

# **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, February 11, 2021

### **Call to Order & Flag Salute**

### **Public Comment:**

**“This is the time for public comment on agenda and non-agenda items. The Board will not take any immediate action but will document all comments and/or concerns. Any further action deemed appropriate will be taken promptly. We appreciate you keeping comments to 3 minutes per individual or 5 minutes if you are representing a group of patrons. Please note, personnel concerns will not be discussed in a public meeting. If you have any concerns with personnel, please schedule a meeting with the Fire Chief or Board President.”**

### **Consent Agenda:**

- Approve minutes from the January 14, 2021 Regular meeting
- Approve 1.31.21 Expense Account activity
- 1.31.21 Budget vs. Actual

### **Operational Reports:**

- Ambulance Report
- Monthly Calls

### **Staff Reports:**

- Chief's Report
- Financial Report
- Fire Marshal Report
- Training Report
- Operations Report

### **Old Business:**

1. Approve Funding for LOSAP for SVFA

### **Committee Reports:**

- Management Team
- Long Range Planning Committee
- Awards & Incentives – Funding for SVFA LOSAP

### **Miscellaneous:**

**New Business:**

1. Audit Presentation
2. Budget discussion – major budget items
3. Discussion of Options for May, levy or bond and rate
4. Executive Session: ORS 192.660(2)(D) to discuss Labor negotiations
5. My OCV Shared Smart device application

**Good of the Order****Adjourn**

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

# **PREVIOUS MEETING MINUTES**

# Scappoose Rural Fire District

## BOARD OF DIRECTORS REGULAR MEETING

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, January 14, 2021

Directors in attendance: D. Sorenson, A.Kriek, M. Gift, D. Graham, and S. Reeves.  
Others in attendance: Chief Pricher, Chief Marks, FD Tardif, 2 virtual attendees.

**President Sorenson called the meeting to order at 7:08 pm. Flag Salute**

**Public Comment:** read by Chair Sorenson – no public comments

**“This is the time for public comment on agenda and non-agenda items. The Board will not take any immediate action but will document all comments and/or concerns. Any further action deemed appropriate will be taken promptly. We appreciate you keeping comments to 3 minutes per individual or 5 minutes if you are representing a group of patrons. Please note, personnel concerns will not be discussed in a public meeting. If you have any concerns with personnel, please schedule a meeting with the Fire Chief or Board President.”**

### **Consent Agenda:**

- Approve minutes from the December 10, 2020 Regular meeting
- Approve 12.31.20 Expense Account activity
- 12.31.20 Budget vs. Actual

Director Graham moved and A. Kriek seconded the motion – Discussion – M. Gift asked about the tax collection rate of 93 percent collected. Clarification was provided that the 93 percent of taxes collected is of the 90 percent budgeted to collect. D. Graham asked about Klienbergh data mining – Chief Pricher detailed the data mining service. D. Sorenson asked about quarantine expenses and if everyone was back to work. Chief Pricher yes, currently we are all back to work and round 1 of vaccinations is complete. D. Sorenson asked about Apple. Chief Pricher explained the purchase as Cares funding for training and telework purposes. We also increased iPad’s internally to improve efficiencies. Mac workbooks were replaced, due to training needs.

D. Sorenson – Made comments about cost to maintain buildings. Acknowledge the need to pay the bills for maintenance services and it’s just something we need to pay. D. Sorenson asked

about the Holbrook building and how it is doing. Chief Pricher explained that we need a new roof and sheeting. D. Sorenson asked the directors about concerns on the budget vs actual. D. Graham asked if we had received conflagration money. Chief Pricher said we are still processing request for payments with the state for conflagration. After discussion the motion carried unanimously.

#### **Staff Reports:**

- **Chief's Report** - Transport report. Discussion about transports and trending, current trend is down from prior years. M. Gift – explained that transport rates and turnaround times are key to staffing, and that we need to know when our double hits are happening so we can plan accordingly. Chief Pricher said it was a busy month with lots going on. D. Graham – inquired about vaccination side effects. Chief Pricher listed some of the symptoms experienced. Inquiry about round 2. Chief Pricher explained that 2<sup>nd</sup> round is going to be staggered as staff come off shift, so they won't need time off if they get sick. The process is timed so that 700 vaccines for round two show up when needed. Vaccine process has added significant additional work to our agency; however, we are pleased we were able to help vaccinate the first responders.
- **Operations Report** – discussion
- **Fire Marshal Report** - occupancy and locations modular are complete. We will start doing 1 to 2 inspections a month for training. The platform is set up like EMS charts. In terms of compliance it is 70 percent for fixed systems. We are at 85 percent and would like to get to 90 percent. Gift asked if this had an impact on the FM revenue.
- **Training Report** - Slow month for me. DC Marks highlighted Rebound and how fantastic they are for our agency. Thank you to the board for funding the program. Discussion about the program and how to use it ensued. D. Sorenson – inquired about the recruit academy and if it would be happening. DC Marks – Yes, we will have it, even though we have one candidate. It's important to maintain our relationships with other agencies and this is one way to do that. D. Sorenson – inquired into other agency's holding their own academies. Marks – for Mist and Vernonia it is a time issue due to commute times. D. Sorenson – I noticed your graph; is there an expected amount we should see each month? In a typical year there is a minimum training standard, to be recertified at the state you have to have 60 hours every two years. Covid has had an impact on our training schedule.
- **Financial Report** – Present Audit/Financials – held over to February. D. Sorenson noted we are trending at 50 percent for expenses. FD Tardif highlighted the EMS receipts and down-turn in revenue. D. Sorenson noted the tax comparison hand out and how tax receipts are flat. Discussion ensued. M. Gift inquired as to when we expect to have a starting budget for next year. FD Tardif discussed the budget calendar and next steps for budget planning. M. Gift inquired about what the counties projected tax revenue for next year will be. FD Tardif will bring those numbers next month if the county has published them.

**Old Business:**

**Enterprise Zone Expansion** - Chief Pricher lead discussion on UR and EZ. Any area that is economic development is in the UR district and the enterprise zones. Lengthy discussion on how these zones will impact our district ensued. Looking at options to receive revenue from urban renewal district and enterprise zones. A. Kriek – how is this going to affect ISO ratings? Pricher – that is a question we can't answer right now.

**Committee Reports:**

- Management Team – Discussion about the assessment center, and operational matters
- Long Range Planning Committee – A. Kriek, great meeting. Discussion on what we need. Options to come to the board for levy or bond. Hope to bring the plan by February.
- Awards & Incentives – Funding for SVFA LOSAP

**New Business:**

1. Audit Presentation – held over until February
2. Approve Funding for LOSAP for SVFA – Board asked for all plan information and will discuss in February at the next meeting
3. Appoint Budget Officer – A. Kriek moved and S. Reeves 2<sup>nd</sup> to appoint Alex Tardif, motion carried unanimously
4. Approve Budget Calendar – D. Graham moved and A. Kriek 2<sup>nd</sup>, discussion ensued, motion carried unanimously. D. Sorenson asked about budget items such as a new roof for Holbrook, HVAC system, and bathroom upgrades/ facility remodels. Discussion.
5. Discussion of Options for May – Held over until February pending the planning committees report.

Entered Executive Session under ORS 192.660(2)(D) to discuss Labor negotiations at 8:30pm.

Came out of executive session at 9:26pm with no actions taken.

Kriek declared potential conflict of interest. G Graham moved and M. Gift 2<sup>nd</sup> to direct the fire chief to discuss scenario 1 with the union and if they do not agree to implement scenario 4. Motion Carried unanimous.

**Good of the Order** A. Kriek - Thank you Chief Pricher for all your hard work and help with the vaccination process.

**Adjourn** G Graham moved and M. Gift 2<sup>nd</sup> to adjourn, meeting adjourned at 9:37

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

# **EXPENSE ACCOUNT ACTIVITY**



02/09/21

Cash Basis

Scappoose Rural Fire District  
Itemized Account Activity  
January 2021

Date	Name	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance				
01/08/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	1,403.00
01/14/2021	health insurance	HRA VEBA Trust	District contributions	8,616.64
01/14/2021	life insurance	Standard Insurance	Life & LTD Insurance	1,266.16
01/19/2021	health insurance	Benefit Help Soluti...	Flex Savings reimb	75.00
01/27/2021	health insurance	HRA VEBA Trust	District contributions	8,066.64
01/29/2021	health insurance	Paychex Payroll	Flex spend health ins cashout	11,660.97
01/29/2021	Benefit Help Sol...		Refund/repayment	-26.20
01/31/2021	workers comp	Paychex - tax	ER Work Benefit	45.36
Total 550 Insurance				31,107.57
560 Personnel Salaries				
01/12/2021	salaries	P.E.R.S.	Employee 6% IAP plus unit con...	11,576.58
01/14/2021	salaries	HRA VEBA Trust	Employee PEHP contributions	2,139.00
01/14/2021	salaries	Voya-State of Ore...	Oregon Savings & Growth Plan ...	12,333.28
01/14/2021	salaries	Inroads Credit Uni...	Staff food fund--DEC PR deduc...	755.00
01/14/2021	salaries	Tualatin Valley Fir...	Union Dues - PR deduction Dec...	1,898.02
01/14/2021	salaries	Standard Insurance	STD staff PR deductions	556.89
01/14/2021	salaries	Transamerica Life ...	Emplyee Life #4262353 L. Gon...	123.23
01/14/2021	salaries	Inroads Credit Uni...	Refund donation to Share and ...	100.00
01/27/2021	salaries	American Heritage...	Case # 84457 PR Deduc: R An...	136.90
01/27/2021	salaries	Principal Financial...	Life Ins policy 4807351 b Dubois	42.41
01/27/2021	salaries	Transamerica Life ...	Employee Life #42462357 Ahlers	93.81
01/27/2021	salaries	Tualatin Valley Fir...	Union Dues - PR deduction Jan...	1,840.39
01/27/2021	salaries	HRA VEBA Trust	Employee PEHP contributions	2,672.00
01/27/2021	salaries	Voya-State of Ore...	Oregon Savings & Growth Plan ...	11,046.80
01/29/2021	other wages	Paychex Payroll	Deferred comp	4,038.14
01/29/2021	OT Salaries	Paychex Payroll	FLSA Overtime	1,160.48
01/29/2021	other wages	Paychex Payroll	FF incentives	2,087.78
01/29/2021	other wages	Paychex Payroll	Longevity	920.35
01/29/2021	data communica...	Paychex Payroll	Phone Pay	150.00
01/29/2021	other wages	Paychex Payroll	Shift differential	0.00
01/29/2021	OT Salaries	Paychex Payroll	Overtime	19,797.12
01/29/2021	salaries	Paychex Payroll	Balance of net pay	73,941.43
01/29/2021	salaries	Department of Jus...	Jan PR deduction	805.00
01/31/2021	salaries	Paychex - tax	Employee taxes withheld	43,932.94
Total 560 Personnel Salaries				192,147.55
570 SocSec/Medica re(FICA)				
01/31/2021	social security	Paychex - tax	Emplyr FICA	14,199.15

