

AGENDA

Meeting of the Scappoose Rural Fire Protection District Board of Directors, Thursday, November 8, 2018, 7:00 P.M., Scappoose Fire Station, Scappoose, Oregon.

- I. CALL TO ORDER & FLAG SALUTE
- II. AUDIENCE PARTICIPATION
- III. CONSENT AGENDA
 - A. Minutes from October 11, 2018 meeting
 - B. Bills to be approved November 8, 2018
 - C. Budget vs. Actual a/o October 31, 2018
- IV. CHIEFS' REPORTS
 - A. Chiefs' Reports & Meeting Minutes
 - B. RFP for pickup truck
 - C. Quote for Fire Station security & access controls
 - D. Miscellaneous
- V. OLD BUSINESS
 - A. Awards & Incentives Committee
 - B. Management Team Committee
 - C. Planning Committee
 - D. Oversight Committee
- VI. NEW BUSINESS –
 - A. Ambulance Billing Analysis & Systems Design West contract
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

Chief Greisen's Agenda Review

11/08/2018

Opening of meeting

President says: "I open the meeting for the Scappoose Rural Fire Protection District Board of Directors for Thursday, November 8, 2018 at 7:00 PM at the Scappoose Fire Station. Please stand for the flag salute."

Audience Participation

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

President says "I will now entertain a motion to approve the consent agenda."

Director says "I move to approve the consent agenda" 2nd by _____

President "Is there any discussion on the consent agenda?"

CHIEFS' REPORTS – In Dropbox

Purchase of Pickup Truck

President says "I will now entertain a motion to approve the purchase of a pickup truck in the maximum amount of _____ .

Director says "I move to approve the purchase of a pickup truck in the maximum amount of _____ . 2nd by _____

Quote for Fire Station Security & Access Controls

President says "I will now entertain a motion to approve the Airwave quote for fire station security and access controls in the amount of \$37,305. .

Director says "I move to approve the Airwave quote for fire station security & access controls in the amount of \$37,305. 2nd by _____

Miscellaneous -

OLD BUSINESS

Awards & Incentives Committee –

Management Team Committee – meets before board meeting

Planning Committee –

Oversight Committee -

NEW BUSINESS – Ambulance Billing Analysis & Systems Design West contract

President says "I will now entertain a motion to approve the Systems Design West Personal Services Agreement and Business Associate Agreement for ambulance billing service.

Director says "I move to approve the Systems Design West Personal Services Agreement and Business Associate Agreement for ambulance billing service. 2nd by _____

Audience Participation

Good of the Order – thank yous

Scappoose Rural Fire District
Itemized Account Activity
 October 12 - 31, 2018

Date	Source Name	Memo	Paid Amou...
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
10/30/2018	HRA VEBA Trust	HRA VEBA Trust for health care	2,500.00
10/31/2018	Paychex - tax	ER Work Benefit	69.43
10/31/2018	Paychex Payroll	Flex spend health ins cashout	14,297.26
Total 550 Insurance			16,866.69
560 Personnel Salaries			
10/15/2018	American General Lif...	Insurance Premium	59.85
10/30/2018	Transamerica Life Ins...	Emplyee Life #42462357 - Ahlers	93.81
10/30/2018	Principal Financial Gr...	Life Ins policy 4807350 - Heuer	109.99
10/30/2018	Nationwide Retireme...	Oct2018 employee PR contrib	1,849.00
10/30/2018	Voya-State of Oregon...	Oregon Savings & Growth Plan	8,862.48
10/30/2018	Foresters Investor Se...	457P retirement deductions	3,450.00
10/30/2018	Tualatin Valley Fire Fi...	2018 union dues from PR deductio...	1,317.01
10/31/2018	Oregon Dept. of Justice	PR deduction	854.40
10/31/2018	Paychex - tax	Emplyee taxes withheld	44,293.67
10/31/2018	Paychex Payroll	Deferred compensation	2,871.00
10/31/2018	Paychex Payroll	FLSA OT	2,176.52
10/31/2018	Paychex Payroll	FF incentives	1,445.00
10/31/2018	Paychex Payroll	Longevity	638.00
10/31/2018	Paychex Payroll	Phone Pay	150.00
10/31/2018	Paychex Payroll	Shift differential	56.70
10/31/2018	Paychex Payroll	Overtime	19,845.78
10/31/2018	Paychex Payroll	Balance of net pay	66,529.09
10/31/2018	Paychex Check	employee paycheck	66.06
10/31/2018	Paychex Check	employee PR check	702.27
Total 560 Personnel Salaries			155,370.63
570 SocSec/Medicare(FICA)			
10/31/2018	Paychex - tax	Emplyr FICA	13,711.12
Total 570 SocSec/Medicare(FICA)			13,711.12
580 Volunteer Services			
10/15/2018	Amazon	SquareTrade 4-yr desktop plan	50.30
10/16/2018	Amazon	Dell computer for volunteers	719.95
10/31/2018	Flora Designs	baby & get well gifts (Bernier/Hick...	100.00
Total 580 Volunteer Services			870.25
590 Personnel Benefits			
10/30/2018	Nationwide Retireme...	Oct2018 employer PR contrib	450.00
Total 590 Personnel Benefits			450.00

Scappoose Rural Fire District
Itemized Account Activity
 October 12 - 31, 2018

Date	Source Name	Memo	Paid Amou...
Total 1.1 GENERAL FUND PERSONNEL SVCS			187,268.69
1.2 GENERAL FUND MATERIAL & SVC			
680 Communications Maintenance			
10/30/2018	49er Communications	2 Big Boost 18" antennas KNG-15...	119.90
10/30/2018	49er Communications	shipping	9.18
Total 680 Communications Maintenance			129.08
720 Public Fire Services			
10/30/2018	Mallory Safety and Su...	2 XL Tychem protective coveralls	257.10
10/31/2018	Amazon	JKSafety Safety Vest w/ reflective ...	19.99
Total 720 Public Fire Services			277.09
740 Uniforms			
10/30/2018	Northwest Apparel	names/logos on 2 sweatshirts	20.00
10/30/2018	Northwest Apparel	6 XL Tshirts - Marks	90.00
10/30/2018	Northwest Apparel	5 names - Maginn	10.00
10/30/2018	Northwest Apparel	1 name - Hulsopple	2.00
10/30/2018	Blumenthal Uniforms ...	2 pr womens Tactical EMS pants -...	99.98
Total 740 Uniforms			221.98
750 Maintenance on Equipment			
10/30/2018	National Hose Testin...	2 hose spinners	794.00
10/30/2018	Braun NW Inc	59527 - hinge	29.00
10/30/2018	Braun NW Inc	shipping charge	25.60
10/30/2018	CRFR	'97 Pierce - repl.drain fitting	484.31
10/30/2018	CRFR	2017 F350-adjust left front door	60.00
10/30/2018	CRFR	'93 F450 annual service	1,122.15
10/30/2018	Sunset Auto Parts	6 2.5 DEF - on sale	53.94
10/30/2018	Sunset Auto Parts	8 oil dry - on sale	71.20
10/30/2018	Wilcox & Flegel	14 gal midgrade gas	49.92
10/30/2018	Emergency Respond...	2 D&R Electronics LED Maplights	165.00
10/30/2018	Northwest Safety Clean	turnout cleaner	66.21
10/30/2018	Nielson, Scott	fuel to and from Klondike conflag	143.98
Total 750 Maintenance on Equipment			3,065.31
760 Administration			
10/12/2018	Elavon Visa Processing	Visa card charges	114.09
10/12/2018	US Bank	Service Charge	36.10
10/13/2018	Muchas Gracias	Halloweentown standby(6 people)	39.93
10/16/2018	O.F.M.A.	2018-19 dues-Greisen	65.00
10/16/2018	Amazon	Sabrent desktop USB Rapid Char...	26.99
10/17/2018	CameraPowerPro	2 camera batteries;Marks/Greisen	17.97
10/24/2018	Fultano's Pizza	14 @ staff lunch	149.71
10/25/2018	MOD Pizza	5 @ chiefs meeting	55.28

