	39872.33	6.57
8	COLLECTION AGENCY PMT.	12	1.52	330.95	0.05
9	MEDICAID PRIVATE OHP	46	5.82	14823.90	2.44
10	MEDICARE WRITE-OFF	215	27.22	263377.49	43.39
11	MEDICAID WRITE-OFF	82	10.38	76076.93	12.53
12	INS OR CONTRACTUAL W/O	4	0.51	3481.91	0.57
15	AUTO INSURANCE	3	0.38	2148.80	0.35
16	SENT TO COLLECTIONS	20	2.53	16168.60	2.66
17	FIREMED WRITE-OFF	37	4.68	9034.14	1.49
18	FINANCIAL HARDSHIP WRITE OFF	1	0.13	380.52	0.06
19	PAST TIME LIMITS	8	1.01	8397.00	1.38
Totals For All		790		606995.54	

Credit Summary from 4/1/2018 6/30/2018

This reports shows all credits and write offs. A few are not self-explanatory:

- Insurance or contractual w/o---workers comp, federal insurance like Tri Care
- Financial hardship---w/o at hospital level or management team
- Past time limits---Care Oregon has a 60 day limit to bill, sometimes patient tells us they have OHP or Medicaid & we bill them & miss the deadline. Also for very old accounts that cannot be sent to collections, VA, Medicare etc. never paid.

Fire Chief Report

June 2018

I have completed a draft guideline on who is responsible for representing the district in litigation matters. Remember this is only a draft. If you have any questions or concerns please let me know.

I have been meeting with personnel to discuss the good and the bad of the Intergovernmental agreement. My goal is to have met with the majority of the personnel of the organization by the first part of August. At the last fire defense board meeting, the fire chiefs and other members elected Chief Smythe as the new fire defense board chief for Columbia County. I will assist Chief Smythe in the duties of fire defense chief during this summer's mobilizations.

Chief Coombs and I both sit on the Medical Reserve Corp (MRC) advisory committee. This committee gives direction to the coordinator who oversees the MRC group of volunteer licensed medical professionals and support personnel who coordinate medical assistance during disasters and public health emergencies. The advisory group has been meeting to help with changes to the governance of the group. The Public Health Foundation has been the local public health authority for Columbia County since 2011. Until recently, the Medical Reserve Corp has been under the umbrella of the Public Health Foundation. Changes to state legal rules require the counties to be more responsible for public health. As a result, the Board of County Commissioners is now responsible for the Medical Reserve Corp.

Meetings & Drills

06/6 Col Co Traffic Safety	06/6 SRFD Booth 3 month test
06/6 Chief mtg.	06/6 SRFD pancake feed mtg
06/6 SRFD vol. roundtable mtg with chief	06/11 Fire defense board mtg
06/12 MRC advisory mtg	06/12 Col Co Fire investigation mtg.
06/12 CRFR board mtg.	06/13 Vol. fire academy graduation
06/14 SRFD & CRFR joint board mtg.	06/20 CRFR vol mtg and cleanup
06/26 Local 1660 mtg	06/27 Local 3215 mtg

June 4-8 and June 15-18 Duty Officer

Division Chief O'Connor Monthly Report
June 2018

Meetings: OSFM Red team meeting 6/5 & 6/26; Chiefs meeting 6/6; IT meeting 6/12; CRFR board meeting 6/12; Recruit Firefighter Graduation 6/13; SRFD Safety meeting 6/20; CRFR safety meeting 6/26;

Facilities: Person that shot up Fernhill station was caught by CCSO, we may see some restitution pending outcome of arrest; Continued work toward repair/replacement for station paging/tap out systems; scheduled Heuser Tech. to repair LBTC gate, set up computer for reprogramming of gate; Made contact with AirWave to correct key fob issues at Scappoose substations and give estimate for upgrading the key fob system across all stations; ordered bark dust for St. Helens and Fairgrounds stations; work on estimates for LBTC power connections for apparatus in bays; replaced bathroom lighting at SH station

PIO: Continued updates of social media pages with current information (shared duty w/Motherway); CRF&R Facebook page now has 4,595 people following it, this is an excellent tool to communicate with the public about our operations helping promote transparency

I/T: Entered into agreement with Dave Maller for IT services beginning June 1, 2018 and terminating IT contract with Utilize IT effective June 15, Dave Maller is also used by Scappoose Fire Dist.; Significant changes occurring to the infrastructure as we change vendors for IT services, lots of troubleshooting; work on secure email service for community paramedic; upgrade Scappoose MiFi wireless hotspots for medics; setting up accounts with AT&T for both Scappoose and CRF&R for First Net; updated peripheral IT equipment for EMS billing.