Scappoose Rural Fire District  
Itemized Account Activity  
January 2021

Date	Name	Source Name	Memo	Paid Amount
Total 570 SocSec/Medicare(FICA)				14,199.15
580 Volunteer Services				
01/14/2021	volunteer services	Greenup, Cade	reimb cell phone	34.00
01/14/2021	volunteer services	A+ Engraving, LLC	Nameplates for Board	55.25
Total 580 Volunteer Services				89.25
590 Personnel Benefits				
01/12/2021	PERS	P.E.R.S.	Employer PERS	48,812.51
01/14/2021	Corporate Secur...	Corporate Security...	Background check- B. Firth	360.50
01/14/2021	wellness	Oregon Occupatio...	physical-J. Ellis	65.00
01/14/2021	wellness	Oregon Occupatio...	Physical B. Firth	319.00
01/14/2021	wellness	Occup.Safety Hea...	Labs G. Carpenter	127.00
Total 590 Personnel Benefits				49,684.01
Total 1.1 GENERAL FUND PERSONNEL SVCS				287,227.53
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services				
01/27/2021	Kleinberg Tech	Kleinberg Tech	Account 670 - Dec 2020 report ...	2,625.00
Total 670 Contract Services				2,625.00
680 Communications Maintenance				
01/14/2021	data communica...	Motorola Solutions...	BATT NIMH 1700t x10items	576.00
01/27/2021	Complete Wirele...	Complete Wireles...	Service on DPHX5102X	340.00
Total 680 Communications Maintenance				916.00
720 Public Fire Services				
01/14/2021	Fire Investigations	Ace Hardware - S...	Address signs - 24.95 less \$10 ...	14.95
Total 720 Public Fire Services				14.95
750 Maintenance on Equipment				
01/14/2021	maintenance	Curtis	Compressor fill station	227.00
01/14/2021	Dept. of Revenue	Dept. of Revenue	Drones	62.34
01/14/2021	Wilcox & Flegel	Wilcox & Flegel	Diesel fuel 330.2 gals	560.42
01/14/2021	maintenance	Curtis	valve insert	61.09
01/14/2021	maintenance	Fast Lube and Oil	Service 2008 GMC Savana 3500	93.35
01/14/2021	maintenance	Sunset Auto Parts	oil dry x6	59.34
01/14/2021	maintenance	Pro Automotive & ...	Maintenance on 1996 Ford F800	776.32
01/14/2021	maintenance	Pro Automotive & ...	Maintenance on 1996 GMC Pic...	112.50
01/27/2021	Alaska Frontier ...	Alaska Frontier Fa...	Oil and fuel filters	515.58
01/27/2021	maintenance	CRFR	Pierce freightliner repairs	1,878.36

02/09/21

Cash Basis

# Scappoose Rural Fire District Itemized Account Activity

January 2021

Date	Name	Source Name	Memo	Paid Amount
01/27/2021	Wilcox & Flegel	Wilcox & Flegel	Furnace oil 256.6 gals IN#0568...	664.59
01/27/2021	Wilcox & Flegel	Wilcox & Flegel	300 gals unleaded IN# 0572396	857.00
01/27/2021	Wilcox & Flegel	Wilcox & Flegel	501 gals diesel IN# 0572396	859.10
01/28/2021	maintenance	Curtis	Kit, filter, adapter assy	723.24
01/28/2021	maintenance	Curtis	threaded CBRN canister	764.78
Total 750 Maintenance on Equipment				8,215.01
760 Administration				
01/04/2021	Admin Oper	Elavon Visa Proce...	Dec Visa processing fees	24.95
01/04/2021			LGIP transfer fee - January	0.05
01/14/2021	dues	O.V.F.A.	2021 annual dues	112.50
01/14/2021	dues	Special Districts A...	health premiums	23,799.25
01/14/2021	Admin Oper	U.S. Postal Service	PO box for the year 2021	226.00
01/14/2021	Nielson, Scott	Nielson, Scott	final pay - retirement	1,500.00
01/14/2021	AFLAC	AFLAC	Refund ALS/BLS EMS Reciepts	250.00
01/14/2021	office supplies	Pacific Office Auto...	Sharp B/W copy Kit	43.56
01/14/2021	attorney fees	Local Government...	0.4 hrs personnel legal work	98.00
01/15/2021	US Bank	US Bank	Jan Service Charge	15.95
01/27/2021	dues	O.F.D.D.A.	2021 membership dues	1,500.00
01/27/2021	audit & PR svcs	Paychex Invoice	2021 PR svcs - Jan	182.95
01/27/2021	audit & PR svcs	Paychex Invoice	2020 W-2 processing	327.00
Total 760 Administration				28,080.21
765 Information Technology				
01/14/2021	IT Service Provi...	Centerlogic, Inc.	Monthly managed IT SAAS	607.00
01/14/2021	IT Service Provi...	Centerlogic, Inc.	Network Consultant	718.75
01/14/2021	IT Service Provi...	Comcast	Acct#8778 10 202 0162514	30.85
01/14/2021	IT Service Provi...	CrewSense	01/01/21 - 03/31/2021 : 66 User...	770.22
01/14/2021	IT	EMS Technology ...	Operative IQ	270.00
01/14/2021	IT Service Provi...	Comcast	Acct#8778 10 202 0633936	486.70
01/14/2021	data communica...	Verizon Wireless	ACCT # 342023411-00001	584.26
01/14/2021	data communica...	Verizon Wireless	ACCT # 342023411-00001	10.02
01/14/2021	data communica...	City of Portland	800 MHz access	147.81
01/27/2021	IT Service Provi...	AT&T Mobility	FirstNet Acct# 287287321203	451.68
01/27/2021	IT Service Provi...	Centerlogic, Inc.	Network Consultant 11/16/11/1...	403.75
01/27/2021	IT Service Provi...	Centerlogic, Inc.	Network Consultant 12/8 12/11 ...	776.25
01/27/2021	IT Service Provi...	Centerlogic, Inc.	Network Consultant 1/5 1/11 1/...	552.50
01/27/2021	IT Service Provi...	CenturyLink	Chapman internet charge	69.95
01/27/2021	IT software	ImageTrend	annual recurring fees	10,419.18
Total 765 Information Technology				16,298.92
780 Building & Grounds Maint.				
01/14/2021	grounds maint	Ace Hardware - S...	Cable, fasteners	15.41

02/09/21

Cash Basis

# Scappoose Rural Fire District Itemized Account Activity

January 2021

Date	Name	Source Name	Memo	Paid Amount
01/14/2021	grounds maint	Columbia NW Hea...	Commerical diagnostic charge	179.00
01/14/2021	grounds maint	Comfort Construct...	Doors, lights, display case, rem...	5,570.00
01/14/2021	grounds maint	Paramount Pest C...	Chapman Station pest control	110.00
01/14/2021	Columbia Feed ...	Columbia Feed & ...	Equipment repair	166.90
01/14/2021	Door Works Co.,...	Door Works Co., I...	Provide and install Hess 9600 E...	565.00
01/14/2021	Metro Overhead ...	Metro Overhead D...	troubleshoot and repair overhe...	498.00
01/27/2021	maintenance	Ace Hardware - S...	Power steering fluid	15.98
01/27/2021	Airwave, LLC	Airwave, LLC	CCTV security	1,812.00
01/27/2021	Airwave, LLC	Airwave, LLC	Option 7, access control and ca...	2,174.00
01/27/2021	grounds maint	Paramount Pest C...	Chapman Station pest control	110.00
01/27/2021	Patriot Fire Prot...	Patriot Fire Protec...	annual inspection - sprinkler sy...	250.00
Total 780 Building & Grounds Maint.				11,466.29
790 Training				
01/14/2021	IT	Municipal Emerge...	41 Premier membership	3,649.00
01/14/2021	IT	Municipal Emerge...	5 Learning management	245.00
01/14/2021	IT	Municipal Emerge...	1 Annual Maintenance fee	395.00
01/27/2021	training office	Marks, Joshua	Reimbursment PCC classes	848.19
Total 790 Training				5,137.19
810 Utilities				
01/14/2021	telephone	Graybar Financial ...	VOIP phone rental	299.25
01/14/2021	telephone	Spectrum VoIP	VOIP internet backup 5 months	141.42
01/14/2021	electricity	W.O.E.C.	Chapman electricity	282.00
01/14/2021	garbage	Waste Manageme...	monthly Garbage/Recycling	127.45
01/14/2021	Natural Gas	N.W. Natural Gas	Acct 447881-4	397.58
01/20/2021	electricity	P.G.E.	electricity for Holbrook station	62.68
01/27/2021	telephone	CenturyLink	Main station fax & Chapman ph...	116.98
01/27/2021	telephone	Spectrum VoIP	VOIP internet backup 5 months	168.48
01/28/2021	water/sewer	City of Scappoose	water/sewer acct#000421000	339.40
Total 810 Utilities				1,935.24
870 EMS Operations				
01/14/2021	EMS Supplies	Airgas - USA, LLC	medical oxygen - 9108584532	156.28
01/14/2021	EMS Supplies	Airgas - USA, LLC	medical oxygen - 9976651033	187.65
01/14/2021	EMS Supplies	Environmental Co...	1 biohazard containers	50.00
01/14/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO 12136 IN#...	1,255.68
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12146 IN...	750.00
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO12145 IN#...	14.29
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12148 IN...	144.00
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12146 IN...	750.00
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12149 IN...	787.34
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12149 IN...	88.80

02/09/21

Cash Basis

Scappoose Rural Fire District  
Itemized Account Activity  
January 2021

Date	Name	Source Name	Memo	Paid Amount
01/14/2021	EMS Supplies	Medline industries...	goggles x 7 and adapter nut	166.34
01/14/2021	EMS Contracts	Systems Design	EMS billing for December	1,838.10
01/14/2021	EMS Contracts	Sasek, Dean MD	Physician Advisor	691.67
01/14/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO 12153 IN#...	315.00
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12150 IN...	157.80
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12153 IN...	2,131.40
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12152 IN...	154.78
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12151 IN...	322.68
01/14/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12152 IN...	101.70
01/14/2021	EMS Supplies	Stryker Sales Corp.	Assembly, Gateway, 4g, Mult, V...	1,687.00
01/14/2021	EMS Technology	TriZetto Provider ...	EMS billing fee	306.10
01/27/2021	EMS Supplies	Airgas - USA, LLC	medical oxygen - 9109006819	285.08
01/27/2021	Custom Fit Solut...	Custom Fit Solutio...	EMS supplies - McGrath Case ...	330.00
01/27/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO 12155 IN#...	390.66
01/27/2021	EMS Supplies	Life-Assist, Inc.	medical supplies PO 12155 IN#...	7.98
01/27/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12145 IN...	0.33
01/27/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12145 IN...	16.11
01/27/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12154 IN...	343.23
01/27/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12154 IN...	7.02
01/27/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12146 IN...	-343.23
01/27/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12146 IN...	-390.66
01/27/2021	EMS Supplies	Life-Assist, Inc.	Medical Supplies PO 12146 IN...	-16.11
01/27/2021	EMS Supplies	Stryker Sales Corp.	Assembly, Gateway, 4g, Mult, V...	598.00
Total 870 EMS Operations				13,285.02
Total 1.2 GENERAL FUND MATERIAL & SVC				87,973.83
Total 1...				375,201.36
Total 1..GENERAL FUND EXPENDITURES				375,201.36
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES				
01/28/2021	Near space Cor...	Near space Corpo...	2 operations manuals	16,798.32
Total 2.3 MATERIALS & SERVICES				16,798.32
Total 2. GRANT FUND EXPENSE				16,798.32
TOTAL				391,999.68

