

# **AGENDA**

Meeting of the Scappoose Rural Fire Protection District Board of Directors, Thursday, October 11, 2018, 7:00 P.M., Scappoose Fire Station, Scappoose, Oregon.

- I. CALL TO ORDER & FLAG SALUTE
- II. AUDIENCE PARTICIPATION
- III. CONSENT AGENDA
  - A. Minutes from September 13, 2018 meeting
  - B. Bills to be approved October 11, 2018
  - C. Budget vs. Actual a/o September 30, 2018
  - D. 3<sup>rd</sup> Qtr Hardship Report - zero
- IV. CHIEFS' REPORTS
  - A. Chiefs' Reports & Meeting Minutes
  - B. Purchase – Public Health
  - C. Miscellaneous
- V. OLD BUSINESS
  - A. Awards & Incentives Committee – LOSAP program for volunteers
  - B. Management Team Committee
  - C. Planning Committee
  - D. Oversight Committee
  - E. SDAO Building Preventative Maintenance Policy
- VI. NEW BUSINESS –
  - A. SRFD-St. Helens IGA – Fire Life Safety services
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

# **Chief Greisen's Agenda Review**

**9/13/2018**

## **Opening of meeting**

President says: "I open the meeting for the Scappoose Rural Fire Protection District Board of Directors for Thursday, October 11, 2018 at 7:00 PM at the Scappoose Fire Station. Please stand for the flag salute."

## **Audience Participation**

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

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

Director says "I move to approve the consent agenda" 2<sup>nd</sup> by ??

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

## **CHIEFS' REPORTS – In Dropbox**

### **Purchase-Public Health Medical Podrunner**

President says "I entertain a motion to approve the purchase of the Medical Podrunner on behalf of Public Health in the amount of \$13,114.99.

Director says "I move to approve the purchase of the Medical Podrunner on behalf of Public Health in the amount of \$13,114.99. 2<sup>nd</sup> by ??

## **Miscellaneous -**

### **OLD BUSINESS**

**Awards & Incentives Committee** – LOSAP program for volunteers

**Management Team Committee** – meets before board meeting

**Planning Committee** –

**Oversight Committee** -

**SDAO Building Preventative Maintenance Policy** – In Dropbox. Second Reading. Part of the 2018 Best Practices Checklist.

President says "I entertain a motion to approve the Building Preventative Maintenance Policy as recommended by Special Districts Association."

Director says "I move to approve the Building Preventative Maintenance Policy as recommended by Special Districts Association." 2<sup>nd</sup> by ??

### **NEW BUSINESS – SRFD-St. Helens IGA – Fire & Life Safety Services**

President says "I entertain a motion to approve the IGA between Scappoose Fire and City of St. Helens for Fire & Life Safety Services."

Director says "I move to approve the IGA between Scappoose Fire and City of St. Helens for Fire & Life Safety Services." 2<sup>nd</sup> by ??

## **Audience Participation**

## **Good of the Order –**

**REGULAR MEETING OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS, THURSDAY, SEPTEMBER 13, 2018, SCAPPOOSE FIRE  
STATION, SCAPPOOSE, OREGON.**

**ATTENDANCE:** Board members present: D. Graham, R. Cairns, and A. Kriek.  
Members with excused absences: D. Grant and D. Sorenson.

**ALSO PRESENT:** Fire Chief M. Greisen, D/C J. Marks, D/C J. Pricher, J. Salisbury

**AUDIENCE:** Lt. Nielson, FF Ahlers, FF Liebig, and J. Melling, intern

**CALL TO ORDER:** President Cairns called the meeting to order at 19:03. and led the flag salute.

**CONSENT AGENDA:** President Cairns opened discussion on the consent agenda items. Mr. Graham moved approval of the consent agenda and Mr. Kriek seconded. There was no discussion.

The motion to approve the consent agenda carried unanimously.

**CHIEFS' REPORTS:**

Fire Chief Report. In the next 3-4 months, there will be information about Columbia 911 and the need to replace communications equipment countywide. We do not have the coverage that we were promised with the current VHF system and additional repeaters. There will be a chiefs' meeting October 5 with several vendors to discuss upgrading our VHF or changing to a 700 or 800 system. The Fire Defense board met Monday and a vendor described the differences between systems. If we stay with VHF, we have already changed our radios to digital and the additional cost will be manageable. If we move to a 700 or 800 system, we will all have to save for several years to pay for it.

We had a fire death on Elm Street which was not reported timely to the State Fire Marshal. I am writing a guideline to assist Incident Command to handle this reporting requirement for serious injury or death in the future.

Fire Marshal Report Chief Pricher said he is writing a wildland firefighting manual. SRFD and CRFR staffs are well-represented in the pictures.

EMS Chief Report We made job offers to two paramedics and were turned down by one. We will repost the position in October and try to get another.

Operations Chief Report Due to Duane Jordan's retirement, CRFR has hired Jeremy Lehner for vehicle maintenance and repair. The department is about 8 months behind schedule, so they hope to have a third mechanic hired by early October to catch up on the backlog.

Training Chief Report Chief Marks reported that we had no calls on Hood to Coast this year.

Chief Pricher presented information on his Incident Management Team deployments.

### **OLD BUSINESS**

- A. Awards & Incentives Committee –Length of Service Awards Plan. The Board reviewed the volunteer cell phone reimbursement plan. Chief Greisen said a grant has been written for the LOSAP plan, so we will postpone starting it in the hopes of qualifying for grant funds.
- B. Management Team Committee – Mr. Graham said they reviewed the items already discussed, as well as moving our Google accounts to Office 365.
- C. Planning Committee – No meeting.
- D. Oversight Committee – Chief Greisen said a meeting needs to be scheduled. He has emailed a draft IGA to all the board members.