Safety/Health: Completed NFPA Pre-Physicals for 32 of 40 firefighters on June 13 & 16, firefighters have started scheduling appointments with NFPA physician; completed Deer Island and Goble facility safety inspections.

Misc: Took time off throughout June for vacation and graduation events; submitted GP Bucket Brigade grant application for \$10,000 to replace volunteer turnouts; revised several safety SOG's for safety committee review; Asst. Lt Ledoux with prep for house burn training for NFPA 1403 compliance

EMS OFFICE

June Activity

4 Met with Dr. Sasek
5 & 6 Ventilator/Intraosseous training
6 Met with Philips ECG representative
6 Chief's meeting
7 Community Paramedic operational meeting
8 ImageTrend implementation meeting
8 CareOregon action plan meeting
12 Medical Reserve Corps advisory meeting
12 Citrix secure email demonstration
13 Suicide prevention task force
14 Single role EMS hiring meeting
15 ImageTrend operational meeting
19 Attend "Rest Area" open house
20 SFD EMS supply meeting
22 Deployed to the Graham fire
26 Met with CC Mental Health director
26 BraunNW pre-build meeting
28 Community health reporting development
29 ImageTrend operational meeting

ImageTrend Crews have largely acclimated to the new software. We are working on the demographic file required by the Oregon Health Authority and are close to implementing the fax service to facilitate transmission of reports to emergency departments. We are scheduling webinars with ImageTrend to resolve outstanding issues.

Single Role EMS The job announcements for the full time paramedic and part time EMT positions are live. Physical ability and skills assessment for paramedics is scheduled for July 27th with interviews on the August 4th. The EMT positions will remain as open enrollment and we anticipate a hiring process once we have our full time paramedics on board.

Community Paramedic CareOregon will now be primarily assigning clients within the five categories as originally intended. We are reviewing a workflow and caseload based on Nina's input from the field. We are developing a client report and worksheets in ImageTrend. This will facilitate tracking and assist with evaluating the success of the program.

TRAINING REPORT
JUNE 2018
CHIEF MARKS

JUNE 2 COOK FOR WILDLAND ACADEMY
JUNE 3 COOK FOR WILDLAND ACADEMY
OVERNIGHT CONFLAG TYPE ACADEMY LEAD BY CHIEF PRICHER
JUNE 5 VENTILATOR AND IO TRAINING
JUNE 6 CHIEFS MEETING
MORNING AND EVENING DRILLS
B. BOOTH 3 MONTH TEST
JUNE 7 FIRE ATTACK AND FIREFIGHTER SAFETY AT CHEMEKETA CC
JUNE 8 DUTY WEEKEND BEGINS
JUNE 11 HEAVY CALL DAY NO AMBULANCES AVAILABLE ON THE EAST SIDE OF THE
COUNTY FOR MULTIPLE HOURS. CREWS WORKED VERY HARD. ONE CALL IN
COLUMBIA CITY HAD A MEDIC FROM RAINIER, A SQUAD FROM SCAPPOOSE, A
CHIEF FROM VERNONIA AND MYSELF.
JUNE 12 LCRTOA
CLEAN FOR RECRUIT GRADUATION
CRFR BOARD MEETING
JUNE 13 VOLUNTEER RECRUIT ACADEMY GRADUATION
JUNE 14 PREP HOUSE FOR BURN TO LEARN
JOINT BOARD MEETING
JUNE 16 KIWANIS PARADE
JUNE 18 DUTY WEEK
JUNE 20 MORNING AND EVENING DRILLS
BURN TO LEARN PREP / NOTIFICATION
JUNE 21 LBTC CLEAN UP
JUNE 24 BURN TO LEARN N 5TH ST
JUNE 25 WORK WITH LANE COUNTY FIRE AUTHORITY FOR BOAT CERTIFICATION PROCESS
JUNE 27-30 OVFA CONFERENCE
ONGOING PROJECTS
PUMPER CLASS- STUDENTS COMPLETING ONLINE PORTION. HANDS-ON PORTION COMING IN
JULY, WORKING ON TRAINING CALENDAR UPDATES, RECERTIFICATION PAPERWORK
CRFR DPSST ACCREDITATION, FIREFIGHTER 2 COURSES



June 2018 – Chief of Operations Monthly Report

June, what can I say about it other than we are rolling right into summer. We have had our fires, traffic accidents, and medical calls that are consistent with our annual responses. We are working to obtain call data and information from Image Trend, the goal is to have information ready for the August Board Meeting. Several CRFR members have been deployed to Conflagrations throughout the state and returned. The Birds of Summer have returned (Retardant Dropping Aircraft) to the North-West.

