

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff met in-person at
Scappoose Fire District Main Station
Also held electronically via GoToMeeting and telephone call-in number
Thursday, January 14, 2021

Call to Order & Flag Salute

Public Comment:

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

Consent Agenda:

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

Staff Reports:

- Chief's Report
- Fire Marshal Report
- Operations Report
- Training Report
- Financial Report – Present Audit/Financials

Old Business:

1. Enterprise Zone Map / Urban Renewal Zone Map

Committee Reports:

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

Miscellaneous:

New Business:

1. Audit Presentation
2. Executive Session: ORS 192.660(2)(D) to discuss Labor negotiations.
3. Approve Funding for LOSAP for SVFA
4. Appoint Budget Officer
5. Approve Budget Calendar
6. Discussion of Options for May

Good of the Order**Adjourn**

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

PREVIOUS MEETING MINUTES

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff met in-person at
Scappoose Fire District Main Station

Also held electronically via GoToMeeting and telephone call-in number
Thursday, December 10, 2020

After due and legal notice, President Sorenson called to order the Regular Board meeting of the Scappoose Rural Fire District at 7:08 p.m. and led the flag salute.

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

Others in attendance: Chief Pricher, Chief Marks, S Booth, FD Tardif, M Heath
Attending virtually: Four participants attended.

Public Comment: None

SRFD Consent Agenda: Mr. Kriek moved to accept the consent agenda. Mr. Cairns seconded. Mr. Sorenson asked about the cost of a new treadmill that was partially paid for with OFCA grant funds.

Mr. Sorenson referred to the financial report stating that SRFD has received 93% of the budgeted property tax collections.

There was a question regarding contracts in the budget vs actual report. Chief Pricher said this would be investigated and he would report back to the board. This may have been a reimbursed item through the CARES funding we received, specifically for the REMS Team UTV rental.

Discussion followed regarding the need for a supplemental budget.

Mr. Kriek mentioned that gas royalties and G.E.M.T. (Medicare) funding are positive spots in the consent agenda.

Response and Activity Reports – After researching the call volume, Chief Pricher found an issue with our data management system. There was a discrepancy of approximately 800 calls per year. Chief Pricher stated that SRFD's call volume has decreased from 2019.

Ambulance Billing and Transport report totals are significantly less than budgeted, which supports the previous discussion regarding fewer transports in 2020. This drop may be due to the pandemic.

Motion to approve the consent agenda carried unanimously.

Staff Reports:

- Chief's Report: Mr. Kriek inquired about the contract with Devon Wells, who was hired to set up the assessment center and hiring process for the Division Chief of Operations. Chief Pricher explained the need to hire an outside, impartial person to lead this process.
- Operations Report: The boathouse painting/sheetrock damage and Holbrook roof damage/need for replacement was discussed. Repairs/replacement will be an upcoming expense that will need to be budgeted for. Chief Pricher spoke to the new engine build process and recent meeting with Rosenbauer.
- Fire Marshal Report: Large projects are ongoing. Chief Pricher explained our involvement in the NFPA Community Risk Reduction program.
- Training Report: Chief Marks spoke to the changes in the training schedule, given the newest regulations from OSHA. Chief Marks has been working on the NFPA physical requirements. He will update the board when he knows more.
- Financial Report: Mr. Kriek asked how the 2020 tax collections compared to the 2019 tax collections. Mr. Tardif said he would research that and prepare a report for the board in January. Mr. Gift asked if Mr. Tardif could estimate a budget shortfall based upon collections to date.

Old Business:

Committee Reports:

- Management Team: This committee met prior to the board meeting.
- Long Range Planning Committee: Will soon be working on May levy/bond now that all board members have updated iPads.
- Awards & Incentives: Has not met.

Fire Chief Vision and Contract: Mr. Sorenson spoke to changes to the contract package. Mr. Graham moved to approve the Fire Chief Vision & Contract. Mr. Kriek seconded.

Motion to approve the Fire Chief Vision & Contract passed unanimously.

Miscellaneous:

- Add FD Tardif as a bank signer
Mr. Kriek moved to add FD Tardif as a bank signer. Mr. Cairns seconded.
Motion to add FD Tardif as a bank signer carried unanimously.

New Business:

- **Purchase Proposal for FIT testing Machine.** Chief Pricher explained the need to purchase a new FIT testing machine that will test N95s. The current FIT testing machine only tests SCBAs. This approximate \$16,000 charge will be reimbursed through CARES funds. Mr. Graham moved to purchase the FIT test machine not to exceed \$17,000. Mr. Gift seconded.
The motion to purchase a new FIT test machine carried unanimously.
- **Purchase Proposal for Ambulance Power Loaders.** Three power loaders and upgrades to two current cots at an approximate combined cost of \$100,000, reimbursable through CARES funds. The goal will outfit the three ambulances very similarly. Mr. Kriek moved to purchase the power loaders not to exceed \$103,000. Mr. Cairns seconded.
The motion to purchase 3 new power loaders and upgrade two current stretchers carried unanimously.

New Board Member: The board received a letter from Susan Reeves as an applicant for the board position being vacated by Ron Cairns in January. Board members discussed the past involvement of the applicant and said she is well-versed in the financial aspects of the District, as well as being a former volunteer.

Mr. Graham moved to accept Susan Reeves as a new board member. Mr. Gift seconded.

The motion to accept Susan Reeves as a new board member passed unanimously.

Enterprise Zone Expansion: Chief Pricher explained the impact the proposed expansion of the enterprise zone to the District. He pointed out the need to be involved in the community planning and decision-making that financially impacts the District. Discussion followed on urban renewal districts and enterprise zones. Mr. Tardif offered to bring the urban renewal district plans and enterprise zone plans for the board to discuss at January's regular meeting.

Public Comment: None

Good of the Order: The Board thanked Ron Cairns for his service to the District.

Wording for Executive Session: The wording for executive sessions will be changed on future agendas to: Pursuant to ORS 192.640(1), the Board of Directors for the Scappoose Fire District reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.

Adjourn: 9:00 meeting adjourned

EXPENSE ACCOUNT ACTIVITY

Scappoose Rural Fire District
Itemized Account Activity
December 2020

Date	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
12/03/2020	Benefit Help Soluti...	Flex Savings reimb	278.36
12/04/2020	Benefit Help Soluti...	Flex Savings reimb	200.00
12/10/2020	Standard Insurance	Life & LTD Insurance	1,206.71
12/10/2020	Special Districts In...	Dec health benefits	23,799.25
12/16/2020	Benefit Help Soluti...	Flex Savings reimb	75.00
12/28/2020	Paychex Payroll	Flex spend health ins cashout	13,104.46
12/28/2020	Paychex - tax	ER Work Benefit	56.94
12/28/2020	Benefit Help Soluti...	Flex Savings reimb	93.20
Total 550 Insurance			38,813.92
560 Personnel Salaries			
12/10/2020	Inroads Credit Union	Staff food fund--NOV PR deducti...	755.00
12/10/2020	Tualatin Valley Fire...	Dec 2020 Union Dues	1,898.02
12/10/2020	Standard Insurance	STD staff PR deductions	556.89
12/14/2020	P.E.R.S.	Employee 6% IAP plus unit contr...	12,116.19
12/28/2020	Paychex Payroll	Deferred comp	3,749.00
12/28/2020	Paychex Payroll	FLSA Overtime	2,264.60
12/28/2020	Paychex Payroll	FF incentives	1,885.56
12/28/2020	Paychex Payroll	Longevity	1,077.38
12/28/2020	Paychex Payroll	Phone Pay	150.00
12/28/2020	Paychex Payroll	Shift differential	166.96
12/28/2020	Paychex Payroll	Overtime	17,812.28
12/28/2020	Paychex Payroll	Balance of net pay	70,634.22
12/28/2020	Department of Just...	Dec PR deduction	805.00
12/28/2020	Paychex - tax	Emplyee taxes withheld	42,821.88
12/29/2020	American Heritage ...	Case # 84457 PR Deduc: R And...	217.44
12/29/2020	Principal Financial ...	Life Ins policy 4809832 - R. And...	52.24
12/30/2020	Paychex Payroll	Salary	5,454.43
Total 560 Personnel Salaries			162,417.09
570 SocSec/Medicare(FICA)			
12/28/2020	Paychex - tax	Emplryr FICA	12,916.73
Total 570 SocSec/Medicare(FICA)			12,916.73
580 Volunteer Services			
12/10/2020	Greenup, Cade	reimb cell phone	34.00
12/10/2020	LOSAP	Annual fee for LOSAP	150.00
12/29/2020	Pizza Vendor	staging @ Sequoia & 4th	48.95

Scappoose Rural Fire District

Itemized Account Activity

December 2020

Date	Source Name	Memo	Paid Amount
Total 580 Volunteer Services			232.95
590 Personnel Benefits			
12/10/2020	Corporate Security ...	Background check- A. Tardif	244.50
12/14/2020	P.E.R.S.	Employer PERS	51,355.33
12/29/2020	Corporate Security ...	Background check- J. Ellis	165.50
12/29/2020	Occup.Safety Heal...	10-21-2020 Vaccination Clinic	705.00
Total 590 Personnel Benefits			52,470.33
Total 1.1 GENERAL FUND PERSONNEL SVCS			266,851.02
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
12/29/2020	Kleinberg Tech	Dec data mining	2,310.00
12/29/2020	Norton Aviation LLC	Flights for REMS team	3,200.00
Total 670 Contract Services			5,510.00
680 Communications Maintenance			
12/10/2020	Complete Wireless...	Remote control head plug and pl...	949.00
12/10/2020	Complete Wireless...	Kenwood line filter	29.40
Total 680 Communications Maintenance			978.40
720 Public Fire Services			
12/29/2020	Traffic Safety Supp...	address sign supplies	122.30
Total 720 Public Fire Services			122.30
740 Uniforms			
12/08/2020	Amazon	Kevlar work gloves	58.57
12/10/2020	Scappoose Outfitters	uniform items	2,737.00
Total 740 Uniforms			2,795.57
750 Maintenance on Equipment			
12/10/2020	Emmert Chevrolet, ...	Sway bar replacement	221.72
12/10/2020	CRFR	Pierce freightliner repairs	1,737.44
12/10/2020	CRFR	Ford F-350 batteries	516.22
12/10/2020	Pro Automotive & ...	Maintenance on 2005 Suburban	6,697.52
12/10/2020	Sunset Auto Parts	inv 791042, inv 796603, inv 113...	252.30
12/10/2020	True North Emerge...	Pierce engine repairs	2,636.47
12/29/2020	Boatyard at Rocky ...	26.1 gals \$3.6 per gal	93.96
12/29/2020	True North Emerge...	Pierce engine repairs	2,246.84
12/29/2020	Wilcox & Flegel	PIO MELT BLOWN ABSORBEN...	64.38