**NEW BUSINESS:** Ms. Salisbury explained that the Special Districts Association Best Practices Program will give the District a 2% insurance discount if the District has a board policy on preventative building maintenance practices. The policy submitted is the Special Districts' sample policy. The checklist will not be part of the policy so that it can be modified as needed without bringing it to the Board. Since this is the first reading, no action can be taken tonight.

Chief Greisen presented SoftChoice, a vendor for Office 365. IT recommends this program because it has more security, is HIPAA compliant, and will let us share calendars with CRFR, among other things. However, the cost was not anticipated in the budget. It was bid at about \$10,000 for 50 licenses, but Chief Pricher thinks we may be able to reduce it to 30 licenses. Once we start with Office 365, we will no longer have to pay for Google. This will save about \$3,500.

Mr. Kriek asked whether last month's computer issues were resolved. Chief Greisen said that Lt. Anderson did extensive work to rewire and upgrade our connections and the system is working much better.

Mr. Kriek asked about the survey on the ambulance billing program. Ms. Engstrom sent 27 surveys and has received many results.

**AUDIENCE:** None.

**GOOD OF THE ORDER:** President Cairns reviewed the thank you notes. The big flag was flown on September 11, and many people responded positively. Chief Greisen said that Ms. Engstrom put the video on Facebook and it received thousands of likes and shares. Hillsboro Fire appreciated Scappoose Fire helping to cover calls for them during Dennis Hill's funeral (retired Division Chief with St. Helens Fire).

The OFDDA conference is October 25-27, 2018 in Bend. Rooms have been reserved.

**Board members need to decide whether or not they will attend and tell Janine as soon as possible.**

**ADJOURNMENT:** President Cairns adjourned the meeting at 8:16 p.m.

Signed this 11<sup>th</sup> day of October, 2018.

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Ron Cairns, President

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David Grant, Secretary/Treasurer

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
September 14 through October 11, 2018

Date	Source Name	Memo	Paid Amou...
<b>1..GENERAL FUND EXPENDITURES</b>			
1...			
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>			
<b>550 Insurance</b>			
9/26/2018	HRA VEBA Trust	HRA VEBA Trust for health care	2,300.00
9/27/2018	Paychex - tax	ER Work Benefit	62.47
9/27/2018	Paychex Payroll	Flex spend health ins cashout	13,858.81
10/11/2018	Special Districts Insur...	10-2018 HealthIns - replace #32407	19,732.28
10/11/2018	Special Districts Insur...	11-2018 HealthIns	24,098.44
10/11/2018	Standard Insurance	Oct/Sept Life & LTD Insurance	1,275.15
Total 550 Insurance			61,327.15
<b>560 Personnel Salaries</b>			
9/15/2018	American General Lif...	Insurance Premium	59.85
9/26/2018	Principal Financial Gr...	Life Ins policy 4809832 - Anderson	52.24
9/26/2018	American Heritage Lif...	Case # 84457 PR Deduc: R Ander...	217.44
9/26/2018	Nationwide Retireme...	Sep2018 employee PR contrib	1,789.00
9/26/2018	Foresters Investor Se...	457P retirement deductions	3,450.00
9/26/2018	Voya-State of Oregon...	Oregon Savings & Growth Plan	8,862.48
9/27/2018	Paychex - tax	Employee taxes withheld	40,755.69
9/27/2018	Oregon Dept. of Justice	PR deduction	854.40
9/27/2018	Paychex Payroll	Deferred compensation	2,682.00
9/27/2018	Paychex Payroll	FLSA OT	2,087.80
9/27/2018	Paychex Payroll	FF incentives	1,445.00
9/27/2018	Paychex Payroll	Longevity	570.00
9/27/2018	Paychex Payroll	Phone Pay	150.00
9/27/2018	Paychex Payroll	Shift differential	1,035.52
9/27/2018	Paychex Payroll	Overtime	15,568.19
9/27/2018	Paychex Payroll	Balance of net pay	62,288.29
9/27/2018	Paychex Check	employee PR check	63.89
9/27/2018	Paychex Check	employee PR check	290.38
9/27/2018	Paychex Check	employee PR check	519.82
9/27/2018	Paychex Check	employee PR check	169.02
10/11/2018	Special Districts Insur...	Sec 125 EE contrib - replace #324...	1,138.60
10/11/2018	Pacific Athletic Club	Employee PR deduction	5.00
10/11/2018	Tualatin Valley Fire Fi...	2018 union dues from PR deductio...	1,317.01
10/11/2018	Principal Financial Gr...	Life Ins policy 4807351 - DuBois	42.41
10/11/2018	Special Districts Insur...	Sec 125 EE contrib	1,138.60
10/11/2018	P.E.R.S.	Employee 6% IAP plus unit contrib...	9,871.32
10/11/2018	Standard Insurance	Oct STD PR deductions	481.50
10/11/2018	American Heritage Lif...	Case # 84457 PR Deduc: R Ander...	217.44
Total 560 Personnel Salaries			157,122.89
<b>570 SocSec/Medicare(FICA)</b>			
9/27/2018	Paychex - tax	Emplyr FICA	12,797.08

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
September 14 through October 11, 2018