In this month report I have added a couple items that you will see that include our call volume from 2009 to 2017. Also, I have tasked Fleet Maintenance to include the number of work orders and vehicles worked on for the month. I have included information for the months of May and June for the July report.

Image Trend issues and “bugs” continued to be worked out and improved. We really appreciate and recognize Firefighter Jeff Lockhart, FF Tim Hennigan, and Lt Jim Pulito for the continued assistance in working out the issues as they arise. Without their assistance and dedication to producing a great product for our crews the system would be in dire straits. We inched closer to getting a finished product for CRFR, and then we begin implementation for SRFD personnel. This is a huge project, many of the systems and data points are built by software engineers, this can make it difficult to correct at our company level. Thanks to Jeff, Tim, and Jim we are on the path to completion.

Finally, reports on our run totals, types, and numbers is still in process. We are working with Image Trend Report Writer to obtain that information. When we have it up you will see response data again.

- Image Trend – We are having some issue with Report Writer (RW). RW gives us the ability to print reports and document responses for ASA reports, Deployment models, forecasting, and OHA review. This is an internal Image Trend issue and we hope to have it resolved shortly.
- Crew Sense is operating as our district(s) rosters. Some minor changes have taken place in regards to Vacation request and Overtime Request for both districts. Some minor bugs are still present and we are working diligently on them to correct.
- Budget Items – The 2018/19 budget has been approved and is currently beginning July 1, any purchases planned will be completed this fall when tax revenue begins arriving.
- Ambulance Only personnel continue to finish up the FTEP (Field Training Component) and we have seen a few more become eligible to operate in the field. We have started the process for hiring full time EMS only Paramedics for both SRFD and CRFR. We are accepting applications and plan on interview/testing later in July and early August.
-

- CRFR has flown the announcement for the Fleet Maintenance positions. We have received a number of applications and are currently evaluating the potential candidates. We plan on an interview/testing stations the week of July 9th. We would like to have the new hires ready and in place as soon as possible. Duane has not given his final date but most likely it will be towards the end of July.
- CAD – We are working on continued CAD issues, they are becoming less frequent and those that do arise are being quickly handled by CCOM staff. Mike Fletcher has taken the reigns of CCOM and is updating and improving their systems daily.
- Wildland/Conflagration response reimbursement: CRFR has received reimbursement for the North California Conflag response for Oct 2017. The only remaining conflag reimbursement still pending for both SRFD and CRFR is for the Thomas fire in December 2017. Most likely we should see payment in the early portion of summer.

Meetings:

- Local 3215/Management Meeting
- Volunteer Association Meeting
- Command and Control Class – LBTC for career and Volunteers (instructed)
- CCOM – CAD Issues
- NWCG S300 Extended Attack Incident Commander Course – Clackamas Comm College
- Fire reports and NFIRS updates
- Public Health Foundation of Columbia County Board Meeting – Board Member (Smythe)
- Lee Broadbent Training Facility Clean and detail grounds
- Duty Officer
- Internal Office movement/assist with moving of offices

HWC Minutes 6-28-18.docx

Health and Wellness Committee

6/28/18

Present:

Hennigan, Dietz, Ahlers, McLane, Lee, O'Connor

Guest:

Damon Massey

To order:

0905 hrs

Minutes from last meeting were read and approved by members present.

Old Business;

Joint medical physicals

- Pre-physicals completed June 13 & 16, 2018, 40 firefighters need, 32 completed. They will schedule their own appointments with the physician to complete the process for this round. Next round of NFPA physicals is October 2018.