8:46 AM

02/09/21

Cash Basis

Scappoose Rural Fire District  
Itemized Account Activity  
January 2021

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Filters applied on this Report:

Account: Expense and other expense accounts

Date: Custom

# **BUDGET VS ACTUAL**

02/09/21  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budg et vs. Actual  
July 2020 through January 2021

	Jul '20 - Jan ...	Budg et	\$ Over Bu d...	% of Bud get
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,950,733.78	1,876,467.00	74,266.78	104.0%
Conflagration	304,000.00	30,000.00	274,000.00	1,013.3%
EMS Receipts	333,916.83	640,000.00	-306,083.17	52.2%
Fire Marshal	44,393.20	10,000.00	34,393.20	443.9%
FireMed	25,740.75	42,000.00	-16,259.25	61.3%
G.E.M.T. (Medicaid)	39,333.01	30,000.00	9,333.01	131.1%
Gas Royalties	19,575.86	5,000.00	14,575.86	391.5%
Grant Awards	4,264.20	1,000.00	3,264.20	426.4%
Interest Earned on Investments	9,400.90	1,000.00	8,400.90	940.1%
Intergovernmental	8,974.16	0.00	8,974.16	100.0%
Miscellaneous Revenue	13,844.77	20,000.00	-6,155.23	69.2%
Property Taxes				
Taxes - Current				
Local Option Levy	1,550,610.13	1,578,911.00	-28,300.87	98.2%
Permanent Rate Levy	1,401,806.17	1,419,110.00	-17,303.83	98.8%
Total Taxes - Current	2,952,416.30	2,998,021.00	-45,604.70	98.5%
Taxes - Prior Years	90,953.53	105,000.00	-14,046.47	86.6%
Total Property Taxes	3,043,369.83	3,103,021.00	-59,651.17	98.1%
Total 1. GENERAL FUND REVENUES	5,797,547.29	5,758,488.00	39,059.29	100.7%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	2,553.90	0.00	2,553.90	100.0%
Grant Award	84,223.19	100,000.00	-15,776.81	84.2%
Total 2. GRANT FUND REVENUE	86,777.09	100,000.00	-13,222.91	86.8%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	298,224.82	298,278.00	-53.18	100.0%
Interest Earned on Investments	1,209.06	0.00	1,209.06	100.0%
Transfers In	0.00	97,122.00	-97,122.00	0.0%
Total 3. PROPERTY FUND REVENUES	299,433.88	395,400.00	-95,966.12	75.7%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	47,584.53	47,817.00	-232.47	99.5%
Interest Earned on Investments	225.78	0.00	225.78	100.0%
Transfers In	0.00	50,000.00	-50,000.00	0.0%
Total 4. PERSONNEL SVCS FUND REVEN	47,810.31	97,817.00	-50,006.69	48.9%
Total Income	6,231,568.57	6,351,705.00	-120,136.43	98.1%
Gross Profit	6,231,568.57	6,351,705.00	-120,136.43	98.1%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	351,971.11	658,155.00	-306,183.89	53.5%
560 Personnel Salaries	1,374,023.73	2,277,956.00	-903,932.27	60.3%
570 SocSec/Medicare (FICA)	109,246.64	178,978.00	-69,731.36	61.0%
580 Volunteer Services	778.13	20,000.00	-19,221.87	3.9%
590 Personnel Benefits	360,462.27	710,834.00	-350,371.73	50.7%
Total 1.1 GENERAL FUND PERSONNEL...	2,196,481.88	3,845,923.00	-1,649,441.12	57.1%
1.2 GENERAL FUND MATERIAL & SVC				



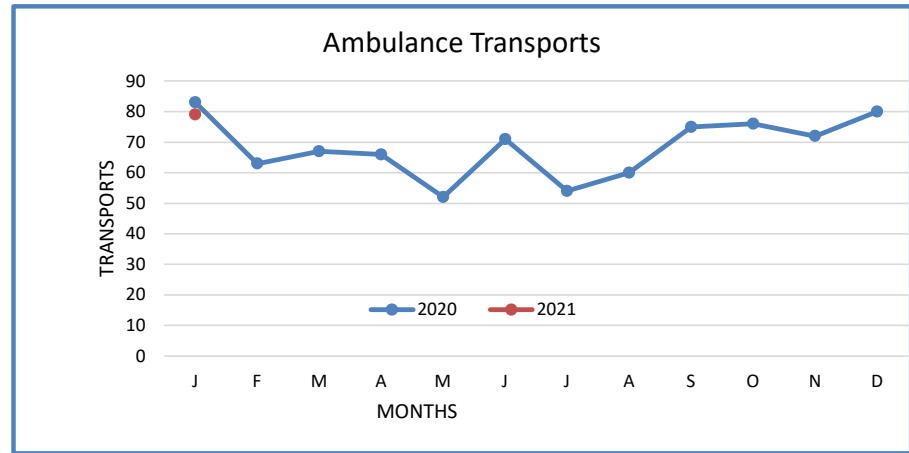
02/09/21  
Cash Basis

Scappoose Rural Fire District  
Profit & Loss Budg et vs. Actual  
July 2020 through January 2021

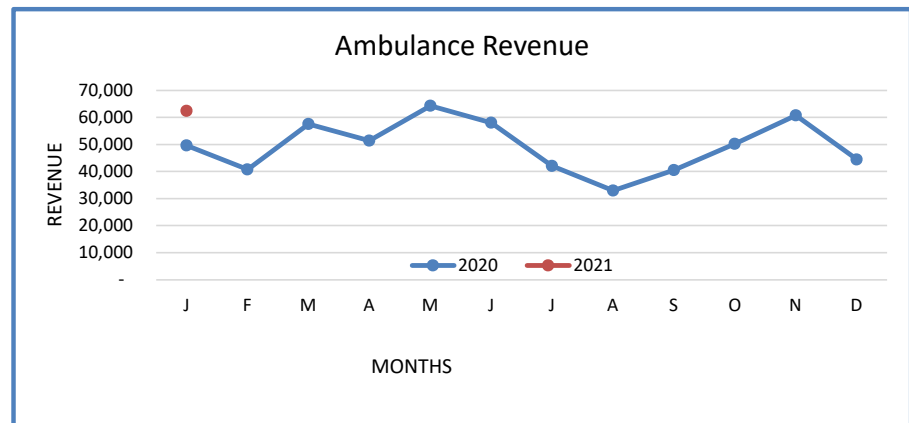
	Jul '20 - Jan ...	Budg et	\$ Over Bu d...	% of Bud get
670 Contract Services	84,826.47	45,000.00	39,826.47	188.5%
680 Commu nicat ions Maintenance	5,908.04	15,000.00	-9,091.96	39.4%
720 Public Fire Services	1,071.25	14,800.00	-13,728.75	7.2%
730 Prop erty & Liabil it y Insur.	398.00	58,050.00	-57,652.00	0.7%
740 Uniforms	3,420.70	15,000.00	-11,579.30	22.8%
750 Maintenance on Equip ment	77,172.70	110,000.00	-32,827.30	70.2%
760 Administ ration	54,927.37	56,500.00	-1,572.63	97.2%
765 Informat ion Technolo gy	98,164.97	95,000.00	3,164.97	103.3%
770 Operat ing Materials/Su ppli	5,023.80	5,000.00	23.80	100.5%
775 Emerg. Operat ing Supplie s	5,986.21	50,000.00	-44,013.79	12.0%
780 Build ing & Grounds Maint.	38,313.88	93,264.00	-54,950.12	41.1%
790 Training	14,053.60	55,000.00	-40,946.40	25.6%
810 Utilit ies	14,938.05	35,570.00	-20,631.95	42.0%
870 EMS Operations	83,334.86	155,000.00	-71,665.14	53.8%
880 FireMed	65.00	23,000.00	-22,935.00	0.3%
Total 1.2 GENERAL FUND MATERIAL &...	487,604.90	826,184.00	-338,579.10	59.0%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equip ment	0.00	25,000.00	-25,000.00	0.0%
Total 1.3 GENERAL FUND CAPITL OUT...	0.00	25,000.00	-25,000.00	0.0%
1.4 GENERAL FUND DEBT				
930 Debt	61,578.06	64,259.00	-2,680.94	95.8%
Total 1.4 GENERAL FUND DEBT	61,578.06	64,259.00	-2,680.94	95.8%
Total 1...	2,745,664.84	4,761,366.00	-2,015,701.16	57.7%
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Perso nnel Services	0.00	50,000.00	-50,000.00	0.0%
Transfers to Prop erty Fund	0.00	97,122.00	-97,122.00	0.0%
Total 1.5 GENERAL FUND TRANSFER OUT	0.00	147,122.00	-147,122.00	0.0%
1.6 GENERAL FUND CONTINGENCY	0.00	200,000.00	-200,000.00	0.0%
1.7 GENERAL RESERVED FOR FUTURE	0.00	650,000.00	-650,000.00	0.0%
Total 1..GENERAL FUND EXPENDITURES	2,745,664.84	5,758,488.00	-3,012,823.16	47.7%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	23,004.42	100,000.00	-76,995.58	23.0%
Total 2. GRANT FUND EXPENSE	23,004.42	100,000.00	-76,995.58	23.0%
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipm ent	122,080.00	389,400.00	-267,320.00	31.4%
Miscellaneous Real Property	0.00	5,000.00	-5,000.00	0.0%
Reserved for Fu ture Exp enses	0.00	1,000.00	-1,000.00	0.0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	122,080.00	395,400.00	-273,320.00	30.9%
4. PERSONNEL SVC FUND EXPENSE				
Liabil it y & Service	9,723.45	96,817.00	-87,093.55	10.0%
Reserved for Fu ture Exp enses	0.00	1,000.00	-1,000.00	0.0%
Total 4. PERSONNEL SVC FUND EXPENSE	9,723.45	97,817.00	-88,093.55	9.9%
Total Expense	2,900,472.71	6,351,705.00	-3,451,232.29	45.7%
Net Income	3,331,095.86	0.00	3,331,095.86	100.0%