Date	Source Name	Memo	Paid Amou...
Total 570 SocSec/Medicare(FICA)			12,797.08
<b>580 Volunteer Services</b>			
10/11/2018	Meres, Angie	216 mi @ \$0.545/mile	117.72
10/11/2018	Kirk, Thomas	mileage for April & May 2018	140.61
10/11/2018	Pizza Vendor	Safety Mtg 10/10/18	65.25
Total 580 Volunteer Services			323.58
<b>590 Personnel Benefits</b>			
9/26/2018	GlaxoSmithKline Phar...	flu vaccine	801.31
9/26/2018	Nationwide Retireme...	Sep2018 employer PR contrib	425.00
10/11/2018	Oregon Occupational ...	physicals-Carlton;Liebig;Zach Hall	238.00
10/11/2018	Anytime Fitness	Nov Fitness dues-J.Salisbury	33.00
10/11/2018	Pacific Athletic Club	Nov 2018 dues; Marks	40.00
10/11/2018	P.E.R.S.	Employer PERS	34,171.21
10/11/2018	Oregon Occupational ...	physicals-Carlton;Gift	102.00
Total 590 Personnel Benefits			35,810.52
Total 1.1 GENERAL FUND PERSONNEL SVCS			267,381.22
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>			
<b>670 Contract Services</b>			
10/11/2018	CRFR	Sept18-50% Vol Coordinator	4,195.25
10/11/2018	Ritchie, Christopher	physician adviser	691.67
10/11/2018	Columbia County	EMC Acct#100-44-01-3265	9,844.88
Total 670 Contract Services			14,731.80
<b>720 Public Fire Services</b>			
9/17/2018	Amazon	FIT PPE - 4 bike cube bags	239.84
9/26/2018	Allied 100	batteries & pads for 6 AEDs	756.00
9/26/2018	Amazon	FIT PPE-4 pkgs rubber gloves, var...	77.90
9/26/2018	Amazon	FIT PPE-hand sanitizer wipes	11.99
9/26/2018	Amazon	FIT PPE-4 sm gardening sets	39.96
9/26/2018	Amazon	FIT PPE-4 Grizzly duct tape rolls	21.98
9/27/2018	Federal Drone Registr	Drone Registration	99.99
9/27/2018	Federal Drone Registr	Drone Registration	99.99
10/11/2018	FinishLine Graphics	50 Fire Marshal food truck decals	55.00
Total 720 Public Fire Services			1,402.65
<b>730 Property &amp; Liability Insur.</b>			
10/11/2018	Special Districts Asso...	2019 annual dues	3,454.66
Total 730 Property & Liability Insur.			3,454.66
<b>740 Uniforms</b>			
9/15/2018	Amazon	Danner boot 8.5D-Greisen	273.95

10/11/18

Cash Basis

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
September 14 through October 11, 2018

Date	Source Name	Memo	Paid Amou...
9/26/2018	Northwest Apparel	4 tall t-shirts (Maginn)	68.00
9/26/2018	Northwest Apparel	6 XL t-shirts (Marks)	90.00
9/26/2018	Northwest Apparel	2 supporter t-shirts	24.00
9/26/2018	Northwest Apparel	2 names (Hulsopple/Maginn)	4.00
9/26/2018	Northwest Apparel	2 tall t-shirts (Zimbrick)	34.00
9/26/2018	Northwest Apparel	2 t-shirts (Quinn)	30.00
9/26/2018	Northwest Apparel	2 sweatshirts (Quinn)	70.00
9/26/2018	Curtis	1 pr navy blu FF pants(Gandara)	113.99
9/26/2018	Curtis	3 FF navy job shirts (M,L,XL stock)	343.61
9/26/2018	Curtis	1 pr navy blu FF pants (Nielson)	114.09
9/26/2018	Curtis	2 pr navy blu FF pants(Melling)	217.43
10/3/2018	Danner Shoe Mfg. Co...	Danner boots w/ insole-Quinn	355.45
10/11/2018	Sallee, Casey - Vendor	22 tags for Mathews & Quinn	43.00
10/11/2018	Scappoose Outfitters	2 nameplates (Laney & Logistics)	10.00
10/11/2018	Curtis	2 pr blk FF pants-Pricher	218.18
10/11/2018	Scappoose Outfitters	2 Quinn nameplates & sewing	13.00
10/11/2018	Scappoose Outfitters	1 Quinn nameplate	5.00
10/11/2018	Curtis	Navy blu Nomex FF shirt-Quinn	94.09
10/11/2018	Curtis	2 pr Navy blu Nomex FF pants-Quinn	205.00

Total 740 Uniforms

2,326.79

**750 Maintenance on Equipment**

9/26/2018	Sunset Auto Parts	headlamp (IGA expense)	9.99
9/26/2018	Emergency Respond...	1 D&R Electronics LED Maplight	84.00
9/26/2018	Curtis	aircheck on air compressor	110.00
9/26/2018	Autel Robotics	repair drone damage from flyaway	449.00
10/11/2018	National Hose Testin...	hose spinner	397.00
10/11/2018	O'Reilly Auto Parts	crimper	29.99
10/11/2018	Fast Lube and Oil	Oil change 2017 F350	103.90
10/11/2018	Fast Lube and Oil	Oil change 2017 F350	303.85
10/11/2018	Wilcox & Flegel	300 gal unleaded fuel	947.11
10/11/2018	Wilcox & Flegel	359.1 gal diesel fuel	941.00
10/11/2018	Trailer Wholesale NW	repair volunteer cargo trailer	1,262.50

Total 750 Maintenance on Equipment

4,638.34

**760 Administration**

9/15/2018	US Bank	Service Charge	14.95
9/18/2018	Amazon	wall mounted file holder	19.99
9/20/2018	Shari's	lunch-Oregon Fallen Firefighters Svc	71.40
9/26/2018	Pamplin Media - Spotl...	2 year subscription exp 10/20	50.00
9/26/2018	Speer Hoyt LLC	general legal matters	188.00
9/26/2018	Speer Hoyt LLC	personnel legal matters	423.00
9/27/2018	Paychex Invoice	Sep reg PR svcs	182.40
9/27/2018	WalMart	funeral fabric	20.64
9/30/2018	Amazon	sticky note pads	11.99



