

AGENDA

The regular meeting of the Scappoose Rural Fire Protection District Board of Directors is Thursday, May 3, 2018, Scappoose Fire Station, Scappoose, Oregon. The meeting will begin after completion of the 7:00 p.m. budget meeting.

- I. CALL TO ORDER & FLAG SALUTE
- II. AUDIENCE PARTICIPATION
- III. CONSENT AGENDA
 - A. Minutes from April 12, 2018 regular meeting
 - B. Bills to be approved May 3, 2018
 - C. Budget vs. Actual a/o April 30, 2018
- IV. REPORTS
 - A. Chiefs' Reports
 - B. Miscellaneous
- V. OLD BUSINESS
 - A. Awards & Incentives Committee
 - B. Management Team Committee
 - C. Planning Committee
 - D. Fire Chief Job Classification System
- VI. NEW BUSINESS
 - A. PERS Employer Incentive Fund Resolution
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

Chief Greisen's Agenda Review

5/03/2018

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

CHIEFS’ REPORTS (all in Dropbox)

Chiefs’ Reports -

Miscellaneous –

OLD BUSINESS

Awards & Incentives Committee –

Management Team Committee –

Planning Committee –

Fire Chief Job Classification System – “Motion to approve the Fire Chief Job Classification System as submitted...”

NEW BUSINESS –

PERS Employer Incentive Fund Resolution – memo & Resolution in Dropbox. Needs motion to approve – “Motion to approve Resolution 2018-01 concerning the PERS Employer Incentive Fund which allows the Fire Chief to apply for PERS matching funds as soon as the Public Employees Retirement Board begins accepting applications to participate in the Fund.”

Good of the Order

05/02/18
Cash Basis

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

	Jul '17 -...	Budget	\$ Over B...	% of ...
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,501,585	1,345,989	155,596	112%
EMS Receipts	563,024	610,000	-46,976	92%
FireMed	39,545	35,500	4,045	111%
Gas Royalties	0	1,500	-1,500	0%
Grant Awards	3,607	0	3,607	100%
Interest Earned on Investments	24,958	10,000	14,958	250%
Miscellaneous Revenue				
CRF&R IGA	82,015	96,867	-14,852	85%
Miscellaneous Revenue - Other	122,037	18,333	103,704	666%
Total Miscellaneous Revenue	204,052	115,200	88,852	177%
Property Taxes				
Taxes - Current				
Local Option Levy	1,398,587	1,411,467	-12,880	99%
Permanent Rate Levy	1,257,037	1,268,613	-11,576	99%
Total Taxes - Current	2,655,624	2,680,080	-24,456	99%
Taxes - Prior Years	88,600	90,000	-1,400	98%
Total Property Taxes	2,744,224	2,770,080	-25,856	99%
Transfer from Grant Fund	28,651	28,651	0	100%
Total 1. GENERAL FUND REVENUES	5,109,646	4,916,920	192,726	104%
2. GRANT FUND REVENUE				
Grant Award	0	112,944	-112,944	0%
Total 2. GRANT FUND REVENUE	0	112,944	-112,944	0%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	417,132	421,184	-4,052	99%
Grant Income	5,519			
Interest Earned on Investments	3,873	2,500	1,373	155%
Transfers In	0	1,000	-1,000	0%
Total 3. PROPERTY FUND REVENUES	426,524	424,684	1,840	100%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	205,514	205,106	408	100%
Interest Earned on Investments	2,637	1,800	837	146%
Total 4. PERSONNEL SVCS FUND REVEN	208,151	206,906	1,245	101%
Total Income	5,744,321	5,661,454	82,867	101%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	367,038	535,200	-168,162	69%
560 Personnel Salaries	1,531,514	1,916,619	-385,105	80%
570 SocSec/Medicare(FICA)	123,572	149,680	-26,108	83%
580 Volunteer Services	27,422	38,000	-10,578	72%
590 Personnel Benefits	333,491	465,000	-131,509	72%
Total 1.1 GENERAL FUND PERSONNEL...	2,383,037	3,104,499	-721,462	77%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	52,558	111,350	-58,792	47%
680 Communications Maintenance	21,219	54,000	-32,781	39%
720 Public Education	7,462	7,500	-38	99%
730 Property & Liability Insur.	48,406	53,200	-4,794	91%