Scappoose Rural Fire District

Itemized Account Activity

December 2020

Date	Source Name	Memo	Paid Amount
12/29/2020	Mobile Diesel Servi...	Pressure hose	45.00
Total 750 Maintenance on Equipment			14,511.85
760 Administration			
12/01/2020	Elavon Visa Proce...	NOV Visa processing fees	73.31
12/01/2020		LGIP transfer fee	0.05
12/07/2020	Safeway	Food for COVID quarantine	46.90
12/08/2020	Burgerville	Covid Quarantine food	28.95
12/08/2020	Dang's Little Dragon	Covid Quarantine food	41.40
12/08/2020	Warren Country Inn	Covid Quarantine food	57.95
12/09/2020	Vinnie's Sandwich ...	Covid Quarantine food	37.95
12/09/2020	Ixtapa	Covid Quarantine meals	47.11
12/09/2020	Amazon	Kevlar work gloves	75.51
12/10/2020	Pacific Office Auto...	Quarterly copy fee	354.11
12/10/2020	Pamplin Media - S...	Notice of board vacancy	114.91
12/10/2020	Oregon Fire Servic...	annual membership - Should ha...	135.00
12/10/2020	Dockside	Covid quarantine meals	75.90
12/11/2020	Best Western	Hotel stay for quarantine employ...	379.04
12/11/2020	Best Western	Hotel stay for quarantine employ...	379.04
12/11/2020	Best Western	Hotel stay for quarantine employ...	379.04
12/14/2020		Dec Service Charge	15.95
12/28/2020	Paychex Invoice	2020 PR svcs - Dec	190.80
12/29/2020	Pacific Office Auto...	Sharp B/W copy Kit	43.56
12/29/2020	Speer Hoyt LLC	1.6 hrs personnel legal work	392.00
12/29/2020	Joann Prosser	Refund EMS billing from 5/27/20...	25.00
12/29/2020	ACCENT	Insurance overpaid EMS bill 1-2...	1,932.20
Total 760 Administration			4,825.68
765 Information Technology			
12/01/2020	Apple Inc.	Icould storage 200 GB	2.99
12/03/2020	JAMF Software, LLC	monthly subscription replaces Ai...	28.00
12/10/2020	Comcast	Acct#8778 10 202 0633936	30.85
12/10/2020	EMS Technology S...	Operative IQ Inventory and Asse...	270.00
12/10/2020	Softchoice Corpora...	45 licenses for Office 365	10,985.40
12/10/2020	Apple Inc.	IPAD pro - PHX 8	792.00
12/10/2020	Apple Inc.	Airpod pro with wireless case	249.00
12/10/2020	Centerlogic, Inc.	Dell Server - PowerEdge T440 S...	6,963.22
12/10/2020	Centerlogic, Inc.	Monthly managed IT SAAS	607.00
12/10/2020	TriTech Emergenc...	11/15/20 - 12/15/20 Tri-Tech billi...	250.00
12/10/2020	Softchoice Corpora...	4 Visio P2 Users	700.00
12/10/2020	Apple Inc.	Apple Pencil 2nd Gen	714.00
12/28/2020	Urban Armor Gear	Ipad Covers	535.21
12/29/2020	Apple Inc.	Ipads - 5 128GB	1,995.00
12/29/2020	Apple Inc.	Ipad - 4 128GB	2,116.00

01/06/21

Cash Basis

Scappoose Rural Fire District Itemized Account Activity

December 2020

Date	Source Name	Memo	Paid Amount
12/29/2020	Apple Inc.	IPAD PRO 12.9 WF - 8	8,392.00
12/29/2020	Apple Inc.	3 AC Mac book pro, 3power exte...	1,594.00
12/29/2020	Apple Inc.	Wireless charging case	79.00
12/29/2020	Apple Inc.	catalyst airpods pro x6	179.70
12/29/2020	Apple Inc.	Airpod pro with wireless case x 6	1,494.00
12/29/2020	Apple Inc.	Mac Computers 2- MBP 16 spac...	6,398.00
12/29/2020	Apple Inc.	Mac Computers 1- MBP 16 silver	3,559.00
12/29/2020	CenturyLink	Chapman internet charge	69.95
12/29/2020	City of Portland	800 MHz access	147.81
12/29/2020	Comcast	Acct#8778 10 202 0633936	243.35
12/29/2020	AT&T Mobility	FirstNet Acct# 287287321203	251.63
12/29/2020	Apple Inc.	5 Ipad covers	245.00
12/29/2020	Verizon Wireless	ACCT # 672550930-00001	10.02
12/29/2020	Verizon Wireless	ACCT # 342023411-00001	583.34
Total 765 Information Technology			49,485.47
770 Operating Materials/Suppli			
12/01/2020	Amazon	Kleenex kitchen paper towels	81.62
12/01/2020	Amazon	Kitchen Supplies - bowls Liquid ...	64.55
12/03/2020	Amazon	Disposable coverall hoods x 10	1,760.00
12/03/2020	Amazon	Disposable coverall hoods	714.35
12/29/2020	Booth, Shelly	Laser Measurer	39.88
Total 770 Operating Materials/Suppli			2,660.40
775 Emerg. Operating Supplies			
12/29/2020	SeaWestern Fire A...	G1 Cleaning confidence	116.64
12/29/2020	SeaWestern Fire A...	BAS high pressure fittings	60.00
Total 775 Emerg. Operating Supplies			176.64
780 Building & Grounds Maint.			
12/09/2020	Amazon	Mailbox and supplies	49.54
12/10/2020	Alonzo Yard Maint...	Chapman station yard maint	200.00
12/10/2020	Paramount Pest C...	Chapman Station pest control	110.00
12/10/2020	Alonzo Yard Maint...	Holbrook yard maint	200.00
12/29/2020	Ace Hardware - Sc...	Simple green cleaner	47.96
12/29/2020	Alonzo Yard Maint...	Chapman Fire station maint. ER...	200.00
12/29/2020	Alonzo Yard Maint...	Chapman fire station winter Maint	100.00
12/29/2020	Alonzo Yard Maint...	Holbrook fire station winter maint	100.00
Total 780 Building & Grounds Maint.			1,007.50
790 Training			
12/10/2020	ABC For Life Traini...	9 AHA BLS Skills(\$35/student)	315.00

01/06/21

Cash Basis

Scappoose Rural Fire District Itemized Account Activity

December 2020

Date	Source Name	Memo	Paid Amount
12/29/2020	National Testing N...	Annual NTN for FF Testing & Re...	500.00
	Total 790 Training		815.00
810 Utilities			
12/10/2020	City of Scappoose	water/sewer acct#000421000	313.03
12/10/2020	City of Scappoose	water/sewer acct#000422-000	34.65
12/10/2020	Graybar Financial ...	VOIP phone rental	299.25
12/10/2020	P.G.E.	electricity for Holbrook station	52.71
12/10/2020	Waste Manageme...	monthly Garbage/Recycling	127.45
12/10/2020	W.O.E.C.	Chapman electricity	282.00
12/29/2020	CenturyLink	Main station fax & Chapman pho...	116.83
12/29/2020	City of Scappoose	water/sewer acct#000421000	348.06
12/29/2020	CRPUD	boathouse electricity	88.54
12/29/2020	CRPUD	main station electricity	926.08
12/29/2020	N.W. Natural Gas	Acct 447881-4	326.61
12/29/2020	W.O.E.C.	Chapman electricity	215.45
	Total 810 Utilities		3,130.66
870 EMS Operations			
12/05/2020	Amazon	50 Coverall suits	594.00
12/08/2020	Sprayer Depot	handheld fogger	1,328.29
12/09/2020	WalMart	EMS Covid Quarantine food	49.78
12/09/2020	Amazon	goggles	30.88
12/10/2020	Sasek, Dean MD	Physician Advisor	691.67
12/10/2020	Airgas - USA, LLC	medical oxygen	219.02
12/10/2020	Life-Assist, Inc.	medical supplies PO 12141 -OR...	14.62
12/10/2020	Life-Assist, Inc.	Medical Supplies PO 12141 OR...	272.10
12/10/2020	Life-Assist, Inc.	Medical Supplies PO 12139 OR...	627.22
12/10/2020	Life-Assist, Inc.	Medical Supplies PO 12134 OR...	101.70
12/10/2020	Life-Assist, Inc.	medical supplies PO 12138 OR#...	145.94
12/10/2020	Life-Assist, Inc.	Medical Supplies PO 12143 OR...	33.64
12/10/2020	Life-Assist, Inc.	Medical Supplies PO 12143 OR...	1,134.22
12/10/2020	Life-Assist, Inc.	Medical Supplies PO 12145 OR...	220.00
12/29/2020	Airgas - USA, LLC	medical oxygen - 9107986153	285.08
12/29/2020	Airgas - USA, LLC	medical oxygen - 9107986154	161.40
12/29/2020	Environmental Co...	1 biohazard containers	50.00
12/29/2020	Life-Assist, Inc.	medical supplies PO 12145 OR#...	15.55
12/29/2020	Life-Assist, Inc.	Medical Supplies PO 12145 OR...	1,237.72
12/29/2020	Life-Assist, Inc.	Medical Supplies PO 12143 OR...	324.00
12/29/2020	Life-Assist, Inc.	Medical Supplies PO 12148 OR...	86.40
12/29/2020	Medline industries I...	Goggles x 10	209.60
12/29/2020	Systems Design	EMS billing for November	1,625.25
12/29/2020	TriZetto Provider S...	EMS billing fee	106.10

Scappoose Rural Fire District
Itemized Account Activity
December 2020

Date	Source Name	Memo	Paid Amount
	Total 870 EMS Operations		9,564.18
	Total 1.2 GENERAL FUND MATERIAL & SVC		95,583.65
	Total 1...		362,434.67
	Total 1..GENERAL FUND EXPENDITURES		362,434.67
TOTAL			362,434.67

4:26 PM

01/06/21

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

December 2020

Filters applied on this Report:

Account: Expense and other expense accounts

Date: Custom

BUDGET VS ACTUAL

01/06/21
Cash Basis

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

	Jul - Dec 20	Budget	\$ Over Bud...	% of Budget
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,950,733.78	1,876,467.00	74,266.78	104.0%
Conflagration	304,000.00	30,000.00	274,000.00	1,013.3%
EMS Receipts	271,483.76	640,000.00	-368,516.24	42.4%
Fire Marshal	44,393.20	10,000.00	34,393.20	443.9%
FireMed	21,592.25	42,000.00	-20,407.75	51.4%
G.E.M.T. (Medicaid)	39,333.01	30,000.00	9,333.01	131.1%
Gas Royalties	19,575.86	5,000.00	14,575.86	391.5%
Grant Awards	4,264.20	1,000.00	3,264.20	426.4%
Interest Earned on Investments	5,466.23	1,000.00	4,466.23	546.6%
Intergovernmental	8,974.16	0.00	8,974.16	100.0%
Miscellaneous Revenue	11,718.57	20,000.00	-8,281.43	58.6%
Property Taxes				
Taxes - Current				
Local Option Levy	1,549,061.59	1,578,911.00	-29,849.41	98.1%
Permanent Rate Levy	1,400,414.03	1,419,110.00	-18,695.97	98.7%
Total Taxes - Current	2,949,475.62	2,998,021.00	-48,545.38	98.4%
Taxes - Prior Years	90,808.72	105,000.00	-14,191.28	86.5%
Total Property Taxes	3,040,284.34	3,103,021.00	-62,736.66	98.0%
Total 1. GENERAL FUND REVENUES	5,721,819.36	5,758,488.00	-36,668.64	99.4%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	2,553.90	0.00	2,553.90	100.0%
Grant Award	84,223.19	100,000.00	-15,776.81	84.2%
Total 2. GRANT FUND REVENUE	86,777.09	100,000.00	-13,222.91	86.8%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	298,224.82	298,278.00	-53.18	100.0%
Interest Earned on Investments	996.17	0.00	996.17	100.0%
Transfers In	0.00	97,122.00	-97,122.00	0.0%
Total 3. PROPERTY FUND REVENUES	299,220.99	395,400.00	-96,179.01	75.7%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	47,584.53	47,817.00	-232.47	99.5%
Interest Earned on Investments	180.07	0.00	180.07	100.0%
Transfers In	0.00	50,000.00	-50,000.00	0.0%
Total 4. PERSONNEL SVCS FUND REVEN	47,764.60	97,817.00	-50,052.40	48.8%
Total Income	6,155,582.04	6,351,705.00	-196,122.96	96.9%
Gross Profit	6,155,582.04	6,351,705.00	-196,122.96	96.9%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	320,863.54	658,155.00	-337,291.46	48.8%
560 Personnel Salaries	1,181,876.18	2,277,956.00	-1,096,079.82	51.9%
570 SocSec/Medicare(FICA)	95,047.49	178,978.00	-83,930.51	53.1%
580 Volunteer Services	688.88	20,000.00	-19,311.12	3.4%
590 Personnel Benefits	310,778.26	710,834.00	-400,055.74	43.7%
Total 1.1 GENERAL FUND PERSONNEL...	1,909,254.35	3,845,923.00	-1,936,668.65	49.6%
1.2 GENERAL FUND MATERIAL & SVC				