11/01/18

Cash Basis

Scappoose Rural Fire District Itemized Account Activity

October 12 - 31, 2018

Date	Source Name	Memo	Paid Amou...
10/25/2018	Safeway	All chiefs' mtg	36.27
10/28/2018	Amazon	2 pk 3 tier standing file folder	29.99
10/29/2018	Fred Meyer	Oversight Committee Mtg	23.66
10/30/2018	Allen, Jimmy	refund EMS overpmt	250.00
10/30/2018	Grove Mueller & Swa...	interim billing for annual audit	5,000.00
10/30/2018	Laird, Betty	reimb. EMS overpmt	110.45
10/30/2018	Pacific Office Automa...	monthly maintenance fee	39.60
10/30/2018	Nielson, Scott	meal for Klondike conflag	16.00
10/31/2018	Paychex Invoice	Oct reg PR svcs	179.55
10/31/2018	Amazon	SRFD Christmas cards	19.99
Total 760 Administration			6,210.58
765 Information Technology			
10/13/2018	CenturyLink	Holbrook internet, incl setup	90.00
10/30/2018	AT&T Mobility	Sept wireless charge	346.78
10/30/2018	CenturyLink	acct# 503-621-9546 132R	56.94
10/30/2018	City of Portland	800 MHz access	117.21
10/30/2018	Maller, Dave	contract IT maint	675.00
10/30/2018	Maller, Dave	setup volunteer PC	260.00
10/30/2018	Maller, Dave	Office 365 planning-quotes & sche...	130.00
10/30/2018	AT&T Mobility	1 FirstNet phone	99.99
Total 765 Information Technology			1,775.92
775 Emerg. Operating Supplies			
10/12/2018	First Out Rescue Equi...	48 pks 24x48 decontamination tow...	160.54
10/12/2018	Amazon	20 red/20 green lightsticks	39.98
10/16/2018	Amazon	8 pr Ringers R-14 gloves	178.08
10/17/2018	Amazon	2 pr Ringers R-14 gloves	49.98
10/18/2018	Amazon	2 packs Stihl 2 cycle engine oil	38.44
10/22/2018	Amazon	Lt phone turtleback holster belt case	59.95
10/28/2018	Amazon	3 rainproof notebooks	24.24
10/30/2018	SeaWestern Fire App...	1 Cairns 360 helmet w/faceshield-...	217.15
10/30/2018	SeaWestern Fire App...	1 Cairns 360 helmet w/faceshield-...	217.15
10/30/2018	Fred Meyer	HDMI cable	21.99
10/31/2018	Amazon	rainproof notebook (3 1/4" X 4 5/8")	8.08
Total 775 Emerg. Operating Supplies			1,015.58
780 Building & Grounds Maint.			
10/17/2018	Mailboxes.com	locking mailbox for front door	120.32
10/30/2018	Ace Hardware - Scap...	5 lite duty 5 ft U-Posts	24.95
10/30/2018	Ace Hardware - Scap...	broom and dustpan	20.98
10/30/2018	Ace Hardware - Scap...	2 gal Simple Green	23.98
10/30/2018	Ace Hardware - Scap...	misc fasteners	3.96
10/30/2018	Ace Hardware - Scap...	rotary drill bit	5.99

Scappoose Rural Fire District
Itemized Account Activity
 October 12 - 31, 2018

Date	Source Name	Memo	Paid Amou...
Total 780 Building & Grounds Maint.			200.18
790 Training			
10/22/2018	Cairns, Ron	388 RT mileage @ \$0.545/mile	211.46
10/22/2018	Cairns, Ron	Per diem for meals	87.00
10/22/2018	Marks, Joshua	OFDDA per diem	63.00
10/23/2018	Riverhouse	3 nites OFDDA conf-Cairns	327.60
10/25/2018	O.F.M.A.	Tech Ed Conf Nov 6-7 Greisen	265.00
10/27/2018	Riverhouse	2 nites OFDDA conf-Marks	218.40
10/27/2018	Gas Station	OFDDA conf fuel (Marks)	54.00
10/30/2018	Cascade Training Ce...	15 Heartcode BLS Part 1 Online	380.55
10/30/2018	Cascade Training Ce...	15 Heartcode ACLS Part 1 Online	1,762.20
10/30/2018	Cascade Training Ce...	15 Heartcode PALS Part 1 Online	1,762.20
10/30/2018	Kriek, Justin	per diem-Irons & Saw course	35.00
10/30/2018	Brothers In Battle	Adv Irons & Saw-J. Kriek	250.00
10/30/2018	Stephens Planning & ...	3-day drone training (CCEM, CRF...	500.00
10/31/2018	Fred Meyer	Training trick-or-treat candy	64.96
10/31/2018	Grocery Outlet	Training trick-or-treat candy	22.95
Total 790 Training			6,004.32
810 Utilities			
10/30/2018	CenturyLink	acct# 300302736	612.33
10/30/2018	City of Scappoose	water and sewer bill	290.31
10/30/2018	CRPUD	boathouse electricity	48.45
10/30/2018	CRPUD	main station electricity	845.79
10/30/2018	Comcast	xfinity cable -Acct#8778 10 202 01...	32.25
Total 810 Utilities			1,829.13
870 EMS Operations			
10/30/2018	Bound Tree Corp.	25 bx quelicin (25/bx)	862.25
10/30/2018	Bound Tree Corp.	acetaminophen	242.99
10/30/2018	Bound Tree Corp.	activated charcoal actidose	86.37
10/30/2018	Bound Tree Corp.	8 curaplex blankets	113.52
10/30/2018	Bound Tree Corp.	non-aspirin pain reliever	8.39
Total 870 EMS Operations			1,313.52
880 FireMed			
10/30/2018	Life Flight Memberships	91 Life Flight membership fees	5,915.00
Total 880 FireMed			5,915.00
Total 1.2 GENERAL FUND MATERIAL & SVC			27,957.69
Total 1...			215,226.38

4:01 PM
11/01/18
Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
October 12 - 31, 2018

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amou...</u>
Total 1..	GENERAL FUND EXPENDITURES		<u>215,226.38</u>
TOTAL			<u>215,226.38</u>

11/08/18
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1 through November 8, 2018

	Jul 1 - N...	Budget	\$ Over B...	% of...
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,677,606	1,640,410	37,196	102%
Conflagration	126,788	150,000	-23,212	85%
EMS Receipts	252,211	670,000	-417,789	38%
Fire Marshal	0	25,000	-25,000	0%
FireMed	39,255	39,300	-45	100%
G.E.M.T. (Medicaid)	0	30,000	-30,000	0%
Grant Awards	4,250	0	4,250	100%
Interest Earned on Investments	9,956	28,500	-18,544	35%
Intergovernmental	35,171	100,645	-65,474	35%
Miscellaneous Revenue	3,562	25,000	-21,438	14%
Property Taxes				
Taxes - Current				
Local Option Levy	154,333	0	154,333	100%
Permanent Rate Levy	138,713	0	138,713	100%
Taxes - Current - Other	0	2,879,713	-2,879,713	0%
Total Taxes - Current	293,047	2,879,713	-2,586,666	10%
Taxes - Prior Years	89,306	92,000	-2,694	97%
Total Property Taxes	382,353	2,971,713	-2,589,360	13%
Total 1. GENERAL FUND REVENUES	2,531,152	5,680,568	-3,149,416	45%
2. GRANT FUND REVENUE				
Grant Award	112,950	0	112,950	100%
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	1,115	2,500	-1,385	45%
Transfers In	0	189,487	-189,487	0%
Total 3. PROPERTY FUND REVENUES	145,428	336,233	-190,805	43%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	208,852	209,024	-172	100%
Interest Earned on Investments	1,381	3,510	-2,129	39%
Total 4. PERSONNEL SVCS FUND REVEN	210,233	212,534	-2,301	99%
Total Income	2,999,762	6,229,335	-3,229,573	48%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	214,621	588,420	-373,799	36%
560 Personnel Salaries	700,287	2,218,355	-1,518,068	32%
570 SocSec/Medicare(FICA)	56,558	167,130	-110,572	34%
580 Volunteer Services	10,990	78,000	-67,010	14%
590 Personnel Benefits	154,016	560,757	-406,741	27%
Total 1.1 GENERAL FUND PERSONNEL...	1,136,473	3,612,662	-2,476,189	31%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	34,070	113,843	-79,773	30%
680 Communications Maintenance	9,414	20,000	-10,586	47%
720 Public Fire Services	3,890	14,800	-10,910	26%
730 Property & Liability Insur.	3,472	51,985	-48,513	7%
740 Uniforms	6,830	20,000	-13,170	34%
750 Maintenance on Equipment	33,514	143,500	-109,986	23%

11/08/18
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1 through November 8, 2018

	Jul 1 - N...	Budget	\$ Over B...	% of...
760 Administration	14,477	56,120	-41,643	26%
765 Information Technology	30,046	69,900	-39,854	43%
770 Operating Materials/Suppli	1,388	5,000	-3,612	28%
775 Emerg. Operating Supplies	6,705	65,000	-58,295	10%
780 Building & Grounds Maint.	11,148	125,731	-114,583	9%
790 Training	13,952	85,000	-71,048	16%
810 Utilities	9,283	37,600	-28,317	25%
870 EMS Operations	22,695	90,000	-67,305	25%
880 FireMed	14,690	20,000	-5,310	73%
Total 1.2 GENERAL FUND MATERIAL &...	215,573	918,479	-702,906	23%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	1,039	109,940	-108,901	1%
Total 1.3 GENERAL FUND CAPITL OUT...	1,039	109,940	-108,901	1%
Total 1...	1,353,085	4,641,081	-3,287,996	29%
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	1,353,085	5,680,568	-4,327,483	24%
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	39,545	207,534	-167,989	19%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	39,545	212,534	-172,989	19%
Total Expense	1,392,630	6,229,335	-4,836,705	22%
Net Income	1,607,132	0	1,607,132	100%

Fire Chief Report

October 2018

The Fire chiefs held an all-day meeting to discuss and to go over issues we are having throughout the districts. We are setting timelines and prioritizing projects. We are meeting once a week to review and assist in projects and to keep up with communications. I have been working on ambulance billing, meeting with personnel and other district and agency meetings. The oversight committee met and the notes have been provided. We will be meeting monthly during the last week of the month.