Recognition / Incentives

- Sample shirts were brought in to show to the group. Shirts look good!
- Ahlers will work on starting the bulk purchase process.
- Need info on stickers for hydroflask bottles
- Continue to work on the phased workout program

Action Items

- *Chief O'Connor to continue looking into Gym re-imbursements - Currently no SOG/SOP exists for this.*
- *Dietz, Lee, Ahlers, McLane to continue working on incentive items, specifically third phase "big ticket items"*

Funding

- Gym membership - tabled at this time
- Massy's evaluation at vol drill was well received but poorly attended. Too many other things happening at the same time. Will work with training to schedule another evaluation time.
- Purchase foam rollers for all staffed station for "muscle rehab". This will tie in to Damon's program "How to recover from a fire or incident".

Upcoming baseline physical assessments (PAT)

- Ahlers discussed creating documents for the first baseline physical assessment, member demographics, He will continue working on for next month
- NFPA PAT is a requirement, will work on having all members complete this after the new year (2019). This is the next step towards compliance to NFPA standards.

*****Action Item*****

- *Matrix is completed and accepted by the committee. Need to get out to the members to start tracking work out times and awarding with incentives (shirts, hydroflasks, etc).*

Group training programs on weekends

- Discussion on how to get the peer fitness trainer program to Columbia County thru IAFF. Union membership is having discussions with Union presidents both 1660 and 3215. Follow up at next meeting. More discussion followed.

Communication

- Keep posting stuff on FB, it is getting attention.
- Ahlers has spreadsheet that will be posted on dropbox for clipboards at stations to track activity
- There is a need to post hard copies for correspondence. Cork boards need to be purchased for some locations. Links to web sites for info will need to be added to the hard copies.

Mental Health

- Ahlers posted a webinar link on FB
- Discussion on Peer Support for Mental Health
- Discussion about volunteer chaplains and their roles for helping not just the public but also responders. Cary Wackers church is being advertised as a “safe place” stop for responders. This is a place that police, fire and EMS can go to get a break. Responders are not unavailable while at the rest stop but can have a quick break from the public and home station.

New Business

- Discussed sharing new fitness experiences and encourage members to try new things
- Presentation of workout “E-book” by Hennigan, it is very good and needs wider distribution to the membership of the fire districts.

Good of the Order

- Discussion on work out times for CRF&R and Scappoose. Scappoose workout time for on duty staff is 0800 - 0900; CRF&R allows one hour a day but is not time specific. Career staff need to take advantage of this time and exercise. Some do and some don't.

Meeting dates and times

- Next Meeting - Thursday, August 9, 2018, 0900 hrs @ LBTC

Adjourn:

1100 hrs

SAFETY COMMITTEE MINUTES

JUNE 2018

RAINIER STATION

DATE: May 25th, 2018 @0900-1030

IN ATTENDANCE: JEREMY LEHNER, RICK FLETCHER, BEN DAVIS, & PRIEST MCLANE

FACILITY DEFICIENCY CORRECTIONS:

- ❖ Housekeeping and cleaning happened at the LBTC. One load of scrap metal was removed around the training tower, there is still some more to move.

OLD BUSINESS:

- ❖ SOP REVIEWS – draft SOPs were sent out for committee to review

Lock out / tag out: there was discussion about our old policy allowing maintenance personnel to unlock equipment for repair purposes, since on duty personnel that locked it would probably not be at the location any more. This may be something the new policy should address.

ISO (Incident Safety Officer): no further discussion

Decon: no further discussion

Respiratory: no further discussion

NEW BUSINESS:

- ❖ None

ACCIDENT / INCIDENT:

- ❖ Shoulder injury during training – very limited information
- ❖ Wildland fire with ff transported – still awaiting report
- ❖ Transport from burn to learn – waiting for report
- ❖ Backing incident with m476 – report still in-route to Safety Chief

STATION INSPECTION: GOBLE - Completed

GOOD OF THE ORDER – none

SAFETY MEESSEGE on page 2

SAFETY MEESEGE – Lifting Patients

Remember - “EMS is in the moving business and we are the movers.” NIOSH studies show: The weight limit for an individual to pick up off the floor is 51 pounds. Picking an object off the floor of that weight will put around 764 to 800 pounds of compressive load on the spine.

1. Stop lifting from the floor

Use your [MegaMover](#) to change the lift height from the floor to almost knee height, where we are much stronger and have a better spine angle.

2. Use handles for lateral transfers. The handles mean that on the pull, responders do not have to lean over so far to begin the transfer.