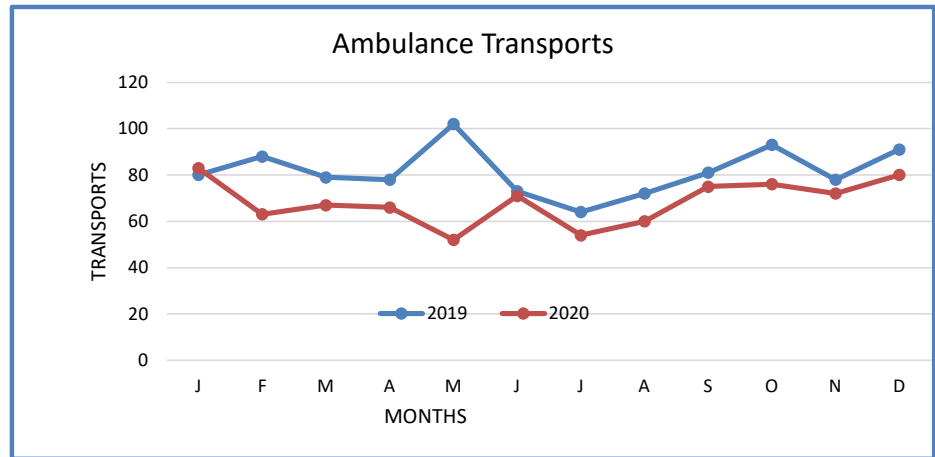
01/06/21
Cash Basis

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

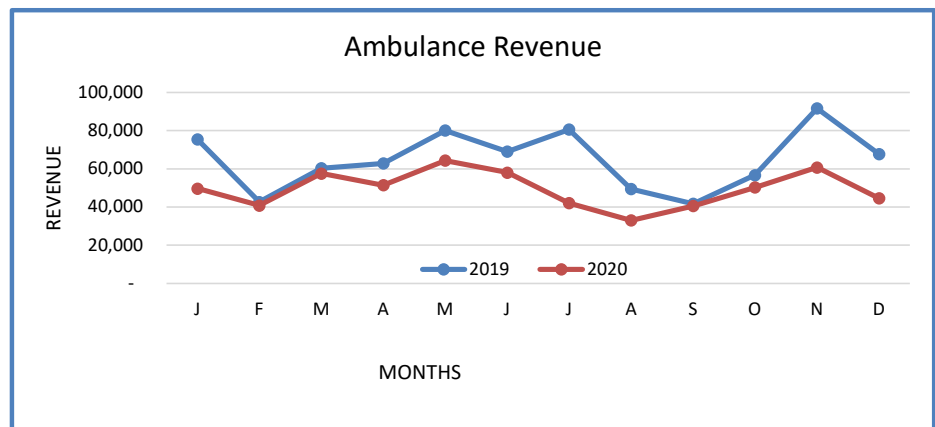
	Jul - Dec 20	Budget	\$ Over Bud...	% of Budget
670 Contract Services	81,701.47	45,000.00	36,701.47	181.6%
680 Communications Maintenance	4,992.04	15,000.00	-10,007.96	33.3%
720 Public Fire Services	1,056.30	14,800.00	-13,743.70	7.1%
730 Property & Liability Insur.	398.00	58,050.00	-57,652.00	0.7%
740 Uniforms	3,420.70	15,000.00	-11,579.30	22.8%
750 Maintenance on Equipment	68,957.69	110,000.00	-41,042.31	62.7%
760 Administration	26,847.16	56,500.00	-29,652.84	47.5%
765 Information Technology	81,866.05	95,000.00	-13,133.95	86.2%
770 Operating Materials/Suppli	5,023.80	5,000.00	23.80	100.5%
775 Emerg. Operating Supplies	5,986.21	50,000.00	-44,013.79	12.0%
780 Building & Grounds Maint.	26,847.59	93,264.00	-66,416.41	28.8%
790 Training	9,416.41	55,000.00	-45,583.59	17.1%
810 Utilities	13,002.81	35,570.00	-22,567.19	36.6%
870 EMS Operations	70,049.84	155,000.00	-84,950.16	45.2%
880 FireMed	65.00	23,000.00	-22,935.00	0.3%
Total 1.2 GENERAL FUND MATERIAL &...	399,631.07	826,184.00	-426,552.93	48.4%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	0.00	25,000.00	-25,000.00	0.0%
Total 1.3 GENERAL FUND CAPITL OUT...	0.00	25,000.00	-25,000.00	0.0%
1.4 GENERAL FUND DEBT				
930 Debt	61,578.06	64,259.00	-2,680.94	95.8%
Total 1.4 GENERAL FUND DEBT	61,578.06	64,259.00	-2,680.94	95.8%
Total 1...	2,370,463.48	4,761,366.00	-2,390,902.52	49.8%
1.5 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0.00	50,000.00	-50,000.00	0.0%
Transfers to Property Fund	0.00	97,122.00	-97,122.00	0.0%
Total 1.5 GENERAL FUND TRANSFER OUT	0.00	147,122.00	-147,122.00	0.0%
1.6 GENERAL FUND CONTINGENCY	0.00	200,000.00	-200,000.00	0.0%
1.7 GENERAL RESERVED FOR FUTURE	0.00	650,000.00	-650,000.00	0.0%
Total 1..GENERAL FUND EXPENDITURES	2,370,463.48	5,758,488.00	-3,388,024.52	41.2%
2. GRANT FUND EXPENSE				
2.3 MATERIALS & SERVICES	6,206.10	100,000.00	-93,793.90	6.2%
Total 2. GRANT FUND EXPENSE	6,206.10	100,000.00	-93,793.90	6.2%
3. PROPERTY FUND CAPITAL OUTLAY				
Fire Apparatus & Equipment	122,080.00	389,400.00	-267,320.00	31.4%
Miscellaneous Real Property	0.00	5,000.00	-5,000.00	0.0%
Reserved for Future Expenses	0.00	1,000.00	-1,000.00	0.0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	122,080.00	395,400.00	-273,320.00	30.9%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	9,723.45	96,817.00	-87,093.55	10.0%
Reserved for Future Expenses	0.00	1,000.00	-1,000.00	0.0%
Total 4. PERSONNEL SVC FUND EXPENSE	9,723.45	97,817.00	-88,093.55	9.9%
Total Expense	2,508,473.03	6,351,705.00	-3,843,231.97	39.5%
Net Income	3,647,109.01	0.00	3,647,109.01	100.0%

AMBULANCE BILLING & TRANSPORT REPORT

	2019	2020
J	80	83
F	88	63
M	79	67
A	78	66
M	102	52
J	73	71
J	64	54
A	72	60
S	81	75
O	93	76
N	78	72
D	91	80



	2019	2020
J	75,406	49,639
F	42,641	40,764
M	60,274	57,548
A	62,786	51,391
M	80,009	64,340
J	69,047	58,014
J	80,583	42,023
A	49,376	33,007
S	41,784	40,574
O	56,713	50,250
N	91,565	60,727
D	67,635	44,503



MONTHLY RESPONSE & ACTIVITY PREPORTS



DECEMBER 2020

MONTHLY REPORT

OPERATIONS

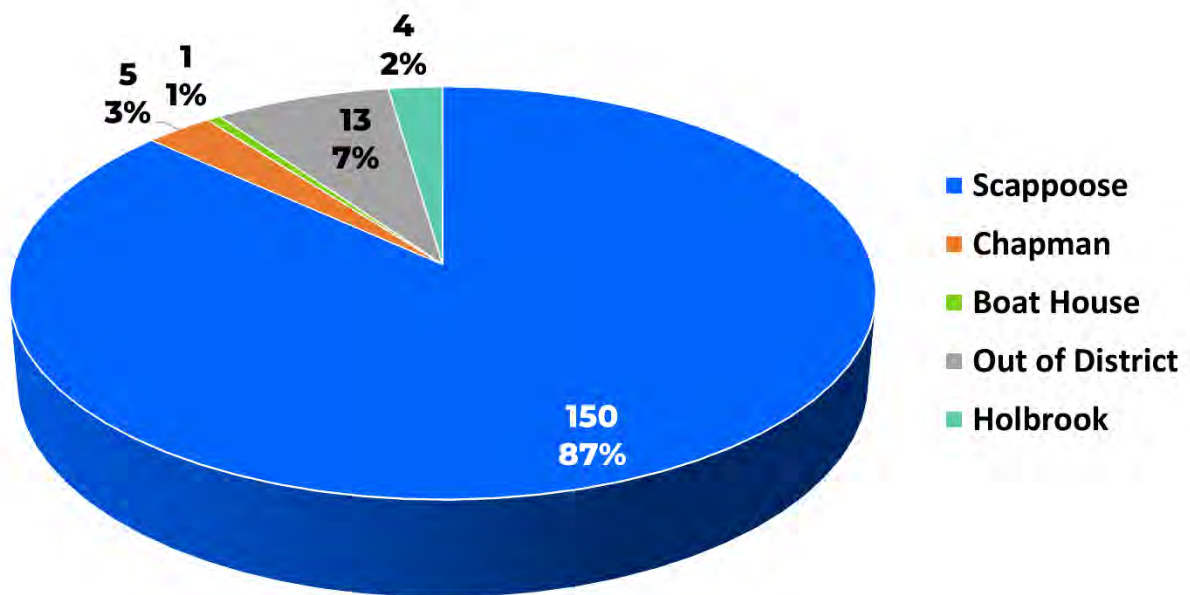
For the month of December, the ratio of EMS incidents to Fire incidents was **76%** to **24%** respectively. There were **131** EMS related calls for the month, where **136** patients were treated. COVID-19 was suspected or confirmed in **27** patients.

The 90th percentile response time for first arriving units, on emergency incidents, during the month of December was **10:55**.

Approximately **72%** of the total call volume (**124** incidents) represents overlapping calls (at least one other call in progress). This requires units to respond to areas outside their base districts, which inevitably results in increased response times. Total Fire & EMS calls for service during the month was **173**, with a total of **364** apparatus responses spending **271** hours and **27** minutes of time.

For the month of December, SRFD averaged **1.35** fire calls per day and **4.23** EMS calls per day for an overall daily average of **5.58** calls per day.