Meetings & Training:

10/01 SRFD mtg.	10/01 Airport Advisory mtg
10/02 Local 3215 mtg	10/03 Special mtg
10/05 911 communication mtg all day	10/09 Columbia County transportation mtg.
10/09 ambulance billing mtg.	10/09 CRFR board mtg.
10/10 ODT pre-winter mtg.	10/11 Halloween Town planning mtg.
10/11 SRFD board mtg.	10/13 Halloween town celebration
10/16 Bullard Law HR program	10/17 Col Co Fire Defense mtg.
10/17 Col Co Firefighters Assoc. mtg.	10/23 Columbia 911 mobile user mtg.
10/24 SRFD volunteer membership mtg.	10/25 Fire Chiefs all day meeting
10/29 Oversight mtg.	10/30 911 Advisory mtg
10/31 Chiefs meeting	

Upcoming Events:

November 11th Veterans Day service in Scappoose

December 1st Toy N Joy Auction at Columbia County Fair Grounds

Division Chief O'Connor Monthly Report October 2018

Meetings: Local Emergency Planning Committee (LEPC) 10/9; CRF&R board meeting 10/9; CRF&R Volunteer FF Association 10/17; AT&T First Net/Cradle Point 10/22; CCOM CAD Mobile User group 10/23; CRF&R Safety Meeting 10/24; Chiefs meeting 10/25 & 31; 911 Advisory board 10/30; Health & Wellness Committee Meeting 11/1

Facilities: Peak Electric completed and estimate to replace exterior lights at LBTC with LED, this is part of the energy audit completed last spring; Continued work to clean up and prepare to move St. Helens volunteers to LBTC tentatively scheduled for November 14/15; itemized, listed and sold numerous small surplus items (hose, nozzles, fittings, misc shop supplies)

PIO: Continued updates of social media pages with current information (shared duty w/Motherway); Completed call log reports for local media on Mondays (alternating Mondays w/Motherway); CRF&R Facebook page now has over 5,100 people following it, this is an excellent tool to communicate with the public about our operations helping promote transparency; respond to numerous requests from media.

I/T: Continued progress toward migration to MS365 (cloud based email/network); trouble shoot numerous network issues/problems throughout the district; Testing Cradle Point/First Net throughout the district, this is a mobile cell to wifi/GPS unit that could potentially increase unit connectivity; Purchased and implemented cell phones for on duty lieutenants at all staffed stations both Scappoose and CRFR to increase communications; replaced volunteer computer at Scappoose station; replaced ipad on M432.

Safety/Health: Completed immunization clinics for all district members with Occupation Safety Health & Wellness (OSHW); BloodBorne Pathogens (BBP) training completed for drill 10/24; continued scheduling of NFPA physicals; planning for NFPA physical ability test (PAT) in January; Health & Wellness Committee continues to be active pursuing workout equipment and needs and has administered the Colorado test to 15 firefighters to measure current strength & stamina.

Misc: Duty chief 10/19 – 10/21 and 10/29 – 11/1; Completed applications for AFG grant \$380,000 for Scappoose to replace SCBA, \$760,000 to replace 2 water tenders, \$25,000 for health & wellness; Completed grant application to SDAO Safety & Security Grant to purchase sit stand desks for all office staff \$4577;

October 2018 – Chief Smythe Operations Monthly Report

Fall is now here, get ready for a very wet winter or a dry one depending on which weather model is correct. NOAA has stated we are in the beginning stages of a mild El Nino pattern for fall 2018 through spring 2019. The beauty of a weather person is they can be wrong and still retain their job. The weak/mild El Nino historically means a dryer winter for the Pacific Northwest, but 2 out of the last 6 have been extremely wet winters. So in conclusion, we have a 1 in 3 chance of having a wet winter.

Our District(s) will be seeing the November tax revenue shortly; we have a number of projects, equipment, and apparatus we will be purchasing in the coming months. These items have been budgeted for and we will be placing orders in November.

Columbia River Fire and Rescue has requested through FEP a military 916 all-wheel drive apparatus. The cost of the vehicle is based upon the transportation costs to get it to Salem. This military truck is a 2009 Freightliner 6x6 that will be converted to a Water Tender. A number of agencies in Oregon and Washington have these in the fleet and are operating on fire scenes. This will allow our District to replace one of our oldest tenders. There are several businesses in Oregon and Washington that specialize in this conversion. As a vehicle from FEP, it is on loan to our District until we have it converted to a tender, once that is completed and we produce documentation, we will receive the title. This is new to FEP and welcome by many agencies.

The Joint Maintenance Facility (JMF) has all three mechanics in place since October 22, 2018. We welcome aboard Raymond Malone from Land Mark Ford in Portland. The JMF crew has been working tirelessly to get caught up on the backlog of pump tests, vehicle annual services, and projects. At this time they are making great strides and are currently closing the gap to current requirements. The goal for our newest fleet maintenance personnel is for Emergency Vehicle Technician 1 (EVT1) by fall of 2019, and EVT 2 by the fall of 2020. We appreciate their dedication and timely repairs for our emergency apparatus.

Emergency incidents, our agencies have continued to see demands for service. The perception is that we are getting busier and busier. We continue to move forward with Image Trend and CCOM report writing capabilities, these reports are being written so that we can data mine all the information we are bringing into our system(s). In a nutshell we are on track for a similar number of incidents compared to previous years for SRFD. The following are excerpts from reports generated by the system. At this time we are unable to put those in a visual format that the Fire Boards have become accustomed to in previous reports.

Columbia River Fire and Rescue:

Total Calls (Image Trend) 4/11/18 through 11/1/18	2922
Total Calls (High Plains) 4/11/17 through 11/1/17	2868
Increase/Decrease	+54/ 1.88%
Average Calls for service per month	451 (all), 325 (EMS)
Total Calls 1/1/18 through 11/1/2018	4201
Total Calls 1/1/17 through 11/1/2017	4188
Increase/Decrease	+13/ 0.13%

Scappoose Rural Fire District:

Total Calls 1/1/18 through 11/1/18	1830
Total Calls 1/1/17 through 11/1/17	1767
Increase/Decrease	+63/ 3.56%
Average Calls for service per month	183

The above information is being tracked for trends, demographics, and future deployments of resources. Overall both Districts saw small increases for service. There are multiple factors that cannot be quantified at this time but should be considered:

- Population
- Changes in demographics
- Change in median income
- Growth/Expansion
- Community Paramedic Activity
- Economy

The factors above may affect our calls for service, each has a positive or negative affect on our systems. As we obtain information from our data, CCOM, Columbia County, and State agencies we can use it to determine current and future trends for both Districts.

Meetings:

- Local 3215/Management Meeting
- Volunteer Association Meeting
- County Volunteer Association Meeting - CCOM
- CCOM – CAD Issues
- Senior Staff Meeting
- Fire reports and NFIRS updates
- Columbia County Fire Defense Board Meeting- CCOM Fire District
- Lee Broadbent Training Facility Clean and detail grounds
- Duty Officer
- Image Trend Updates
- Apparatus repairs and equipment inventory changes
- Apparatus Committee Meeting- LBTC
- EMS Only Personnel Testing
- 2019 Fire Academy Orientation
- ODOT Winter Weather Advisory Meeting
- OP/IQ Update and potential use for Fire Apparatus/Stations
- Chief Officer Conference Meetings
- Halloween Town

Training Report
October 2018
Chief Marks

October 2	Assist Chief Coombs with Single Role Academy
October 3	Morning Drill Every Day Hero Event at LBTC
October 5	Columbia 911 Radio Presentation
October 6	Extrication Drill
October 9	LCRTOA Meeting Assist Columbia 911 with Promotion Process CRFR Board Meeting
October 10	Morning and Evening Drills
October 11	Scappoose Board Meeting
October 12	Start Duty Officer Weekend
October 13	HalloweenTown
October 17	Morning and Evening Drills
October 18-19	OEDI Retreat and Planning Meeting
October 22	Start Duty Week Case Reviews
October 24	Morning and Evening Drills
October 25	Chiefs' Meeting
October 25-27	OFDDA
October 31	Halloween Drill