# **AMBULANCE BILLING & TRANSPORT REPORT**

	2020	2021
J	83	79
F	63	
M	67	
A	66	
M	52	
J	71	
J	54	
A	60	
S	75	
O	76	
N	72	
D	80	



	2020	2021
J	49,639	62,433
F	40,764	
M	57,548	
A	51,391	
M	64,340	
J	58,014	
J	42,023	
A	33,007	
S	40,574	
O	50,250	
N	60,727	
D	44,503	



# **MONTHLY RESPONSE & ACTIVITY PREPORTS**



21

## OPERATIONS

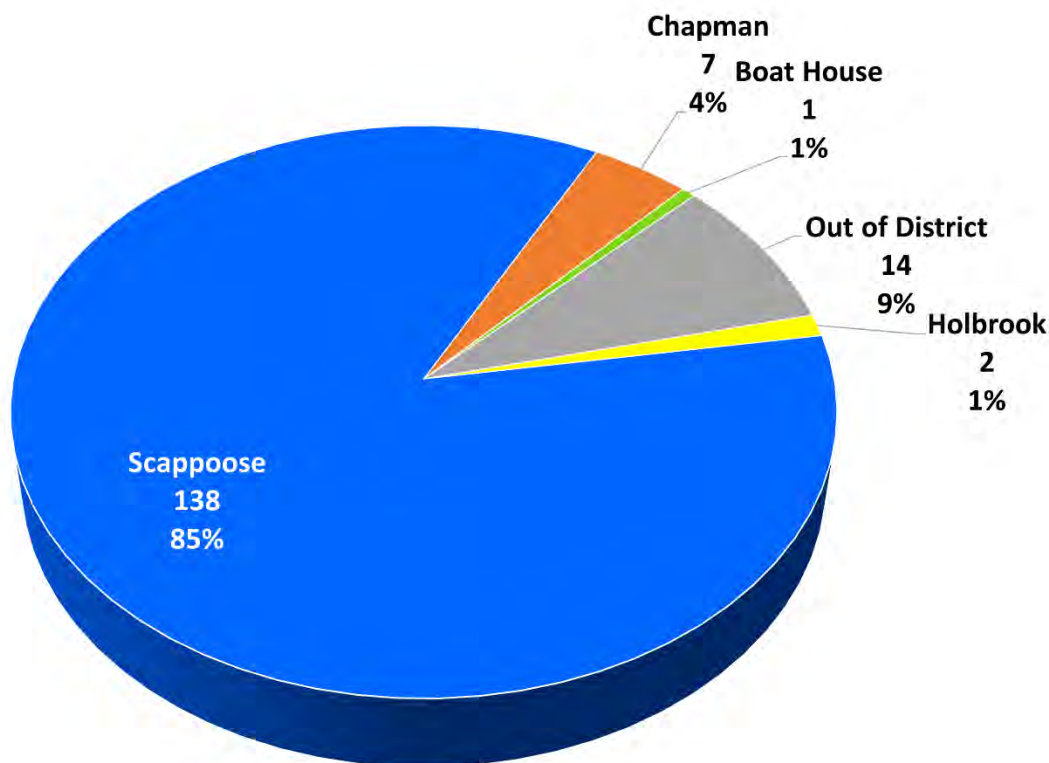
For the month of January, the ratio of EMS incidents to Fire incidents was 71% to 29% respectively. There were 115 EMS related calls for the month, where 133 patients were treated. COVID-19 was suspected or confirmed in 13 patients.

Approximately 27% of the total call volume (46 incidents) represents overlapping calls (at least one other call in progress). This could require units to respond to areas outside their base districts, which would result in increased response times as well as depleted available resources to respond to emergencies.

Total Fire & EMS calls for service during the month was 162, with a total of 326 apparatus responses spending 199 hours and 32 minutes of time.

For the month of January, SRFD averaged 1.52 fire calls per day and 3.71 EMS calls per day for an overall daily average of 5.23 calls per day.

**JANUARY 2021 - INCIDENTS by STATION**  
162 Incidents with 326 Apparatus Responses

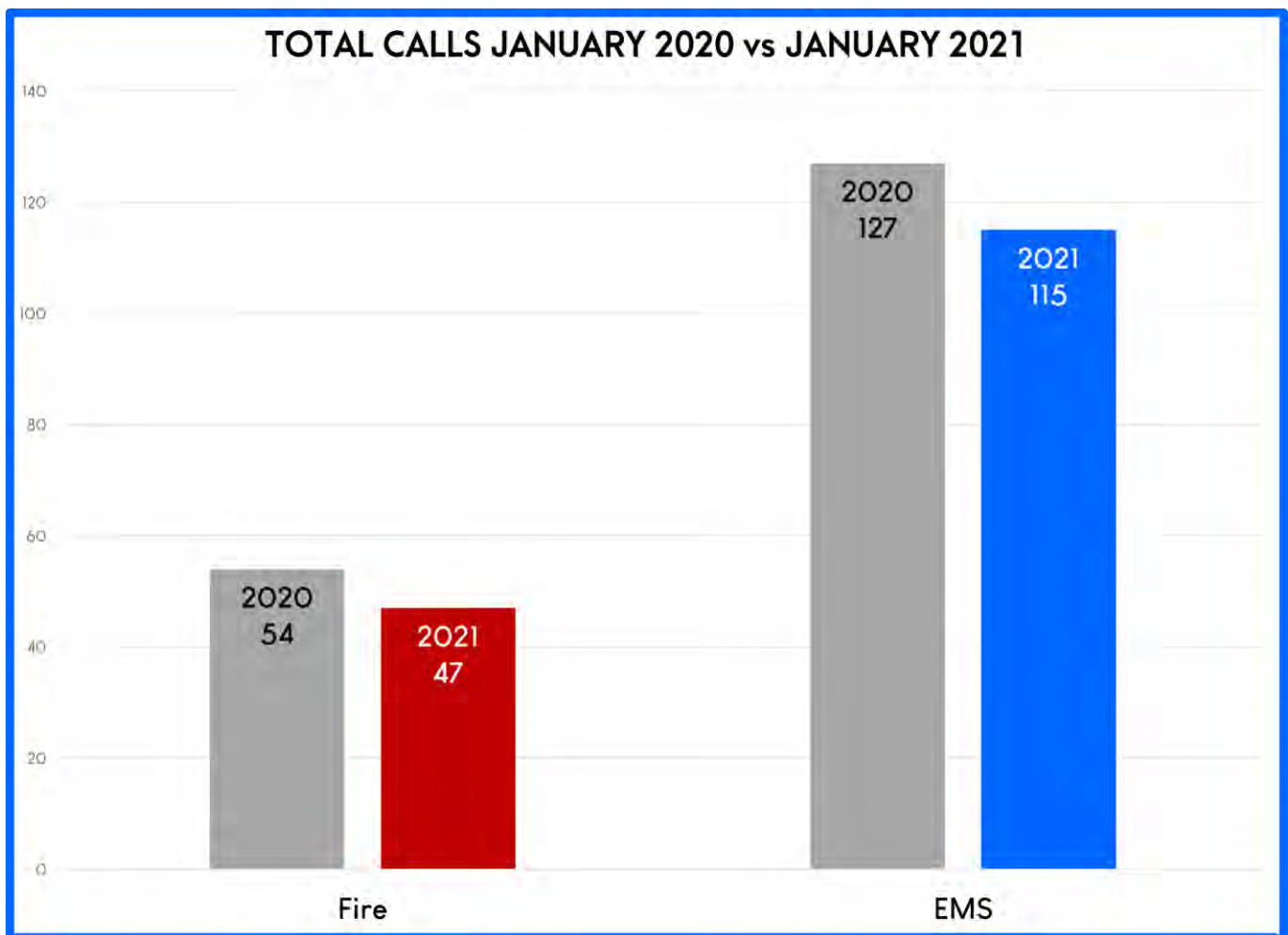


## OPERATIONS

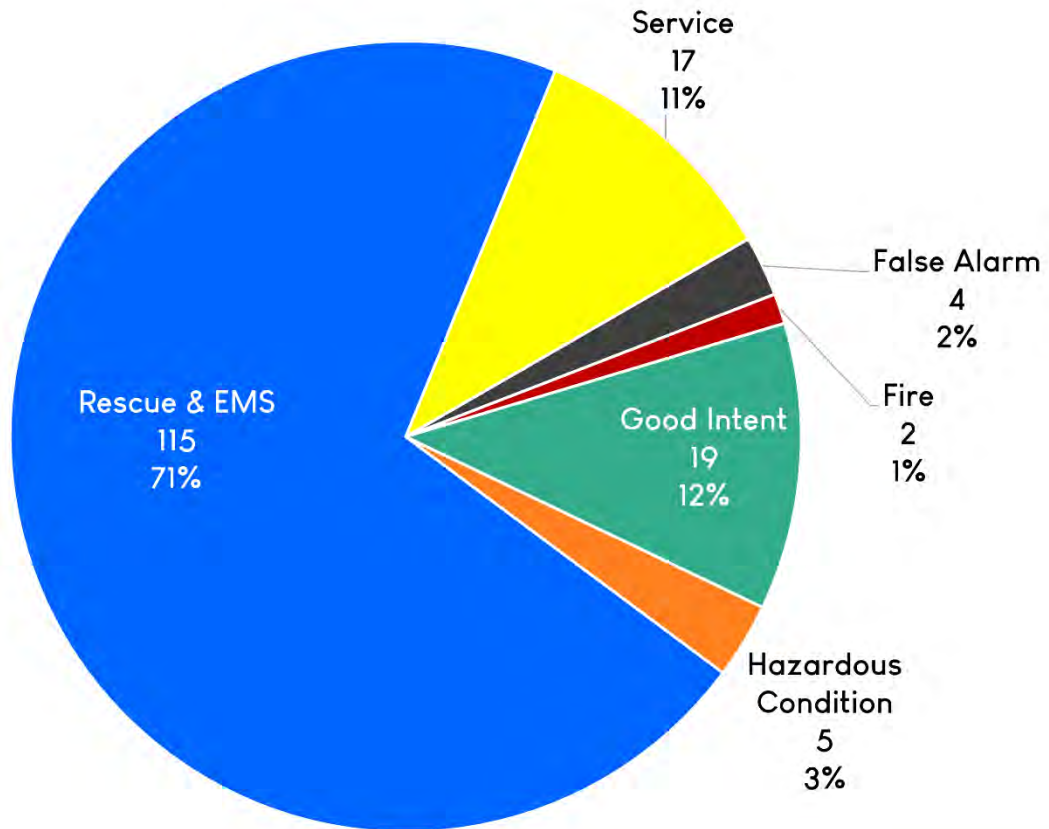
### FIRE AND EMS CALL BREAKDOWN FOR JANUARY 2020