3. Work together

if 51 pounds can hurt one person, then it only makes sense that a 350-pound patient requires all hands working together.

4. Slow down

This allows your crew to get in better lifting positions, use tools properly and think ahead to ensure that the lift or move is safe for both you and the patient.

Keep your back healthy by improving your physical fitness level, hydrate properly, and work as a team.

SRFD Safety Committee
Agenda
July 11, 2018 @ 18:05

Safety Members in Attendance: Carlton, O'Connor, Stewart, Laney, Meres

Safety Message

**Lift carefully, get help, keep your back healthy by improving your physical fitness
and work as a team.**

Safety Suggestion Box: None

Accident Reports: Slip/fall at an incident 6/24/18, reviewed by committee. Firefighter working a brush fire lost footing and fell backwards into brush resulting in minor bruising and discomfort. Question regarding footwear being worn on the incident and if it was appropriate as its not stated in the report. Incident occurred on June 3 but was not reported via incident report until 6/14/18. Incident reports need to be completed in a timely manner and forwarded thru the chain of command. Incident did not result in medical care from a physician.

Cut arm 6/21/18 was reviewed by the safety committee. Firefighter on treadmill cut arm on a mirror on the wall. Cut was treated on site and did not require treatment by a physician. Mirror was immediately removed from the wall to remove the hazard. No other action taken or needed.

Safety Action Generator: None

Near Misses: None

Station Reports: Station reports assigned (Holbrook, R.C.) (Chapman, M.L) (Boathouse, M.S & W.H.) (Scappoose, H.O.) – Reports were received prior to the June meeting but have not yet been forwarded to the safety chief. Surplus equipment stored at sub stations needs to be surplus or discarded to clean up and clear area of trip hazards. (O'Connor, Carlton)

Old Business:

- Scappoose station security – Working with a local contractor to get this project scheduled. The plan is in place but needs to be completed by a licensed/bonded contractor. (O'Connor)
- Stripes on pad for Scappoose station and outside on concrete pad – Discussion about sealing the asphalt and then striping the parking areas and laying down paint for backing lines into apparatus bays. (O'Connor)

- Tower 431, harness for firefighters bucket – Researching OSHA requirements. Practice by area fire departments with buckets is to not use belt harness and tie off to the bucket while working in the bucket. Looking for a solid answer to meet OSHA standards. (O'Connor)
- Boat house ladder – Ladder was installed by FF Chauffer, project is complete. (Done)
- Gross decon kit – Safety committee approves of putting these kits on apparatus. Ops committee now has this project to determine where to store on vehicles. (Ops Committee)
- Hood exchange program – Working on a hood exchange program to help reduce firefighter cancer chances. FF Dietz, Lt. Wonderly and Chief O'Connor working on this project. (O'Connor, Dietz, Wonderly)

New Business:

- Rehab for live fire training – Discussion about making sure firefighter rehab is in place and properly used for live fire training evolutions. Recent live fire training with rehab in place was effective in capturing a firefighter with high blood pressure that ended up in transport to the hospital. This type of incident reinforces the need for rehab at training and incidents and to make sure time is given and resources available for adequate firefighter rehab and monitoring.
- Rehab group needs a quality thermometer for measuring firefighter body temperature. The current thermometers are deemed inadequate by those trained for performing rehab duties.

Good of the Order:

Meeting adjourned at 18:45

Oversight Committee Meeting
August 2, 2018

Discussion took place on the overall Intergovernmental Agreement and how to rewrite it. Chief Greisen will prepare a draft of the revised IGA. Portions of the agreement will be removed and attached as appendices.

List of planned appendices:

- Rules for making appendices
- Fire Chief Job Description
- Fire Chief Hiring process
- Guideline for District Litigation Representative
- Division Chiefs
- Volunteer Coordinator
- Training Center

Scappoose Fire's use of the training center and a usage fee were discussed. We will review the use of the training center over the last two years. Some of the uses are career and volunteer recruit training, special weekend classes, Wednesday drills, special operations training and others.

With the announcement of the retirement of Cheryl Engstrom, ambulance billing specialist for Scappoose, we need to look at ambulance billing. Scappoose will do a comparison between in-house fire district ambulance billing versus billing performed by an outside private agency. The report should be done at the end of October.

The need for a Human Resource position was discussed as there are 60 volunteers and 63 career personnel between the two districts.