Ongoing Projects:

2019 Recruit Academy Planning

Working on Schedule for 2019 Training

Initial Planning Instructor 1 class and Fire Officer 1 Academy

Working with ODF on classes for wildland season



EMS Office Activity October 2018

1 & 2 Single role paramedic training
3 Fire-EMS workgroup meeting
3 Everyday heroes open house
4 ImageTrend webinar
5 Radio vendor conference
6 Extrication drill
8 EMS committee meeting
8 Community paramedic huddle
8 Volunteer EMT training
10 ODOT, Forecast meeting
11 ImageTrend update meeting
12 Captain's meeting
15 Community paramedic huddle
15 CC Mental Health meeting
18 ImageTrend report writer webinar
22 Physician led case reviews
23 Community Paramedic operations meeting
24 Service ticket meeting
31 Chiefs meeting

There has been a noticeable decrease in 911 responses after a patient is referred to the community paramedic by line personnel. Decreasing overuse of the EMS system by identifying and addressing underlying issues of patients is a goal of the program. As of the end of September; 102 clients have been referred to the program, 44 have graduated, 24 are currently enrolled and 32 cases have been closed. The community paramedic is attempting to contact the remaining 11.

The single role paramedics are progressing well through field training. Each had transport experience prior to coming to our organizations which has accelerated the process. Advertising for part-time EMTs and another full-time paramedic is underway. Application deadline is 11/13/18.

Overall, ImageTrend is working well. A remaining challenge is tracking completion of reports if the report has been returned to the author for corrections. We are working to resolve the issue. ImageTrend at Scappoose will go live on 12/1/18. Multiple training sessions will be held during November.

It was discovered that the initial quotes for repair of the damaged CRFR ambulance would result in a salvaged title and void the lifetime warranty of the module. We are working with the vehicle manufacturer and insurance for an acceptable solution. Inspection and possession of the newest CRFR ambulance will take place on November 28th.

D/C Smythe and I are meeting with each of the crews to provide increased face-to-face communication regarding EMS and operations. This is an opportunity for crews to ask questions, discuss topics of concern and exchange information between line and administrative staff.

Oversight Committee Meeting
October 29, 2018 at 5 p.m.

In attendance: Chief Greisen, Mr. Cairns, Mr. Feige, Mr. Sorenson, and Mr. Kreutzer

Chief Greisen said that an all-day chiefs' meeting was held at the Lee Broadbent Training Center on October 25, 2018. All the career chiefs were there, as well as Volunteer Chief Greenup for most of the day.

The following timelines were set:

- Administration: The ambulance billing analysis will be complete by Friday, November 2nd.
- The personnel interviews on the IGA will be complete by Friday, November 9th. The remaining 30 people will be interviewed during shifts over 3 days.
- A draft of the CRFR Long term Capital Plan will be complete by January 31, 2019. Smythe, O'Connor and Coombs are doing most of it. The apparatus portion is complete. The EMS portion is small compared to the rest.
- A draft of the Scappoose Long Range Plan will be complete by January 31, 2019.
- Scappoose negotiates with IAFF 1660 in January. CRFR is not until 2020.
- Scappoose needs another single role paramedic.
- CRFR's computer system will be switched over.
- Look at different volunteer time tracking system.
- Development training program for volunteer officers.
- There will be another chiefs' meeting on Wednesday, October 31, and every 2 weeks after that.

The respective Board Planning Committees will meet after the long-range drafts are prepared.

There was discussion about synchronizing the union contract time periods. Chief Greisen said this will not be necessary unless we move to a fire authority or a merger

The personnel interviews on the IGA are highlighting all the different cultures in the organizations. One general concern is the chiefs' lack of visibility to the staff. Scappoose especially is accustomed to having chiefs in the station, but it is also a concern at CRFR. However, there is not enough appropriate work space for the CRFR chiefs to spend productive days in the Scappoose station. One possibility is to assign one chief to each shift. For example, those chiefs would be responsible for making sure that goals set by the Training Chief were achieved.

Lexipol is a company that keeps fire procedures, policy and training requirements updated on an annual basis. They have over 1400 policies and procedures. Chief

Greenup is experienced in this area for Scappoose. Chiefs met with Lexipol to review their system. Chief Greenup identified about 135 policies and procedures that would be helpful for us. While very expensive, this service would help us set the same standards for both Districts. It would all be online, and it comes with tests to be taken after reading the policies and procedures.

Questions were raised about how many changes would be made. Chief Greisen said it would range widely depending on the policy's age and changing legal liabilities associated with the different topics. The initial cost would be \$10,000, and then there would be an annual review cost. Chief Greisen said that many police departments use this service, and that Chief Smythe and Chief Greenup are familiar with which fire districts use it.

The ambulance billing analysis was discussed. About 25 surveys were received and reviewed. Many ambulance services are using a company in Washington which charges \$22 plus postage for each bill. The service includes collections and has a reputation for excellent customer service. The total estimated annual cost for Scappoose is \$22,000. Chief said he will strongly recommend that Scappoose work with this company. There will still be a contact person at the Fire District who prepares the call information for submission.

The Fire Marshal's Fire & Life Safety Plan Review Services were discussed. Chief Greisen described the intergovernmental agreements which Scappoose has signed with the City of Scappoose, Columbia County and the City of St. Helens. Scappoose will receive 75% of the permit fee for Fire and Life safety review. The County currently has an employee who does most of their work, but Scappoose is available for backup in case of overload. The bill to the City of St. Helens for work completed to date will be between \$50,000 and \$70,000. This will be set aside and we will probably look for a part-time inspector to help with inspections in the two districts. Both boards will be informed before we move forward on this. Also, Shelly Booth currently spends about 50% of her time supporting the Fire Marshal's work. Wages and benefits for her position cost about \$86,000. This also needs to be considered.

A drone training instructor came and trained about 20 people in the County to use drones. Chief Pricher worked with Flir to do some filming at the training center, and Flir donated a \$6,000 drone and a \$10,000 camera to the program. If the IGA were split up, the drone would go to CRFR since the work happened at the Training Center. Jeff Pricher, Jim Polito, Dave Coombs and Drake Dryden are licensed. Others are working toward their licenses.

The drone has been used on wildland fires, the Pittsburgh Road fire, the landslide at Mist Birkenfeld, multiple fire investigations, and during Portland hazmat team trainings. It has many potential applications. Oregon State Police use theirs for traffic accident investigations.

Chief Greisen is having some difficulty getting RFPs for the IGA analysis. He has

identified 3 possible companies. More work needs to be done in formulating the list of questions which the boards want the study to answer. Chief Nye did not issue an RFP for the IGA analysis he purchased. Chief Greisen will call other agencies and get sample RFPs of the work done by the 3 companies.

The IGA Amendments are not yet complete. Mr. Sorenson offered to help Chief Greisen go through them. They will set a meeting for this.

The next meeting of the Oversight Committee will be Monday, November 26th, 2018 at 5 p.m.



9865 NW 307th Ave.
NORTHPLAINS, OREGON 97133
(503) 647-5999
(503) 647-7443- FAX

PAGE 1

COMPANY: Scappoose Rural Fire District
ADDRESS: PO Box 625
Scappoose, OR 97051
JOB NAME: SCAPPOOSE FIRE SYSTEM & DEVICE UPDATES ESTIMATE 10-26-18
52751 Columbia River Hwy
Scappoose, OR 97051

CONTACT: Ian O' Connor
PHONE: 971-203-4422
FAX:
E-MAIL [Ian O'Connor <OConnorI@crfr.com>](mailto:Ian.O'Connor@OConnorI@crfr.com)