10/11/18

Cash Basis

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
September 14 through October 11, 2018

Date	Source Name	Memo	Paid Amou...
9/30/2018	Amazon	2 pkg correction tapes	19.98
9/30/2018	Amazon	10 pk 2GB USB 2.0 flash drives	30.99
10/1/2018		LGIP transfer fee	0.05
10/1/2018	WalMart	funeral storage container	4.38
10/2/2018	Zhens Chinese Resta...	New EMS-only lunch(7 staff)	67.80
10/4/2018	All About Mail	drone repair postage	7.00
10/7/2018	Amazon	9x12 and 6x9 clasp envelopes	20.53
10/7/2018	Amazon	4 garage door openers	60.00
10/11/2018	CDW-Government	HP XL Blk Toner Cartridge	293.32
10/11/2018	CDW-Government	HP Laserjet Pro M501DN	399.00
Total 760 Administration			1,885.42
<b>765 Information Technology</b>			
9/15/2018	Dotster	annual fee for srfd.us domain	14.99
9/26/2018	Maller, Dave	Contract IT maintenance	675.00
9/26/2018	Maller, Dave	deploy new front office PC & monit...	260.00
9/26/2018	Maller, Dave	replace front office printer	65.00
9/26/2018	Maller, Dave	Office 365 planning-quotes & sche...	130.00
9/26/2018	AT&T Mobility	August wireless charge	344.73
9/26/2018	CenturyLink	acct# 503-621-9546-132R	56.94
9/26/2018	City of Portland	800 MHz access	117.21
10/2/2018	Amazon	VIVO curved dual monitor mt	36.99
10/3/2018	Apple iTunes	iCloud storage plan	2.99
10/11/2018	PEAK Internet	Chapman&Scappoose internet	76.88
10/11/2018	TriZetto Provider Solu...	Oct fees for EMS billing	101.00
10/11/2018	CallBack Staffing Sol...	10/01 - 12/31: 60 Users Pro	700.20
10/11/2018	Elevate Technology ...	Office 365 mailbox migration	2,250.00
10/11/2018	EMS Technology Sol...	24 fleet mgmt licenses	120.00
10/11/2018	Verizon Wireless	Acct 672550930	10.02
10/11/2018	Verizon Wireless	Acct 342023411	531.77
10/11/2018	Softchoice Corporation	30 licenses for Office 365	6,134.70
10/11/2018	Comcast	internet -Acct#8778 10 202 06339...	239.85
Total 765 Information Technology			11,868.27
<b>770 Operating Materials/Suppli</b>			
9/16/2018	Amazon	dish soap & deodorizer	42.77
9/16/2018	Amazon	kitchen paper towels	62.43
9/17/2018	Amazon	GP hardwound roll towels	64.89
9/18/2018	Amazon	Purex HE laundry detergent	29.68
9/18/2018	Amazon	dryer sheets	12.00
9/18/2018	Amazon	dishwasher tablets	13.47
9/18/2018	Amazon	toilet bowl cleaner	39.96
9/20/2018	Amazon	3 toilet brush w/ holders	68.97
9/21/2018	Amazon	1/2 cs bathroom tissue	35.79

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
 September 14 through October 11, 2018

Date	Source Name	Memo	Paid Amou...
Total 770 Operating Materials/Suppli			369.96
<b>775 Emerg. Operating Supplies</b>			
9/24/2018	Amazon	drone landing pad	14.99
9/24/2018	Amazon	4 drone strobe lights	123.41
9/25/2018	Aerial-Pixel	drone LED strobe light mount	35.50
9/28/2018	Amazon	4 bxs lens cleaning wipes	59.96
Total 775 Emerg. Operating Supplies			233.86
<b>780 Building &amp; Grounds Maint.</b>			
9/26/2018	Complete Carpet Ser...	1,863 @ \$.28 (upstairs carpet)	521.64
9/26/2018	Complete Carpet Ser...	1,804 @ \$.28 (downstairs carpet)	505.12
9/26/2018	Complete Carpet Ser...	7 area rugs @ \$12.50 each	87.50
9/26/2018	True North Emergenc...	35' alum ladder--3 section exts	1,350.00
9/26/2018	Beaver Bark	1 yds debris removal	15.00
10/11/2018	Paramount Pest Cont...	Chapman Station pest control	65.00
10/11/2018	Richardson's Furniture	recliner repairs	125.00
Total 780 Building & Grounds Maint.			2,669.26
<b>790 Training</b>			
9/28/2018	Central Pierce Fire	Tactical Athlete class-Ahlers	300.00
10/2/2018	Ace Hardware - St. H...	training drill supplies	45.16
10/11/2018	O.F.D.D.A.	Greisen-2018 Fire Svc Conf	314.00
10/11/2018	O.F.D.D.A.	Cairns-2018 Fire Svc Conf	314.00
10/11/2018	Knight Defense LLC	Compl Tactical Casualty Care-B.D...	1,249.00
10/11/2018	N.A.F.T.	Nielson-Comm. Unit Leader course	200.00
10/11/2018	Nielson, Scott	per diem for Nov 26-28	45.00
Total 790 Training			2,467.16
<b>810 Utilities</b>			
9/26/2018	CRPUD	boathouse electricity	34.56
9/26/2018	CRPUD	main station electricity	845.76
9/26/2018	CenturyLink	acct# 300302736-landlines	423.22
9/26/2018	City of Scappoose	water and sewer bill	291.07
10/11/2018	Comcast	cable tv	32.22
10/11/2018	W.O.E.C.	Chapman electricity	341.00
10/11/2018	P.G.E.	electricity for Holbrook station	31.17
10/11/2018	Waste Management ...	Garbage/Recycling	123.73
10/11/2018	N.W. Natural Gas	Acct 447881-4	32.84
Total 810 Utilities			2,155.57
<b>870 EMS Operations</b>			
9/26/2018	Huser Sales & Servic...	Hydrotest 2 SCBAs	76.00
9/26/2018	Oregon Health & Scie...	EMS Services July-Sept,2018	500.00
9/26/2018	Airgas - USA, LLC	medical oxygen	378.61