Starting the cooperative service study was discussed. Chief Greisen will get examples from other Cities or Districts on Requests for Proposals for such a study.

**RESOLUTION 2018-03
TO TRANSFER FUNDS IN THE
2017-18 BUDGET**

WHEREAS, the Scappoose Rural Fire Protection District (District) was awarded a Staffing for Adequate Fire & Emergency Response (SAFER) grant, and

WHEREAS, this is a federal grant which disburses funds on a reimbursement basis after the District has incurred the expense, and

WHEREAS, the federal reimbursement of \$112,944 was not received prior to June 30, 2018, and

WHEREAS, this would have resulted in a negative Grant Fund balance of \$112,944 at 2017-18 fiscal year-end and negative fund balances are not allowed by Oregon Local Budget Law, and

WHEREAS, the Scappoose Fire District Board members voted by email on June 21, 2018 to transfer \$112,944 from the General Fund to the Grant Fund if the federal funds were not received prior to June 30, 2018, so

THEREFORE, be it resolved, that the Scappoose Fire District hereby ratifies its June 21, 2018 decision to transfer \$112,944 from General Fund Personnel Services to Transfers Out, and then transfer to the Grant Fund as outlined below. The 2018-19 budget will be modified to provide for the Grant Fund to repay this inter-fund loan.

FROM:	General Fund Personnel Services	\$112,944
TO:	General Fund Transfers Out	\$112,944
FROM:	General Fund Transfers Out	\$112,944
TO:	Grant Fund – Transfers In	\$112,944

Dated this 12th day of July, 2018.

David Grant, President
Board of Directors

Ron Cairns, Vice President
Board of Directors

***** Draft *****

Guideline for District Representative for Litigation

This guideline is to detail the responsibility and roles for the representation of the District in litigation matters. The primary responsibility of the District Representative is to keep the Board of Directors informed regarding current litigation or litigation likely to be filed. The District Representative's role is to relay information to and from legal counsel and/or insurance carriers about procedural options and share substantive analysis of the legal merits and ramifications of the litigation.

The District Representative will also provide the Board of Directors requests and/or direction regarding current litigation or litigation likely to be filed with legal counsel and/or insurance carriers. The District Representative will act as the District and Board's advocate and will utilize legal counsel as needed to reach the best outcome for the District in litigation matters.

The Fire Chief is the presumptive Representative for the District on all litigation issues and will work with attorneys, pre-loss legal, and/or insurance claims personnel for the benefit of the District. The Fire Chief's role will be to inform the Board of Directors of his work with attorneys and insurance claims personnel and keep the Board updated as to litigation matters as they progress.

In the event that the Fire Chief must appoint a designee to manage the litigation responsibilities, The Fire Chief will immediately inform the Board President of the reasons for his inability to serve as Representative and will recommend an alternate designee. The Board President will accept that designee or name an alternate designee to be the District Representative. That alternate District Representative designee decision shall be reported by the Board President to the entire board no later than the next board meeting.

This guideline does not prevent the Fire Chief from assigning personnel to assist the Fire Chief in the gathering of litigation information. If the attorneys or insurance carrier do not believe the Fire Chief should be the representative for the district on a specific legal matter, then the Fire Chief shall direct the attorneys or insurance carrier to contact the board president for direction on who should represent the fire district on that matter.

***** Draft *****

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT and COLUMBIA COUNTY
INTERGOVERNMENTAL AGREEMENT FOR FIRE, LIFE, AND SAFETY PLAN REVIEW
SERVICES AND INSPECTIONS PERFORMED ON “AS-NEEDED” BASIS

PARTIES

This Agreement is entered into between Scappoose Rural Fire Protection District, organized pursuant to ORS 478 hereinafter referred to as "S.R.F.D." and Columbia County, a municipal corporation of the State of Oregon, hereinafter referred to as "Columbia County".