QUANTITY	MATERIAL DESCRIPTION	PART #		ESTIMATE
	Update CCTV, Security & Access Controls			
	Scappoose, Chapman, Holbrook		MATERIALS:	\$ 24,984.00
	This is a Hardware "Forklift" Project to bring the systems and devices up to date		LABOR:	\$ 12,321.00
	and to allow a centralized control platform from Scappoose to manage all systems.		TOTAL:	\$ 37,305.00
	Remove current devices at all three stations and replace. Re-use existing wiring.			
Note:	It may be possible to lower project costs by re-using some hardware and accessories, IE..Door Strikes, door contacts, Card Readers etc. This would possibly lower material and labor costs			
1	BLUEWAVE BLUE VIEW STRANDED SOFTWARE			
1	BLUE WAVE DOOR LICENSE			
5	BLUEWAVE KEY FOBS (10PAK)			
	SCAPPOOSE			
1	Manufacturer provides a laptop to be connected to customer network to be used as System server			
	System can be viewed via Network and Wireless Devices assigned Access rights by System Administrator			
1	SIGNAMAX C-300 8PORT POE SWITCH			
6	BLUE WAVE CARD READER CONTROLLERS			
4	PROX-BACKLIT BLUE 12KHZ READER			
2	BLUEWAVE KEY PAD COMBO			
6	CAMDEN LOW PROFILE UNIVERSAL STRIKE			
6	CAMDEN PIR REX			
1	ELK BATTERY			
10	WIDE GAP DOOR CONTACT			
1	ELK SECURITY KIT KP BATTERY, SIREN			
1	ELK ETHERNET INTERFACE			
1	BLUEWAVE 8 CHANNEL NVR WITH POE 4TB			
2	19.5 LED MONITOR			
1	50FT HDMI CABLE FOR LIVE VIEW			
8	BLUEWAVE VANDAL DOME MOTORIZED VARI-FOCAL			
2	UNDERDESK DURESS BUTTONS			
	HOLBROOK			
1	BLUEWAVE 1 DOOR KIT			
1	BLUEWAVE KEY PAD COMBO			
1	CAMDEN LOW PROFILE UNIVERSAL STRIKE			
1	CAMDEN PIR REX			
1	ELK BATTERY			
1	ELK SECURITY KIT KP BATTERY, SIREN			
1	ELK ETHERNET INTERFACE			
1	BLUEWAVE 4 CHANNEL NVR WITH POE 1TB			
1	19.5 LED MONITOR			
2	BLUEWAVE VANDAL DOME MOTORIZED VARI-FOCAL			
	CHAPMAN			
1	BLUEWAVE 1 DOOR KIT			
1	BLUEWAVE KEY PAD COMBO			
1	CAMDEN LOW PROFILE UNIVERSAL STRIKE			
1	CAMDEN PIR REX			
1	ELK BATTERY			
1	ELK SECURITY KIT KP BATTERY, SIREN			
1	ELK ETHERNET INTERFACE			
1	BLUEWAVE 4 CHANNEL NVR WITH POE 1TB			
1	19.5 LED MONITOR			
2	BLUEWAVE VANDAL DOME MOTORIZED VARI-FOCAL			
	Terminate, Test and Label all new Devices and Cables.			
	Program new DVRs			
	Train Customer on Updated equipment.			
Note:	All Network Interface and security management to be completed and managed by Firestation IT Staff			

TERMS: 60% Downpayment and 40% upon completion

THIS PROPOSAL IS BASED ON THE FOLLOWING ASSUMPTIONS:

1. CUSTOMER TO PROVIDE FREE AND CLEAR ACCESS TO EACH LOCATION.
2. ACCESS WILL BE PROVIDED IN A TIMELY MANNER TO ALL FACILITIES IN WHICH WORK IS REQUESTED. DELAYS AND/OR INTERRUPTIONS RESULTING FROM LACK OF ACCESS MAY RESULT IN AN ADD ORDER.

I AUTHORIZE THE ABOVE WORK AND ACCEPT BILLING AS APPLICABLE.

SIGNATURE	QUOTED BY: AAS 10-26-18	TITLE	DATE
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November 6, 2018
Ambulance Billing Analysis
Chief Michael Greisen
Administrative Specialist Cheryl Engstrom

With the announcement of Cheryl Engstrom's retirement from Scappoose Fire District, it is an opportunity to evaluate the District's ambulance billing system and determine what may be best for future ambulance billing.

History

In the early days of ambulance billing during the 1960's to early 1980's, patients were charged a flat fee ambulance rate with the invoices being sent out by the Scappoose Volunteer Firefighters who owned the ambulances. When the Scappoose Rural Fire District took over the financial responsibilities of the ambulance due to the increased insurance requirements, the District hired a part time person to do the ambulance billing. Later, when additional jobs needed to be done for the District, the board hired Ronda Melton and Cheryl Engstrom as part time independent contractors to help the District in ambulance billing, burn permits, financial and other duties as needed. They were later hired as permanent employees and both did ambulance billing, eventually as the District grew, Cheryl took over all ambulance billing. Ambulance billing has gone from a simple paper invoice system done by hand, then using a typewriter to today, computerized, with specialized ambulance billing software along with electronic data and money transfers. Now ambulance billing must follow detailed federal regulations from the Centers for Medicare and Medicaid Services (CMS).

Cheryl's main job function is ambulance billing, but other responsibilities are:

- District Public Information Officer-weekly press releases, update SRFD & CCFireMarshal websites, administrator of Facebook, send out information to personnel
- Office Manager duties
- Health Insurance Portability and Accountability Act and Privacy Officer
- Designated Records Officer-knowledge in Oregon and SRFD records retention policies & laws
- Oversee Private Fire Contract program, creation, annual billing
- Oversee FireMed program, mailings, membership, LifeFlight contact
- Manage official personnel status for district
- Liaison between SRFD and Volunteer Coordinator
- Administrator of Google accounts, keep personnel & groups up to date, and assist personnel with various software: Active 911, Target Solutions, ERS, all passwords, etc.
- Liaison with I.T. and Chiefs/Administrator
- Liaison with EMS Chief/ Oregon Health Authority inspection, documentation, organization, all billing related issues
- Represent SRFD: flowers, sympathy cards, retirements, our members families etc.
- Share and Care Chairperson
- Manage SVFA-scholarship program-contact recipients, administer funds etc.
- Provide auditor with all EMS financial reports-reconcile monthly with Finance Admin.
- Volunteer firefighter compliance paperwork
- And much more.....

Cheryl currently works a 32 hour work week. This past year it was determined that she billed out for about 1032 ambulance transports, which also consists of billing secondary insurance, sending monthly invoices and resolving denied claims. With the increase in our ambulance service she would not be able to bill many additional ambulance bills unless her other duties were removed, her hours increased or a part time individual was hired.

Survey

Cheryl conducted a survey to receive information from other Oregon ambulance service providers to find out how they were billing for their ambulance service. We heard back from about 22 agencies and they either did their billing in house or they outsourced to a third party billing agency. All agencies outsourcing their billing are contracted with Systems Design West and gave them 100% positive ratings. Several agencies had previously contracted with other billing companies and were not happy with low collections or not living up to expectations promised.

OPTIONS

Hire new ambulance coding/billing specialist:

To completely replace Cheryl's position, the fire district would need to hire an experienced medical coding/billing specialist who could be trained by Cheryl in the specialized ambulance billing. They would also need to be trained on our specific software systems, possibly being sent to intensive training. This new person would need to be hired by January 1, 2019 so there would be time to train for a three month period before Cheryl's retirement. An experienced medical coder/biller would be needed due to the expertise needed when working with the insurance industries and understanding the needs of the medical patient. They need to understand healthcare regulations, insurance regulations and billing regulations. The person needs to be proficient in medical coding, understanding the ICD codes that apply to medical procedures. They need to understand commercial and government-sponsored plans and reimbursement

Contract with CRFR:

The fire district could work out an agreement with Columbia River Fire and Rescue to contract out our ambulance billing. They currently do ambulance billing for CRFR and Clatskanie Fire District. If CRF&R took over billing for the fire district, they would have to hire an additional person just for Scappoose Fire District as their personnel are maxed out for their current billing clients and the increase in ambulance calls.

Contract with outsourced billing company:

The fire district could hire an outsourced billing company which specializes in ambulance billing only. Many Oregon fire agencies who provide ambulance service contract out their ambulance billing as it has become a very specialized field when working with health care and vehicle insurance companies. There are some concerns about how to monitor an outside billing service on how they treat and handle our customers. How their business practices convey a positive outcome. There needs to be a person at SRFD who is the point of contact for the company, this person needs to have an understanding of ambulance billing and be able to manage the various software programs until all previous ambulance bills are cleared.

Options and approximate annual cost:

1. Hire a person full time to replace Cheryl. Wage and benefits \$115,000
2. Contract with CRFR to do ambulance billing. Wage and benefits \$115,000 plus administrative cost.
3. Contract out with an outsourced billing agency. \$22,000 plus the cost of part time position to be point of contact person for the ambulance billing company.

RECOMMENDATION:

Contract with an outside billing agency, System Designs West, who provides billing services to over 200 ambulance providers. If our collection rates fall then the district would cancel the contract and hire an experienced medical coding/billing specialist or pursue a contract with Columbia River Fire and Rescue.