Fires	2
Hazardous Condition	5
Service Call	17
Good Intent	19
Other Assistance	0
False Alarm	4
<b>FIRE CALLS TOTAL</b>	<b>47</b>

ALS Provided	70
BLS Provided	40
Standby	1
Other Assistance	4
<b>EMS CALLS TOTAL</b>	<b>115</b>

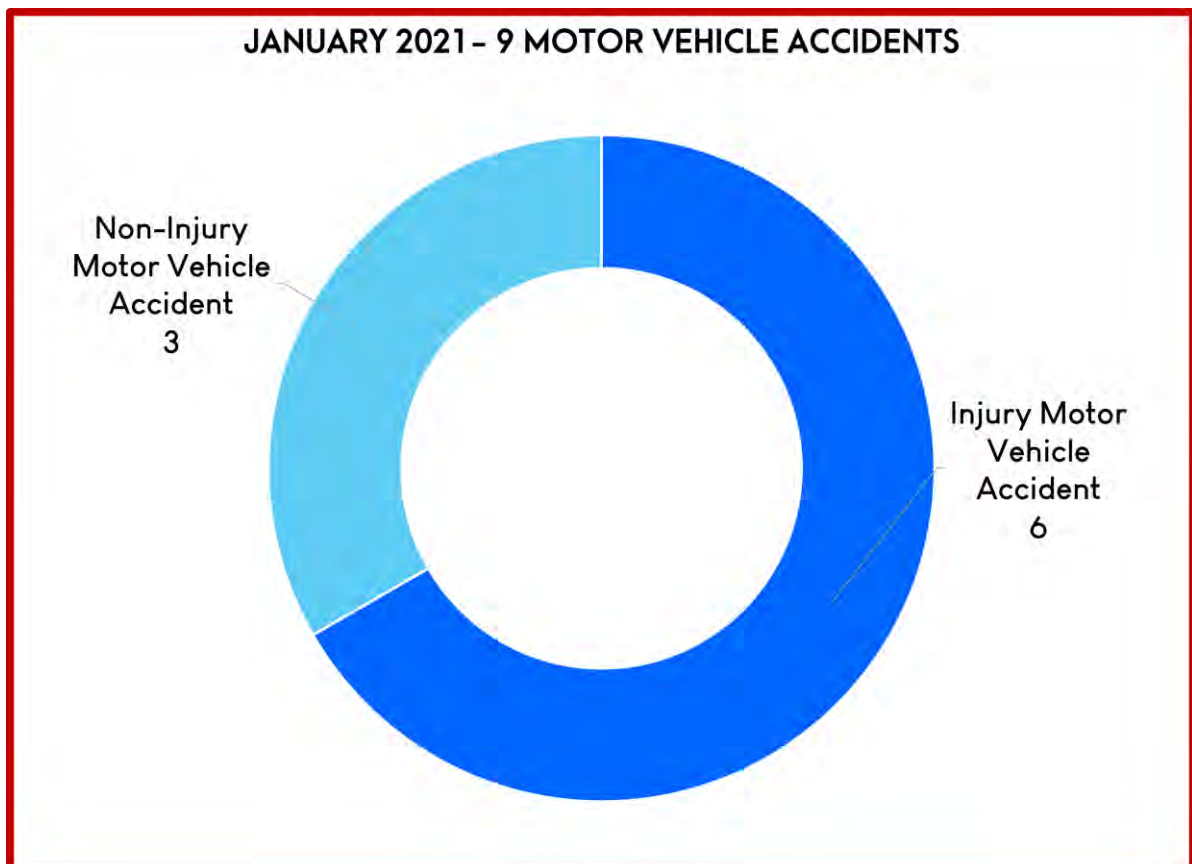
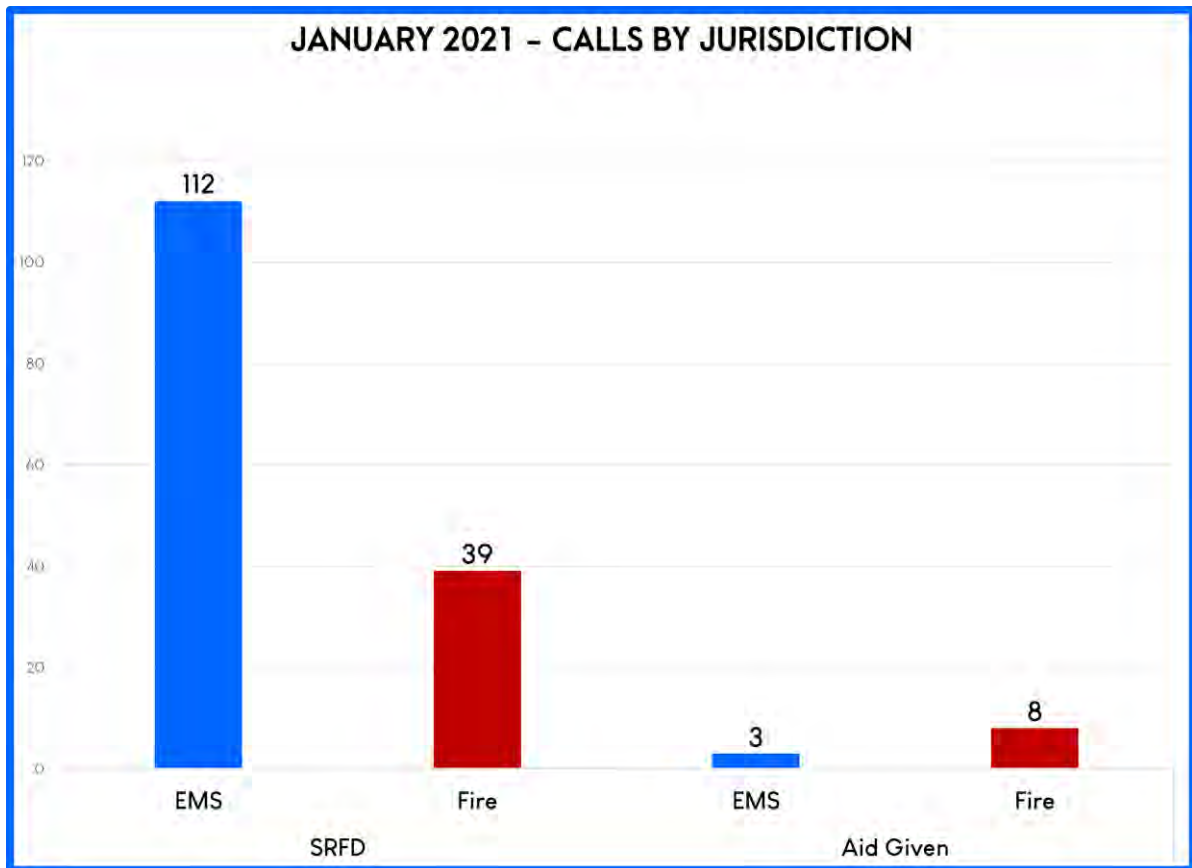


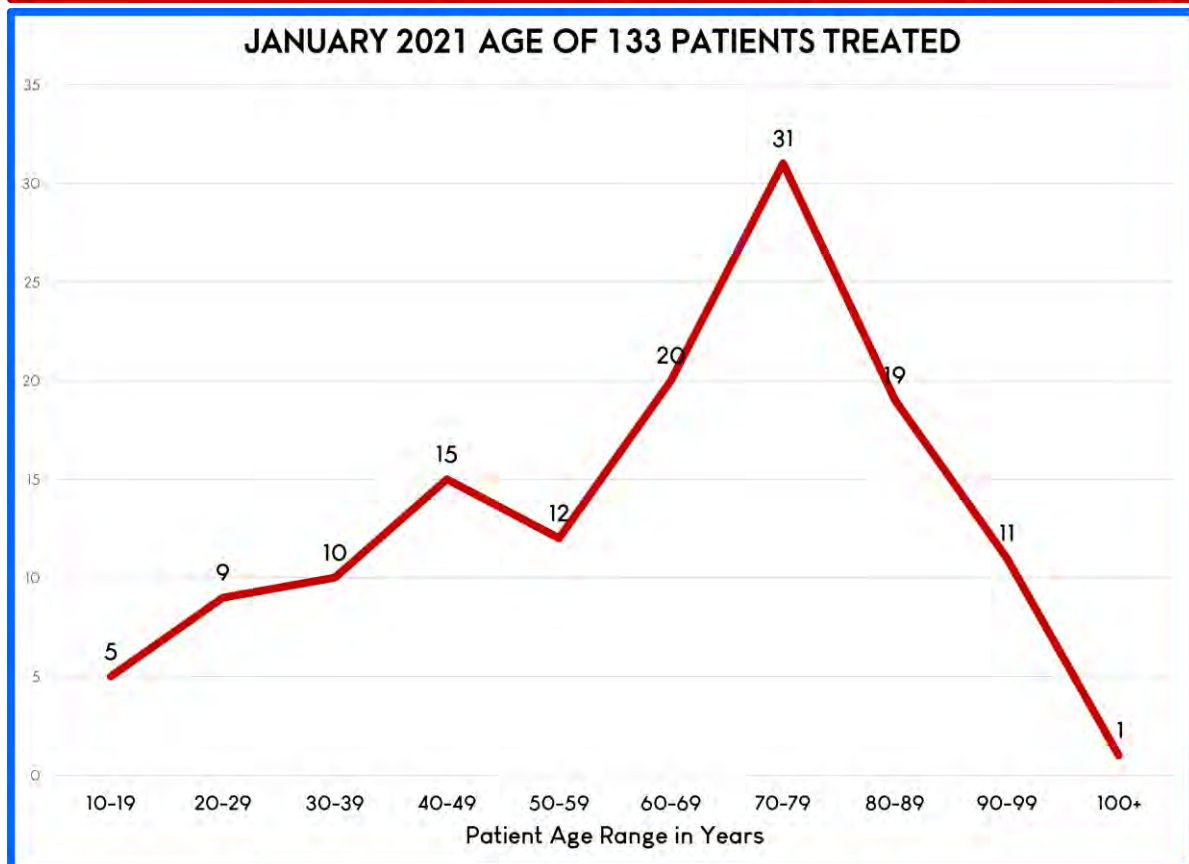
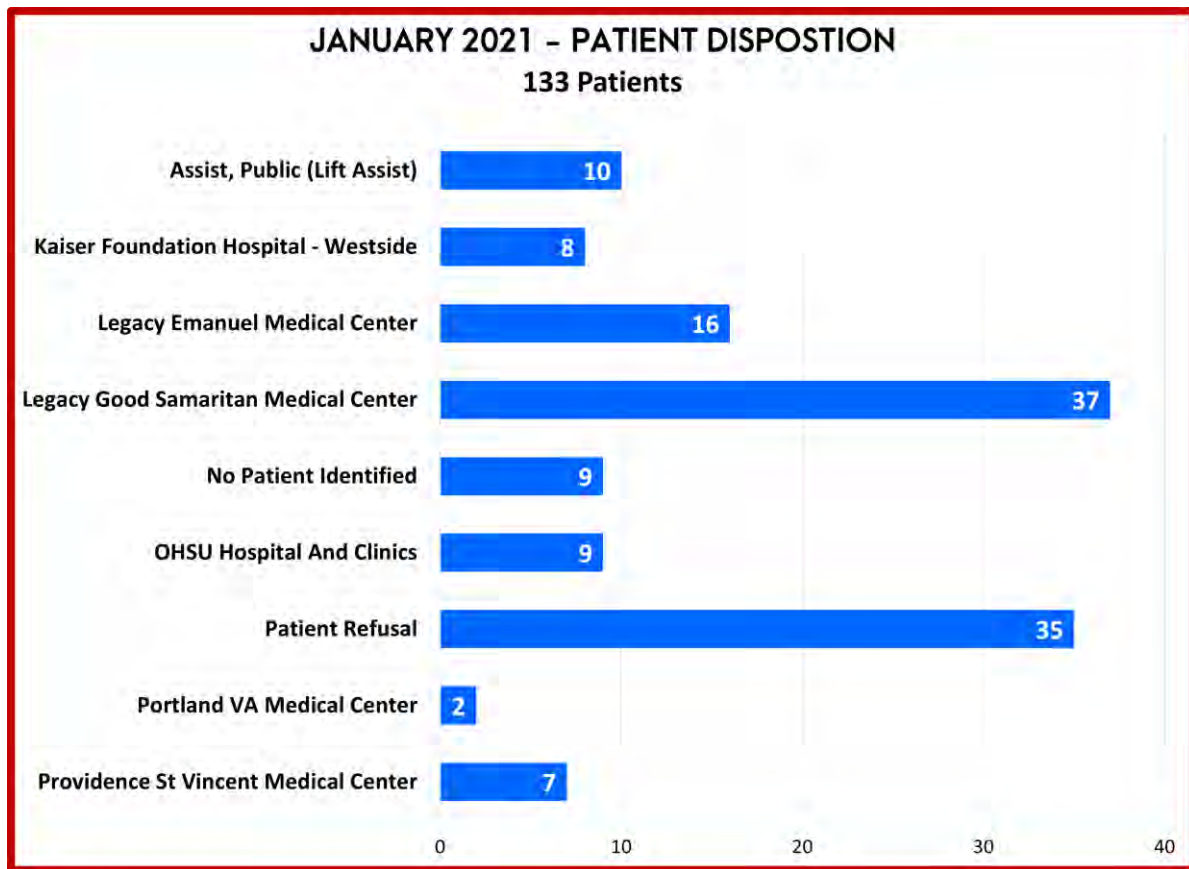
JANUARY 2021 - Calls by Type

