

**Scappoose Rural Fire District & Columbia River Fire and Rescue  
Senior Center, 33342 SW Meadow Dr, Scappoose OR  
BOARDS OF DIRECTORS**

**December 12, 2019**

**7:00 P.M.**

**REGULAR & JOINT BOARD MEETING AGENDA**

**CALL SRFD REGULAR MEETING TO ORDER:** President Graham

**FLAG SALUTE:** President Graham

**NEW BUSINESS:** SRFD Resolution 2019-07: Change of Meeting Schedule & Location

**CALL JOINT MEETING TO ORDER:** Presidents Feige and Graham

**CHANGES TO AGENDA:** Presidents Graham and Feige

**PUBLIC COMMENT:** Comments from the public

**LOCALS #3215 & #1660 COMMENTS:**

**CRF&R VOLUNTEER FIREFIGHTERS ASSOCIATION:** President Jeramy Lehner

**SRFD VOLUNTEER FIREFIGHTERS ASSOCIATION:** President KC Cates

**CORRESPONDENCE**

**SRFD CONSENT AGENDA -**

Minutes from Board Meeting 11/14/2019

Checks to be approved (33623-33683 for \$113,250.84)

Budget Vs Actual Income Statement 12/10/19 (cash basis)

**CRFR CONSENT AGENDA -**

Minutes from Board Meeting 11/12/19

Checks to be approved (70719-70793 for \$282,806.31)

Budget Vs Actual Income Statement 10/31/19

**REPORTS :**

- A. Chief Hoke
- B. D/C Smythe-Operations
- C. D/C Pricher-Fire Marshal
- D. D/C Marks-Training
- E. D/C Holsey-EMS
- F. D/C O'Connor-Logistics
- G. Finance/Admin - Nelson
- H. Finance/Admin- Salisbury
- I. Safety Meeting Minutes
- J. Other Meeting Minutes
- K. Miscellaneous

**SRFD OLD BUSINESS:**

- A. SRFD - Awards & Incentives Committee
- B. SRFD - Management Team Committee
- C. SRFD - Planning Committee
- D. SRFD - Oversight Committee

**E. SRFD Resolution 2019-08 – Supplemental Budget to appropriate funds for engine purchase**

**CRFR OLD BUSINESS:**

**A. Miscellaneous**

**SRFD NEW BUSINESS:**

**A. New Board Policy on Harassment – First reading**

**B. Miscellaneous**

**CRFR NEW BUSINESS:**

**A. LUCAS Purchase**

**B. Miscellaneous**

**CHIEF’S COMMENTS:**

**BOARD MEMBERS’ COMMENTS:**

**PUBLIC COMMENTS:**

**GOOD OF THE ORDER:**

**ADJOURN:**

Scappoose Rural Fire District  
Resolution 2019-07

MONTHLY JOINT BOARD MEETING with COLUMBIA RIVER FIRE

WHEREAS, the Board of Directors of Scappoose Rural Fire District ("District") has determined that it wishes to continue to work jointly with Scappoose Rural Fire through the established Intergovernmental Agreement; and

WHEREAS, the Board of Directors recognizes as a part of streamlining processes and improving communication with Columbia River Fire & Rescue, it is important to have regular, established joint Board meetings; and

WHEREAS, the Board of Directors wishes to notify community members from both Districts of the date and location of regular joint Board of Directors' meetings; and

WHEREAS, the Board of Directors wishes to eliminate duplication of information provided at multiple meetings putting additional work load and time constraints on the Districts' administrative staff;

NOW, THEREFORE BE IT RESOLVED, that Scappoose Rural Fire District by Resolution does set the Regular Board meeting for 2020 as the second Thursday of each month at 7:00 p.m. Meetings in the months of January, March, May, July, September and November will take place at 58611 McNulty Way, St. Helens, OR 97051 and meetings in the months of February, April, June, August, October and December will take place at 33342 SW Meadow Dr, Scappoose, OR 97056.

ADOPTED BY the Board of Directors of Scappoose Rural Fire District this 12<sup>th</sup> day of DECEMBER 2019.

SCAPPOOSE RURAL FIRE DISTRICT

By: \_\_\_\_\_  
David Graham – Board President

Attest: \_\_\_\_\_  
David Sorenson – Board Secretary

**REGULAR MEETING OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, AT 7 PM THURSDAY, NOVEMBER 14, 2019, SCAPPOOSE FIRE STATION, SCAPPOOSE, OREGON.**

**ATTENDANCE:** Board members: D. Graham, A. Kriek, D. Grant, D. Sorenson and R. Cairns.

**ALSO PRESENT:** Chief Hoke, D/C Pricher, D/C Marks, D/C Holsey, D/C Smythe, D/C O'Connor and J. Salisbury

**AUDIENCE:** FF Gandara, FF Booth, FF DuBois, Lt Heuer, J. Motherway, S. Booth, FF Stober, and B. Wintermute (Stryker rep).

**CALL TO ORDER:** President Graham called the meeting to order at 7:00 p.m. and led the flag salute.

**CONSENT AGENDA:** President Graham opened discussion on the consent agenda items. Mr. Grant moved and Mr. Kriek seconded approval of the consent agenda.  
The motion to approve the consent agenda carried unanimously.

**CHIEFS' REPORTS:**

Fire Chief Report – Chief Hoke discussed having joint board meetings each month, holding them in each district on alternate months. He met with St. Helens Police Dept about sharing their new facilities. He discussed having Battalion Chief positions in order to provide more shift supervision. He is reviewing calls to make sure that we don't send a fire engine to every sick call. He discussed all the new SCBA equipment coming. The District plans to certify old equipment, surplus it, and then donate to Oregon agencies that need it. Mr. Sorenson suggested starting a reserve fund to replace the new SCBAs at the end of their lifetime about 15 years from now. Chief is evaluating the single role medics to better utilize that capacity and keep firefighters in district. He is looking to bring more services under the IGA such as budget, HR, and purchasing. The boards will discuss which night to hold the meeting. December meeting will be the second Thursday.

Operations Chief Report – Chief Smythe has had meetings about Lexipol. They have 150 to 155 policies. Some of them will be policies needing a board vote; others can be approved by the Fire Chief and added to the SOPs. CRFR has policies that are 30 years old, and both districts need legal updating.

The goal is to fly to Minnesota for the Rosenbauer engine pre-build. Staff from both districts had input in choosing the engine and determining the specs. Lt. Anderson and a CRFR staff member will go with Chief Smythe to Minnesota. The purchase is under a government contract, so

bids are not required. CRFR mechanics will be flown back for a weeklong class to learn how to maintain the engine and get certified on Emergency Response Apparatus. Rosenbauer will haul the engine out here so they will be responsible for it until arrival here.

Chief Smythe is working with CCOM to manage which equipment are sent on calls.

He discussed the Kincade Conflagration. The team was gone October 27 thru Nov 4<sup>th</sup>.

There will be about 9,000 calls between both districts by the end of the year, with approximately 7,500 medical. Chief Smythe is concerned about high-density housing and how we get our rigs in there. Chief Pricher is doing a good job in making sure that the new construction is accessible.

Fire Marshal Report - Chief Pricher spoke on trainings, and taking a building code class to maintain licensure. He attended a drone conference where discussions were held on the future of drones. Our staff was not exposed to asbestos during the trainings at the old middle school because it was in the floor and we were burning the walls and ceilings.

Training Chief Report - Chief Marks said everyone who goes on a call is going to be trained to at least an EMR level. The course will be offered 3 times in-house during the next year.

DPSST accreditation was successful, and we passed with flying colors. The lieutenant test was held in early November and 50% passed. We will post the list in early December. Those who failed will have the opportunity to test again in two years.

EMS Chief Report - Chief Holsey said the Community Paramedic sees about 2 clients per shift with extensive driving. He is working to CPCCO to create a value-based funding model. We currently have grant funding. He has been working on our partnerships, especially with OHSU and soon with Legacy. Housing and transportation needs are affecting our services. He is working with CCMH on secured transport for patients with behavioral health issues. Our ambulances do not meet legal requirements for secured transport.