District Concerns of Outside Billing	System Designs West (SDW)
Cost?	\$22 per transport plus postage for mailing of statements
Customer/patient not getting personal service	SDW will assign one point of contact at their office for our customers to contact, if that person is not available another person will be able to answer question
Customer/patient comes to SRFD office to pay bill for human contact	SRFD will accept all payments, cash, credit card, check, write receipt , make deposit, scan and e-mail all correspondence to SDW via secure email
Customer/patient has questions and comes to fire station for answers but it is done from an outside source, what is going to happen	If a customer comes to Scappoose fire station for a question, we will direct them to call SDW directly, they can call from the station, or our SRFD point of contact person can bring them back to the private office and look up the information on the computer, where we will have full access to see their account and notes.
When a customer/patient calls SDW with a question, will they go through a telephone tree to receive service?	No, the phone number designated for SRFD is answered "Billing Office" It goes directly to the SDW point of contact assigned to us.
Is the SDW billing software compatible with our current record management system, ERS?	Yes, ERS will work as SDW currently has other clients using ERS. It is a very slow exporting system, just like Cheryl experiences now. When the district switches over to Image Trend very soon, it will be a lot smoother for SDW to log in and export the calls.
SRFD has a firemed program in Oregon	SRFD point of contact would send up to date excel spreadsheet to SDW of all Firemed customers and they keep it on file and review before billing the patient.
How do they turn customers over to a collection service	SDW will follow SRFD policies and procedures for sending customers to collections
SRFD does not send Veterans Administration patients to collections, as it can take 2-3 years to collect from the VA	SDW will follow SRFD policies and procedures for collections
What type of reports are generated	SDW provides customizable monthly reports. They can be customized to what the Board and Fire Chief request and are used to. They will also provide all reports for auditing purposes. The SRFD point of contact person may also log into the SDW software system and print our own reports.
What is required of SRFD point of contact person	SDW needs one person at SRFD to be the only contact for all ambulance billing related issues. We need to provide 100% completed Prehospital care report, hospital face sheet, signature pages, scan and email payment information, insurance correspondence, insurance denials, notes from patients, all attorney requests, all insurance requests for more information, received at fire station, reconcile EFT payments made into our District account with Finance Admin here and SDW.

What else will SDW provide for us	They will take care of Medicare revalidation every 5 years, Medicaid re-enrollment yearly, enrolling and onboarding with all insurance companies, changing addresses so payments & correspondence go there. Deposit all monies. They provide SRFD a website for processing payments, providing forms, hipaa info, financial hardship applications, we will link this to our website. They do all billing electronically. There are 70+ employees who only do ambulance billing and all it entails. They have their own HIPAA Officer and Compliance Officer. They will honor our agreements: FireMed, LifeFlight transports, Out of District fees except CRFR zip codes.
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PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("AGREEMENT") is made and entered into this ____ day of _____, 2018 by and between, Scappoose Rural Fire Protection District ("**Fire District**") 52751 Columbia River Hwy., Scappoose, OR 97056 and Systems Design West, LLC a Delaware limited liability company having their principal place of business located at 19265 Powder Hill Place NE Poulsbo, Washington 98370 hereinafter referred to as the ("**Consultant**") Collectively the Fire District and the Consultant shall be known as the "PARTIES".

RECITALS:

(a) WHEREAS, the Fire District and the Consultant desire to enter into a "Professional Services Agreement",

(b) NOW, THEREFORE, in consideration for the mutual obligations contained herein the Fire District and the Consultant, each intending to be legally bound by this agreement, hereby mutually covenant and agree as follows:

1. SCOPE OF SERVICES. The Consultant shall provide to the Fire District specific services related to the billing and payment processing of EMS patient transport services that are provided to the general public by the Fire District. The following Scope of Services shall be incorporated into this contract as general services performed by the Fire District and the Consultant under this agreement.

1.1 The Fire District, with assistance from Consultant, shall apply for Provider Status or updated Status with Medicare, Medicaid, and all public and private insurances which will be billed as a part of this Scope of Services. The Fire District shall assist the Consultant to obtain the necessary certifications, numbers and documentation needed for Consultant to provide the services identified in sections 1.2 and 1.3 below. The Fire District agrees to furnish and assist the Consultant with the following:

(a) The Fire District agrees to provide a complete and legible "PCR" (Patient Care Report) to the Consultant including patient name, address and pertinent billing and insurance information from the field, including a copy of the patient signature for authorization of benefits and responsibility for payment, authorizing billing of Medicare, Medicaid and any insurance the patient is a subscriber to. The original patient signature must be maintained by the Fire District and made available to the Consultant and/or insurance payers upon request. The amounts to be billed will be determined by the Fire District in the form of a resolution or ordinance to be incorporated into this agreement as an attachment exhibit.

(b) The Fire District agrees to furnish the Consultant with hospital ER forms (face/admit sheets) with demographic and insurance information attached to the PCR if requested by Consultant. Copies of any payments made directly to the Fire District will be forwarded to the Consultant for accounting purposes in a timely manner. The Fire District agrees to generate any refund checks due to overpayments identified by the Consultant directly to the payer to which the refund is due, based on detailed information provided by the Consultant. The Fire District shall provide additional information as may be required by insurance companies or other agencies in order to facilitate the Consultant's obligations to the Fire District.

(c) The Fire District agrees to furnish to the Consultant to be made part of this agreement as an attachment: resolutions pertaining to this Scope of Services; specific write off policies; collections procedures; rates and fees to be charged by the Fire District and administered by Consultant as part of the Scope of Services performed under this agreement.

1.2 Upon receipt of the PCRs and Batch Log from the Fire District, the Consultant shall: set up a patient account in Consultant's proprietary software application and create a patient record; perform all billing operations including follow up statements and any necessary rebilling of EMS patient transport services provided by the Fire District to the subscriber's medical insurances, Medicare, Medicaid and any and all known secondary insurance providers; produce and forward CMS 1500 forms and/or electronic medical claims per payer's rules and regulations within the legal boundaries of all federal and state laws; produce and mail an initial invoice and subsequent statements to all private patient accounts on behalf of the Fire District; file any applicable appeals to insurance payers and/or Medicare and Medicaid on behalf of the patient if necessary to pursue the claim.

1.3 The Consultant shall: receive at its facilities all payments (except those directly deposited into the Fire District's account by insurances and Medicare/Medicaid via EFT) Explanations of Benefits and Electronic Remittance Advices; account for all payments; deposit all funds directly into the Fire District's "deposit only" account; forward deposit information to the Fire District within 24 hours of such deposit; initiate and forward refund information and adjustments made on behalf of the patient's account to the Fire District. The Consultant shall provide to the Fire District a minimum of four (4) standard reports each month including: a) Aged Accounts Receivable b) Month End Summary c) Annual Collection Statistics d) Transaction Journal. These reports will include information related to amounts billed, amounts collected and uncollected, insurance and Medicare/Medicaid allowable and disallowable.

1.4 The Consultant shall provide live customer service to Fire District's patients via toll free phone numbers to answer patient billing questions Monday through Friday from 8:00am through 6:00 pm, Pacific Standard Time (except Federal holidays).

1.5 The Consultant shall provide all labor, materials and equipment necessary to perform the work specified in the above scope of services.

2. FEES, EXPENSES, & PAYMENT. For and in consideration of the services provided by the Consultant identified above, the Fire District shall pay to the Consultant an amount not to exceed \$22.00 per transport. In addition, the Fire District will pay actual postage for patient invoices and statements and certified PCS requests per the Scope of Services performed under this agreement. There is a \$10.00 surcharge for accounts transferred to the Consultant from a previous billing office. The Fire District shall remit payment for services rendered under this agreement to the Consultant within 30 days from receipt of Consultant's monthly invoice to the Fire District.

3. PAYMENT OF TAXES. The Consultant shall be liable for any and all federal, state, and local sales, excise taxes and assessments as a result of the payment for services rendered under this agreement.

4. TERM OF AGREEMENT. The Consultant shall commence the work called for in this agreement on the date of the agreement and perform such work uninterrupted and automatically renew upon the anniversary date unless the agreement is terminated by either party. This agreement may be amended upon the anniversary date by the parties upon mutual agreement of terms and conditions with the acknowledgement of an amendment to the Professional Services Agreement to be signed by both parties of the agreement.

5. SCHEDULE OF ATTACHMENT EXHIBITS. The following attachments are acknowledged by the parties and made part of this Agreement.

- # 1: Rates to be charged per transport [to be provided by the Fire District]
- # 2: EMS Policies to be administered [to be provided by the Fire District]
- # 3: Systems Design Liability Insurance policies
- # 4: Business Associate Agreement

6. INDEPENDENT CONSULTANT STATUS. The Consultant performs this Agreement as an independent Consultant, not as an employee of Fire District. Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that neither method of computation of payment nor any other provision contained herein nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of Fire District and an independent Consultant.

7. TERMINATION. Either party may terminate this agreement with a minimum of 60 days' notice to the other party. The Consultant shall upon termination by either party provide 60 days of follow up service to the outstanding patient accounts including posting payments, making deposits, and two (2) months of follow up reports to the Fire District. Consultant shall deliver and document the return of all documentation in Consultants possession per the required record retention policies.