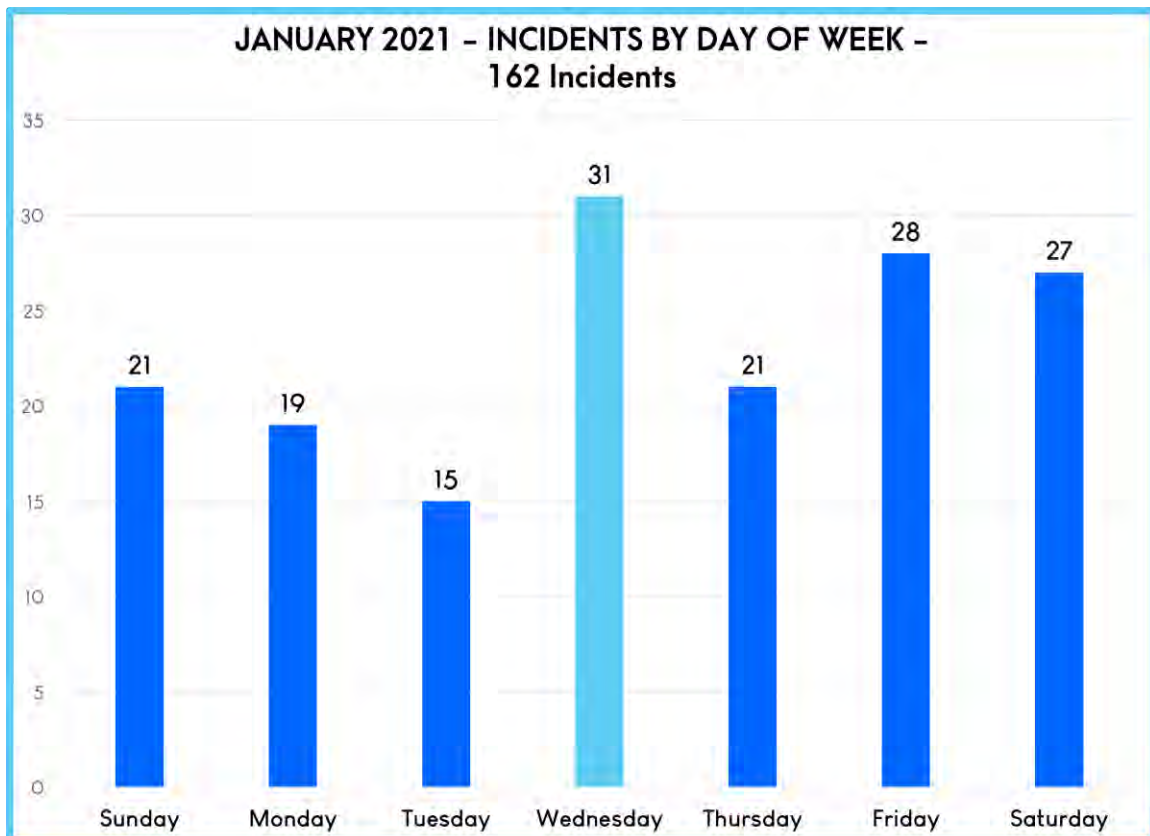
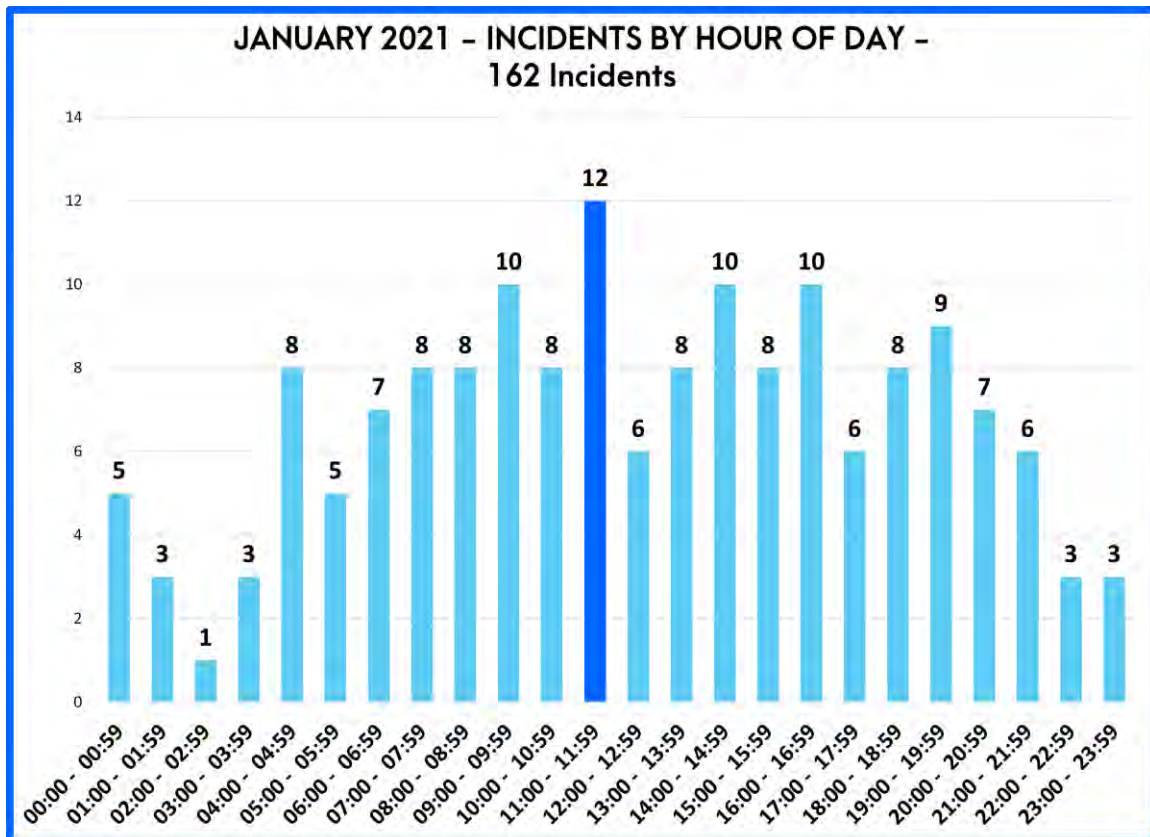