Logistics Chief Report - Chief O'Connor is transitioning SRFD to Centerlogic, which is the same IT firm used by CRFR. This will help us create IT bridges to solve communication gaps between the districts. He is working on Toy N Joy in St. Helens; Shelly Booth is coordinating Share N Care in Scappoose. He is currently working with four chaplains to coordinate responses and be sure calls are covered.

Finance Report - The District is currently 1/3 of the way through the fiscal year, and expenditures are about 33%. We are receiving more GEMT money than we were initially told, roughly \$35,000 to \$40,000. The state matched more than expected.

Safety Meeting and Health and Wellness meeting minutes were reviewed.

Chief Hoke asked the Board to surplus 15 old coats and 10 overalls to Wolf Creek Fire District. Mr. Kriek made a motion to do so and Mr. Sorenson seconded.

The motion to donate coats and overalls to Wolf Creek Fire carried unanimously.

## **OLD BUSINESS**

A. Awards & Incentives Committee - No meeting.

B. Management Team Committee - Mr. Cairns reported that they discussed the various agenda

topics during this meeting.

- C. Planning Committee – No meeting. Noting the engine purchase listed in New Business, Mr. Kriek and Mr. Sorenson said we need a strategic plan to understand our short and long-term needs, and make plans to pay for them. Mr. Kriek and Mr. Sorenson stated that the planning committee needs regular input on a replacement schedule for apparatus. Mr. Kriek expressed the need to get a committee meeting on the calendar. Mr. Grant said he felt pressure to make a decision on a large expenditure with little involvement in the process and suggested pushing out a decision until December. Mr. Cairns said that if we postpone the engine purchase decision for a week, or until December, we should hold a planning meeting before that December decision. The board was very concerned that they were not given specific information about the purchase until the day before the meeting.

Chief Hoke agreed with the need for a planning committee since issues are coming soon with regard to replacement of apparatus. He also said that lease-purchase options are the industry standard, especially when the purchase of a new engine will improve the District's ability to respond in rural areas with fewer hydrants.

Lt. Anderson said we are getting used parts to repair our existing engines from the Portland Fire discard pile. It was mentioned that apparatus is constantly in the shop for repairs.

- D. Oversight Committee – Mr. Sorenson said they met the end of October. Chief Hoke said we are supposed to have the final draft of the report from Matrix with recommendations by December 18<sup>th</sup>. The profile has been edited

Chief Hoke plans to hold joint management meetings with both unions.

## **NEW BUSINESS:**

- A. **LifePak 15s:** Mr. Kriek made a motion to purchase the two LifePak 15s for a total of \$73,516. Mr. Grant seconded. There was board discussion. Mr. Wintermute (Stryker rep) said guaranteed technology refresh is available under several payment options, but the guarantee is dependent on subsequent CRFR actions if SRFD chooses to pay the entire cost upon delivery. No interest will be charged under any payment option. Chief Holsey said that the board could add carbon monoxide monitors at a cost of \$4,000 each for a total of \$8,000. (\$81,516 total) Discussion revealed that the monitors would be utilized by staff at fires as well as by patients. The board voted against the first motion for \$73,516 in order to remove it from the discussion. Mr. Sorenson then moved to purchase everything for \$81,516, with \$70,000 down and 4 equal annual payments of the balance. Mr. Kriek seconded the motion.

The motion to purchase the two LifePak15s with carbon monoxide monitors carried unanimously.

- B. **Type I/II Engine:** Mr. Sorenson made a motion to approve the engine purchase up to \$435,000 for the engine as detailed in the purchase proposal and the resolution authorizing the Board President to sign the lease financing agreement. Mr. Cairns seconded the motion. The proposal (that was available to everyone present and extensively discussed) states that the engine would be financed with a down-payment and lease financing as follows:

\$200,000 down-payment: The District makes a down-payment of \$200,000 to purchase the chassis. The District's 2019-20 General Fund Actual Beginning Cash Balance exceeded

Budget by \$241,533. \$200,000 of this shall be appropriated to General Fund Capital Outlay by passing a supplemental budget resolution at the December 12, 2019 Board meeting. The payment cannot be made until after the supplemental budget resolution is approved.

\$235,000 Financing: The balance of up to \$235,000 would be paid in four (4) payments of approximately \$63,000 each over the four subsequent budget years. At an estimated APR of 3.55%, the total interest expense would be approximately \$23,000.

Board members discussed the positive and negative aspects of this purchase, including the option of purchasing used equipment and the fact that financing a portion of the purchase is contrary to longstanding past practice. They considered inflation and the savings associated with making a multiple engine purchase with CRFR.

The motion to purchase the engine and pass the resolution carried with Mr. Sorenson, Mr. Graham, Mr. Kriek, and Mr. Cairns voting in favor. Mr. Grant voted against the motion.

C. **2018-19 District Audit Report** Mr. Kriek made a motion to approve the 2018-19 District Audit Report and Mr. Grant seconded.

The motion to approve the audit report carried unanimously.

D. **Matrix Report on IGA** The Board discussed the partial draft of the report by Matrix. In response to concerns about possible difficulties in combining two unions, Chief Hoke said that he has already

**AUDIENCE:** None.

**GOOD OF THE ORDER:** Thank you notes from Chief Greisen were acknowledged. Mr. Cairns said that he learned at the OFDDA conference not to reply-all on emails in order to avoid violating public meeting laws. Mr. Sorenson discussed a session on disaster preparedness. The presentation showed how essential emergency toilets and emergency food stores will be for rural counties when the big earthquake comes. The recommendation is enough supplies to meet at least one month's needs. Mr. Sorenson said it is important for emergency responders to inform the public about this.

**ADJOURNMENT:** President Graham adjourned the meeting at 8:59 p.m.

Signed this 12<sup>th</sup> day of December, 2019.

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David Graham - President

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David Sorenson – Secretary/Treasurer