05/02/18
Cash Basis

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

	Jul '17 -...	Budget	\$ Over B...	% of ...
740 Uniforms	8,895	20,000	-11,105	44%
750 Maintenance on Equipment	96,380	110,000	-13,620	88%
760 Administration	33,501	54,000	-20,499	62%
765 Information Technology	53,552	59,900	-6,348	89%
770 Operating Materials/Suppli	4,404	5,000	-596	88%
775 Emerg. Operating Supplies	40,162	65,000	-24,838	62%
780 Building & Grounds Maint.	43,056	125,731	-82,675	34%
790 Training	45,023	90,000	-44,977	50%
810 Utilities	23,776	39,800	-16,024	60%
870 EMS Operations	66,728	70,000	-3,272	95%
880 FireMed	17,988	18,500	-512	97%
Total 1.2 GENERAL FUND MATERIAL &...	563,113	883,981	-320,868	64%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	27,876	77,440	-49,564	36%
Total 1.3 GENERAL FUND CAPITL OUT...	27,876	77,440	-49,564	36%
Total 1...	2,974,026	4,065,920	-1,091,894	73%
1.4 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0	1,000	-1,000	0%
Total 1.4 GENERAL FUND TRANSFER OUT	0	1,000	-1,000	0%
1.5 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.6 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	2,974,026	4,916,920	-1,942,894	60%
2. GRANT FUND EXPENSE				
2.1 GRANT FUND PERSONNEL SVCS				
1. Personnel Salaries	59,064	60,691	-1,627	97%
2. Personnel Benefits	25,229	23,602	1,627	107%
Total 2.1 GRANT FUND PERSONNEL SVCS	84,293	84,293	0	100%
2.2 Debt Svc to General Fund	28,651	28,651	0	100%
Total 2. GRANT FUND EXPENSE	112,944	112,944	0	100%
3. PROPERTY FUND CAPITAL OUTLAY				
Building & Grounds Improvements	0	30,000	-30,000	0%
EMS Apparatus & Equipment	230,274	232,000	-1,726	99%
Fire Apparatus & Equipment	52,422	152,684	-100,262	34%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	282,696	424,684	-141,988	67%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	0	201,906	-201,906	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	0	206,906	-206,906	0%
Total Expense	3,369,666	5,661,454	-2,291,788	60%
Net Income	<u>2,374,655</u>	<u>0</u>	<u>2,374,655</u>	<u>100%</u>

Scappoose Rural Fire District Itemized Account Activity

April 13 - 30, 2018

Date	Source Name	Memo	Amount
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
4/23/2018	Anderson, Robert	flexspend stmt d. 4-16-18	400.00
4/23/2018	HRA VEBA Trust	HRA VEBA Trust for health care	2,300.00
4/23/2018	Nationwide Retireme...	Emplyr contributions	450.00
4/30/2018	Paychex - tax	ER Work Benefit	63.21
4/30/2018	Paychex Payroll	Flex spend health ins cashout	11,940.32
Total 550 Insurance			15,153.53
560 Personnel Salaries			
4/17/2018	American General Lif...	Insurance Premium	59.85
4/23/2018	Transamerica Life Ins...	Employee Life #42462357 - Ahlers	93.81
4/23/2018	Nationwide Retireme...	Employee contributions	1,802.00
4/23/2018	SBG-VAA	Security Benefit plan 612041 for E...	60.00
4/23/2018	Principal Financial Gr...	Life Ins policy 4807350 - Heuer	109.99
4/23/2018	Voya-State of Oregon...	Oregon Savings & Growth Plan	9,787.48
4/26/2018	Oregon Dept. of Justice	PR deduction	854.40
4/30/2018	Paychex - tax	Employee taxes withheld	39,303.61
4/30/2018	Paychex Payroll	Deferred compensation	2,659.00
4/30/2018	Paychex Payroll	FLSA OT	2,054.76
4/30/2018	Paychex Payroll	FF incentives	1,360.00
4/30/2018	Paychex Payroll	Longevity	694.00
4/30/2018	Paychex Payroll	Phone Pay	150.00
4/30/2018	Paychex Payroll	Shift differential	92.61
4/30/2018	Paychex Payroll	Overtime	13,214.94
4/30/2018	Paychex Payroll	Balance of net pay	62,780.49
4/30/2018	Paychex Check	employee PR check	956.75
4/30/2018	Paychex Check	employee PR check	2,215.89
Total 560 Personnel Salaries			138,249.58
570 SocSec/Medicare(FICA)			
4/30/2018	Paychex - tax	Emplyr FICA	12,248.96
Total 570 SocSec/Medicare(FICA)			12,248.96
590 Personnel Benefits			
4/23/2018	State of Oregon - Em...	unemploymt for Red Flag employee	4.59
Total 590 Personnel Benefits			4.59
Total 1.1 GENERAL FUND PERSONNEL SVCS			165,656.66
1.2 GENERAL FUND MATERIAL & SVC			
680 Communications Maintenance			
4/23/2018	Complete Wireless S...	repair 2 radios:Kenwood BK & Mot...	435.70