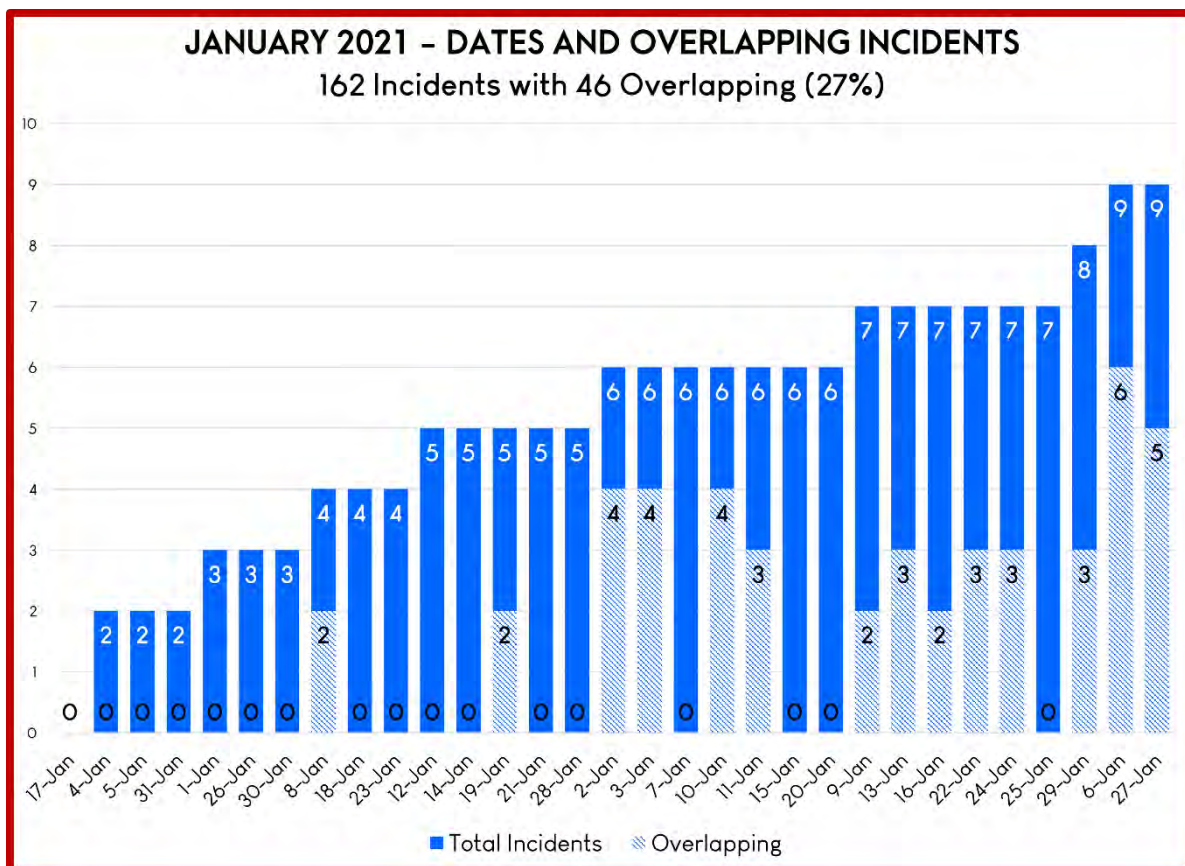
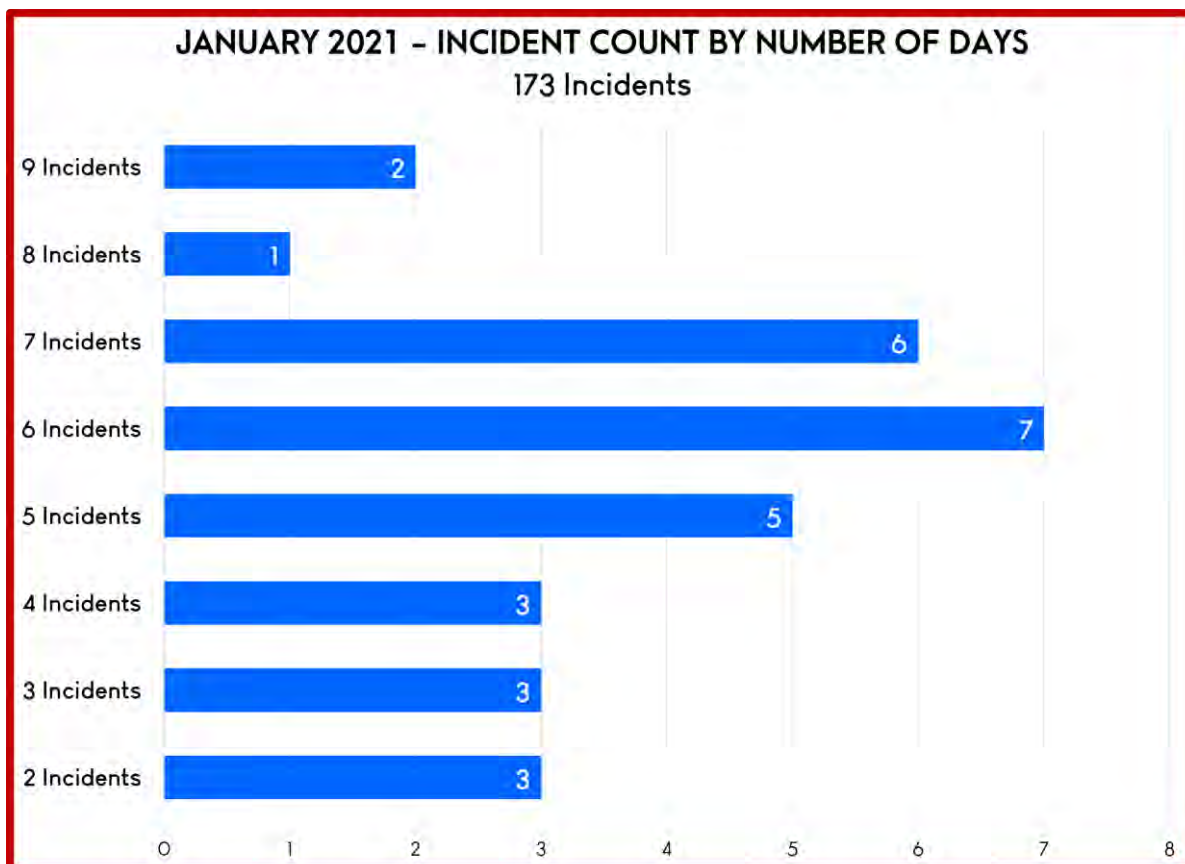
	Average Calls Per Day	Total Number of Calls	Percentage
Fire	1.52	47	29%
EMS	3.71	115	71%
<b>TOTAL</b>	<b>5.58</b>	<b>162</b>	<b>100%</b>











# **STAFF REPORTS**



## Fire Chief Report February 2021

### Meetings Attended

Date	Topic	Date	Topic
1/4/21	Vaccine Meeting Prep	1/14/21	PALS and CPR Training
1/5/21	Traffic Safety Meeting	1/18/21	Meeting with the L1660
1/5/21	Meeting with Peak Electric	1/19/21	Fire Defense Board Meeting
1/5/21	Planning Committee meeting	1/19/21	Vaccine Clinic
1/5/21	Vaccine Clinic	1/19/21	Inspection
1/5/21	Volunteer Association Meeting	1/21/21	Mutual Aid Meeting
1/6/21	Marina Inspection	1/25/21	Communications work group mtg
1/7/21	Preapplication Meeting	1/26/21	911 Advisory Meeting
1/7/21	Vaccine Clinic	1/26/21	Admin Meeting
1/8/21	Vaccine Clinic	1/27/21	REGIS Meeting
1/9/21	Vaccine Clinic	1/28/21	Board Workshop
1/12/21	Columbia County transportation mtg	1/28/21	RDPO/UASI Meeting
1/12/21	HSEM MTG	1/28/21	Meeting about mutual aid
1/12/21	FIT Meeting	1/29/21	Meeting with L1660
1/14/21	Hanger Suppression Inspection & test		
1/14/21	Board Meeting		

**Hours Worked January: 287 Hours (71 hrs/wk)**

**On Call in January: 360 Hours (9 Days)**

**TOTAL HOURS: 647**

### Training

Put on a class for all of the shifts on Intterra

Put on a class for the Shifts on Image Trend Locations, Occupancies & Inspections

Attended PALS and ACLS

Attended Impact of Ventilation on Fire Patterns

Target Solutions Training

### Projects

AFG Grant – Radios (\$248,000 project) *Will submit by end of the week*

NFPA Community Risk Reduction Project *In progress*

RDPO UAS Grant *40% complete*

Fire Department APPs - *In Process*

Fire Code Guide Update - *Tabled*

Special Operations - *Tabled*

Image Trend (Analytics) - *Tabled*

Jamf – *Deployed 25 devices*

January has been a blur. Between planning and administering COVID vaccinations, everything else seems to have happened all at the same time. This includes maintenance items, operations, employee needs, board needs, collaboration with L1660 and other projects.

Over 6 days, with the help of CRFR staff and SRFD staff we were able to successfully complete 305 1<sup>st</sup> dose vaccinations. We were able to cover most of the public safety groups in Columbia County and a couple of other folks as we had a couple of extra doses. At least 86 hours were dedicated to this project this month. I was very grateful for the patience of the staff and their willingness to assist when the station was inundated with other public safety partners that needed to get their shots. February we will complete the booster or second doses.

A considerable amount of time was also spent with our finance director as we start to form the next budget and understand the position we are in, how we got here and the best course of action moving forward.

We are still working on our performance evaluation process. A survey was sent out to all of our staff (Volunteers and Career) to try and get a better sense of where we are with staff and where we need to go with desires, work plans and training. The feedback from the survey was very beneficial. We will be meeting next week as we chart our next path and process moving forward. I am very excited about this and we will be using representatives from L1660, admin staff and the volunteers as we build our program.

The staff and I appreciated all of the participation at the board workshop that was hosted by the planning committee. Our path forward seems to be shaping up and a clearer direction is within reach. We look forward to working with the board to having the best option so we can prepare for the May election.

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 a few or all 1987 AC units on the roof (Cost unknown 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.)

Alex Tardif

Director of Finance February 11, 2021 Meeting

At January 31, the District completed 58% of the fiscal year.

Personnel salaries and payroll taxes are on track at 57%. Materials & Services are at 59%. Sub account Operating Materials is at 100.5% which includes the purchase of COVID supplies (the budget amount for OM was 5k, and items will need to be reclassified to the grant line item). Equipment Maintenance is at 70% 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 to pay these funds after taking delivery in the late spring of 2021. We made our first payment of four in the amount of 61,578 on our debt in December.

EMS receipts to date total \$333,916, which is 52% of budget. The monthly average for the last 3 months is \$55,887. Current yearly average is \$47644 (total/7). EMS revenue must average \$53,333 per month to reach this year's conservative budget of \$640,000. Based on current trends EMS revenue is projected to come in at \$534,414, which is about 84% of budget or \$105,585 below budget. There were 79 January transports.

Of note, we have received 99% of budgeted taxes or \$1,565,687 for local option and \$1,415,358 for permanent rate. We received \$96458 in prior year taxes or about 92% of budgeted. These tax dollars need to cover two fiscal years, the last 6mos of the current fiscal year and the first 6 months of the following fiscal year.

We will continue to pay attention to see how the year develops.



# **FIRE MARSHAL REPORT**

A lot of January was dedicated to assisting with the vaccination project. However, we were still spending time tweaking our inspection platform and rolling out training for staff so they can start company inspections. All of the shifts have been given 12 inspections to complete over the next 11 months. Each of the chief officers have been assigned inspections as well as our inspector. Hopefully over the next 2 years we can really start to capture more identifiable safety and risk reduction measures.

As we mentioned a couple of months back, we were accepted in a pilot project with the NFPA for Community Risk Reduction (CRR). Numerous hours were spent data mining and creating spread sheets to get to NFPA for the CRR project.

Our inspector and I will be working on continuing education requirements in the coming months so we can make sure we are able to recertify our national certifications.

Intterra has been pushed harder with our crews and we are finally starting to capture better pre fire plan. This and the ability to get out and complete inspections will assist us in our ISO rating the next time we go through the rating process.