12/09/19

**Scappoose Rural Fire District**  
**Check Payment List**  
November 15 through December 9, 2019

Date	Num	Source Name	Memo	Amount
<b>Nov 15 - Dec 9, 19</b>				
11/26/2019	33623	Alonzo Yard Maintenanc...	Chapman & Holbrook yard ma...	-400.00
11/26/2019	33624	AT&T Mobility	FirstNet 287287321203	-131.56
11/26/2019	33625	Bound Tree Corp.	medical supplies	-2,625.96
11/26/2019	33626	Centerlogic, Inc.	4 hrs network consulting	-345.00
11/26/2019	33627	CenturyLink	acct# 300302736	-545.52
11/26/2019	33628	Columbia Feed & Supply	6 Stihl Terminator chains	-1,467.66
11/26/2019	33629	CRFR	vehicle repairs & Matrix	-13,857.90
11/26/2019	33630	CRPUD	Boathouse & Main Station	-949.99
11/26/2019	33631	DocuMart Printing & Co...	3 sets business cards	-172.11
11/26/2019	33632	HRA VEBA Trust	Standard & PEHP contributions	-10,283.96
11/26/2019	33633	INROADS VISA ACCT#...	Visa bills	-5,429.81
11/26/2019	33634	Maller, Dave	final invoice	-1,585.00
11/26/2019	33635	Meres, Angie	reimb Stop the Bleed class	-80.00
11/26/2019	33636	National Business Furni...	2 tall & 1 short bookcases	-886.60
11/26/2019	33637	Occup.Safety Health & ...	physical bills	-1,011.94
11/26/2019	33638	Oregon Health Authority	Agreement #162632	-10,896.12
11/26/2019	33639	Oregon Occupational M...	Hoke & Davis physicals	-119.00
11/26/2019	33640	Pizza Vendor	food for meetings	-94.50
11/26/2019	33641	Point Monitor	annual fire alarm test & report ...	-747.75
11/26/2019	33642	S.V.F.A.	reimb for logistics supplies	-178.92
11/26/2019	33643	Systems Design	93 transports Oct2019 + posta...	-2,114.20
11/26/2019	33644	TriTech Emergency Me...	1 mo. Tri-Tech billing prof user	-250.00
11/26/2019	33645	Voya-State of Oregon P...	Oregon Savings Growth Plan#...	-14,036.61
11/26/2019	33646	Wilcox & Flegel	300 gal diesel	-748.02
11/26/2019	33647	AT&T Mobility	Acct#872417862	-350.02
12/09/2019	33648	Ace Hardware - Scappo...	batteries & misc supplies	-196.89
12/09/2019	33649	Airgas - USA, LLC	medical oxygen	-171.30
12/09/2019	33650	Bound Tree Corp.	medical supplies	-1,235.31
12/09/2019	33651	CES - OR	Paramedic tuition: Stober, Nic...	-350.00
12/09/2019	33652	City of Scappoose	water and sewer	-340.58
12/09/2019	33653	Comcast	Acct#8778 10 202 0162514	-32.25
12/09/2019	33654	CRFR	50% VolCoord & repair bills	-6,280.86
12/09/2019	33655	Curtis	non-ambient aircheck	-165.00
12/09/2019	33656	DocuMart Printing & Co...	BCs for J.Marks	-57.37
12/09/2019	33657	Emmert Chevrolet, Inc.	AP#3204--replc key fob trans...	-117.17
12/09/2019	33658	EMS Technology Soluti...	Operative IQ licenses	-270.00
12/09/2019	33659	Environmental Complia...	2 biohazard containers	-75.00
12/09/2019	33660	Galls, LLC	uniform items	-490.97
12/09/2019	33661	Greenup, Cade	reimb cell phone	-34.00
12/09/2019	33662	Heath, Maria	petty cash	-107.71
12/09/2019	33663	Inroads Credit Union	Staff food fund	-530.00
12/09/2019	33664	Intterra	Regional eGIS Ops&PrePlan ...	-1,505.35
12/09/2019	33665	Jones & Bartlett Learnin...	2 NVPM Fire Apparatus Driver...	-100.38
12/09/2019	33666	Life-Assist, Inc.	3 main oxygen regulators	-202.50



12/09/19

**Scappoose Rural Fire District**  
**Check Payment List**  
November 15 through December 9, 2019

Date	Num	Source Name	Memo	Amount
12/09/2019	33667	Life Flight Memberships	8 Life Flight membership fees	-520.00
12/09/2019	33668	Meres, Angie	volunteer mileage reimb	-136.88
12/09/2019	33669	O.V.F.A.	Schoof 4-day conf June2019	-434.00
12/09/2019	33670	Oregon Occupational M...	staff lab tests	-508.40
12/09/2019	33671	P.G.E.	Acct# 6590710000	-111.45
12/09/2019	33672	Pacific Athletic Club	Jan fitness dues; J. Marks	-45.00
12/09/2019	33673	Sasek, Dean MD	physician adviser services	-691.67
12/09/2019	33674	Special Districts Insuran...	Cust 03-0052191	-22,788.71
12/09/2019	33675	Speer Hoyt LLC	0.6 hr general legal work	-141.00
12/09/2019	33676	Standard Insurance	Group #235401	-2,002.67
12/09/2019	33677	TriZetto Provider Soluti...	Fees for EMS billing software	-101.00
12/09/2019	33678	Tualatin Valley Fire Figh...	Dec 2019 Union Dues	-1,652.37
12/09/2019	33679	U.S. Postal Service	5 rolls stamps @ \$.55 each	-275.00
12/09/2019	33680	Verizon Wireless	Acct# 342023411	-506.86
12/09/2019	33681	W.O.E.C.	Acct#13045001	-357.00
12/09/2019	33682	Waste Management of ...	Garbage/Recycling	-123.73
12/09/2019	33683	Wilcox & Flegel	250.2 gal diesel; 280 gal unlea...	-1,284.31

**Nov 15 - Dec 9, 19**

Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 1 through December 10, 2019

	Jul 1 - Dec ...	Budget	\$ Over Bud...	% of Budget
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	1,951,510	1,709,977	241,533	114%
Conflagration	58,328	95,000	-36,672	61%
EMS Receipts	333,201	700,000	-366,799	48%
Fire Marshal	2,280	40,000	-37,720	6%
FireMed	41,350	41,175	175	100%
G.E.M.T. (Medicaid)	-9,234	30,000	-39,234	-31%
Gas Royalties	6,343	0	6,343	100%
Grant Awards	0	5,000	-5,000	0%
Interest Earned on Investments	15,097	45,000	-29,903	34%
Intergovernmental	31,835	105,000	-73,165	30%
Miscellaneous Revenue	9,483	15,000	-5,517	63%
<b>Property Taxes</b>				
<b>Taxes - Current</b>				
Local Option Levy	1,495,431	1,668,964	-173,533	90%
Permanent Rate Levy	1,343,932	1,480,025	-136,093	91%
<b>Total Taxes - Current</b>	<b>2,839,363</b>	<b>3,148,989</b>	<b>-309,626</b>	<b>90%</b>
<b>Taxes - Prior Years</b>	<b>75,354</b>	<b>125,000</b>	<b>-49,646</b>	<b>60%</b>
<b>Total Property Taxes</b>	<b>2,914,717</b>	<b>3,273,989</b>	<b>-359,272</b>	<b>89%</b>
<b>Total 1. GENERAL FUND REVENUES</b>	<b>5,354,909</b>	<b>6,060,141</b>	<b>-705,232</b>	<b>88%</b>
<b>2. GRANT FUND REVENUE</b>				
Grant Award	0	165,000	-165,000	0%
<b>Total 2. GRANT FUND REVENUE</b>	<b>0</b>	<b>165,000</b>	<b>-165,000</b>	<b>0%</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	334,328	337,252	-2,924	99%
Grant Income	0	333,333	-333,333	0%
Interest Earned on Investments	2,915	4,500	-1,585	65%
Transfers In	0	55,463	-55,463	0%
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>337,243</b>	<b>730,548</b>	<b>-393,305</b>	<b>46%</b>
<b>4. PERSONNEL SVCS FUND REVEN</b>				
Begin Available Cash On Hand	86,261	133,644	-47,383	65%
Interest Earned on Investments	1,092	2,900	-1,808	38%
Transfers In	0	100,000	-100,000	0%
<b>Total 4. PERSONNEL SVCS FUND REVEN</b>	<b>87,353</b>	<b>236,544</b>	<b>-149,191</b>	<b>37%</b>
<b>Total Income</b>	<b>5,779,505</b>	<b>7,192,233</b>	<b>-1,412,728</b>	<b>80%</b>
<b>Gross Profit</b>	<b>5,779,505</b>	<b>7,192,233</b>	<b>-1,412,728</b>	<b>80%</b>
<b>Expense</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
<b>1...</b>				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	282,898	668,572	-385,674	42%
560 Personnel Salaries	955,838	2,338,641	-1,382,803	41%
570 SocSec/Medicare(FICA)	76,064	188,121	-112,057	40%
580 Volunteer Services	17,117	52,175	-35,058	33%
590 Personnel Benefits	218,250	716,199	-497,949	30%
<b>Total 1.1 GENERAL FUND PERSONNEL...</b>	<b>1,550,167</b>	<b>3,963,708</b>	<b>-2,413,541</b>	<b>39%</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				

Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 1 through December 10, 2019