DECEMBER 2020 - INCIDENTS BY STATION
173 Incidents with 364 Apparatus Responses

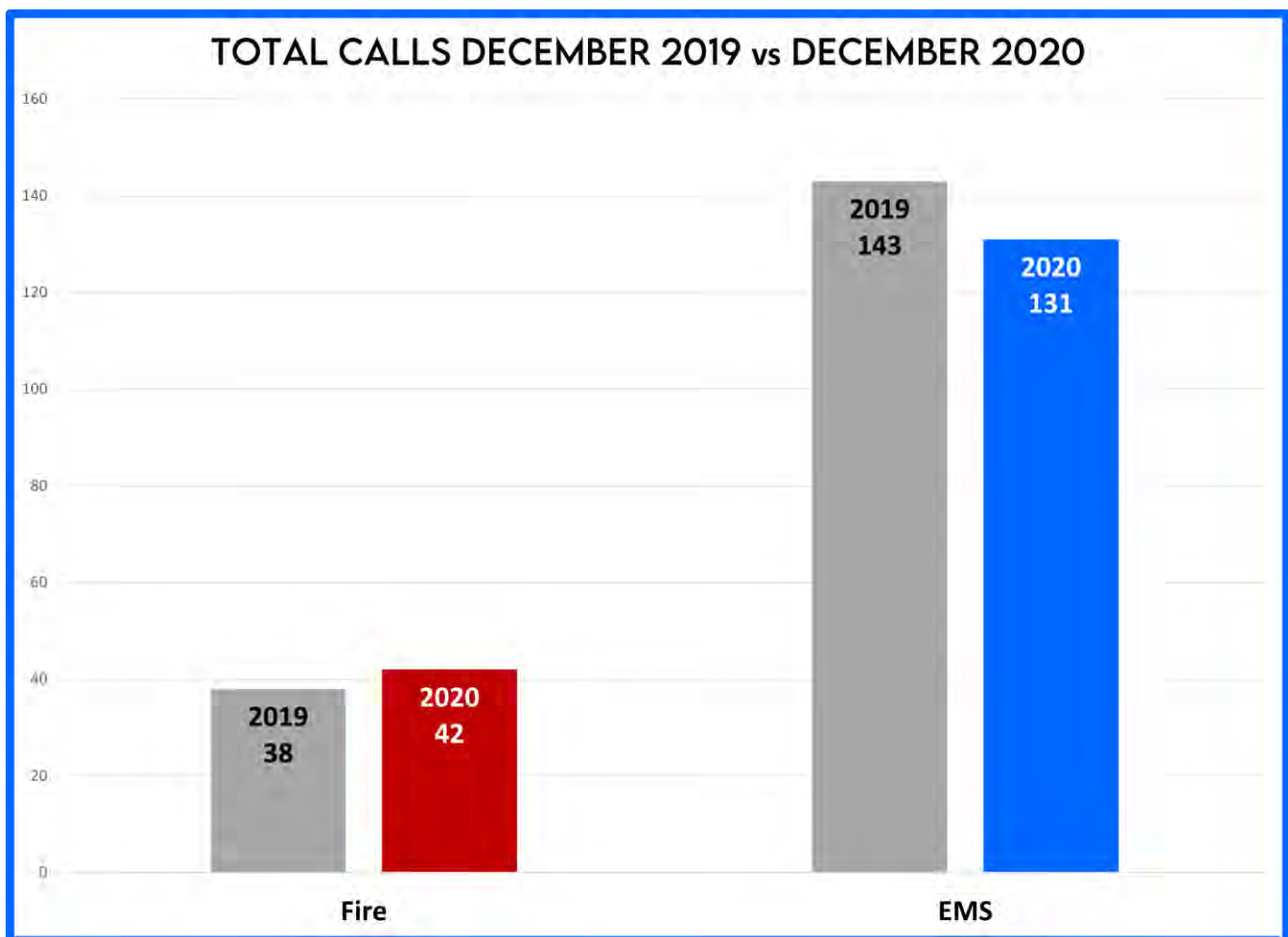


OPERATIONS

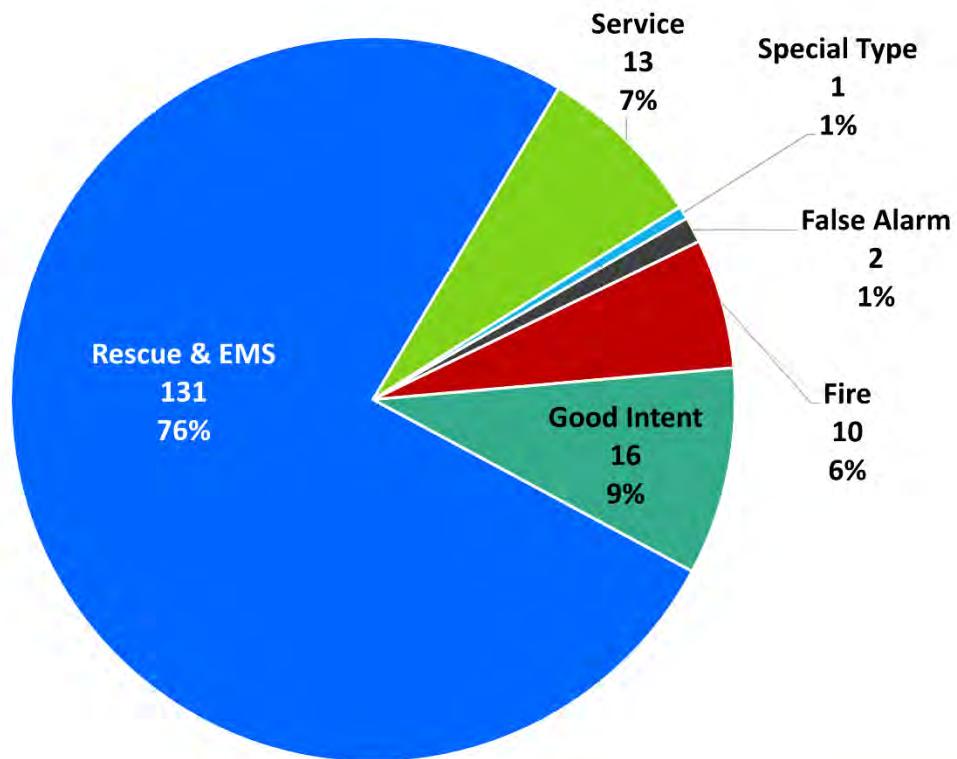
FIRE AND EMS CALL BREAKDOWN FOR DECEMBER 2020

Fires	10
Service Call	13
Good Intent	16
Other Assistance	1
False Alarm	2
Hazardous Condition	0
FIRE CALLS TOTAL	42

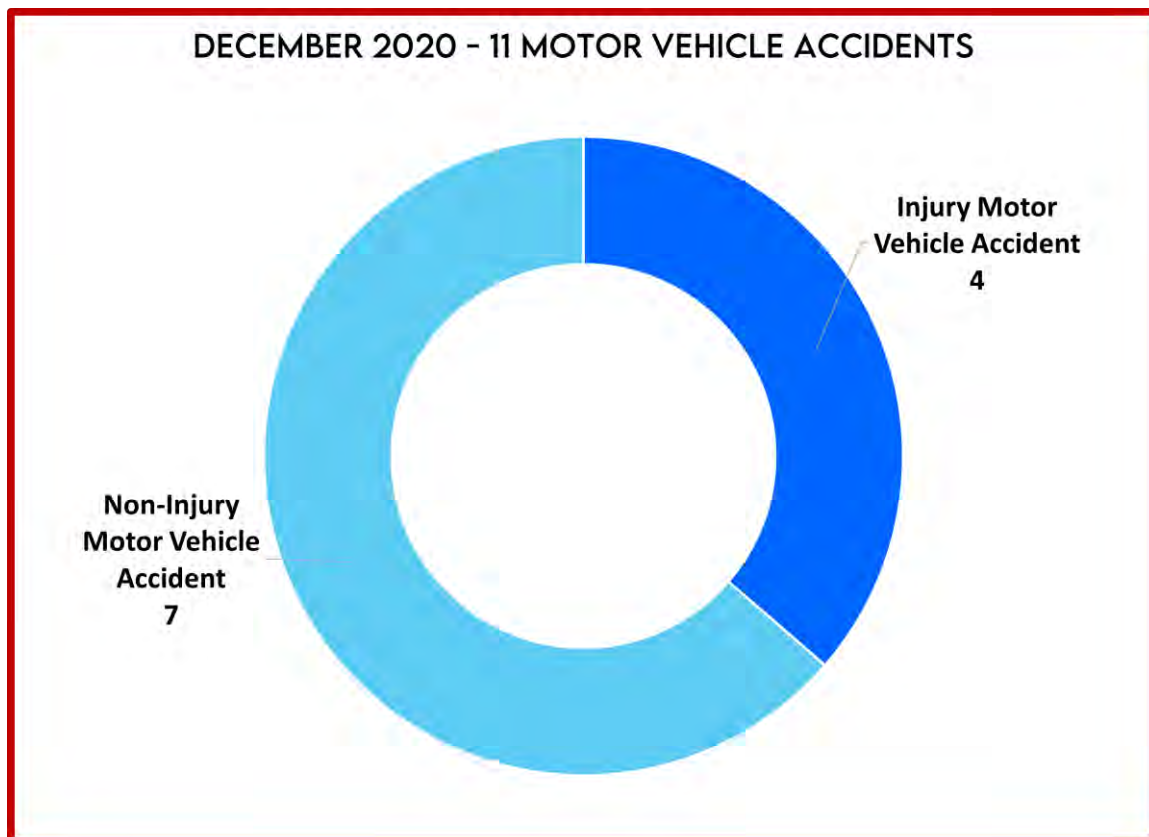
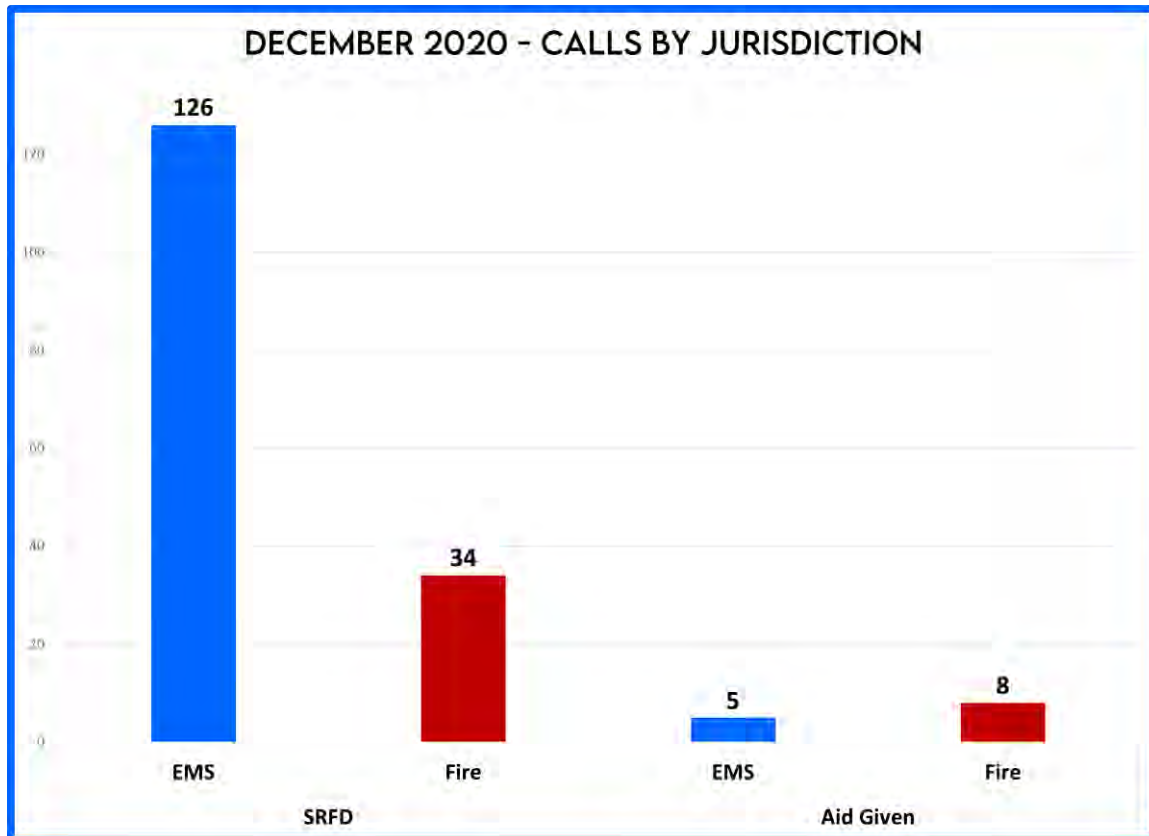
ALS Provided	83
BLS Provided	45
Investigate	2
Other Assistance	1
EMS CALLS TOTAL	131