RECITALS

WHEREAS, by the authority granted in ORS 190.010, a local government may enter into an intergovernmental agreement with another local government to perform any and all functions that a party to the agreement, its officers or agencies, have the authority to perform; and

WHEREAS, Columbia County desires to employ the services of S.R.F.D. to provide Fire, Life, and Safety plan review and inspection services for review of compliance with applicable Fire, Life, Safety Codes on an “as-needed” basis determined by the Columbia County Building Official; and

WHEREAS, Columbia County desires to provide a high level of professional and technical services at a cost less than the fees paid to Columbia County by permit applicants; and

WHEREAS, Columbia County wishes to contract with an organization directed by persons having experience and knowledge in the interpretation and application of regulations providing for protection of the public; and

WHEREAS, S.R.F.D. supervisors and managers are credentialed, have regulatory plan review and building inspection experience and otherwise meet Columbia County’s criteria; and

WHEREAS, S.R.F.D. is able to provide the services Columbia County is seeking when needed and is willing to enter into this Agreement to provide State of Oregon Fire, Life, and Safety plan review and inspection services to Columbia County in accordance with and limited to the provisions set forth in this Agreement.

AGREEMENT

In consideration of the promises and mutual covenants and agreements herein contained, it is agreed between the parties as follows:

- 1) **Effective Date.** This Agreement is effective on the last date signed by the parties, below.

2) **Completion Date.** This Agreement shall continue until June 30th, 2019, or until such other date as is mutually agreed upon by the Parties in writing, and shall automatically renew every year thereafter on July 1st unless terminated by either party pursuant to Paragraph 7 of this Agreement.

3) **S.R.F.D. Services.** S.R.F.D. agrees to provide services as follows:

a) **Fire, Life, and Safety Plan Review Services:** as determined by Columbia County Building Official for multi-family residential, mixed use and non-residential buildings (this does not include single family residential): Complete initial plan review in less than thirty (30) days, however, during fire season allow up to forty-five (45) days. S.R.F.D. to provide plan review comments to Columbia County via email or paper to the Columbia County Building Official and Land Development Office Manager.

b) **Fire, Life, and Safety Inspection Services:** as determined by Columbia County Building Official for compliance with approved plans and Columbia County adopted Oregon State Building Codes. The service standard is to perform such inspections within 48 hours of request (or two business days) by Columbia County and provide an inspection record to the applicant and to Columbia County. Columbia County will notify the S.R.F.D. via email when an inspection is requested and the S.R.F.D. will provide Columbia County with copies of the completed inspection paperwork via email or paper to the Columbia County Building Official and Land Development Office Manager.

Notwithstanding the service standards outlined above, S.R.F.D. reserves the right to prioritize its own building inspection and plan review work over Columbia County plan review and building inspection service requests.

4) **Consideration.** Compensation shall be at the following rates:

a) **Commercial and mixed use plan review:** 75% of the Fire Life Safety Review fees collected by Columbia County.

b) **All inspections:** \$100.00 per hour billed in half-hour increments.

S.R.F.D. shall submit, after the first business day of each month, the invoice for plan review and inspections performed during the prior month. Payment of invoiced and approved items shall be submitted by Columbia County within forty-five (45) days after the date of the invoice. Payments not made within the above time frame shall, when paid, be increased one and one-half percent per month, or any portion of a month, for each month the payment is delayed.

5) **Licenses.** S.R.F.D. shall maintain all licenses and certifications necessary for the performance of this Agreement.

6) **Compliance with Codes and Standards.** It shall be S.R.F.D. responsibility to determine compliance with all applicable Fire, Life, & Safety laws and codes, and with other applicable Federal, State and local acts, statutes, ordinances, regulations, provisions and rules. In the event of any discrepancy in the code, the Columbia County Building Official will have final determination. It is the property owners' or the occupant's sole responsibility to meet or exceed all laws, codes, and standards. S.R.F.D. is not responsible for any liability resulting from the non-compliance of a property owner or occupant. S.R.F.D. shall engage in no activity that creates and actual conflict of interest or violates the Code of Ethics as provided by ORS Chapter 244.

7) **Contract Representatives.** Contract representatives for this Agreement are the following:

a) For S.R.F.D.: Michael Greisen, Fire Chief 52751 Columbia River Hwy. PO Box 625 Scappoose, OR 97056

b) For Columbia County: Todd Dugdale, Director of Land Development Services 230 Strand Street St. Helens, OR 97051

All correspondence shall be sent to the above addresses when written notification is necessary. Representatives of the parties to this Agreement can be changed or substituted by either party providing written notice to the other party at the provided addresses.