	Jul 1 - Dec ...	Budget	\$ Over Bud...	% of Budget
670 Contract Services	64,122	143,000	-78,878	45%
680 Communications Maintenance	702	23,700	-22,998	3%
720 Public Fire Services	4,478	14,800	-10,322	30%
730 Property & Liability Insur.	3,574	56,000	-52,426	6%
740 Uniforms	6,279	20,000	-13,721	31%
750 Maintenance on Equipment	37,716	143,500	-105,784	26%
760 Administration	25,163	56,500	-31,337	45%
765 Information Technology	41,036	71,900	-30,864	57%
770 Operating Materials/Suppli	2,120	5,000	-2,880	42%
775 Emerg. Operating Supplies	5,067	65,000	-59,933	8%
780 Building & Grounds Maint.	47,402	101,500	-54,098	47%
790 Training	26,152	100,000	-73,848	26%
810 Utilities	12,374	35,570	-23,196	35%
870 EMS Operations	25,021	90,000	-64,979	28%
880 FireMed	16,323	23,000	-6,677	71%
<b>Total 1.2 GENERAL FUND MATERIAL &amp;...</b>	<b>317,529</b>	<b>949,470</b>	<b>-631,941</b>	<b>33%</b>
<b>1.3 GENERAL FUND CAPITL OUTLAY</b>				
910 CO Equipment	14,302	141,500	-127,198	10%
<b>Total 1.3 GENERAL FUND CAPITL OUT...</b>	<b>14,302</b>	<b>141,500</b>	<b>-127,198</b>	<b>10%</b>
<b>Total 1...</b>	<b>1,881,998</b>	<b>5,054,678</b>	<b>-3,172,680</b>	<b>37%</b>
<b>1.4 GENERAL FUND TRANSFER OUT</b>				
Transfers to Personnel Services	0	100,000	-100,000	0%
Transfers to Property Fund	0	55,463	-55,463	0%
<b>Total 1.4 GENERAL FUND TRANSFER OUT</b>	<b>0</b>	<b>155,463</b>	<b>-155,463</b>	<b>0%</b>
<b>1.5 GENERAL FUND CONTINGENCY</b>	<b>0</b>	<b>200,000</b>	<b>-200,000</b>	<b>0%</b>
<b>1.6 GENERAL RESERVED FOR FUTURE</b>	<b>0</b>	<b>650,000</b>	<b>-650,000</b>	<b>0%</b>
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>1,881,998</b>	<b>6,060,141</b>	<b>-4,178,143</b>	<b>31%</b>
<b>2. GRANT FUND EXPENSE</b>				
2.3 MATERIALS & SERVICES	30,434	165,000	-134,566	18%
<b>Total 2. GRANT FUND EXPENSE</b>	<b>30,434</b>	<b>165,000</b>	<b>-134,566</b>	<b>18%</b>
<b>3. PROPERTY FUND CAPITAL OUTLAY</b>				
Building & Grounds Improvements	0	80,000	-80,000	0%
EMS Apparatus & Equipment	0	100,000	-100,000	0%
Fire Apparatus & Equipment	20,277	540,548	-520,272	4%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>20,277</b>	<b>730,548</b>	<b>-710,272</b>	<b>3%</b>
<b>4. PERSONNEL SVC FUND EXPENSE</b>				
Liability & Service	40,000	231,544	-191,544	17%
Reserved for Future Expenses	0	5,000	-5,000	0%
<b>Total 4. PERSONNEL SVC FUND EXPENSE</b>	<b>40,000</b>	<b>236,544</b>	<b>-196,544</b>	<b>17%</b>
<b>Total Expense</b>	<b>1,972,709</b>	<b>7,192,233</b>	<b>-5,219,525</b>	<b>27%</b>
<b>Net Income</b>	<b>3,806,796</b>	<b>0</b>	<b>3,806,796</b>	<b>100%</b>

## Report from Chief Hoke

- Made changes to the single role ambulances
  - SRFD unit will start at 0900 vs. 0700. Data supports the change
  - Both single roles will be moved to a posting location to better utilize them and reduce fire crews on transports
- Placed spending controls for the Division Chiefs. \$500 and above must be approved by the Chief
- Met with Terry Ney on ideas for the consolidation
- Met with EF Recovery on billing for vehicle accidents.
  - We would like to start the billing process for MVA's
  - Would like to bill facilities for lift assist \$250, \$500, \$1000
  - Residential lift assist - 4 per year for free; then \$250 each after that
- Met with former Lane Fire Authority Chief Terry Ney
- Met with attorney in prep for Local 3215 contract negotiations starting in Jan 2020
- Starting work on updating ASA's for SRFD and CRFR
- Meeting with crews at each station/shift. Number one issue is to increase F/F staffing
- Completed facility assessments. Major issues in CRFR stations. Need an upgrade at SRFD.
- Meeting with Chief Hertel (Sheridan) Dec 12<sup>th</sup>

## Chief of Operations – Smythe

### November Board Report

- Lexipol – A meeting with the Chief Officers for homework assignments took place. A series of policy/procedures has been given to each Division for review and DRAFT any potential changes. We are giving the month of December to complete the first round. Beginning in January we will be meeting every two weeks. Time Line completion of July 1, 2020 is still attainable.
- Rosenbauer Apparatus - The Apparatus Committee has completed a “pre-build” conference with Rosenbauer. Members of SRFD and CRFR will fly to Minnesota on December 11-14 for the build process at the factory. Update at the January Board Meeting.
- Lieutenant Exam – A tentative list of potential candidates for Lieutenant for both Districts will be presented at the December Civil Service Meeting. Following approval of the list the candidates will be notified of their scores.
- Run Cards – Run card updates have been completed. Continued tweaks and adjustments are an ongoing process. Ops is working with EMS to ensure we have adequate resources assigned to any EMS based incident.
- December – Purchase of extrication equipment budgeted for Rescue 479. Quick Cribbing and electric glass cutter.
- Type VI QRU is currently in progress. The goal is to have it operational at the St Helens Station by May 2020. Update – Vehicle is still at the suspension shop. This was a new vehicle and it required them to re-tool and build parts. Buck Stop has offered us a discount on all current and future purchases for assisting them in the R&D for the Dodge Chassis.
- 2019/20 Run Calls to date: CRFR – 2436, SRFD – 1289  
Trend for the Fiscal Year 19/20 – CRFR 5844 (-1.2%), SRFD 3094 (-1.1%)  
Both Districts saw a decrease in requests for service in the month of November. Each month ops will provide the current trend for the FY2019/20