4:09 PM  
10/11/18  
Cash Basis

Scappoose Rural Fire District  
Itemized Account Activity  
September 14 through October 11, 2018

Date	Source Name	Memo	Paid Amou...
10/8/2018	Hellofax	hellofax	9.99
10/11/2018	Bound Tree Corp.	10 bxs rocuronium (10/bx)	199.90
10/11/2018	Bound Tree Corp.	medical supplies	2,516.87
10/11/2018	Bound Tree Corp.	4 Posey foam limb holders	28.36
10/11/2018	Bound Tree Corp.	amiodarone	43.90
10/11/2018	Environmental Compli...	2 biohazard containers	75.00
10/11/2018	Airgas - USA, LLC	cylinder rental costs	204.95
10/11/2018	EMS Technology Sol...	5 inventory & asset mgmt licenses	150.00
10/11/2018	Bound Tree Corp.	medical supplies	1,716.43
Total 870 EMS Operations			5,900.01
<b>880 FireMed</b>			
10/11/2018	Life Flight Memberships	52 Life Flight membership fees	3,380.00
10/11/2018	Sallee, Casey - Vendor	FireMed banner (3' X 10')	150.00
Total 880 FireMed			3,530.00
Total 1.2 GENERAL FUND MATERIAL & SVC			57,633.75
<b>1.3 GENERAL FUND CAPITL OUTLAY</b>			
<b>910 CO Equipment</b>			
9/17/2018	Amazon	drone #2-Autel Evo Bundle	1,039.00
Total 910 CO Equipment			1,039.00
Total 1.3 GENERAL FUND CAPITL OUTLAY			1,039.00
Total 1...			326,053.97
Total 1..GENERAL FUND EXPENDITURES			326,053.97
<b>TOTAL</b>			<b>326,053.97</b>

10/04/18  
Accrual Basis

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

	Jul - Se...	Budget	\$ Over B...	% of ...
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	1,677,606	1,640,410	37,196	102%
Conflagration	126,788	150,000	-23,212	85%
EMS Receipts	181,277	670,000	-488,723	27%
Fire Marshal	0	25,000	-25,000	0%
FireMed	20,315	39,300	-18,985	52%
G.E.M.T. (Medicaid)	0	30,000	-30,000	0%
Grant Awards	4,250	0	4,250	100%
Interest Earned on Investments	7,666	28,500	-20,834	27%
Intergovernmental	26,782	100,645	-73,863	27%
Miscellaneous Revenue	1,924	25,000	-23,076	8%
Property Taxes				
Taxes - Current	0	2,879,713	-2,879,713	0%
Taxes - Prior Years	71,268	92,000	-20,732	77%
<b>Total Property Taxes</b>	<b>71,268</b>	<b>2,971,713</b>	<b>-2,900,445</b>	<b>2%</b>
<b>Total 1. GENERAL FUND REVENUES</b>	<b>2,117,877</b>	<b>5,680,568</b>	<b>-3,562,691</b>	<b>37%</b>
<b>2. GRANT FUND REVENUE</b>				
Grant Award	112,950			
<b>Total 2. GRANT FUND REVENUE</b>	<b>112,950</b>	<b>0</b>	<b>112,950</b>	<b>100%</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	144,313	144,246	67	100%
Interest Earned on Investments	787	2,500	-1,713	31%
Transfers In	0	189,487	-189,487	0%
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>145,100</b>	<b>336,233</b>	<b>-191,133</b>	<b>43%</b>
<b>4. PERSONNEL SVCS FUND REVENUE</b>				
Begin Available Cash On Hand	208,852	209,024	-172	100%
Interest Earned on Investments	996	3,510	-2,514	28%
<b>Total 4. PERSONNEL SVCS FUND REVENUE</b>	<b>209,848</b>	<b>212,534</b>	<b>-2,686</b>	<b>99%</b>
<b>Total Income</b>	<b>2,585,774</b>	<b>6,229,335</b>	<b>-3,643,561</b>	<b>42%</b>
<b>Expense</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
<b>1...</b>				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	148,366	588,420	-440,054	25%
560 Personnel Salaries	528,971	2,218,355	-1,689,384	24%
570 SocSec/Medicare(FICA)	42,847	167,130	-124,283	26%
580 Volunteer Services	10,245	78,000	-67,755	13%
590 Personnel Benefits	118,759	560,757	-441,998	21%
<b>Total 1.1 GENERAL FUND PERSONNEL SVCS</b>	<b>849,189</b>	<b>3,612,662</b>	<b>-2,763,473</b>	<b>24%</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				
670 Contract Services	14,451	113,843	-99,392	13%
680 Communications Maintenance	9,284	20,000	-10,716	46%
720 Public Fire Services	3,408	14,800	-11,392	23%
730 Property & Liability Insur.	0	51,985	-51,985	0%
740 Uniforms	3,142	20,000	-16,858	16%
750 Maintenance on Equipment	22,884	143,500	-120,616	16%
760 Administration	7,314	56,120	-48,806	13%
765 Information Technology	14,827	69,900	-55,073	21%
770 Operating Materials/Suppli	1,289	5,000	-3,711	26%
775 Emerg. Operating Supplies	5,561	65,000	-59,439	9%
780 Building & Grounds Maint.	10,544	125,731	-115,187	8%