Scappoose Rural Fire District Itemized Account Activity

April 13 - 30, 2018

Date	Source Name	Memo	Amount
4/23/2018	Musi-tronics	20 keypad/display protectors(LAA...	321.50
Total 680 Communications Maintenance			757.20
750 Maintenance on Equipment			
4/23/2018	CRFR	#3307-replace power steering gear...	970.99
4/23/2018	CRFR	E431- Annual service labor	3,200.00
4/23/2018	CRFR	E431- Annual service parts	1,240.22
4/23/2018	CRFR	E431- Annual pump test	200.00
4/23/2018	CRFR	#4381 - replace front O2 sensor	122.85
4/23/2018	CRFR	#M433 - Diagnose throttle assembly	50.00
4/23/2018	CRFR	#M431-Replace throttle pedal ass...	323.38
4/23/2018	CRFR	New Amb-labor for finish details	1,234.14
4/23/2018	CRFR	New Amb-parts for finish details	361.06
4/23/2018	DSU Peterbilt & GMC	#3305-labor to replace throttle ass...	1,024.00
4/23/2018	DSU Peterbilt & GMC	#3305-parts to replace throttle ass...	1,445.77
4/23/2018	Sirennet.com	Angled 45 deg. LED chrome bezel...	24.36
4/23/2018	Sirennet.com	8 flush mount clear lights WH6SC...	1,433.76
4/23/2018	SeaWestern Fire App...	41 SCBA flow tests @ \$55 each	2,255.00
4/23/2018	SeaWestern Fire App...	34 rubber O-rings	323.00
4/23/2018	SeaWestern Fire App...	45 facepiece flow tests	360.00
4/24/2018	Les Schwab Tires	App#3307-6 tires Back Country All...	1,357.80
Total 750 Maintenance on Equipment			15,926.33
760 Administration			
4/14/2018	US Bank	Service Charge	14.95
4/16/2018	Scappoose Bagel	Greisen funeral service	44.85
4/16/2018	Fred Meyer	Greisen funeral service	38.30
4/16/2018	All About Mail	SeaWestern postage	24.55
4/24/2018	Commercial Adjustment	EMS refund	100.00
4/24/2018	Super 8	hotel booking fee	7.99
4/25/2018	Black Bear Diner	State Fire Defense Mtg	18.38
4/25/2018	Original Roadhouse ...	State Fire Defense mtg	14.99
4/25/2018	Super 8	State Fire Defense lodging	117.48
4/26/2018	Dutch Brothers	admin prof day gift cards	100.00
4/26/2018	Fork'd	9 lunches for hydrant demo	59.67
4/30/2018	Paychex Invoice	Apr reg PR svcs	168.35
Total 760 Administration			709.51
765 Information Technology			
4/16/2018	BackupAssist	2 year renewal fee	262.00
4/23/2018	AT&T Mobility	Mar wireless charge	340.38
4/23/2018	CenturyLink	internet	63.94
4/23/2018	City of Portland	800 MHz access	107.61
4/25/2018	CDW-G	Juniper Unified Threat Mgmt	866.62

Scappoose Rural Fire District

Itemized Account Activity

April 13 - 30, 2018

Date	Source Name	Memo	Amount
Total 765 Information Technology			1,640.55
770 Operating Materials/Suppli			
4/23/2018	Northwest Safety Clean	clean 16 turnout coats	400.00
4/23/2018	Northwest Safety Clean	clean 15 turnout pants	375.00
4/23/2018	Northwest Safety Clean	repairs for NFPA compliance	1,445.10
4/24/2018	Amazon	2 Bunn commercial coffee filters (1...	22.58
Total 770 Operating Materials/Suppli			2,242.68
775 Emerg. Operating Supplies			
4/16/2018	Amazon	3 pkg recharge AAA batteries(12/pk)	47.97
4/16/2018	Fire Store	ProWarrington structure boot-Prich...	442.48
4/23/2018	Lawrenson, Kenneth	reimb glasses for SCBA mask	203.00
4/23/2018	SeaWestern Fire App...	SCBA repair supplies	382.12
4/23/2018	SeaWestern Fire App...	SCBA repair supplies	123.01
4/23/2018	SeaWestern Fire App...	helmet leather front & name plate	127.19
4/24/2018	Dept of Defense Email	Firefighter's Combi Tool	67.73
4/25/2018	Amazon	Chainsaw safety helmet w/ visor	27.81
4/26/2018	Dept of Defense Email	SevaTech: 6 pkg AAA batteries(24...	66.51
4/30/2018	Dept of Defense Email	2 cs Protective Suits-FF Investigati...	828.74
Total 775 Emerg. Operating Supplies			2,316.56
780 Building & Grounds Maint.			
4/23/2018	Ace Hardware	landscape maint supplies	114.89
4/23/2018	Paramount Pest Cont...	exterior activity in 2 stations	65.00
4/23/2018	Sunset Auto Parts	bldg maintenance supplies	14.46
4/24/2018	Paramount Pest Cont...	30 days cancel notice 3/23/18.	85.00
4/24/2018	Wesgarde	50 rocker switches 8007K23N313...	286.00
4/24/2018	Wesgarde	200 lenses-various colors	52.75
4/24/2018	Wesgarde	shipping	25.00
Total 780 Building & Grounds Maint.			643.10
790 Training			
4/13/2018	Phantom Dynamics	8 gal. Omnisistem OmniFog	216.00
4/14/2018	Action Training Syste...	5 DVDs-Pumping Apparatus Series	1,069.76
4/18/2018	Dahlgren's Do It Best ...	training supplies	33.36
4/18/2018	N.A.F.T.	Fire Attack & FF Safety-Marks:Du...	150.00
4/19/2018	D.P.S.S.T.	Fingerprint: M.Moorman	40.00
4/23/2018	OEDI	6 night lodging @ Kahneeta conf	534.00
4/24/2018	Jones & Bartlett Lear...	5 texts: Fire Apparatus Driver/Oper...	368.31
4/25/2018	N.A.F.T.	Fire Attack & FF Safety-S.Nielson	50.00
4/27/2018	Safeway	training snacks	16.46
4/29/2018	Mill Casino Hotel	OVFA Conf hotel - W.Hickman	404.72
4/30/2018	Mill Casino Hotel	OVFA Conf hotel - R.Carlton	303.54