Problem	Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
AB - ABDOMINAL PAIN	EMS	5	7	5	6	1	0	0	0	0	0	0	0	24
AB1 - ABDOMINAL PAIN C1	EMS	1	1	1	2	1	0	0	0	0	0	0	0	6
AL - ALLERGIC REACTION	EMS	1	1	1	4	0	0	0	0	0	0	0	0	7
AL1 - ALLERGIC REACTION C1	EMS	0	1	0	1	0	0	0	0	0	0	0	0	2
ANB - ANIMAL BITES/ATTACKS	EMS	2	0	1	0	0	0	0	0	0	0	0	0	3
ANB1 - ANIMAL BITES/ATTACKS-1	EMS	1	1	0	0	0	0	0	0	0	0	0	0	2
ASLW - ASSAULT WEAPONS	EMS	0	0	1	0	2	0	0	0	0	0	0	0	3
AST - ASSAULT PHYSICAL	EMS	0	1	0	1	1	0	0	0	0	0	0	0	3
BA - BACK PAIN	EMS	0	1	0	1	1	0	0	0	0	0	0	0	3
BA1 - BACK PAIN C1	EMS	0	1	0	0	0	0	0	0	0	0	0	0	1
BHI - BEHAVIORAL HEALTH	EMS	1	2	0	2	4	0	0	0	0	0	0	0	9
BL - BLEEDING PROBLEM	EMS	3	1	4	4	4	0	0	0	0	0	0	0	16
BL1 - BLEEDING PROBLEM C1	EMS	1	0	1	1	2	0	0	0	0	0	0	0	5
BR - BREATHING PROBLEM	EMS	15	14	10	16	11	0	0	0	0	0	0	0	66
BR1 - BREATHING PROBLEM C1	EMS	1	0	0	1	1	0	0	0	0	0	0	0	3
BU - BURNS	EMS	0	3	1	0	0	0	0	0	0	0	0	0	4
CH - CHEST PAIN/HEART	EMS	15	16	22	13	13	0	0	0	0	0	0	0	79
CK - CHOKING	EMS	0	0	2	0	0	0	0	0	0	0	0	0	2
CPR - CARDIAC ARREST	EMS	6	3	11	7	11	0	0	0	0	0	0	0	38
CVA - STROKE	EMS	5	3	7	7	5	0	0	0	0	0	0	0	27
DI - DIABETIC PROBLEMS	EMS	2	2	3	6	1	0	0	0	0	0	0	0	14
FA - FALL	EMS	8	13	17	15	12	0	0	0	0	0	0	0	65
FA1 - FALLS C1	EMS	5	5	4	9	10	0	0	0	0	0	0	0	33
HCE - HEAT/COLDS EXPOSURE	EMS	0	1	0	0	0	0	0	0	0	0	0	0	1
HED - HEADACHE	EMS	1	2	0	0	0	0	0	0	0	0	0	0	3
HED1 - HEADACHE C1	EMS	0	1	0	0	0	0	0	0	0	0	0	0	1
HRI - HIT AND RUN INJ	EMS	0	0	0	1	0	0	0	0	0	0	0	0	1
LA - LIFT ASSIST	EMS	5	11	5	12	15	0	0	0	0	0	0	0	48
OVD - OVERDOSE/POISON	EMS	0	2	2	2	1	0	0	0	0	0	0	0	7
PR - PREG/CHILDBIRTH/MISCAR	EMS	1	0	0	0	1	0	0	0	0	0	0	0	2
SK - SICK PERSON	EMS	16	15	24	21	16	0	0	0	0	0	0	0	92
SK1 - SICK PERSON C1	EMS	10	5	7	8	11	0	0	0	0	0	0	0	41
SZ - SEIZURES	EMS	4	2	3	1	2	0	0	0	0	0	0	0	12
TAI - TRAFFIC ACCIDENT INJURY	EMS	8	3	1	10	4	0	0	0	0	0	0	0	26
TOX - TOXIC EXPOSURE	EMS	0	1	0	0	0	0	0	0	0	0	0	0	1
TR - TRAUMA	EMS	9	8	8	11	7	0	0	0	0	0	0	0	43
TR1 - TRAUMA C1	EMS	3	1	3	4	3	0	0	0	0	0	0	0	14
UN - UNCONSCIOUS/FAINTING	EMS	4	6	7	5	1	0	0	0	0	0	0	0	23
ALFC - COMMERCIAL FIRE ALAR	Fire	10	15	14	8	13	0	0	0	0	0	0	0	60
ALFR - RESIDENTIAL ALARM	Fire	3	2	4	1	2	0	0	0	0	0	0	0	12
ALM - MEDICAL ALARM-1	Fire	2	0	6	3	7	0	0	0	0	0	0	0	18
AMB1 - MEDICAL TRANSPORT CODE	Fire	8	12	4	9	6	0	0	0	0	0	0	0	39
AMB3 - MEDICAL TRANSPORT CODE	Fire	2	1	3	1	0	0	0	0	0	0	0	0	7
BARK - BARK DUST FIRE	Fire	2	0	0	2	0	0	0	0	0	0	0	0	4
BRUSH - BRUSH FIRE	Fire	6	10	6	4	2	0	0	0	0	0	0	0	28
BURN - ILLEGAL BURN	Fire	15	12	22	8	14	0	0	0	0	0	0	0	71
CAR - CAR FIRE	Fire	2	2	3	2	2	0	0	0	0	0	0	0	11

CFIRE - COMMERCIAL FIRE	Fire	2	1	2	1	2	0	0	0	0	0	0	0	8
CHIM - CHIMNEY FIRE	Fire	0	0	0	1	3	0	0	0	0	0	0	0	4
HAZMAT - HAZMAT INCIDENT	Fire	4	4	1	1	2	0	0	0	0	0	0	0	12
INFF - INFORMATION FIRE	Fire	3	3	1	4	5	0	0	0	0	0	0	0	16
MISCELLANEOUS - FIRE	Fire	9	9	6	12	3	0	0	0	0	0	0	0	39
MISCN - MISC NON FIRE	Fire	2	5	7	5	1	0	0	0	0	0	0	0	20
MOVEUP - MOVE UP	Fire	0	0	0	1	0	0	0	0	0	0	0	0	1
MR2** - MARINE RESCUE EMRGENCY	Fire	2	0	1	0	0	0	0	0	0	0	0	0	3
MUA - MUTUAL AID	Fire	0	0	1	1	0	0	0	0	0	0	0	0	2
NGAS - NATURAL GAS LEAK	Fire	0	0	2	2	1	0	0	0	0	0	0	0	5
ODOR - ODOR INVESTIGATION	Fire	2	2	0	0	2	0	0	0	0	0	0	0	6
PA - PUBLIC ASSIST	Fire	3	4	4	3	9	0	0	0	0	0	0	0	23
RFIRE - RESIDENTIAL FIRE	Fire	2	3	1	4	3	0	0	0	0	0	0	0	13
SEND1 - SEND MEDICAL CODE 1	Fire	7	6	5	4	4	0	0	0	0	0	0	0	26
SEND3 - SEND MEDICAL CODE 3	Fire	0	2	1	1	0	0	0	0	0	0	0	0	4
SERV - SERV	Fire	3	3	3	3	0	0	0	0	0	0	0	0	12
SHT - SHOOTING	Fire	1	0	0	1	0	0	0	0	0	0	0	0	2
SMOKE - SMOKE IN THE AREA	Fire	6	5	7	5	6	0	0	0	0	0	0	0	29
SUA - SUICIDE ATTEMPT	Fire	3	3	3	6	5	0	0	0	0	0	0	0	20
TAU - TRAFFIC ACCIDENT UNK INJ	Fire	7	14	12	16	13	0	0	0	0	0	0	0	62
TRUCK - TRUCK FIRE	Fire	2	0	0	0	0	0	0	0	0	0	0	0	2
Total EMS	EMS	133	134	151	171	141	0	0	0	0	0	0	0	730
Total Fire	Fire	108	118	119	109	105	0	0	0	0	0	0	0	559
Total	All	241	252	270	280	246	0	0	0	0	0	0	0	1289