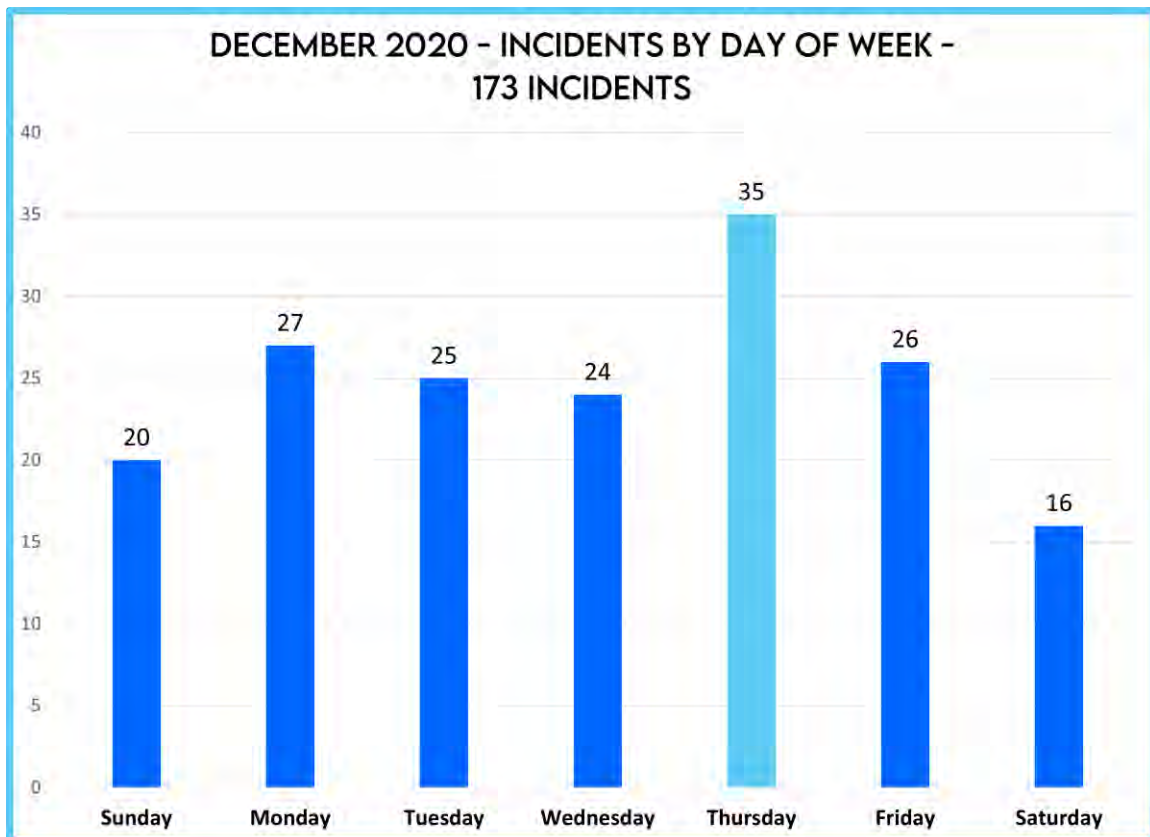
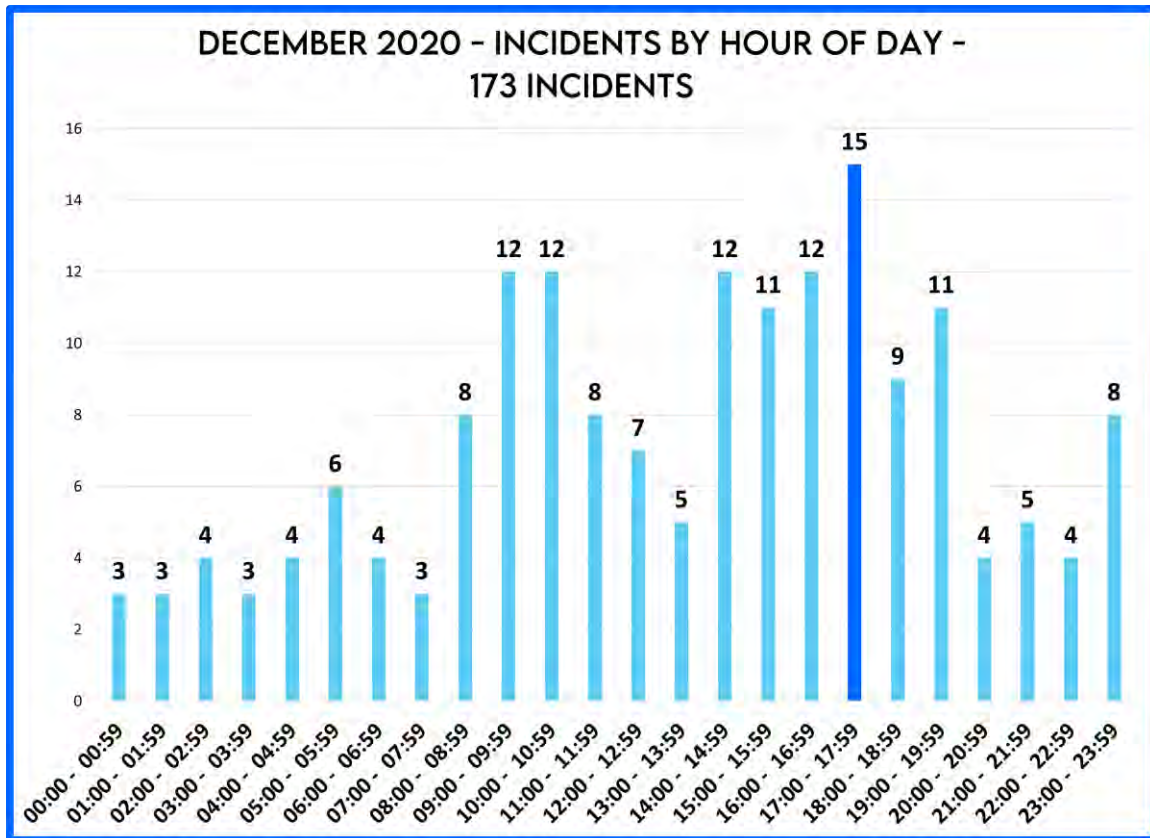


DECEMBER 2020 - CALLS BY TYPE

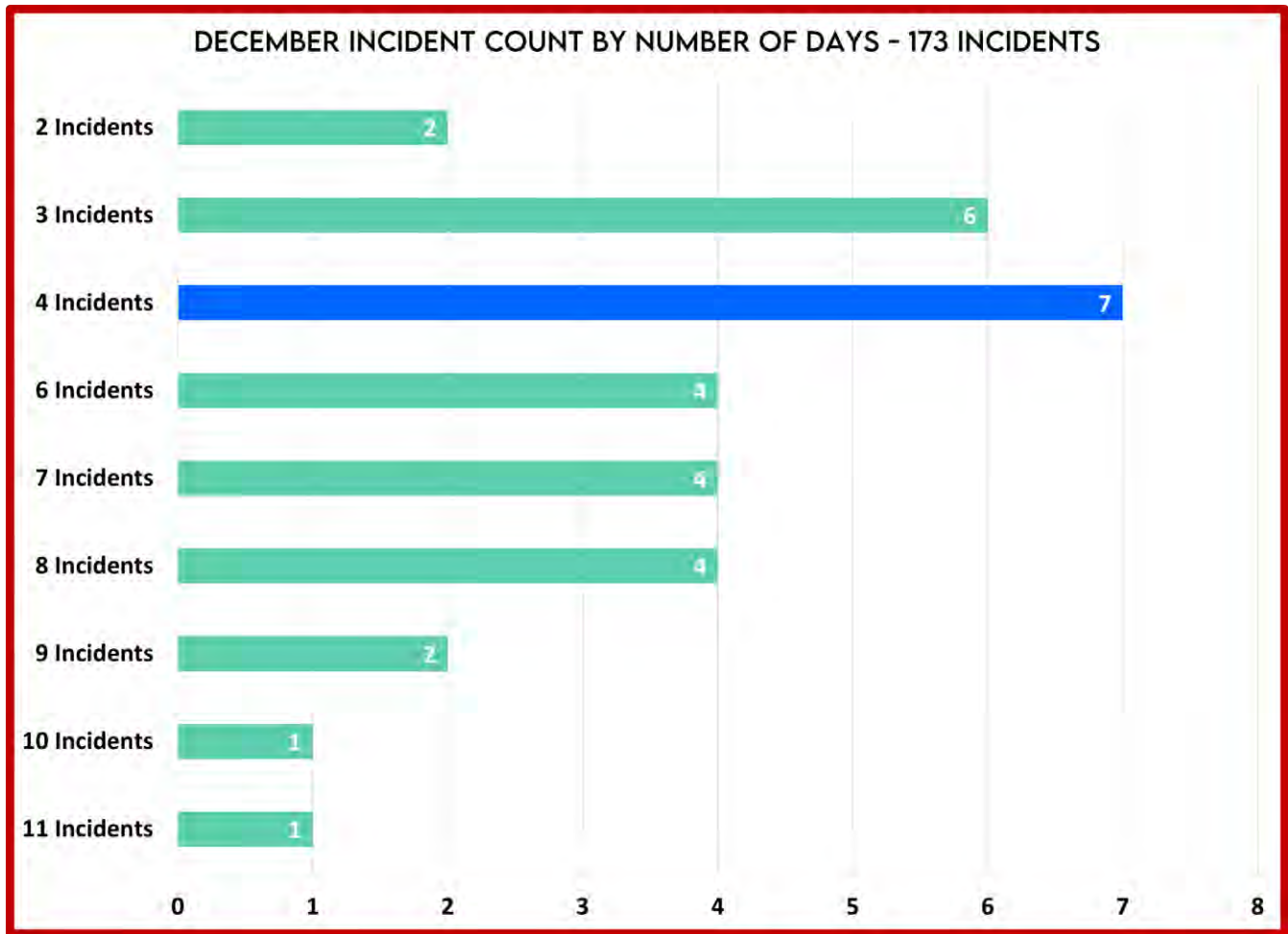


	Average Calls Per Day	Total Number of Calls	Percentage
Fire	1.35	42	24%
EMS	4.23	131	76%
TOTAL	5.58	173	100%