10/04/18  
Accrual Basis

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

	Jul - Se...	Budget	\$ Over B...	% of ...
790 Training	5,498	85,000	-79,502	6%
810 Utilities	6,357	37,600	-31,243	17%
870 EMS Operations	15,549	90,000	-74,451	17%
880 FireMed	5,245	20,000	-14,755	26%
Total 1.2 GENERAL FUND MATERIAL &...	125,355	918,479	-793,124	14%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	1,039	109,940	-108,901	1%
Total 1.3 GENERAL FUND CAPITL OUT...	1,039	109,940	-108,901	1%
Total 1...	975,583	4,641,081	-3,665,498	21%
1.4 GENERAL FUND TRANSFER OUT				
Transfers to Property Fund	0	189,487	-189,487	0%
Total 1.4 GENERAL FUND TRANSFER OUT	0	189,487	-189,487	0%
1.5 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.6 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	975,583	5,680,568	-4,704,985	17%
3. PROPERTY FUND CAPITAL OUTLAY				
Building & Grounds Improvements	0	30,000	-30,000	0%
EMS Apparatus & Equipment	0	100,000	-100,000	0%
Fire Apparatus & Equipment	0	196,233	-196,233	0%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	0	336,233	-336,233	0%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	39,545	207,534	-167,989	19%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	39,545	212,534	-172,989	19%
Total Expense	1,015,128	6,229,335	-5,214,207	16%
Net Income	<u>1,570,647</u>	<u>0</u>	<u>1,570,647</u>	<u>100%</u>



Scappoose  
Fire District

Salisbury, Janine <[jsalisbury@srfd.us](mailto:jsalisbury@srfd.us)>

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## financial hardships@ board mtg

1 message

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**Engstrom, Cheryl** <[cengstrom@srfd.us](mailto:cengstrom@srfd.us)>

Tue, Oct 2, 2018 at 5:06 PM

To: Michael Greisen <[mgreisen@srfd.us](mailto:mgreisen@srfd.us)>, Janine Salisbury <[jsalisbury@srfd.us](mailto:jsalisbury@srfd.us)>

For the 3rd quarter of 2018 there were 0 financial hardship write off's so a report does not even print.

**Cheryl Engstrom**

Scappoose Fire District  
Administrative Specialist  
Public Information Officer  
503.543.5026

## Fire Chief Report

### September 2018

I am working with local 3215 and 1660 on a single-role paramedic memorandum of understanding for benefits and other language changes. We are trying to find a date in October for an all fire chiefs' retreat to discuss planning, time lines, future and other issues. I have been working on finishing two fire investigation reports from fires in Scappoose.

Police Chief Brian Greenway of the St. Helens police department did an overview of the Mandalay Bay shooting that took place in Las Vegas on October, 1 2017. He responded to the incident and was able to go over the response, unified command, and other issues. Chief Greenway is planning on a repeat of the overview sometime in November and I will send you the date and time when I receive it.

At the last fire defense board meeting, a radio vendor discussed their ideas for replacing the Columbia 911 Emergency Communication District radio communication equipment. Their recommendations will be either replacing the current VHF system, or a totally new 700 or 800 MHZ radio system. Columbia 911 has set up a meeting for October 5<sup>th</sup> to hear from three vendors on their recommendations for a radio system replacement. We have many concerns but our major concerns are portable radio coverage throughout the Columbia County fire agencies response area.

#### Meetings & Drills

09/04 Speaker at St Helens AM Kiwanis	09/04 Fire Investigation Elm St
09/05 Col Co traffic safety mtg.	09/05 Local 3215
09/05 SRFD vol mtg	09/07 Mechanic interview
09/7-14 Duty Officer	09/10 Fire Defense mtg
09/10 SRFD officers mtg.	09/11 Col co fire investigation mtg.
09/11 HSEMC mtg.	09/11 CRFR board mtg.
09/13 Duane Jordan Farewell	09/13 Personnel mtg.
09/13 SRFD board mtg.	09/20 Oregon Fallen Firefighters memorial
09/24 Fire investigation Apple Valley	09/24 South Co. Spotlight interview on IGA
09/25 Overview Mandalay Bay shooting	09/26 Local 1660
09/26 SRFD membership mtg	09/26 Instruct SRFD volunteer drill
09/27 Public Health mtg.	09/27 Halloween Town planning mtg.
09/27 Col Co Road Dept. seismic mtg.	09/29 Retired DC Dennis Hill memorial service
09/30 SRFD/CRFR firefighters picnic	

## EMS Office Activity

September 2018

- 5 Out of Reach screening
- 5 Evening volunteer training
- 6 First Net presentation
- 6 Lifeflight lease agreement
- 7-9 Drone pilot training
- 10 EMS Committee meeting
- 11 Homeland security management meeting
- 11 Board meeting
- 12 ImageTrend update training
- 13 Met with PhysioControl representative
- 17 Community paramedic operations meeting
- 19 Reviewed and approved final orders for new ambulance
- 19 Volunteer business meeting
- 20 Create orientation training schedule for single role EMS
- 26 Apparatus committee meeting
- 26 ImageTrend conference call
- 27 Preparation for new single role paramedics
- 28 National incident fire reporting system webinar

### ImageTrend

Report creation in ImageTrend has been a challenge. We received additional information on this topic which should ease the process. We are currently working on refining required fields, creating reports and synchronizing the Scappoose ECG monitors with ImageTrend.

### Single role EMS

The single role paramedics are scheduled for orientation training on October 1st & 2nd. Their orientation will include mandatory training, familiarization with our equipment and verification of skills. The first duty shift will begin on October 6th.