Problem	Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
AB - ABDOMINAL PAIN	EMS	12	14	7	9	13	0	0	0	0	0	0	0	55
AB1 - ABDOMINAL PAIN C1	EMS	3	1	3	5	2	0	0	0	0	0	0	0	14
AL - ALLERGIC REACTION	EMS	1	4	2	2	2	0	0	0	0	0	0	0	11
AL1 - ALLERGIC REACTION C1	EMS	0	0	0	1	0	0	0	0	0	0	0	0	1
ANB - ANIMAL BITES/ATTACKS	EMS	1	1	3	1	1	0	0	0	0	0	0	0	7
ANB1 - ANIMAL BITES/ATTACKS-1	EMS	2	0	0	0	0	0	0	0	0	0	0	0	2
ASLW - ASSAULT WEAPONS	EMS	0	0	1	0	2	0	0	0	0	0	0	0	3
AST - ASSAULT PHYSICAL	EMS	1	0	4	0	5	0	0	0	0	0	0	0	10
BA - BACK PAIN	EMS	6	3	7	3	4	0	0	0	0	0	0	0	23
BA1 - BACK PAIN C1	EMS	0	2	1	0	3	0	0	0	0	0	0	0	6
BHI - BEHAVIORAL HEALTH	EMS	4	10	7	9	7	0	0	0	0	0	0	0	37
BL - BLEEDING PROBLEM	EMS	5	3	6	6	3	0	0	0	0	0	0	0	23
BL1 - BLEEDING PROBLEM C1	EMS	2	1	5	2	4	0	0	0	0	0	0	0	14
BR - BREATHING PROBLEM	EMS	23	27	26	23	30	0	0	0	0	0	0	0	129
BR1 - BREATHING PROBLEM C1	EMS	0	1	0	3	1	0	0	0	0	0	0	0	5
BU - BURNS	EMS	0	1	1	1	0	0	0	0	0	0	0	0	3
CH - CHEST PAIN/HEART	EMS	38	37	38	35	38	0	0	0	0	0	0	0	186
CK - CHOKING	EMS	0	1	0	2	3	0	0	0	0	0	0	0	6
CK1 - CHOKING C1	EMS	0	0	0	1	1	0	0	0	0	0	0	0	2
CPR - CARDIAC ARREST	EMS	6	2	11	4	10	0	0	0	0	0	0	0	33
CVA - STROKE	EMS	12	12	6	7	10	0	0	0	0	0	0	0	47
DI - DIABETIC PROBLEMS	EMS	9	7	12	11	6	0	0	0	0	0	0	0	45
DI1 - DIABETIC C1	EMS	0	1	1	0	0	0	0	0	0	0	0	0	2
FA - FALL	EMS	40	44	32	36	26	0	0	0	0	0	0	0	178
FA1 - FALLS C1	EMS	12	11	9	17	6	0	0	0	0	0	0	0	55
HCE - HEAT/COLDS EXPOSURE	EMS	1	1	0	0	0	0	0	0	0	0	0	0	2
HED - HEADACHE	EMS	0	2	0	1	2	0	0	0	0	0	0	0	5
HED1 - HEADACHE C1	EMS	0	0	0	1	0	0	0	0	0	0	0	0	1
HRI - HIT AND RUN INJ	EMS	0	0	0	1	0	0	0	0	0	0	0	0	1
LA - LIFT ASSIST	EMS	25	17	18	24	22	0	0	0	0	0	0	0	106
OVD - OVERDOSE/POISON	EMS	2	6	7	6	6	0	0	0	0	0	0	0	27
PR - PREG/CHILDBIRTH/MISCAR	EMS	4	2	0	0	1	0	0	0	0	0	0	0	7
SK - SICK PERSON	EMS	39	50	48	48	47	0	0	0	0	0	0	0	232
SK1 - SICK PERSON C1	EMS	36	29	33	21	16	0	0	0	0	0	0	0	135
SZ - SEIZURES	EMS	13	8	7	9	11	0	0	0	0	0	0	0	48
TAI - TRAFFIC ACCIDENT INJURY	EMS	8	3	1	10	4	0	0	0	0	0	0	0	26
TR - TRAUMA	EMS	8	6	8	10	6	0	0	0	0	0	0	0	38
TR1 - TRAUMA C1	EMS	4	7	4	6	7	0	0	0	0	0	0	0	28
UN - UNCONSCIOUS/FAINTING	EMS	2	8	11	17	7	0	0	0	0	0	0	0	45
ALFC - COMMERCIAL FIRE ALAR	Fire	8	12	9	4	10	0	0	0	0	0	0	0	43
ALFR - RESIDENTIAL ALARM	Fire	2	3	3	2	2	0	0	0	0	0	0	0	12
ALM - MEDICAL ALARM-1	Fire	11	9	19	16	24	0	0	0	0	0	0	0	79
AMB1 - MEDICAL TRANSPORT CODE	Fire	7	12	2	5	5	0	0	0	0	0	0	0	31
AMB3 - MEDICAL TRANSPORT CODE	Fire	3	6	4	7	5	0	0	0	0	0	0	0	25
BARK - BARK DUST FIRE	Fire	0	2	1	0	0	0	0	0	0	0	0	0	3
BRUSH - BRUSH FIRE	Fire	6	9	6	2	3	0	0	0	0	0	0	0	26
BURN - ILLEGAL BURN	Fire	10	9	15	14	17	0	0	0	0	0	0	0	65



CAR - CAR FIRE	Fire	1	2	2	1	0	0	0	0	0	0	0	0	6
CFIRE - COMMERCIAL FIRE	Fire	2	1	2	1	2	0	0	0	0	0	0	0	8
CHIM - CHIMNEY FIRE	Fire	0	0	0	1	2	0	0	0	0	0	0	0	3
HAZMAT - HAZMAT INCIDENT	Fire	2	0	0	0	2	0	0	0	0	0	0	0	4
INFF - INFORMATION FIRE	Fire	1	0	0	1	0	0	0	0	0	0	0	0	2
MISCELLANEOUS - FIRE	Fire	6	6	5	9	1	0	0	0	0	0	0	0	27
MISCN - MISC NON FIRE	Fire	2	4	8	3	1	0	0	0	0	0	0	0	18
MOVEUP - MOVE UP	Fire	12	12	11	6	4	0	0	0	0	0	0	0	45
MR2** - MARINE RESCUE EMRGENCY	Fire	1	0	1	0	0	0	0	0	0	0	0	0	2
MUA - MUTUAL AID	Fire	0	0	0	1	0	0	0	0	0	0	0	0	1
NGAS - NATURAL GAS LEAK	Fire	0	0	1	1	0	0	0	0	0	0	0	0	2
ODOR - ODOR INVESTIGATION	Fire	2	1	0	1	1	0	0	0	0	0	0	0	5
PA - PUBLIC ASSIST	Fire	37	33	24	41	49	0	0	0	0	0	0	0	184
RFIRE - RESIDENTIAL FIRE	Fire	3	5	2	4	3	0	0	0	0	0	0	0	17
SEND1 - SEND MEDICAL CODE 1	Fire	23	27	17	10	5	0	0	0	0	0	0	0	82
SEND3 - SEND MEDICAL CODE 3	Fire	2	6	2	3	0	0	0	0	0	0	0	0	13
SERV - SERV	Fire	3	2	7	3	0	0	0	0	0	0	0	0	15
SHT - SHOOTING	Fire	1	0	0	0	0	0	0	0	0	0	0	0	1
SMOKE - SMOKE IN THE AREA	Fire	5	4	3	4	3	0	0	0	0	0	0	0	19
SUA - SUICIDE ATTEMPT	Fire	1	3	3	6	3	0	0	0	0	0	0	0	16
TAU - TRAFFIC ACCIDENT UNK INJ	Fire	14	16	17	17	17	0	0	0	0	0	0	0	81
TRUCK - TRUCK FIRE	Fire	2	0	1	0	0	0	0	0	0	0	0	0	3
Total EMS	EMS	319	322	319	332	306	0	0	0	0	0	0	0	1598
Total Fire	Fire	167	184	165	163	159	0	0	0	0	0	0	0	838
Total	All	486	506	484	495	465	0	0	0	0	0	0	0	2436

# **Fire Marshal Report**

## **December 2019**

### **Meetings Attended**

19 meetings (Various topics and subjects)

### **Training**

Guest at Oregon Aviation Industries Summit (DeFazio / Johnson)- spoke  
National Wildfire Coordination Group UAS Subcommittee Meeting Boise  
C-Shift tour of new middle school in St. Helens  
Duty Officer Training  
UAS (Drone) demo for OR State Fire Marshal Haz-Mat  
3 Day IAAI Car Fire Investigation Class  
Guest for Fire Prevention radio discussion on KOHI

### **Projects**

Fire Code Guide Update  
TV Dashboards  
sUAS Regional COA  
Special Operations  
READY Set GO (Both Districts)

### **Plan Reviews**

7

### **Driveway Inspections**

17

### **System Tests**

8

### **General Inspections**

17

### **Fire Investigations**

4

### **UAS (Drone) Missions**

7



National Wildfire Coordination Group UAS Subcommittee in Boise. This is the Ignus Plastic Sphere Dispenser mounted to a UAS



One of the 15 Hanger Inspections completed at the Scappoose Airport



Regional Disaster Preparedness Organization (RDPO), Fire & EMS Workgroup meeting held in Scappoose.



International Association of Arson Investigators (IAAI) 3 Day Car Fire Investigation Class. We hosted, Brought in 2 instructors and Students travelled from Canada, Seattle Fire, BLM in CA, Alaska, England and a rep from VW.