8. INSURANCE. The Consultant shall maintain statutory minimum Worker's Compensation or Labor and Industry insurance as required by the laws of any state or country in which Services are performed. The Consultant will provide and make as part of this agreement as an attachment, a certificate of liability insurance with a minimum amount of commercial general liability of \$ 1,000,000 per occurrence and an aggregate of \$ 2,000,000 and maintain such insurance for the duration of this agreement. The Consultant shall provide an annual updated Certificate of Insurance to the Fire District upon the policy expiration date. The Consultant shall provide notice to the Fire District in the event the policy is cancelled or terminated for any reason prior to the policy expiration date.

9. END USER SOFTWARE LICENSE & CONFIDENTIAL INFORMATION. The term "CONFIDENTIAL INFORMATION AND SOFTWARE" shall mean: (i) any and all Information and proprietary software which is disclosed or provided by either party ("OWNER OF THE INFORMATION") to the other ("RECIPIENT") verbally, electronically, visually, or in a written or other tangible form which is either identified or should be reasonably understood to be confidential or proprietary; and (ii) Confidential Information may include, but not be limited to, trade secrets, computer programs, software, documentation, formulas, data, inventions, techniques, marketing plans, strategies, forecasts, client lists, employee information, and financial information,

confidential information concerning Fire District and Consultant's business or organization, as the parties have conducted it or as they may conduct it in the future. In addition, Confidential Information may include information concerning any of past, current, or possible future products or methods, including information about research, development, engineering, purchasing, manufacturing, accounting, marketing, selling, leasing, and/or software (including third party software).

9.1 TREATMENT OF CONFIDENTIAL INFORMATION. Fire District's Confidential Information shall be treated as strictly confidential by Recipient and shall not be disclosed by Recipient to any third party except to those third parties operating under non-disclosure provisions no less restrictive than in this Section and who have a justified business "need to know". Fire District shall protect the deliverables resulting from Services with the same degree of care. This agreement imposes no obligation upon the Parties with respect to Confidential Information which either party can establish by legally sufficient evidence: (a) was in the possession of, or was rightfully known by the Recipient without an obligation to maintain its confidentiality prior to receipt from Fire District; (b) is or becomes generally known to the public without violation of this Agreement; (c) is obtained by Recipient in good faith from a third party having the right to disclose it without an obligation of confidentiality; (d) is independently developed by Recipient without the participation of individuals who have had access to the Confidential Information; or (e) is required to be disclosed by court order or applicable law, provided notice is promptly given to the Fire District and provided further that diligent efforts are undertaken to limit disclosure.

9.2 CONFIDENTIALITY AND DISCLOSURE OF PATIENT INFORMATION. Use and Disclosure of Protected Health Information. The parties hereto agree that in order for the Consultant to perform its duties as expected by the Fire District, it will be necessary for the Consultant to use and disclose Protected Health Information ("PHI"), as such term is defined at 45 CFR §164.501. The parties of this agreement further acknowledge and make part of this agreement as an attachment to this agreement a "Business Associate Agreement" to be maintained and updated whenever applicable by either party of this agreement.

9.3 PERMITTED AND REQUIRED USES AND DISCLOSURE OF PHI. The Parties hereto agree that the Consultant may use and disclose PHI in order to carry out any Payment function covered under the definition of "Payment" contained in 45 CFR §164.501. The Parties hereto further agree that the Consultant may use or disclose PHI for any use or disclosure that is required by law.

10. INDEMNITY. Each Party ("INDEMNIFYING PARTY") shall indemnify and hold the other Party ("INDEMNIFIED PARTY") harmless against any third party claim, including costs and reasonable attorney's fees, in which the Indemnified Party is named as a result of the negligent or intentional acts or failure to act by the Indemnifying Party, its employees or agents, while performing its obligations hereunder, which result in death, personal injury, or tangible property damage. This indemnification obligation is contingent upon the Indemnified Party providing the Indemnifying Party with prompt written notice of such claim, information, all reasonable assistance in the defense of such action, and sole authority to defend or settle such claim.

10.1 Notwithstanding any other provision of this agreement, no party shall be liable for (a) any special, indirect, incidental, punitive, or consequential damages, including loss of profits or business arising from or related to the services or other deliverables hereunder or a breach of this agreement, even if such party has

been advised of the possibility of such damages; or (b) any damages (regardless of their nature) for any delay or failure by a party to perform its obligations under this agreement due to any cause beyond the such party's reasonable control.

10.2 Notwithstanding any other provision of this agreement, the Consultant's liabilities under this agreement under any theory of liability, whether based in contract law, tort law, negligence (active or passive), product liability, indemnification or otherwise shall be limited to the direct damages recoverable by the Fire District under law not to exceed one times the aggregate amount of fees paid by the Fire District to Consultant for the services or other deliverables that gave rise to the claim or that are otherwise the subject of such claim in the one (1) year period preceding the event giving rise to the claim.

11. SURVIVABILITY. The terms of Section 8 and 9 shall survive termination of this Agreement. If the Parties have executed a separate agreement that contains confidentiality terms prior to or contemporaneously with this Agreement, those separate confidentiality terms shall remain in full force to the extent they do not conflict. The "Business Associate Agreement" has terms incorporated to establish the continuance of covenants for the parties to disclose PHI for the continued operations of "Payment".

12. WARRANTIES AND REPRESENTATIONS. Each party warrants that it has the right and power to enter into this Agreement and an authorized representative has executed this Agreement. Consultant warrants that the Services will be performed in a professional and workmanlike manner in accordance with recognized industry standards. To the extent Services provided by Consultant are advisory; no specific result is assured or guaranteed. Consultant EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESSED OR IMPLIED.

13. NOTICE. Any notice, demand, request, consent, approval, or other communication that either party desires or is required to give to the other party related to any of the content of this agreement shall be presented in writing and served personally or sent by prepaid, first class mail to the addresses set forth below. Either party may change its address by notifying the other party of its change of address in writing.

Fire District: Scappoose Rural Fire Protection District
P.O. Box 625
Scappoose, OR 97056

Consultant: Systems Design West, LLC
19265 Powder Hill PI NE
Poulsbo, WA 98370

14. NONWAIVER. No modification to this Agreement nor any failure or delay in enforcing any term, exercising any option, or requiring performance shall be binding or construed as a waiver unless agreed to in writing by both parties. No delay or omission of the right to exercise any power by either party shall impair any such right or power, or be construed as a waiver of any default or as acquiescence therein. One or more waivers of any covenant, term or condition of this Agreement by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition.

15. APPLICABLE LAW. The laws of the State of Washington shall govern the construction, validity, performance and enforcement of this Agreement. Venue as to any action, claim, or proceeding arising out of, or based upon this Agreement, including, but not limited to, any action for declaratory or injunctive relief, shall be the appropriate court in the State of Washington.

16. CONFLICT OF INTEREST. The Consultant covenants, warrants and represents that the Consultant or any employees of Consultant has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the subject matter or the performance of this Agreement. The Consultant further covenants, warrants and represents that in the performance of this Agreement, no person having any such interest shall be employed by the Consultant in the future.

17. ENTIRE AGREEMENT. This Agreement and any schedules, appendices, attachments and exhibits attached hereto sets forth all of the covenants, promises, agreements, conditions and understandings between the parties hereto, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than as herein set forth. Except as herein otherwise expressly provided, no contemporaneous or subsequent agreement, understanding, alteration, amendment, change or addition to this Agreement, or any schedule, appendix, exhibit or attachment thereto shall be binding upon the parties of this Agreement hereto unless reduced to writing and signed by both parties. This Agreement constitutes a final, complete and exclusive statement of the agreement between the parties.

The Parties hereby agree to all of the above terms, conditions, covenants and have executed this Agreement by a duly authorized representative.

Dated this _____ day of _____, 2018

Scappoose Rural Fire Protection District

By: _____

Print: _____

Title: _____

Dated this _____ day of _____, 2018

Systems Design West, LLC
"Consultant"

By:

Print: Jennifer Braus

Title: CEO

Business Associate Agreement Between Scappoose Rural Fire Protection District and Systems Design West, LLC

This Business Associate Agreement (“Agreement”) between Scappoose Rural Fire Protection District and Systems Design West, LLC is executed to ensure that Systems Design West, LLC will appropriately safeguard protected health information (“PHI”) that is created, received, maintained, or transmitted on behalf of Scappoose Rural Fire Protection District in compliance with the applicable provisions of Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, *et seq.*, as amended (“HIPAA”), and with the Public Law 111-5 of February 17, 2009, known as the American Recovery and Reinvestment Act of 2009, Title XII, Subtitle D – Privacy, Sections 13400, *et seq.*, the Health Information Technology and Clinical Health Act, as amended (the “HITECH Act”).