OPERATIONS



OPERATIONS

STANDARD OF COVER GOAL				# INCIDENTS	DISTRICT	TARGET
First Arriving Engine at a Fire Suppression Incident - Travel Time Fractile 90%				5	10:01	
DISTRICT GOALS				# INCIDENTS	APPARATUS	TARGET
TurnOut Time; First In; Emergent; 90% Fractile	A Shift	B Shift	C Shift			
BR431			3:13	2	3:13	≤ 2:00 Minutes
E431	5:19	5:18	4:23	7	5:32	≤ 2:00 Minutes
M430	2:46	3:02	4:50	36	3:29	≤ 2:00 Minutes
M431	4:15	4:35	4:41	51	4:41	≤ 2:00 Minutes
M432	3:22	5:08	4:50	7	5:09	≤ 2:00 Minutes
DISTRICT GOALS				# INCIDENTS	DISTRICT	TARGET
Response Time; First In; Emergent; 80% Fractile	A Shift	B Shift	C Shift			
EMS	10:17	10:32	9:39	94	10:27	
Fire	11:46	14:18	10:29	12	12:53	
DISTRICT GOALS				# INCIDENTS	APPARATUS	TARGET
EMS Response Time; First In; Emergent; 90% Fractile	A Shift	B Shift	C Shift			
BR431	-	-	5:14	2	5:14	
M430	7:36	9:40	7:27	34	7:58	
M431	10:51	10:58	10:14	50	11:01	
M432	9:18	9:43	13:39	7	12:26	
FIRE Response Time; First In; Emergent; 90% Fractile	A Shift	B Shift	C Shift			
E431	10:05	14:50	8:00	7	14:02	
M430	12:11	3:46	-	2	11:21	
M431	10:48	-	-	1	10:48	
M432	-	-	-	-	-	

STAFF REPORTS

Fire Chief Report January 2021

Meetings Attended

Date	Topic	Date	Topic
12/1/20	Apparatus Committee meeting	12/14/20	City Council Meeting
12/1/20	2020 Fire Season UAS Mtg	12/16/20	Skiydia Roundtable
12/4/20	PCC OMIC	12/17/20	Meet with Clark Signs
12/7/20	Occupancy Calculations at a church	12/18/20	Tenzinga Demo
12/8/20	Fire Investigation Team Mtg	12/21/20	Officers Meeting
12/8/20	Admin Meeting	12/21/20	Civil Service Mtg
12/9/20	DAS Testing	12/22/20	C- Shift Intterra Training
12/10/20	Virtual Engine Tour (New Engine)	12/22/20	Admin Meeting
12/10/20	CCOM Meeting	12/23/20	Vaccination Meeting
12/10/20	UAS Data Specialist Meeting	12/24/20	A-Shift Intterra Training
12/11/20	DAS / Fire Alarm / Sprinkler #2 OMIC	12/28/20	Vaccination Meeting
12/14/20	Fire Defense Board Meeting	12/29/20	Testify at Grand Jury
12/14/20	PCC OMIC #3 Test	12/29/20	Meet with Local 1660 about COLA

Hours Worked October: 270.25 Hours (67 hrs/wk)

On Call in October: 407 Hours (17 Days)

TOTAL HOURS: 677

Training

Put on a class for all of the shifts on Intterra

Put on a class for all of the Shifts on Image Trend Activities

Projects

Fire Code Guide Update - *Tabled*

Fire Department APPs - *In Process*

Special Operations - *Tabled*

Image Trend (Analytics) - *Tabled*

Image Trend (Inspections / Occupancy Module) - *Completed!*

Image Trend (Fire Investigation Module) *Completed!*

Image Trend (Activities Module) *Completed!*

Jamf – *Deployed 15 devices*

It seems as though every December is a challenge. With end of the year requests, Share and Care; this year we added Covid and Quarantining, grant deadlines, vaccinations, budget review, and all of the other requests, made for an interesting month. Time flew, and there wasn't enough of it.

A lot of time was spent on budget review and preparing for a meeting with Local 1660, a bunch of time was spent on the logistics of quarantining for our folks, assisting with ordering supplies for COVID and Cares finds and working on the back end of our network and Mobile Data Management (MDM) system. The MDM covers all iPads, iPhones and Mac computers. We are also in the beginning stages of putting together the first annual report for the board and the community in a long time. Hope to have this completed by the next board meeting.

We heard about a meeting at the City regarding an extension for the Enterprise Zone, and we attended to get on the record as not supporting the resolution. Our objection is not to economic development, our objection was specific to what an Enterprise Zone does to our organization from a tax reduction.

A bit of time was spent on determining how and what our process for performance evaluations will be in the future. There will be a change in the very near future, but only so we can capture the need to enhance performance of our employees. What ever we end up with will be focused on performance plans and working a system that actually benefits our employees and organization. Focus will be on improving morale, productivity, accountability, leadership and defining reasonable goals for all staff (Volunteers and Career). There will be more on this in the future.

A considerable amount of time was spent on preparing for our first Planning Committee meeting. There will be discussion about this at the board meeting and future board meetings as we decide on our approach to ask the community for assistance with our challenges with rolling stock, brick and mortar and staffing. All of these core areas are essential to successful service delivery. Our options will include a Capitol Levy, a Bond, a second Operational Levy or increasing the current Operational Levy. Options can be none of the above, a combination or a strategic approach to include a couple over predefined periods of time. One of the significant challenges for the board will be to also have four board members on the May ballot in addition to asking the voters for help. Needless to say, this will have to be carefully planned out.

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

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

FIRE MARSHAL REPORT

December was a great month from a fire and life safety standpoint. For the last several years we have been hampered by not having a good fire inspection platform. After an incredible amount of work, we are finally live with our new inspection platform. This platform will be used for regular inspections, company inspections, driveway inspections and specialty inspections. Other progress was made with the Activity module. We will finally be able to track Blood Pressure readings for the public and a whole host of other community information that we have not captured in the past. The charts below depict the inspection activity for all systems (Fire Alarm, Sprinkler and Kitchen Hood). The national average is 70% compliance, we are at 85%!

This month also saw a significant challenge in Fire Investigations. One was a complicated Arson fire. Thankfully, the suspect was apprehended by Law Enforcement. On the Fire Investigation front, I was able to complete the renewal for my national certification as a Fire Investigation Technician with the Motor Vehicle Credential through the International Association of Arson Investigators (IAAI). I am one of three in the state that hold the Motor Vehicle Fire credential through the IAAI.