Scappoose Rural Fire District Itemized Account Activity

April 13 - 30, 2018

Date	Source Name	Memo	Amount
	Total 790 Training		3,186.15
	810 Utilities		
4/24/2018	CenturyLink	landlines	444.81
	Total 810 Utilities		444.81
	870 EMS Operations		
4/23/2018	Bound Tree Corp.	alcohol prep pads	37.60
4/23/2018	Bound Tree Corp.	10 bxs IV flush syringe	279.90
4/23/2018	Emergent Respiratory	5 pk med CPAP OS breathing circ...	249.30
4/23/2018	Emergent Respiratory	10 pk large CPAP masks	159.90
4/23/2018	Emergent Respiratory	10 pk small CPAP masks	129.90
4/23/2018	Bound Tree Corp.	4 bxs morphine vials (25/bx)	371.96
	Total 870 EMS Operations		1,228.56
	Total 1.2 GENERAL FUND MATERIAL & SVC		29,095.45
	Total 1...		194,752.11
	Total 1..GENERAL FUND EXPENDITURES		194,752.11
	TOTAL		194,752.11

Fire Chief Report

April 2018

The new Columbia 911 Computer Aided Dispatch (CAD) system is up and operational. There have been issues which are being corrected whenever possible. Depending on the changes needed, some changes will not be made until 6 months of operations under the new CAD system. The new administrator for Columbia 911 started the first part of April and has been attending county wide meetings.

We held a company officers and chiefs meeting between both districts to discuss operational procedures, new records management systems, computed aided dispatch and other topics.

I attended the state fire defense board chiefs meeting in Redmond Oregon to discuss the Oregon mobilization plan and issues that came up during movement of resources in Oregon and California. Other states have been meeting with personnel from the Oregon State Fire Marshal Office to discuss how Oregon mobilization plans operate as they are interested in developing a plan for their states.

I have taken some time off this month to help with family.

Meetings & Training:

04/07 Grant Watts Auction B-Day	04/09 Chiefs Roundtable - Salem
04/10 Chiefs Roundtable – Salem	04/10 CRFR Board mtg.
04/11 CRFR Booth probationary test	04/11 Health insurance mtg.
04/11 SRFD Board member mtg.	04/12 SRFD Board mtg.
04/16 Civil Service mtg.	04/18 Col. Co. Fire Defense mtg.
04/18 Col Co FF Assoc. mtg.	04/19 Col. Co. mtg.
04/24 911 Advisory mtg.	04/25 State Fire Defense board mtg.
04/26 Chief mtg.	04/27 CRFR awards banquet
04/30 MRC advisory council	04/23-27 Duty Chief

Upcoming Events:

May 3 SRFD Budget Meeting 7:00 pm
May 3 SRFD Board meeting following budget meeting
May 7 CRFR Budget meeting 6:30 pm
May 8 CRFR Board meeting 7:00 pm
May 28 Memorial Day – office closed
June 12 CRFR Board meeting
June 14 SRFD Board meeting

April 2018 Training Report

Chief Marks

April 4	Morning and Evening Drills with recruit academy
April 10	LCRTOA Meeting CRFR Board Meeting
April 11	Morning and Evening Drills C. Booth 6 Month test Structure fire on Alpine Ave
April 12	Nozzle Demo with SeaWestern SRFD Board Meeting
April 14	Volunteer Recruit Academy
April 16	OEDI Board Meeting
April 18	Morning Drill Columbia County Vol. Association Meeting in Vernonia
April 19	Ops Committee Meeting
April 24	Meeting with Oregon Aero and Chief Smythe on Airport First Response
April 25	Morning and Evening Drills Company Evolutions
April 27	Assist Motherway with setup for CRFR Awards Banquet Start Weekend Duty Rotaton
April 28	Volunteer Recruit Academy

Continued Projects

FF 2 Classes

Scheduling Pumper Operator Academy

Prepping for CRFR DPSST Re-Accreditation

Remaining Volunteer Recruit Academy

Volunteer Recruit Graduation

EMS Officer Monthly Report

April 2018

2-4 OSFM Incident Management Team conference
6 ImageTrend training
10 CRFR Board Mtg
11 ImageTrend Implementation
12 Protocol Development committee meeting
12 SFD Board meeting
13 ImageTrend Implementation
16-20 Fire Behavior calculations course
23 Chief's meeting
24 Data analytics workshop
26 Company Officer's meeting
30 Medical Reserve Corps advisory meeting
30 Ambulance Service Area committee meeting