### Community Paramedic

Our community paramedic was the keynote speaker at the commencement for the graduating class of the 2018 OHSU paramedic program. Nina is a 1983 alumni of the program.



## September 2018 – Chief of Operations Monthly Report

Fall in Oregon. As we move into our more normal wet winter pattern the Columbia County Fire Defense Board opened up back yard burning in September. Of course this created problems as we experienced a short dry warm period shortly after opening up burning. Either way our districts would be responding to potential fires or illegal burns. At the next Fire Defense Board meeting it will be discussed and a program designed to identify how, when, and in what capacity do the Fire Districts prohibit or allow burning.

The newest ambulance to CRFR is currently being repaired in Longview. Our hope is that we are able to place it back in service in November.

Halloween Town event for October 13, 2018 is scheduled and we are currently working with local Law Enforcement and the vendor on a response model for the event. Halloween Town operates several days in October, but the largest event is set for the 13<sup>th</sup>. We will be staffing additional equipment with volunteer firefighters for the 13<sup>th</sup>. An IAP and command center will be established for the event.

We are another step closer with Image Trend. We were able to obtain the NFIRS State reporting data and submit for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of 2018. Several webinars and strategy sessions should get us the ability to print reports and obtain the data necessary for deployment and the Ambulance Service Agreement with Columbia County. Ops is also working with CCOM to develop data mining of the CAD system in order to obtain necessary information for current and future use. This data mining will be available to all the Chief Officers once it is up and running.

Large scale purchasing will begin in late November and early December as tax revenue begins being collected and distributed. Several large purchases of hose, tools/equipment, vehicles, and wildland equipment will be brought to the Fire Boards in the coming months.

Holiday Season, despite still being early October the holiday events have already began impacting our Districts. With the movement of Volunteer members and equipment to LBTC the Toy N Joy event will be moved to the National Guard Armory. We are currently working with the NG Armory senior officer of dates and times.

Ambulance Only 12 hour Day Car crews are currently finishing training and will be working on their Field training in the month of October. It is the goal to have the Day cars for both Districts operational in November or early December.

Meetings:

- Local 3215/Management Meeting
  - Volunteer Association Meeting
  - CCOM – CAD Issues
  - Senior Staff Meeting
  - Halloween Town Pre-Incident Planning Meeting
  - Fire reports and NFIRS updates
  - Columbia County Fire Defense Board Meeting- Vernonia Fire District
  - Public Health Foundation of Columbia County Board Meeting – Board Member (Smythe)
  - Lee Broadbent Training Facility Clean and detail grounds
  - Duty Officer
  - Image Trend Updates
  - Apparatus repairs and equipment inventory changes
  - DPSST Accreditation Review with Chief Marks, Chief Linz (DPSST Liaison)
  - Longview Fire Department Lieutenant Testing – Proctor
  - Duane Jordan, Mechanic Exit Interview
  - Firefighter/Paramedic Testing Material – Civil Service Board Preparation
  - Apparatus Committee Meeting- LBTC
  - Volunteer Firefighter/Staff BBQ – SRFD/CRFR, Veterans Park, Scappoose
  - Fall Soccer
-

September 2018 Training Report  
Chief Marks

September 5	Morning and Evening Drills
September 10	Duty Week Begins
September 11	LCRTOA CRFR DPSST Accreditation CRFR Board Meeting
September 12	Evening Drill
September 13	SRFD Board Meeting
September 17	OEDI Board Meeting
September 19	Morning and Evening Drills
September 21	Meeting with 4701, Lt LeDoux, F/F Chandler
September 22	Rope Rescue Drill
September 26	Morning and Evening Drills

Current Projects

CRFR DPSST Accreditation Complete  
Both District DPSST Recertification for all line personnel  
2019 Volunteer Recruit Academy Planning  
2019 Training Schedule  
Planning with Motherway for October 3<sup>rd</sup> Everyday Hero Event

Finishing up with the bi-annual recertification process. With both organizations and multiple computer programs it took some time to ensure that all employees had enough training time for certifications. Almost complete with the project.

Have a draft schedule for the upcoming Volunteer Recruit Academy beginning in early January. Waiting for the new online component to open to build tests for the students.

## **Division Chief O'Connor Monthly Report September 2018**

**Meetings:** FirstNet/AT&T 9/6; HSEM 9/11; CRFR Board Meeting 9/11; Scappoose Safety Meeting 9/12; OSFM IMT meeting 9/18; Oregon Safety Officers Association 9/19; CRF&R Safety Meeting 9/26; Health & Wellness Committee Meeting 9/26

**Facilities:** Peak Electric completed installation of new breaker panel and power drops for LBTC. This allows for moving of apparatus to begin using that as Station 79 for volunteers; Peak Electric completed estimates for replacing the existing lighting at LBTC with LED lights

**PIO:** Continued updates of social media pages with current information (shared duty w/Motherway); Completed call log reports for local media on Mondays (alternating Mondays w/Motherway); CRF&R Facebook page now has over 5,000 people following it, this is an excellent tool to communicate with the public about our operations helping promote transparency.

**I/T:** A lot of IT work over the past few months within the CRFR network. Moving to the cloud should greatly decrease this work load. Continued work on planning for district change over to a cloud-based IT system using Microsoft 365 (MS365). This requires a migration of current network information from our old server to the cloud. The current CRFR mainframe server is severely overloaded; Working with AT&T to bring First Net to CRF&R and Scappoose. Cell phones for station on duty officers have been issued allowing for increased communication between officers at station and chief officers, these are all on First Net; download updates to ipads for CAD and iOS; Working with Airwave to revamp the Scappoose stations security systems (CCTV, key fobs, keypads, etc); Switched the Rainier Station from Century Link to Comcast for internet/phone service, this helps facilitate the upcoming network to cloud changes, Capt. Jerry Cole was the lead for the project.