Plan Reviews

4

Driveway Inspections

6

System Tests

4

General Inspections

9

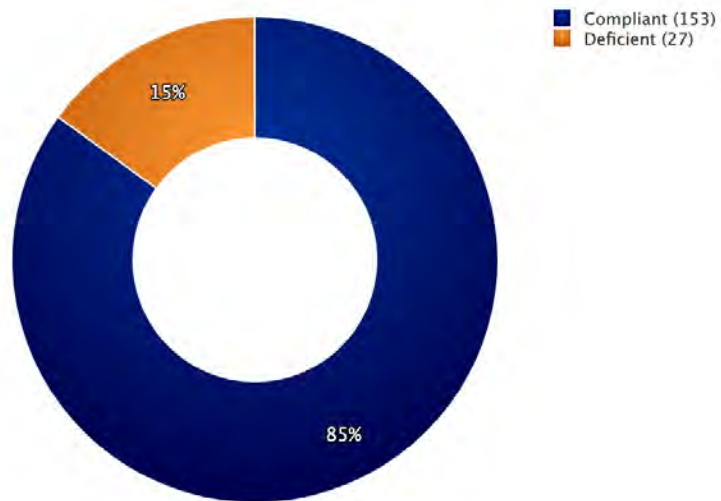
Fire Investigations

2

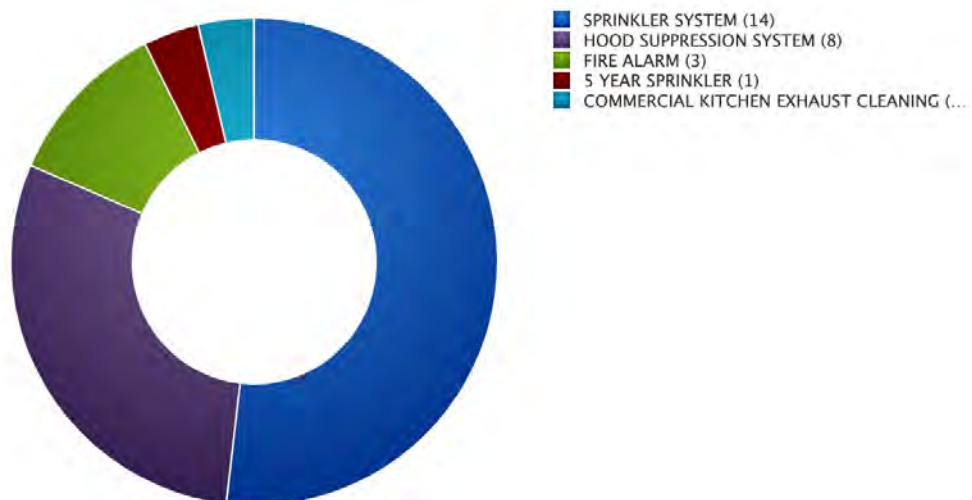
UAS (Drone) Missions

0

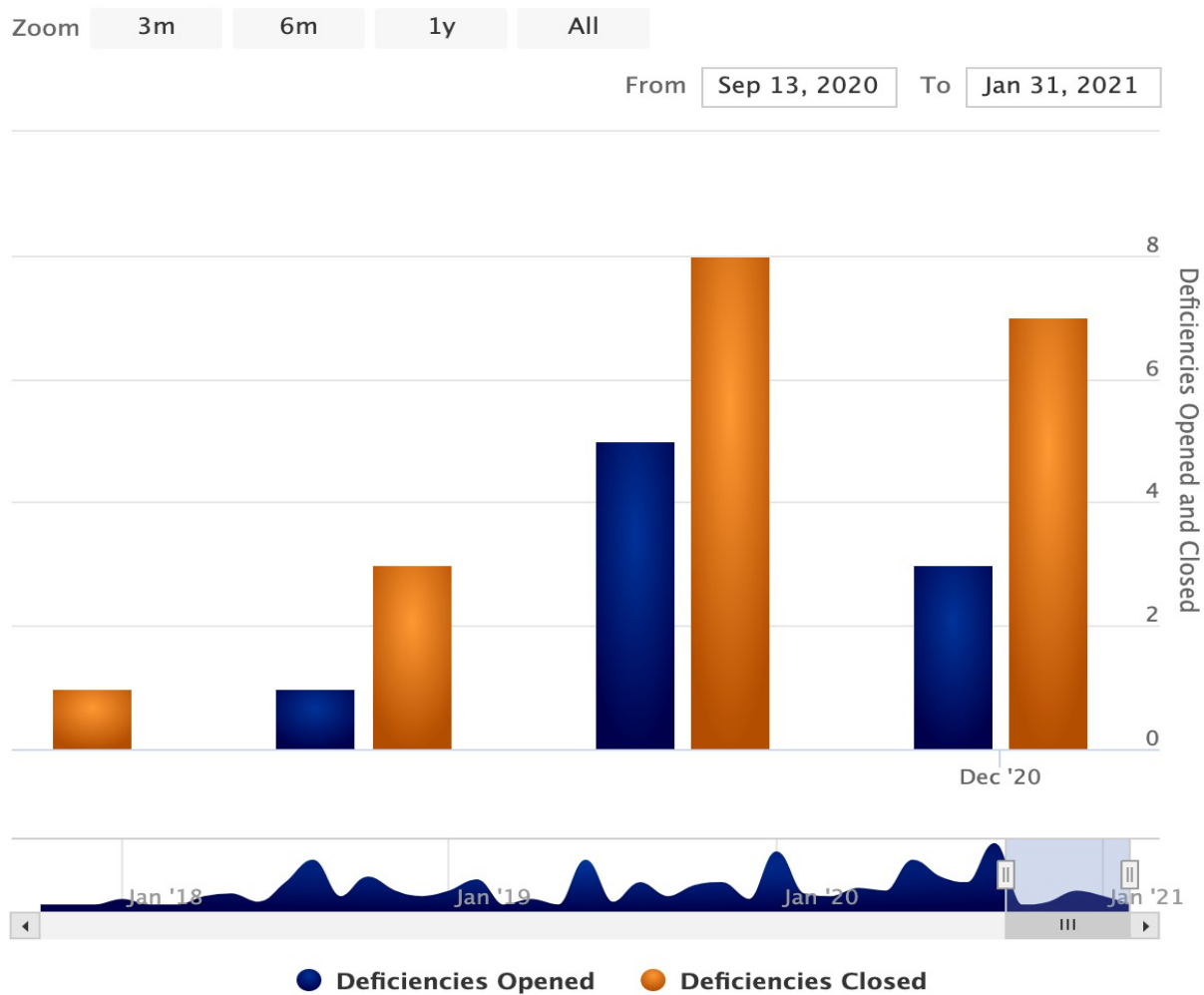
Compliant vs. Deficient Systems



Deficient Systems by System Type



Deficiencies Opened and Closed by Month



Operations Report

Thankfully, December was not as hard on vehicles as November was. We are still having challenges with some of our vehicles, but our maintenance officer and all of our staff have been performing excellent preventative maintenance and care for our fleet. We are working to obtain better analytics on our vehicles and should be able to tabulate this with monthly reports for you. An example for you is included at the end of this report.

Lt. Anderson and I spent several hours meeting with Rosenbauer regarding our new engine. We are hoping that it will be available before the next board meeting. The build is on schedule and should be delivered by the 1st of February. A couple of photos have been added to the end of this report.

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

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

The boat House station is in working order. Although, it still needs to be finished with sanding, and painting. At some point we will need to upgrade the electrical connection.

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

Towards the end of the month, a considerable amount of time was spent on planning to get our staff vaccinated. In order to do this, we had to sign up with the state to obtain a registration number. This registration number allowed us to apply for access to the vaccination tracking site. In addition to the application, 4+ hours of training was required to be able to utilize the site and software. Additional training on the Moderna Vaccine was required. After this was completed, we had to apply in another Oregon Health Authority area to obtain permission to be a pandemic provider. This included involvement with our physician advisor and documenting and describing how we were going to store and transport the Moderna Vaccine. As of the time of this report, there are less than 20 fire agencies in the state that have gone through this process. There are about 300 fire agencies in the state. After this was completed, we led the discussion and planning for the fire services as we worked with Mist-Birkenfeld Fire, Columbia River Fire & Rescue and the Columbia County Health Department to vaccinate 454 public safety staff in the county.

We spent a lot of time working on our data in our record management system. As an agency that reports to the National Fire Incident Reporting System (NFIRS) there are many specific codes and processes for how we enter run information into the system. We

have spent considerable time at our officers meetings working together to make sure that we are consistent with the state, the US Fire Administration and are able to obtain actionable data for the agency to be able to make good decisions with.

Miles and Engine Hours Driven

Mileage and Engine Hours Driven by Unit (updated in library 3/8/2018)

Fleet Status Active = True

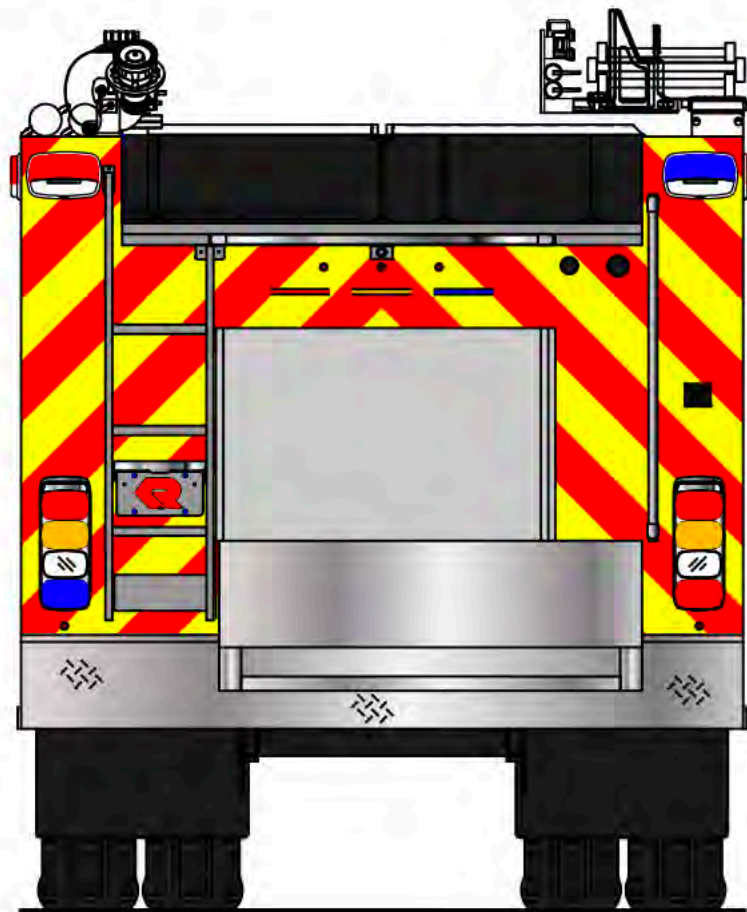
Date : Between(Calendar) 12/1/2020, 12/31/2020

Unit Number =

Miles and Engine Hours Driven Summary

Year	Unit Number	Miles	Engine Hours
2020	Engine 3101	14	3
2020	Engine 3104	0	0
2020	Engine 3105	207	11
2020	Engine 3106	244	16
2020	FB 43	-151	103
2020	Medic 3306	1,813	0
2020	Medic 3307	1,521	104
2020	Medic 3308	370	0
2020	Rescue 3404	20	1
2020	Squad 3203 (QRU Suburban)	496	0
2020	Squad 3204 (Backup/Duty Officer Suburban)	0	0
2020	Staff 3206 (Pricher)	0	0
2020	Station Activity/Kits/Inventory	0	0
2020	Support 431 / AP 3408	0	0
2020	Tower 3108	0	1
2020	Utility 3407 (Pickup)	0	0
2020	WL 3403 (B436)	0	0
2020	WL 3406 (B435)	0	0
2020	WL 3411 / CAFS Capable Brush	0	0
2020	WL 96-266 (HB431)	1,644	0
2020	WT 3501 (WT435)	0	0
2020	WT 3502 (WT431)	0	0
		6,177	239





**Training Report
Chief Marks
January 2021**

Projects:

Duty Shifts

2021 Volunteer Academy Planning and Prep (Working with Sauvie Island)

OSHA Covid-19 Rules

Drills / Activities / Meetings in November included

Board Meeting

LCRTOA

Meet with Chief Lake about 2021 Academy

Recruit Volunteer Orientation

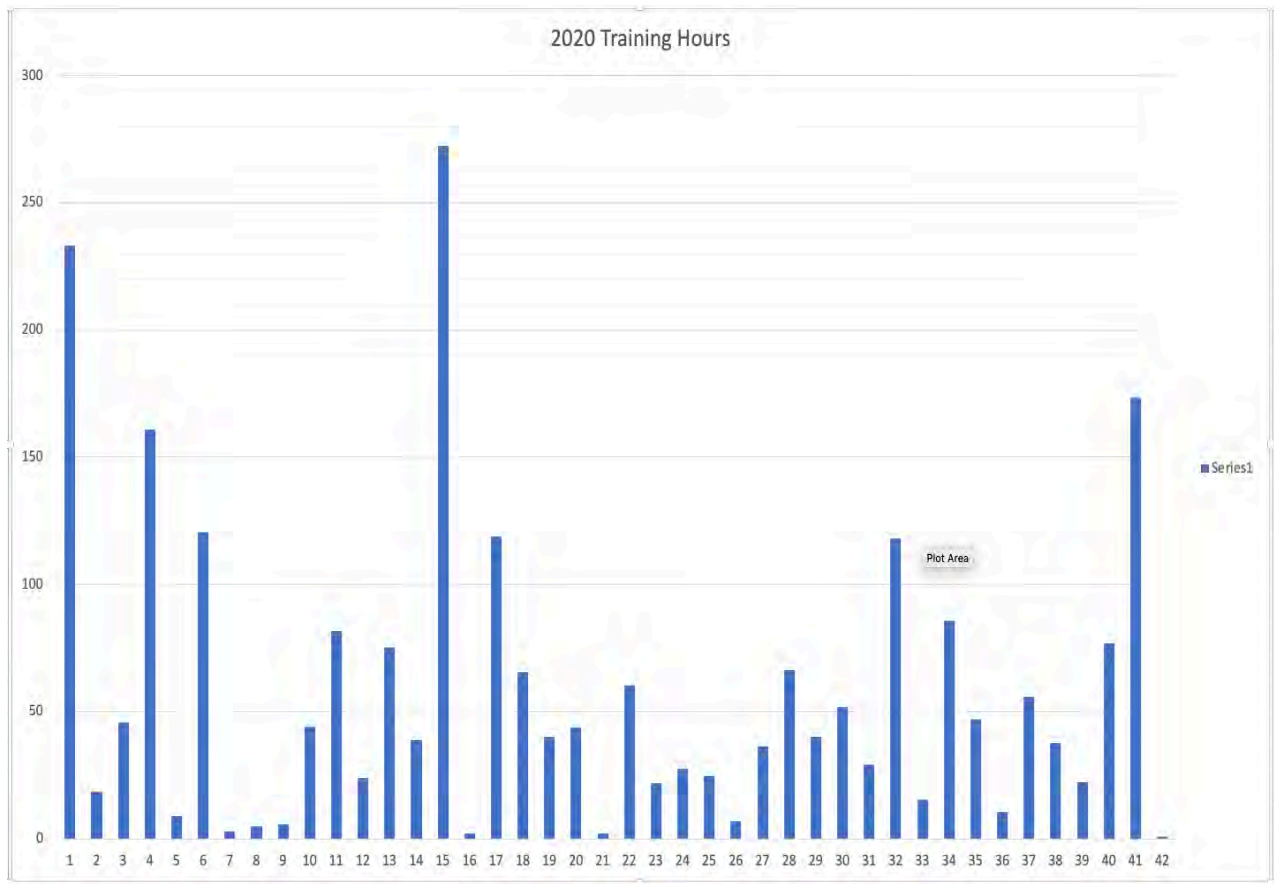
Admin and Officers Meetings

EMS Recert

December was not as busy as the recent months. I have had some large projects in the works. A majority of my time was spent working on the 2021 Volunteer Recruit Academy training schedule. Two districts will be participating in the 2021 academy. These districts are Scappoose Fire and Sauvie Island Fire District. Due to personal reasons, we now only have one recruit from Scappoose. Chief Lake has committed to assisting in the instruction of the hands on portion. The class locations will be divided between their location and the Scappoose Station. We will be using props at LBTC for live fire training.