Community Paramedic activity report:

Current number of clients engaged: 12
Total number of clients engaged: 21
Clients graduated: 9

Total number of clients assigned: 32
Clients declining program: 4
Clients still attempting outreach: 7
Clients closed for other reasons (out of county, etc.): 2



Fire Marshal Report

Columbia River Fire & Rescue / Scappoose Fire District

April Board Meeting

Monthly Activity

Fire Code Questions and Complaints	Inspection Requests	Pre Application Meetings	Administrative Reviews	Re-Inspections
10	9	2	27	5
Plan Reviews	System Testing	Driveway Scappoose	Driveway St. Helens	Driveway Rainier
9	1	9	9	6
Fire Investigations	Public Hearings	Knox Box Installs	Permits	Weekly County Meetings
2	0	6	0	3
Total Hours: 170.5				

Previous Month 176.5

ADMIN Staff Time: 105 hours (Estimate)

General Info:

Attended the Fire Investigation Team (FIT) meeting. Still working on a new fire investigation policy. Attended Federal Incident Management team training in Yakima. Taught a chainsaw classes for both districts. Still spending a lot of time on the SH Middle School and the Grocery Outlet a/ Dollar General Store in Rainier. Still in the works are new PPE requirements for Fire Investigators to protect them from the smoke hazards among other things.. Participate in weekly meetings (Booth & Pricher) for RAXAR implementation. Project timeline attached to this monthly report. Taught a Chainsaw Operators class. Attended numerous meetings.

Respectfully Submitted by Jeff Pricher



Meeting Minutes



Meeting Information

Project Name: SRFD/CRFR: Fire Pre-Incident Planning and Fire & Life Safety Inspections

Location: UberConference/Tele-Conference

Date: 05/01/2018

Start/End Times: 9:30 AM – 10:14 PM (PDT)

Attendees

SRFD/CRFR

Jeff Pricher

Shelly Booth

RAXAR

Devin Patterson

Kyle Ciullo

Agenda Items

1. Finalize and approve attributes data
2. Demonstrate high-level inspection/ticketing process
3. Discuss any feedback on report templates
4. Next steps

Discussion Points

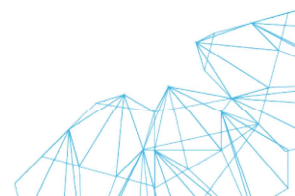
The main topics of discussion covered in this meeting include:

- Reviewed System Instance attributes list and status of SRFD's fire system data as well as vision for expanding that data.
- Demonstrated high-level ticket/inspection process and discussed future state of incorporating Scappoose existing checklists into tickets.
- Added buffer zone to ticket types list
- Discussed options for incorporating violations digitally through CSV structure and/or checklist(s) of common violation codes
- SRFD will provide PDF of Oregon fire codes for attachment to field tickets/reference from iPad

Action Items

Action	Owner	Due Date	Status	Notes
Draft project plan	Kyle	03/13/18	Complete	
Review/approve project plan	SRFD/CRFR	03/23/18	Complete	Thanks again, Chief!
Hold requirements gathering meetings and gather requested materials	Raxar + SRFD/CRFR	03/23/18	Complete	
Send sample fire pre-incident plan deliverables	Raxar	03/29/18	Complete	

Powered By:

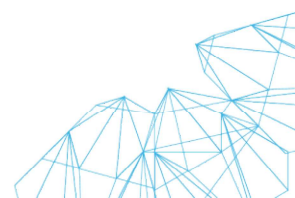




Meeting Minutes

Send example inspection formats to prompt brainstorming	Raxar	03/29/18	Complete	
Determine critical data fields for occupancy inventory and send CRFR inventory	SRFD/CRFR	03/29/18	Complete	Finalized during meeting 4/17
Send list of Key Items/Metrics wanted to monitor (for periodic/monthly metrics report)	SRFD/CRFR	03/29/18	Pending	
Provide screenshots of current metric reporting/dashboards	SRFD/CRFR	03/29/18	Complete	
Send code any/all code references available	SRFD/CRFR	03/29/18	Pending	
Review report formats and mark up with proposed changes	SRFD/CRFR	04/04/18	Pending	
Review types lists and add/delete system, inspection and building types as needed	SRFD/CRFR	04/04/18	Complete	List finalized during meeting 4/17
Provide information on water volume calculation	SRFD/CRFR	04/13/18	Complete	
Provide finalized data map for editing/approval	Raxar	04/13/18	Complete	
Map data into Raxar's import format	Raxar	04/20/18	Complete	
Provide Oregon fire codes PDF	SRFD/CRFR	05/08/18	On Track	
Begin Data import	Raxar	05/08/18	On Track	
Solution best way to incorporate violation code list	Raxar	05/08/18	On Track	