A. General Provisions

1. **Meaning of Terms.** The terms used in this Agreement shall have the same meaning as those terms defined in HIPAA.
2. **Regulatory References.** Any reference in this Agreement to a regulatory section means the section currently in effect or as amended.
3. **Interpretation.** Any ambiguity in this Agreement shall be interpreted to permit compliance with HIPAA.

B. Obligations of Business Associate

Systems Design West, LLC agrees that it will:

1. Not use or further disclose PHI other than as permitted or required by this Agreement or as required by law;
2. Use appropriate safeguards and comply, where applicable, with the HIPAA Security Rule with respect to electronic protected health information (“e-PHI”) and implement appropriate physical, technical and administrative safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement;
3. Report to Scappoose Rural Fire Protection District any use or disclosure of PHI not provided for by this Agreement of which it becomes aware, including any security incident (as defined in the HIPAA Security Rule) and any breaches of unsecured PHI as required by 45 CFR §164.410. Breaches of unsecured PHI shall be reported to Scappoose Rural Fire Protection District without unreasonable delay but in no case later than 60 days after discovery of the breach;
4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of Systems Design West, LLC agree to the same restrictions, conditions, and requirements that apply to Systems Design West, LLC with respect to such information;

5. Make PHI in a designated record set available to Scappoose Rural Fire Protection District and to an individual who has a right of access in a manner that satisfies Scappoose Rural Fire Protection District's obligations to provide access to PHI in accordance with 45 CFR §164.524 within 30 days of a request;
6. Make any amendment(s) to PHI in a designated record set as directed by Scappoose Rural Fire Protection District, or take other measures necessary to satisfy Scappoose Rural Fire Protection District's obligations under 45 CFR §164.526;
7. Maintain and make available information required to provide an accounting of disclosures to Scappoose Rural Fire Protection District or an individual who has a right to an accounting within 60 days and as necessary to satisfy Scappoose Rural Fire Protection District's obligations under 45 CFR §164.528.
8. To the extent that Systems Design West, LLC is to carry out any of Scappoose Rural Fire Protection District's obligations under the HIPAA Privacy Rule, Systems Design West, LLC shall comply with the requirements of the Privacy Rule that apply to Scappoose Rural Fire Protection District when it carries out that obligation;
9. Make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Systems Design West, LLC on behalf of Scappoose Rural Fire Protection District, available to the Secretary of the Department of Health and Human Services for purposes of determining Systems Design West, LLC and Scappoose Rural Fire Protection District's compliance with HIPAA and the HITECH Act;
10. Restrict the use or disclosure of PHI if Scappoose Rural Fire Protection District notifies Systems Design West, LLC of any restriction on the use or disclosure of PHI that Scappoose Rural Fire Protection District has agreed to or is required to abide by under 45 CFR §164.522; and
11. If Scappoose Rural Fire Protection District is subject to the Red Flags Rule (found at 16 CFR §681.1 *et seq.*), Systems Design West, LLC agrees to assist Scappoose Rural Fire Protection District in complying with its Red Flags Rule obligations by: (a) implementing policies and procedures to detect relevant Red Flags (as defined under 16 CFR §681.2); (b) taking all steps necessary to comply with the policies and procedures of Scappoose Rural Fire Protection District's Identity Theft Prevention Program; (c) ensuring that any agent or third party who performs services on its behalf in connection with covered accounts of Scappoose Rural Fire Protection District agrees to implement reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft; and (d) alerting Scappoose Rural Fire Protection District of any Red Flag incident (as defined by the Red Flag Rules) of which it becomes aware, the steps it has taken to mitigate any potential harm that may have occurred, and provide a report to Scappoose Rural Fire Protection District of any threat of identity theft as a result of the incident.
12. Comply with all current rules and regulations pertaining to the OIG Compliance Program for ambulance suppliers and special bulletin regarding LEIE recommended screening of employees and any subcontractors.

C. Permitted Uses and Disclosures by Business Associate

The specific uses and disclosures of PHI that may be made by Systems Design West, LLC on behalf of Scappoose Rural Fire Protection District include:

1. The preparation of invoices to patients, carriers, insurers and others responsible for payment or reimbursement of the services provided by Scappoose Rural Fire Protection District to its patients;
2. Preparation of reminder notices and documents pertaining to collections of overdue accounts;
3. The submission of supporting documentation to carriers, insurers and other payers to substantiate the healthcare services provided by Scappoose Rural Fire Protection District to its patients or to appeal denials of payment for the same; and
4. Other uses or disclosures of PHI as permitted by HIPAA necessary to perform the services that Systems Design West, LLC has been engaged to perform on behalf of Scappoose Rural Fire Protection District.

D. Termination

1. Scappoose Rural Fire Protection District may terminate this Agreement if Scappoose Rural Fire Protection District determines that Systems Design West, LLC has violated a material term of this Agreement.
2. If either party knows of a pattern of activity or practice of the other party that constitutes a material breach or violation of the other party's obligations under this Agreement, that party shall take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps are unsuccessful, terminate the Agreement if feasible.
3. Upon termination of this Agreement for any reason, Systems Design West, LLC shall return to Scappoose Rural Fire Protection District or destroy all PHI received from Scappoose Rural Fire Protection District, or created, maintained, or received by Systems Design West, LLC on behalf of Scappoose Rural Fire Protection District that Systems Design West, LLC still maintains in any form. Systems Design West, LLC shall retain no copies of the PHI. If return or destruction is infeasible, the protections of this Agreement will extend to such PHI.

Agreed to this ____ day of _____, _____

Systems Design West, LLC

Scappoose Rural Fire Protection District

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____



ST. HELENS POLICE DEPARTMENT

150 S. 13th Street, St. Helens Oregon 97051
Office (503)397-3333 FAX (503)397-0619

Dear Deputy Chief Marks,

I just wanted to say thank you and recognize your gracious gesture the other day while you were in St. Helens.

On 10/03/2018 Police were dispatched to the area of Highway 30 and Gable Rd. on a report of a mental health situation. When we arrived, we found a distressed male who was suffering from a mental health crisis. The male's caretaker was reporting that he was having a difficult time and had just been released from the hospital. Officers on scene offered to buy him dinner in an attempt to calm him down.

As the male and I entered MOD pizza I saw you and a female coworker in line. It was obvious that the both of you were merely there to get some lunch as you both stood in line in front us. After the male ordered his food I remembered giving you a hard time because the card machine was having issues.

When I went to pay for the male's dinner an employee informed me that you had already paid for the male's meal.

It's the small gestures like this that are truly gracious and selfless acts of kindness. Often times the general public will never know about the countless times these simple acts are performed, but when they do go noticed they deserved to be recognized, and so, I thank you and your co-worker!

Respectfully,

Sergeant Eustice

A handwritten signature in black ink, appearing to read "Eustice", written over a horizontal line.

St. Helens Police



www.scappoosebagel.com

Tues-Fri 6am-2pm, Sat 7am-2pm

503-987-1635



\$25⁰⁰

7782 7301 3507 8856 4435650



Thank You



I know this is belated, but I wanted to thank you - On the morning ~~of~~ 10/16 I called 911 because my husband was having trouble. So many people came and did everything possible to help him. I was so appreciative of the capable and kind help.

What a difficult and important job you have - every call is an emergency and every person you see is probably as frightened as I was. Thank you all so very much!

With love,
Anne Duschka



October 8, 2018

Scappoose Fire District
Chief Greisen
52751 Columbia River Hwy, Scappoose, OR 97056
Scappoose, OR 97056

Dear Chief Greisen,

Thank you for your donation to Skyline Ridge Neighbors (SRN) Annual Summer Gathering. This community event has brought neighbors together, new and old with the purpose of staying connected, having fun and to raise funds for SRN since 1992. The potluck, live music, and kid games make this event an enjoyable, comfortable down home event.

The generous donations of our neighbors and those businesses that we all patronize, in conjunction with all those who attended, donated and bid on auction items, raised over \$5000! All of those monies will go towards the quarterly Ridge Runner newsletter, the email newslines and supporting other community based activities such as SOLVE, Skyline School and the Grange.

Your donation of the Heavy Duty Duffle Bag was part of that effort. As an additional thank, your business has been listed in a special section of the enclosed Ridge Runner. This Ridge Runner is mailed to over 1100 households in far NW Multnomah County. We look forward to your participation next year. We thank you very much for being a part of what makes this neighborhood such a special place to live.

SRN Board

Laurel Erhardt, George Sowder, John Eskew, Brad Graff, Suzanne Perra, Rebecca Jenkins, Alex Rose, Rachael Brake, Grant Rolette

Skyline Ridge Neighbors

A nonprofit, all-volunteer neighborhood association for rural NW Multnomah County, Oregon

501(c)3 Tax ID: EIN: 93-1290279

14416 NW Skyline, Portland OR 97231

503-621-3501

srn@srnpdx.org