The end of the month was taken up by planning meetings for Covid-19 vaccinations. Vaccinations for the first tier occurred the first part of January.

Total Volunteer Hours in December 2020	350.63 between 11 individuals.
My Time Worked in December 2020	124.5 hours
Call Time in December 2020	313 Hours Total Hours 439.53
Total Training Hours in 2020	2405.06 Hours



At the end of 2020 the district had 42 members in Target Solutions. The above graph shows the number of hours for each individual. The personnel numbers are random as to not show which members completed more than others.



Alex Tardif

Director of Finance January 2021 Meeting

At December 31, the District completed 50% of the fiscal year.

Personnel salaries and payroll taxes are on track at 49.6%. Materials & Services are at 48.4%. Sub account Operating Materials is at 100.5% which includes the purchase of COVID supplies (the budget amount for OM was 5k, and items will need to be reclassified to the grant line item). Equipment Maintenance is at 62.7% includes the \$14,875 paid to repair the tower truck. The Board had approved a maximum of \$20,000 for these repairs. The Real & Personal Property Fund paid \$122,080 for the Rosenbauer engine chassis. The balance owed upon completion is about \$333,000. The loan funds in escrow are \$225,000, so the remaining cash owed by the District is about \$108,000. We expect to pay these funds after taking delivery in the late spring of 2021. We made our first payment of four in the amount of 61,578 on our debt in December.

EMS receipts to date total \$271483.76, which is 42.4% of budget. The monthly average for the last 3 months is \$51,826.76. Current yearly average is \$45,180.75 (total/6). EMS revenue must average \$53,333 per month to reach this year's conservative budget of \$640,000. Based on current trends EMS revenue is projected to come in at \$534,414, which is about 84% of budget or \$105,585 below budget. There were 80 December transports, which is a 11% increase over the prior month. This will result in higher EMS revenue in January and February.

Of note, we have received 98% of budgeted taxes or \$1,549,061.59 for local option and \$1,400,414.03 for permanent rate. We received \$908,087.22 in prior year taxes or about 87% of budgeted. These tax dollars need to cover two fiscal years, the last 6mos of the current fiscal year and the first 6 months of the following fiscal year. We also received a payment of \$304,000 on 12/1/2020 from US forest service for the rem's deployment and that is now reflected in December month end as well as receiving \$76,434 in cares grant award.

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

OLD BUSINESS

SOUTH COLUMBIA COUNTY ENTERPRISE ZONE

Columbia County, OR

Vernonia

Columbia
City

St. Helens

Scappoose

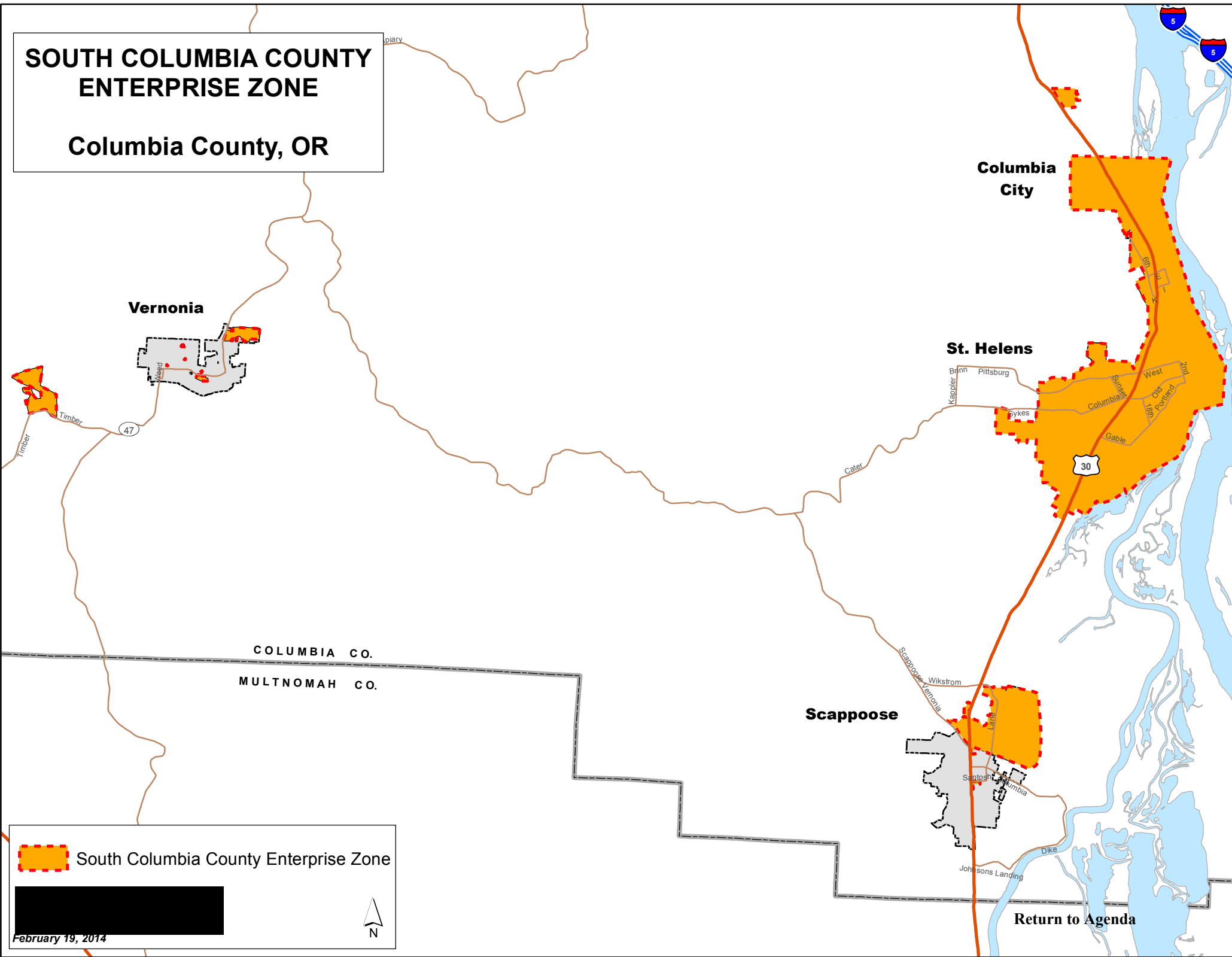
COLUMBIA CO.
MULTNOMAH CO.

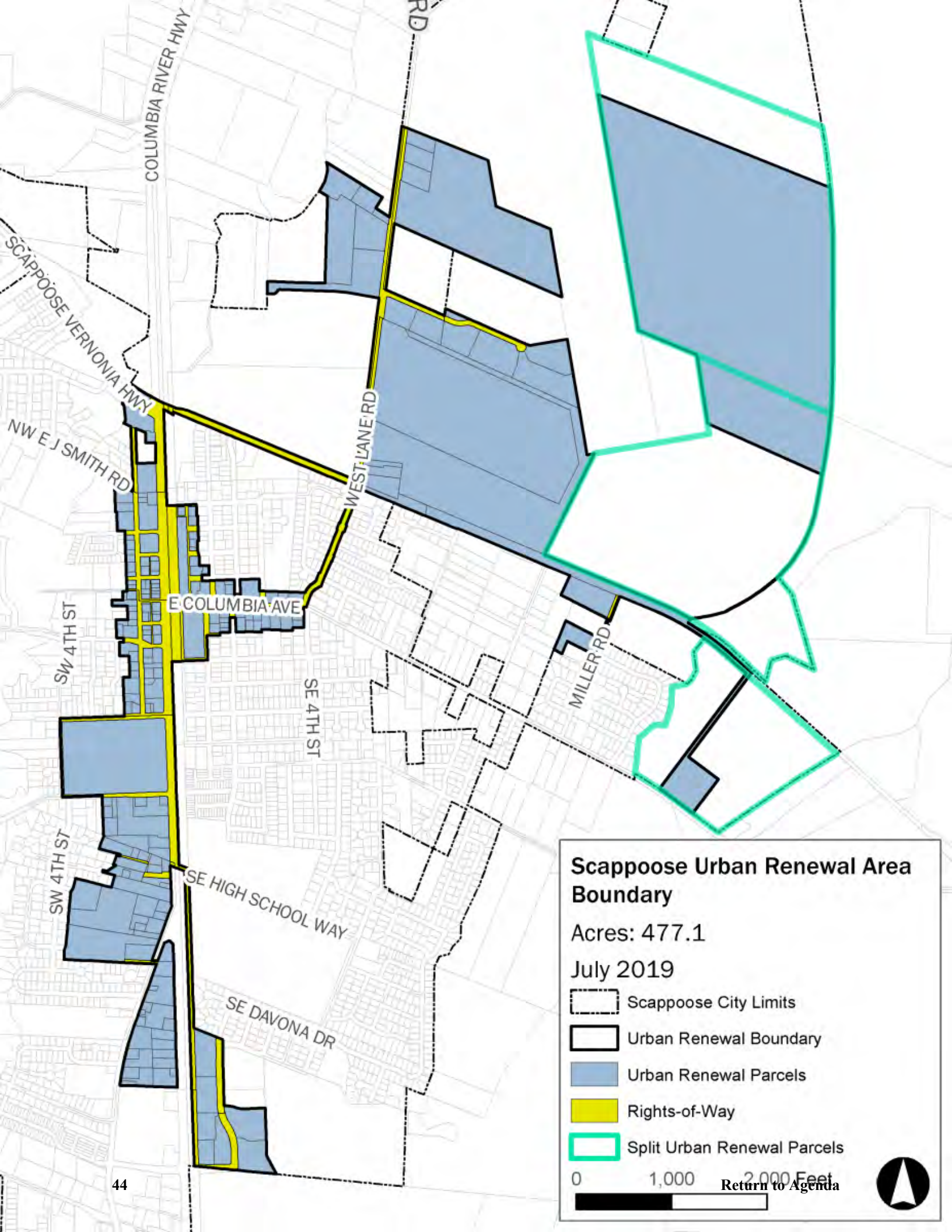
 South Columbia County Enterprise Zone

February 19, 2014



Return to Agenda



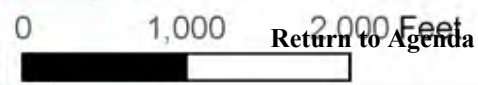


Scappoose Urban Renewal Area Boundary

Acres: 477.1

July 2019

- Scappoose City Limits
- Urban Renewal Boundary
- Urban Renewal Parcels
- Rights-of-Way
- Split Urban Renewal Parcels



NEW BUSINESS

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

2020-2021 BUDGET CALENDAR

January 14, 2021 7:00 P.M. Board Meeting Appoint Budget Officer
Approve Budget Calendar Major Budget Item Discussion

February 11, 2021 7:00 P.M. Major Budget Item Discussion

March 11, 2021 7:00 P.M. Board Meeting Major Budget Item
Discussion

April 08, 2021 7:00 P.M. Board Meeting Final Direction on Major
Budget Items

April 16, 2021 1st Notice of Budget Committee Meeting Notice on
website www.srfd.us

April 30, 2021 2nd Notice of Budget Committee Meeting Published in
Spotlight

May 13, 2021 7:00 P.M. Budget Committee Meeting Board Meeting
follows

May 28, 2021 Notice of Budget Hearing Published in Spotlight

June 10, 2021 7:00 P.M. Budget Hearing Board Meeting follows with
Budget Adoption, Appropriation, and Tax Imposition

July 15, 2021 Deadline for Budget Documents delivered To County
Assessors (LB 50, resolution)