Powered By:



Division Chief O'Connor Monthly Report April 2018

Meetings: Oregon State Fire Marshal Incident Management Team Conference 4/2 – 4/4 at Bend; Local Emergency Planning Committee LEPC 4/10; CRF&R Board Meeting 4/10; Scappoose Safety Meeting 4/11; CRFR Safety meeting 5/1; Staff meeting 4/23; CCOM 911 Advisory meeting 4/24;

Facilities: Planning for office swap/upgrades between EMS billing and Fire chief offices at CRF&R admin; planning for floor replacement at admin building in kitchen and restrooms; Planning/working on facility clean-up for increased organization of LBTC and planned move for volunteer station at this location; Set up account with govdeals.com to auction surplus equipment; Working with contractor to replace upgrade station tap out systems, Rainier and Fairgrounds systems are failing rapidly; Coordinating with Rick Fletcher to have annual district fire extinguishers inspected; Ordered handheld grinders for St. Helens and Rainier Stations for tool maintenance and upkeep; Volunteer FF Randy Carlton mowed and cleaned up exterior of Holbrook station and plans to continue thru the summer; planning for install of security wall, windows and locks at Scappoose station.

PIO: Continued updates of social media pages with current information (shared duty w/Motherway) completed volunteer firefighter bios for National Volunteer Week; Completed call log reports for local media on Mondays (alternating Mondays w/Motherway); Tied Twitter and Facebook accounts together for increased social media presence; CRF&R Facebook page now has over 4,300 people following it, this is an excellent tool to communicate with the public about our operations helping promote transparency.

I/T: Changed to Comcast internet service at Rainier Station, this replaces CenturyLink; Entered into agreement with Dave Maller for IT services beginning June 1, 2018 and terminating IT contract with Utilize IT effective June 1, Dave Maller is also used by Scappoose Fire Dist.; troubleshoot various CAD login issues; set up new Ipad Pro's for several chief officers; replaced computer at JMF for mechanics;

Safety/Health: Continued coordination and follow up of NFPA physicals including pre-physical testing 6/2018; Continued follow up for programs as recommended by Health & Safety Committee including prioritizing needed updating/replacing of workout equipment and annual PAT; investigate and follow up on firefighter injuries/accidents; Working with CRF&R and SRFD safety committees for streamlined review of SOG's as they relate to safety committee and for station safety inspections; researching hood and glove exchange programs to decrease firefighter cancer risk; Researching apparatus backing programs to update current SOP and decrease backing incidents;

Misc: CRFR awards banquet April 27; Assisted with evaluation of Probationary Firefighter 6 month test 4/11; Duty chief Week of 4/13 – 4/20; provided volunteer activity report to volunteer association for LOSAP; Developing SCBA inspection and maintenance program with Firefighters Peterson, McGreevey and Goering; Completed SAFER grants for volunteer programs, applications submitted for both CRF&R and SRFD, there is no match for SAFER grants that are applied towards volunteer programs.

April 2018 – Chief of Operations Monthly Report

April, 2018 has been another busy month for both agencies. In a span of a few short months there have been a number of large scale changes for our crews. 2018 CAD change over, Image Trend, Crew Sense, Apparatus/Station Numbering changes, equipment changes, training changes, EMS only personnel, volunteer academy, and a host of smaller projects that have finished up. These changes have had their challenges and our members have risen to meet them with dedication and commitment. With the new electronic reporting system we are unable to give run totals for the month of April, we are working on the system to retrieve data, and this is an ongoing project.

- Image Trend change over from High Plains took place on April 11, 2018. We have a number of small issues that require constant tweaks to correct or adjust. The system is being used by career, volunteer, and EMS only personnel. This will be an ongoing update and revision throughout the summer to work out any bugs or software changes.
- Crew Sense, the roster reporting system has been in place for several months. Local 3215 has had a conversation to adjust the overtime selection permissions per the contract and we will be making those changes in the coming weeks. The system is operating as it should with only minor issues or adjustments.
- Budget Items – Operations has submitted requests for items in the 2018/19 budget, some items such as Personal Protective Equipment, hose, saws, wildland equipment, and other items have been placed into the budget as a request(s).
- Ambulance Only personnel are currently completing their Field Training Program component per Chief Coombs. This process is dependent upon the individual training with the crews and learning the aspects of the job. It will vary between individuals on how fast they complete the process.
- CAD development: CAD and the new Tri-Tech system are working to varying degrees of success. We are working to correct issues as they appear with Tri-Tech and CCOM personnel.
- Wildland/Conflagration response reimbursement: CRFR has received reimbursement for the North California Conflag response for Oct 2017. The only remaining conflag reimbursement still pending for both SRFD and CRFR is for the Thomas fire in December 2017. Most likely we should see payment in the early portion of summer.