## **Plan Reviews**

3

## **Driveway Inspections**

2

## **System Tests**

4

## **General Inspections**

3

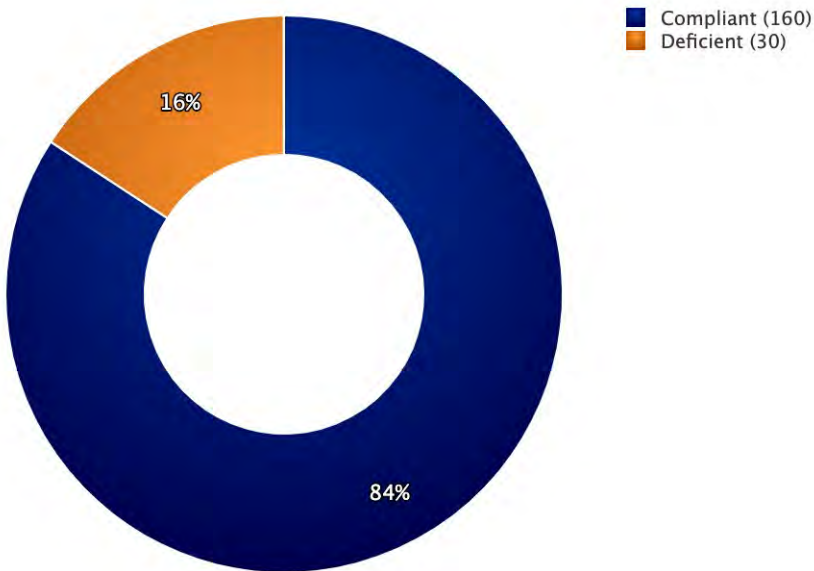
## **Fire Investigations**

0

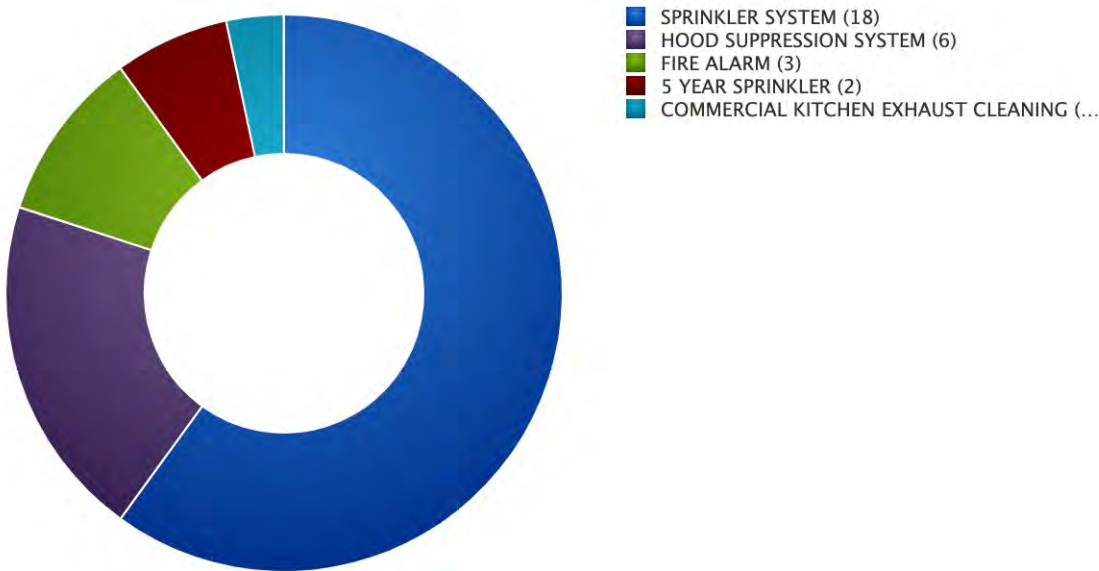
## **UAS (Drone) Missions**

1

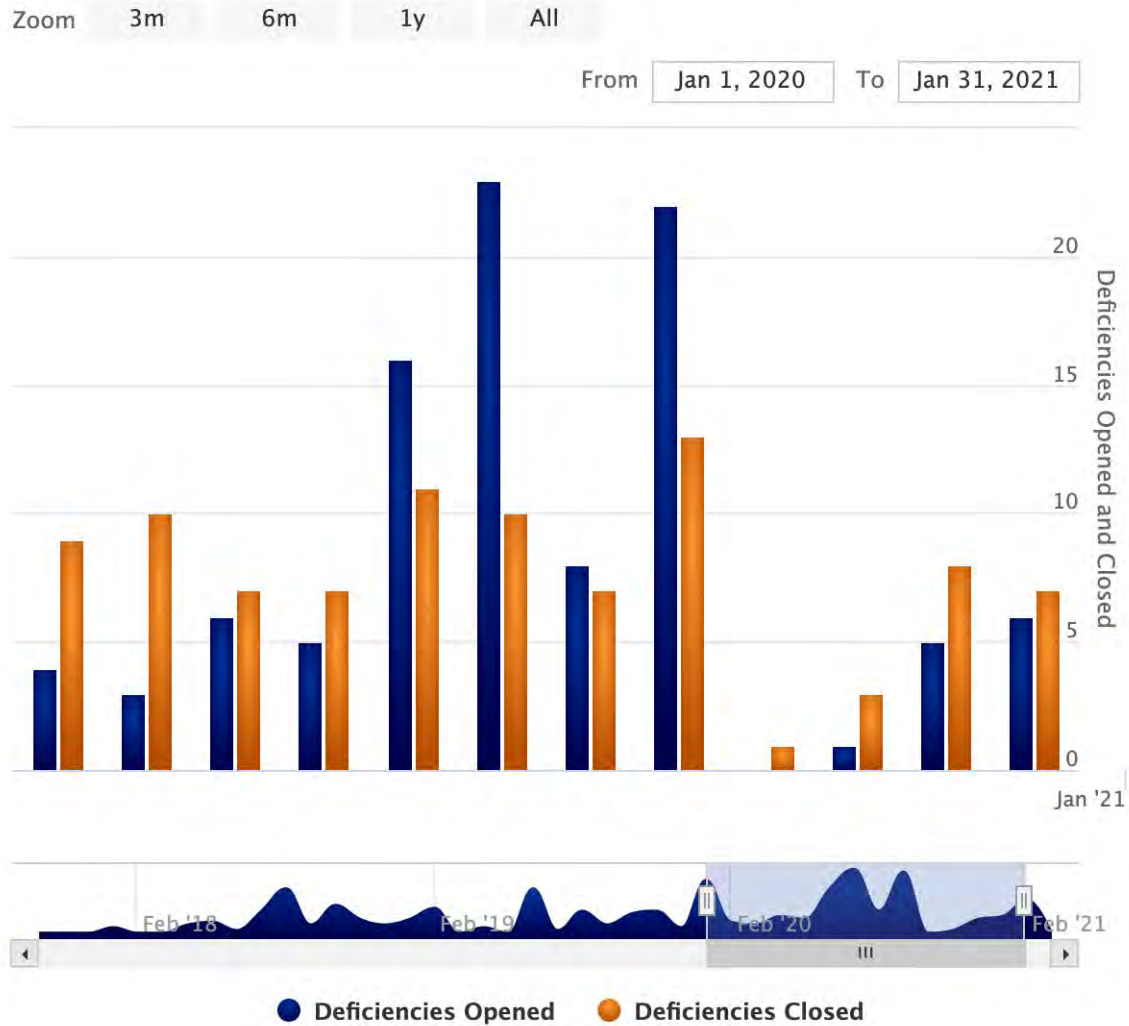
### Compliant vs. Deficient Systems



### Deficient Systems by System Type



## Deficiencies Opened and Closed by Month



**Training Report  
Chief Marks  
February 2021**

**Projects:**

- Duty Shifts
- 2021 Volunteer Academy
- OSHA Covid-19 Rules
- 2021 annual training calendar

**Drills / Activities / Meetings in January included**

- Board Meeting
- LCRTOA
- Meet with Chief Lake about 2021 Academy
- Planning Meetings
- Admin and Officers Meetings
- EMS Recert

January started off with Covid-19 vaccinations. From there it remained busy with the 2021 Volunteer Recruit Academy, planning meetings, board workshops and trainings. Our career staff and several of our EMS volunteers have begun working on mandatory courses for EMS recert which will be in the middle of this year.

I also took part in a DPSST task force for the Fire Officer series of certifications. DPSST bases state certifications from the NFPA standards. When a standard is updated, the state convenes a task force to review the changes and to see items such as task books and certification guides need to be updated. This is a great opportunity to work with other fire service leaders from across the state.

Also, you may have noticed a new training prop in the back field. This roof prop allows us to train on roof operations in our own back yard. The prop was built by A Shift with assistance from Firefighter Liebig's cousin Shane. Shane owns Northwoods Construction and Gutters LLC. He volunteered his time and expertise to assist with the construction of this needed prop. This allowed the project to be completed quickly.

Total Volunteer Hours in January 2021  
My Time Worked in January 2021  
Call Time in January 2021  
Total January Training Hours

270.15 between 15 individuals  
176.25 hours  
335 Hours **Total Hours 511.25**  
269.5 Hours



## **Operations Report**

January was the month of vaccinations and data mining. With being responsible for coordinating the vaccination efforts for all of public safety, a majority of the time was spent making sure people were aware and able to get to appointments and the required state data was accounted for.

With respect to data, we have been diving into response metrics. We are trying to see where we can improve, how well we are doing in certain areas and make sure that all of the data we are capturing is accurate, complete and necessary. Suffice to say, while it would seem easy in this day and age of computers, there are an incredible number of hidden nuances that have to be vetted. This takes considerable time, and we will be working on this over the next 6 months.

Lt. Anderson and I will be headed to Minnesota to do the final inspection during the first week of March. This inspection is necessary to make sure the build out was to our specifications, the paint and other trim features are to our liking and make sure there is nothing that was missed. We should be able to accomplish this in 2 days. This will be a quick turn around and we will not be there that long.

No updates on the Holbrook station. The tarping that Complete Carpet Solutions is holding.

Chapman station has no outstanding deficiencies and is operating within limits.

The boat House station is in working order. Although, it still needs to be finished with sanding, and painting. At some point we will need to upgrade the electrical connection. The fire boat has been out of service for the last two and a half weeks for routine maintenance. During that time, it was determined that we had another bad PCM and a \$2,500 PCM has been order and will be installed soon. We hope to have the boat back in service next week.

Scappoose station is holding steady, with the exception of high wear and tear areas. We will be getting a roofing specialist to fix a leak above the dorms that has a reliable drip leak when we have heavy rains. We will also be planning soon to obtain quotes for HVAC replacement. Another challenge that has been observed recently is vehicle exhaust keeps getting into the admin areas of the station. At some point in the future, we need to look at an exhaust system.

Vehicle Maintenance- Heavy Brush (HB431) has a leaking head gasket. We will be working to surplus that engine and have taken it out of service. In the next three months we will be working to surplus some of our fleet that is not being used or that we do not have a need for.

The station lobby has been completed. See attached photos.









# OLD BUSINESS

# **NEW BUSINESS**