# December 2019 Training Report Chief Marks

## LARGE PROJECTS:

- 2020 Volunteer Academy Prep work.
  - Setting Schedule.
  - Working with other agencies on students
  - Instructor Coordination
  - EMR Scheduling
- Career Probationary Schedule and Academy Planning
  - Scappoose Temp Employee
  - Academy Planning
- Pumper Operator Class Planning
  - Setting up online portion of training
  - Coordinating Instructors
  - Hands On Planning
- Busy Duty Shifts
  - Multiple Fires and Large Incidents
- Training Topics Covered
  - Ventilation
  - SCBA Confidence
  - Ladders
  - Association Meetings

Combined Training Hours: 700.9

December 2019

Board Report

- Board Goals
  - Board goals continue to be on radar, in focus, and on track for current situation. Top priority capital projects complete.
- Community Paramedic
  - Community Paramedic
    - Assisting with 4th quarter push for treating clients with chronic conditions. Focusing on diabetes management.
  - CPCCO Meetings
    - Marit and I continued discussion for value based funding model
    - Metric changes are beginning to get work flows
    - Looking for client program completion benchmarks
- Compliance
  - CQI Update- A process has been identified working on presenting to committee
  - ASA- Boundary issues have been identified will require meeting with AMR and Metro West to provide adjustments and legal definitions
  - OHA- Have few left to bring SRFD up to date CRFR is current to my knowledge.
  - EMS Files- No further work has been done yet
  - Licensing- All currently up to date
- EMS Medical Director- No Change
- Health Care Partnerships
  - OHSU- Frequent meetings have been encouraging and produced good results
  - CCMH- Working on assessing the secure transport vehicle needs, may be able to partner with them for fleet maintenance. Trying to co-dispatch mobile crisis team for behavior health emergencies.
  - Legacy- Met with clinic manager will be scheduling meeting soon to build relationship
  - Dialysis Clinic- No current activities or issues
  - Meadow Park- Need to revisit clinical manager
  - Public Health- Flu season
  - CAC- No December meeting
  - CTIN- Strategic planning begins next week
- Compliance Officer
  - Job Description submitted and approved by board last month would like to move forward and fill position.
- Capital Projects
  - SRFPD- LP 15 Monitors- Monitors purchased and delivered 12/3/19 to SRFPD
  - CRFR- Lucas Devices- Agenda item submitted. Starting to research ventilators.
- End of the Year Ambulance Stats as of last week of November
  - Total Runs- 4864
  - Peak Times- 1200, 1600, 1500
  - Tuesday- Our most popular day by 1 run
  - Transports- 2846 58.51%
  - No Transports- 1778 36.55%
  - 911 responses- 99%
  - Top Chief Complaints- Sick Person, Falls, Chest Pain, Breathing Problem, Motor Vehicle Accidents
  - Most Frequent Procedure- IV
  - Most Frequent Medication- Oxygen

- Code 3 response- 80%
- Unit arrived on scene from dispatch under 10 minutes- 82%
- Dispatch to Unit Enroute under 2 minutes- 63%
- Average Run Times
  - Notified to Enroute- 1.67 min
  - Enroute to Arrived- 4.38 min
  - Scene time- 16.74 min
  - Time to destination- 34.5 Min
  - Return Time- 44.5 min
- Cares Stats
  - Ustein Survival Report
    - National Survival Rate- 6-10%
    - CRFR Rate- 0
    - Public CPR – 45%
    - Number of resuscitations attempted- 15
    - ROSC- 1
  - Under 10 Minute Response- 66%
  - Mean Age- 63.9
  - Location
    - Home/Residence- 93%
    - Nursing Home- 7%

**November Chiefs Report**  
**Safety & Resource Management**

- Toy n Joy prep continues
- Generator installation at St. Helens is complete
- New HVAC units installed and operational at St. Helens Station
- Seeking estimates for bay heater replacement at Rainier Station
- Continued teaching Aerial Operator course for volunteers
- Processed multiple NFPA physicals for career and volunteer firefighters

**Volunteer hours**

SRFD - 276

CRFR - 283

CRFR Director of Finance/HR Nelson

December 2019

- October 2019 financials included in the Board packet. 33% of the fiscal year is complete. Overall General Fund expenses are at 25%. No major red flags. All other funds trending normally as compared to previous years. All funds for hose grant and health and wellness grant have been received in November.
- A majority of the District's tax revenues were received in November. The County has distributed 90% of taxes assessed as of November 30. 2.6% of net taxes were reduced due to citizens paying in full by November 15.
- GEMT cost report for 2018-19 has been completed and submitted to the State. The timeline for final settlement is spring 2020.
- Final contracts and settlement values for GEMT 2017-18 have been signed and accepted. Net payment, after admin fee and non-federal share payment will be approximately \$136,000.
- Working with DC Holsey on Community Paramedic program
- Lieutenant's Exam process is complete. Eligibility List to Civil Service on December 11
- Admin office will be closed for Christmas holiday 12/25/19 and New Year's Day 1/1/2020



J. Salisbury

Finance Administrator

- As of December 10, the District is 44% into the fiscal year. General Fund Expenditures are at 37%. General Fund Revenues are at 88% primarily because property tax receipts are at 90%. The 3% discount for full payment upfront reduced District receipts by \$80,830, or 2.6%. EMS receipts are slightly ahead at 48% of budget.
- The Oregon Health Authority contract for FY 2017-18 and the District's payment have been submitted. Note that GEMT Revenue is currently a negative number because the District paid the non-federal share upfront. This will be reimbursed and also the revenue will be paid to us. Our 2017-18 federal and state revenue net of fees will be about \$38,000.
- The fiscal year 2018-19 GEMT Medicaid Reimbursement Cost Report has been submitted. Payment will come in 2020 and is expected to be more than the FY 2017-18 amount.
- The financing documents for the Type I/II engine purchase have been submitted and the credit check is complete. The \$200,000 down-payment will be made within the next month or so, assuming approval of the supplemental budget resolution appropriating funds for that purpose. The escrow account will be funded next Monday. Payment to the vendor will not occur until after we take possession of the engine in 2020.

## **Recruitment & Retention Coordinator Report – Motherway October/November & Early December 2019**

### **October-December**

- Monthly calendar of events emailed to both districts
- Uniform orders for new shirts/hats/boots/etc. distribution, constant pickup/drop off
- Continuous Toy N Joy planning, meetings, coordination
- Merchant's Toy N' Joy Meetings, have attended as liaison for district
- Attended CRFR/Scappoose Board Meetings
- Attended CRFR/Scappoose Volunteer Association Meetings
- Coordination of Chaplain program – oversee details and staff and work with Public Safety agencies for future recruitment of additional chaplains
- Lea Chitwood – chit chat with Lea – Kohi radio talk show – October 4<sup>th</sup>
- St. Helens HS stem project – presented about fire district – October 16<sup>th</sup>
- Columbia County Volunteer Association Meeting – Scappoose hosted – Oct. 16<sup>th</sup>
- Bill Matthews retirement event – October 18<sup>th</sup>
- Greisen retirement event – October 25<sup>th</sup>
- Attend bi-weekly staff meetings
- Coordinated the Coffee and Commerce event on Friday, November 8<sup>th</sup> – great turn out and great information on fire district and toy n joy program/auction
- OFDDA – Attended as a speaker for a recruitment panel – November 9<sup>th</sup>
- Met with Chief Hoke to discuss role/program – November 15<sup>th</sup>
- CrewSense/ImageTrend meeting with Scappoose members – November 18<sup>th</sup>
- Oregon Fire Recruitment Network meeting – Molalla – November 19<sup>th</sup>
- Volunteer Officer meeting – November 21<sup>st</sup>
- Hosted physical agility test for volunteer candidates – November 23<sup>rd</sup>
- PIO for North 9<sup>th</sup> Street fire, November 17<sup>th</sup> & Robinette fire – November 30<sup>th</sup>
- St. Helens armory coordination & assist with toy delivery
- Toy N Joy community trees/bins & communications
- Toy N Joy application data entry
- Volunteer candidate interviews – December 5<sup>th</sup>