Meetings:

- Crew Sense
- CAD/CCOM Changes and corrections
- NWCG Fire Calculations Course S390, 5 day class

- Operations Committee Meeting
- Ambulance Only EMS Personnel Training
- CRFR Volunteer Association Meeting
- 2018 Fire Academy Training
- Image Trend training and corrections
- Shift Image Trend Training
- Senior Staff Meeting
- Union/Mgmt Meeting (Monthly)
- Personnel Issues

Job Classification System

Fire Chief Job Classification System

Job Title:	Fire Chief		
Department/Group:	SRFD		
Location:	Scappoose		
Level/Salary Range:	Exempt Salaried		Full Time
Reports to:		Board of Directors	
Job Description			
<p>Supervision Exercised: Supervises all aspects of the Districts operations, planning, logistics and finances. May work at all command levels.</p> <p>Civil Service Status: This Position is NOT covered by the Civil Service System</p> <p>Representation Status: Non-represented. Works under a personal services contract with the Board of Directors.</p> <p>HIPAA Responsibilities: The Fire Chief has access to “Protected Health Information” generated by the District’s operations. This position must sign a HIPAA confidentiality form.</p> <p>General Statement of Duties: The Fire Chief serves at the will of the Board of Directors and is responsible for the administration of all personnel, equipment, and budgeted funds of the Fire District. The Chief shall be responsible for overall command of fire suppression, fire prevention, fire investigation, emergency medical service, and public education. The Fire Chief is responsible for the development of short and long term plans for the District’s operations.</p> <p>Typical Tasks: The intent of this listing of “typical tasks” is to describe the principal functions of the job. This description shall not, however, be construed as a complete listing of the duties, which may be assigned during the formal operation of the Fire District.</p> <ol style="list-style-type: none"> 1. The Chief shall assume full management responsibility for all district services and activities, including fire suppression, fire prevention, emergency response, rescue services and training; recommend and administer policies and procedures. 2. The Chief shall analyze the Fire District fire problems, and participate in the development of plans and techniques to provide the level of service as directed by the Board of Directors of the Fire District. 3. The Chief shall select, train, motivate, and evaluate assigned personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. 4. The Chief shall be responsible for preparing, submitting, and maintaining any information or statistics that are required by the Board of Directors or other governmental agencies. 5. The Chief shall be responsible for a public relations program for the Fire District. 6. The Chief shall direct the continuous training of department personnel to meet and comply with applicable firefighting standards; oversee certification programs. 7. The Chief shall plan, direct and coordinate through subordinate level staff, the districts work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems. 			

Job Classification System – Fire Chief

8. The Chief shall represent the fire district with other mutual aid fire agencies, elected officials, cities, county and other outside agencies; coordinate activities with those of other departments and outside agencies and organizations.
9. The Chief shall direct the assignment of personnel, both paid and volunteer.
10. The Chief shall oversee and participate in the development and administration of the district budget; approve the forecast of funds needed for staffing, equipment, materials and supplies, approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. The Chief shall develop, in conjunction with the Board of Directors, short and long-range goals and objectives for the Fire District.
12. The Chief shall be responsible for the investigation of all fires to determine cause, origin and circumstances. The Chief shall be responsible for the enforcement of all adopted fire prevention codes and ordinances.
13. The Chief shall attend conferences, schools, seminars and other such functions as necessary to keep informed of new developments in the fire service.
14. The Chief shall perform other special duties and functions as the Board of Directors may require or direct.
15. The Chief shall assist the area planning for fire protection in event of a major disaster and coordinate with area fire departments and emergency service agencies.
16. The Chief shall maintain such physical conditioning to meet the mental and physical stresses of the job.

Required Knowledge, Skills, and Abilities (KSAs):

1. This position requires the appointee to be a resident of the Fire District
2. This position is a "SWORN" fire service position and must take an oath of office upon appointment.
3. This position requires advanced knowledge of budget preparation, implementation and control practices with special attention to Oregon local budgeting laws.
4. This position requires the member to possess community involvement & leadership skills.
5. This position requires the member to pass a background check
6. Ability to use new concepts and acquire skills rapidly.
7. Ability to perform effectively under a variety of circumstances and in extreme situations.
8. Ability to understand, follow and give oral and written instructions.
9. Ability to work effectively with the District's computers.
10. Ability to make decisions independently in accordance with established policies and to use initiative and judgment.
11. Ability to perform those activities required for the essential functions including, but not limited to: Sitting for long periods of time, ability to be mobile at all times, frequent standing and walking, regular keyboarding, ability to effectively communicate by phone and in person to a wide variety of persons.