8) **Termination.** This Agreement may be terminated at any time in whole or in part by mutual consent of both parties. This Agreement may also be terminated by either party upon thirty (30) days written notice to the other party. In the event S.R.F.D fails to substantially perform the work in a manner satisfactory to Columbia County, or Columbia County fails to make timely payments for work invoiced by S.R.F.D., this Agreement may be terminated immediately and all costs incurred and fees earned by S.R.F.D. prior to the termination date shall be paid by Columbia County to S.R.F.D. The rights and remedies of Columbia County related to any breach of this Agreement by S.R.F.D. shall not be exclusive, and are in addition to any other rights and remedies provided by law or under this Agreement. Any termination of this Agreement shall be without prejudice to any obligations or liabilities of either party already accrued before such termination.

9) **Amendments.** All amendments to this Agreement shall be in writing and signed by both parties.

10) **Independent Contractor.** S.R.F.D. is hereby engaged as an independent contractor, and will be so deemed for purposes of this Agreement and any applicable laws, regulations or policies relating to contracting or employment.

11) **Non-Assignment.** S.R.F.D. shall not assign, subcontract, or delegate the responsibility for providing the services outlined in this Agreement to any other person, firm or corporation without the express written consent of Columbia County.

12) **Reports.** Upon the request of Columbia County, S.R.F.D. shall, within a reasonable time, provide a written report on the progress of and information related to the work outlined in this Agreement to the Columbia County Building Official and Land Development Office Manager.

13) **Indemnification.** Subject at all times to the tort claim limitations in Oregon Tort Claims Act and the Oregon Constitution, S.R.F.D. shall indemnify, defend, save, and hold harmless Columbia County, its officers, agents and employees, from any and all claims, suits or actions of any nature, including claims of injury to any person or persons or of damage to property, caused directly or indirectly by reason any error, omission, negligence, or wrongful act by S.R.F.D., its officers, agents and/or employees arising out of the performance of this Agreement. This indemnity does not apply to claims, suits or actions arising solely out of the negligent acts or omissions of Columbia County, its officers, agents or employees.

14) **Insurance.** S.R.F.D. shall maintain commercial general liability and property damage insurance in an amount of not less than \$2,000,000 per occurrence to protect Columbia County, its officers, agents, and employees. S.R.F.D. shall also maintain errors and omissions insurance of not less than \$2,000,000. S.R.F.D. shall provide Columbia County a certificate or certificates of insurance in the amounts described above which names County, its officers, agents and employees as additional insureds. Such certificate or certificates shall be accompanied by an additional insured endorsement. S.R.F.D. agrees to notify County immediately upon notification to S.R.F.D. that any insurance coverage required by this paragraph will be canceled, not renewed or modified in any material way, or changed to make the coverage no longer meet the minimum requirements of this Agreement.

15) **Non-Discrimination.** S.R.F.D. agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap or age, suffer discrimination in the performance of this Agreement.

16) **Non-Appropriation.** In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Agreement, and if Columbia County has no funds legally available for consideration from other sources, then Columbia County may terminate this Agreement pursuant to Section 8 of this Agreement. S.R.F.D. may, pursuant to Section 8, terminate this Agreement at any time that funds are not appropriated by Scappoose for compensation to S.R.F.D., and in such event S.R.F.D. may immediately cease its performance of its obligations under this Agreement.

17) **Legal Fees.** In the event any action, suit or proceeding, including any appeals therefrom, is brought for failure to observe or perform any of the terms of this Agreement, each party shall be responsible for its own attorney's fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.

18) **Non-Waiver.** The failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.

19) **Time of the Essence.** The parties agree that time is of the essence in this Agreement.

20) **Choice of Law.** This Agreement shall be governed by the laws of the State of Oregon.

21) **Venue.** Venue relating to this Agreement shall be in the circuit court of the State of Oregon for Columbia County, located in St. Helens, Oregon.

22) **Severability.** If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.

23) **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement. Columbia County, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement. S.R.F.D., by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement.

DATED this day of , 2018

SCAPPOOSE RURAL FIRE DISTRICT

BOARD OF COUNTY COMMISSIONERS FOR
COLUMBIA COUNTY, OREGON

By: _____
Fire Chief, Michael Greisen

By: _____
Margaret Magruder, Chair

By: _____
David Grant, Board President

By: _____
Henry Heimuller, Commissioner

By: _____
Ron Cairns, Vice President

By: _____
Alex Tardif, Commissioner

Date: _____

Date: _____

Approved as to Form:

By: _____