### **Continuous Work:**

- Uniforms for all staff
- Website updates for both Scappoose Fire District and CRFR
- Continued involvement in the Oregon Fire Recruitment Network
- Constant communication via email, Facebook groups, Active911 to ask for help, send out upcoming dates to remember/etc. for volunteers.
- Social Media/PIO, keeping the community up to date
- Respond to calls for PIO purposes/photos/etc.
- Writing and posting press releases and weekly media reports
- Assist Chief Officers - run errands, send emails on behalf/etc.
- Assist with FF PPE gear collection/turning items in to the uniforms dept.
- Attend weekly morning/evening drills to answer questions, participate on any level needed and be a face for the organization for volunteer firefighters
- Ongoing Firefighter recruitment & retention

# **COLUMBIA RIVER FIRE & RESCUE**

## **SAFETY COMMITTEE**

### **NOVEMBER 13, 2019**

**Members present:** Capt. Cole, Div. Chief O'Connor, FF Conrath, Lt. Davis

**Call to order:** 0915 at Administration Building

#### **Old Business:**

- Continued discussion about burning OSB for training. The Safety Committee stands by its recommendation from the past several years that OSB should not be used for live fire training by the fire district. A letter was sent in August to OSHA requesting them to cite what rule states OSB will not be used in live fire training but has not yet received a reply.
- Capt. Cole continues to research a safety checklist for the burn tower at LBTC. He has been in contact with several other districts including individuals that may be able to provide direction for an appropriate safety checklist. It was also discussed that there needs to be a safety checklist for all training props at LBTC. Capt. Cole will continue to research for a solution.

#### **New Business:**

- Discussion about the middle school and asbestos abatement that was not fully completed prior to demolition. Asbestos that was not abated was in the flooring of the building. No fire crews were exposed to asbestos while using the facility for training. Any asbestos in the other areas of the building including walls and ceilings had been removed prior to any demolition or training work. The safety committee recommends that copies of documentation of asbestos abatement work be obtained by the district prior to using any future acquired structures for training.
- Incident report was reviewed for M472 sideswiping the ballard posts at the fuel station in St. Helens. Damage was minor to the fender well. It is recommended to ensure a wider path and not to cut so close to the fuel pumps when entering and leaving the facility.

#### **Facility Inspection:**

- Safety inspection of the Administration building completed with no significant deficiencies.

**Next Meeting** – December 11 at 0900 at LBTC

# SCAPPOOSE SAFETY COMMITTEE

**November 13, 2019**

## **SAFETY MESSAGE:**

**Make sure to park emergency vehicles in roadways to be seen. Vehicles should be parked at a 45 degree angle to protect the scene and personnel working.**

**Time:** 1800 at Scappoose Fire Station

**Members present:** FF Oberbarnscheidt, FF Lawrenson, Logs Stewart, Logs Laney, Div. Chief O'Connor, FF Dietz

**Accident reports:** Received a near miss that needs to be resubmitted as an incident report, will bring back for the December meeting. No other accident reports received.

**Safety Action Generator:** None

**Station inspections:** Scappoose station due for November, Henry will complete and return prior to the next meeting.

## **Old Business:**

- Shore power connections are being locked. Several spot checks have been done to make sure they are being used correctly.
- SCBA room door has been reinstalled but needs an auto closer to keep the door closed. This will keep diesel exhaust to a minimum for that room where SCBA equipment is repaired.
- Exhaust fan for apparatus bay servicing was completed by a local vendor. The system works much more effectively.
- Back man door sign to go to the front of the building is on the door. Peep hole still needs to be installed. Dietz has a vendor to obtain more signs for the other doors stating to use the front public entrance. This is to discourage the public from using side entrances for emergency needs.
- New door opener for most frequently used medic bay doors is being researched by Dietz and Anderson. Proximity sensor is being considered so that doors close when apparatus leave the station.
- Some engines have seatbelts that need to be replaced. Upon further inspection some buckles were found to be broken. O'Connor will contact the shops to have the broken ones replaced.

## **New Business:**

- SOG Review: 330 Driving Responsibilities – This SOG was reviewed with some minor language change suggestions. Changes will be forwarded to the appropriate person to request the change be made. SOG review for December is 331 Winter Driving.
- Some discussion about winter weather preparedness including making sure we are supplied with de-icer and boot grips.
- Backup alarm discussion about what apparatus need them. Staff vehicles and type 6 engines do not have backup alarms. Discussion around the need for alarms on the type 6 engines.

**Adjourned at 1845**

**RESOLUTION 2019-08  
TO MAKE APPROPRIATIONS  
FOR AN ENGINE PURCHASE**

WHEREAS, the Scappoose Rural Fire Protection District (District) has approved the purchase of a Type I/II engine in an amount not to exceed \$435,000, and

WHEREAS, the District has agreed to make a \$200,000 down-payment on this purchase in December 2019, and the District must appropriate funds for Capital Outlay before incurring the expense, and

WHEREAS, due to conservative budgeting and lower prior year expenditures than expected, the District's 2019-20 Actual Beginning Cash Balance is \$241,533 more than was budgeted, and

WHEREAS, the District wishes to appropriate \$200,000 of this unbudgeted amount for the down-payment on the engine purchase. The changes are detailed in the table below.

<b>2019-20 Budget &amp; Revisions</b>		<b>Adopted</b>	Budget	<b>Revised</b>
	<u>Actual Balance</u>	<u>Budget</u>	<u>Increase</u>	<u>Budget</u>
<b>General Fund Revenue</b>				
Beginning Cash Balance	\$1,951,510	\$1,709,977	\$200,000	<b>\$1,909,977</b>
<b>General Fund Requirements</b>				
Capital Outlay	\$14,302	\$141,500	\$200,000	<b>\$341,500</b>

THEREFORE, be it resolved that the amounts shown in the Revised Budget column for the stated purposes are hereby appropriated for the 2019-20 fiscal year.

Dated this 12<sup>th</sup> day of December 2019.

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David Graham, President  
Board of Directors

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David Sorenson, Secretary/Treasurer  
Board of Directors

## MEMO

TO: Scappoose Fire Board Members

DATE: December 10, 2019

FROM: Janine Salisbury, Finance Admin

RE: Senate Bill 479 – Workplace  
Harassment Policy

Special Districts Association of Oregon recently sent the following notice:

“This year, the Oregon Legislature passed Senate Bill 479 requiring the establishment or adoption of a written policy (with very specific policy provisions) to prevent workplace harassment, discrimination and retaliation. This new legislation goes into effect on **January 1, 2020** and you are ***required*** to have a policy in place that meets the requirements of SB 479 by **January 1, 2020**. This applies to ALL districts, including those with no employees.”

Special Districts also sent a template policy which is attached for you as a first reading. It cannot be approved until the January board meeting, by which time it will be formatted similarly to other Scappoose Board policies.

Please let me know if you have any questions.

# PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

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**Note: items in black lettering and highlighted in yellow are required by SB 479.**

The Scappoose Rural Fire Protection District (the District) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization. **This policy applies to all employees, elected officials, board members, volunteers, interns** and any other person we interact with in the course of accomplishing the work of the organization.

The District has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

**Discrimination, harassment and retaliation are not acceptable.**

Any employee who has questions or concerns about these policies should talk with the Fire Chief, the Board's primary contact. As an alternative you may reach the Finance Administrator.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the Board's policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

## **RETALIATION**

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of the District to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

## **SEXUAL HARASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other



# PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

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verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

## **HARASSMENT**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

## **REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION**

The District encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they

# PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

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have been the victim of such conduct should discuss their concerns with the Fire Chief, or Finance Administrator. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like to discontinue the follow-up process, a request must be submitted in writing to the Fire Chief.

## INTERNAL COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Fire Chief. If you are unable to reach the primary contact, please reach out to the Finance Administrator. We encourage employees to document the event(s), associated date(s), and potential witnesses.

The District encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

The District will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination as the District believes appropriate under the circumstances and is allowed by law.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

# PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

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## EXTERNAL COMPLAINT PROCEDURES

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:  
[https://www.oregon.gov/boli/CRD/Pages/C\\_Crcompl.aspx](https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx)
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

## EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

## ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Counseling and Support Services and/or Employee Assistance Services  
[www.PublicSafetyEAP.com](http://www.PublicSafetyEAP.com) 1-888-327-1060