Certificates and Other Qualifications (Requirements):

1. A valid and insurable driver's license in the State of Oregon
2. This position requires a minimum of 7 years of progressively responsible experience.
3. A Bachelors level degree or equivalent in fire administration, business administration, Political Science or related field.
4. NFPA Hazardous Materials Awareness.
5. NFPA Hazardous Materials Operations
6. NFPA Firefighter 2
7. NFPA Fire Instructor 1
8. NFPA Fire Officer 4
9. Emergency Medical Technician – Basic or above

Job Classification System – Fire Chief

10. A certificate of completion of the following Homeland Security training courses:

- a) IS-100
- b) IS-200
- c) I-300
- d) I-400
- e) IS – 700
- f) IS – 800

Preferred Education and Experience:

- 1. Masters level degree or above in fire service administration, business administration, public administration, political science or related field
- 2. NFPA Instructor 2
- 3. NFPA Hazardous Materials Incident Commander
- 4. National Fire Academy Executive Fire Officer
- 5. DPSST Advanced Fire Service Institute
- 6. NWCG Structure Fire Protection Specialist
- 7. NWCG Operations Section Chief Type 2 or above

Evaluation of Performance:

The Board of Directors shall evaluate the Fire Chief's performance on a 30, 60, 90, 180 day basis during the first year in the position, then annually thereafter.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

TO: Board of Directors

RE: PERS Employer Incentive Fund

FROM: Janine Salisbury

DATE: April 18, 2018

In the 2017/18 budget, the District reserved \$50,000 in the Personnel Benefits category to offset the 2019/20 PERS rate increases. The District proposes to increase that amount to \$100,000 in the 2018/19 budget. Recent legislative action has created an opportunity for the District to use cash reserves to reduce PERS costs. During the 2018 regular session, the Oregon Legislative Assembly established an Employer Incentive Fund for the purposes of providing a match for portions of certain lump sum deposits of employer contributions to a PERS side account. Key provisions include:

- The PERS Board will begin taking applications as soon as they determine that there are sufficient funds in the Employer Incentive Fund. For the first 180 days after the application window opens, only employers with an unfunded actuarial liability of more than 200% of payroll may apply. As of the District's last valuation, the District would qualify for the first round of applications. Qualifying applications will be approved in the order in which they are received.
- The maximum amount that may be reserved by an employer is 5% of the unfunded actuarial liability (UAL) attributable to the employer. As of the 2016 valuation, 5% of the District's UAL is \$185,486. Funds must be deposited no later than July 1, 2023.
- The PERS Board will establish a matching percentage; however, it shall not exceed 25% of a qualifying deposit.

Depositing funds into a side account with PERS will reduce PERS liability, reduce rate pressure, and provide an opportunity to earn PERS returns on excess funds. These returns are historically higher than what is available to the District due to legal restrictions on deposits. With the new legislation, it also creates an opportunity for the District to earn matching funds of up to 25%.

The Public Employees Retirement Board has been directed to establish a process for distributing the moneys in the Employer Incentive Fund. Although all of the details are not yet known, employers will be required to apply to reserve matching funds and will be accepted on a first come, first serve basis. The District would like to be prepared to apply for matching funds as soon as the Public Employees Retirement Board begins accepting applications. Prior to depositing any funds, the Board will review the final rules and consider whether or not to move forward and the amount of the deposit.

I request that the Board approve Resolution No. 2018-01 authorizing the Fire Chief to apply to reserve matching funds in the Employer Incentive Fund, up to the maximum amount allowed by statute.

RESOLUTION NO. 2018-01

PERS EMPLOYER INCENTIVE FUND APPLICATION TO MAKE DEPOSIT

WHEREAS, the District is a PERS Employer, number 2739; and

WHEREAS, the 2018 Oregon Legislative Assembly adopted Senate Bill 1566 to establish an Employer Incentive Fund for the purpose of matching portions of certain lump sum payments of employer contributions to the Public Employees Retirement System; and

WHEREAS, the Board of Trustees of the Public Employees Retirement System has been directed to establish a process for distributing the moneys in the Employer Incentive Fund; and

WHEREAS, the percentage of a lump sum payment that may be matched by distributions from the fund shall not exceed 25% of the qualifying lump sum payment; and

WHEREAS, the maximum matching amount that may be reserved by a participating public employer is not to exceed the greater of: Five percent of the unfunded actuarial liability attributable to the employer; or \$300,000; and

NOW, THEREFORE, BE IT RESOLVED that the Scappoose Rural Fire District, authorizes the Fire Chief to apply to reserve matching funds up to the maximum amount allowed by statute.

DATED this 3rd day of May, 2018.

Scappoose Rural Fire District

By: _____
David Grant – Board President

By: _____
Andy Krieck – Board Secretary

thank
you

Scappoose Fire District,

We really appreciate all of your support! The pretty bowl of plants is beautiful! Plants are so nice because they last a long time and they will be a sweet reminder of Dad.

Thank you so much for everything you have done. Thank you for your thoughtfulness and kindness.

MIKE & Mary

Thank
You

Scappoose Fire

Thank you so much for all of the wonderful food for Dad's funeral. Everyone enjoyed the bagels, the yummy shears, and ham. It was perfect for all of us working on set up and then for the family gathering after.

The whole Greisen family appreciates your thoughtfulness.

Mike & Mary GREISEN AND
THE GREISEN FAMILIES.

MANY
THANKS
TO YOU

JUST WANTED
TO LET YOU KNOW
HOW MUCH
YOU'RE APPRECIATED.

I'm better because
of you. Thank you
for saving my life
Garrett Stone