**Safety/Health:** Continued investigation of medic 472 incident on 8/31/18; investigation in to back strain injury at Rainier station; scheduled annual immunization clinic and bloodborne pathogens training for Oct 24; Continued scheduling and compliance with NFPA required physicals; Working with JMF mechanics to have the vehicle lifts certified for safety inspections,

this is a required annual inspection; flagged several sets of ladders out of service at LBTC for non-compliance (no current test) these are extra ladders stored at the facility that are often used for training.

**Misc:** Duty chief Week of 9/17 – 9/23; Incident Management Team response to Hugo Fire September 3 & 4; Rework CRF&R volunteer SOG for volunteer program and present at volunteer association meeting 9/19; Presented hydraulic calculations class to C shift 9/10; CRF&R was officially awarded a grant for Hose, Nozzles and Appliances, total is \$147,000. We've had one meeting to start working towards replacing this equipment with new. AFG process for the next fiscal year opened and closes October 26. I'll be spending time on this project over the next month.

## Wellness Committee Agenda

Sept 26th -0900 @ Admin Building

### I. Agenda Review

### II. Approval of minutes

### III. Old Business

#### a. Medical Physicals -(O' Connor)

\*\*For the most part everybody is current. Only a few people needing to be completed.

- Flu shots will be available Oct 24th. Should be offered with blood borne pathogen training as well. Stay tuned for more details on location.

#### b. Recognition/Incentives

- Silk screen dry-fit shirts printed and in stock. - (Ahlers)
- Water bottles purchased w/ SFD stickers and being distributed
- Funding for Health and Wellness - October (O'Connor)

\*\* CRFR waiting on tax \$\$ to roll in. November will be the time to finalize incentive Item purchases.

- Gym membership reimbursement - (O'Connor)

\*\* SOP is in the works in regards to qualifying for a Gym membership reimbursement per chief O'Connor, including out of district members attending out of district fitness centers.

- Combining incentive items discussion confirmation from last month.

\*\* No on combining incentive Item \$ amounts to purchase other, higher priced items and get "into the weeds" with tracking and purchases for individuals and adding confusion for the billing office.

#### c. Baseline Physical Assessment

- Massey Screening feedback/report and upcoming class? -(McLane)

\*\* Looking into scheduling an "After the incident drill" after the first of the year. Date will be coordinated with Chief Marks.

- Annual PAT report - (O'Connor)

\*\* Possibly going to be scheduled once in January and once in June in order to get/schedule all members through the PAT.

- Colorado Test - in full swing. Getting good feedback at SRFD - (Ahlers)

\*\* CRFR will be underway pending Rower Machine order x3. Hoping for November roll out. Train the trainer for test proctoring may be in the future.

- Baseline physical documents - (Ahlers, Hennigan)

\*\* Tim is interested in any feedback he can get from those who requested info/inquired in his e-book workout programs. Also waiting to hear from members who need the next phase in workout programs. A few positive comments on his Nutrition e-book but is seeking more information from members.

#### d. Group Training Programs

- Peer Fitness Trainer opportunities - None Advertised - (Ahlers)

- Weekend functional training report needs - (Hennigan/O'Connor)

\*\* Tim has registered for a Functional Movement Screen Certification Program and will be able to provide that to members who are interested as well.

No date on a weekend group trading session yet at this time.

#### e. Equipment Needs

- for future classes and/or Colorado Tests -(Group)

\*\*CRFR waiting on the P.O. for the rowing machines. Needing a follow-up on a partial order of equipment received.

\*\* Soon to order foam rollers at SRFD for future functional training classes and future shift work out needs.

#### f. Communication

- What's New in Wellness bulletin. - (Ahlers)

\*\*Waiting to send at CRFR in November pending equipment arrival to start the Colorado Test Program.

- Facebook Wellness page - (Group)

\*\* Continue adding new events and information in regards to anything Wellness related. Especially upcoming event reminders such as the Firefighter stair climb or group events (bike rides or local 5/10k running events/fundraisers). Keep the communication going in other words. A lot of members are viewing the site when info is posted. Remind members and future members about the Wellness page.

- Nutrition/Recipes - (Lee and group)

- MyFitnessPal hours tracking - (Lee)

- Facebook page hours tracking/private event - (Lee)

- Weight room log/spreadsheet - (Dietz)

\*\* Being filled out on a daily basis at SRFD in regards to tracking individual workouts and incentive hours.

- Workout time change update:

\*\* Confirmed by Chief O'Connor and Chief Smythe that morning workout times for SRFD can be moved from 0800-0915 to 0815 -0930 to allow sufficient shift change information passing and/or quick Medic rig check tasks.

g. Mental Health

\*\* More information continuing to be added to the Wellness Page

#### IV. New Business

\*\* Functional Movement Screen Certification Program scheduled for Hennigan. Should be very valuable for our members interested.

TAHPI class attended this month -(Ahlers)

\*\* Tactical Athlete Health and Performance Institute Level 1 course hosted by Central Pierce Fire and Rescue. A Peer Fitness Trainer CE course presented by Aaron Zamzow - Firefighter/EMT and Training Officer in Madison Wisconsin and certified strength and conditioning specialist. Provides Fire Departments across the country with resources to promote fitness and wellness and presents classes and workouts. - Very informative class. A lot of notes taken. Looking forward to learning more and bringing more ideas and/or workouts back to the table for our members through weekend trainings or day to day workouts with crews on shift.

NW Wellness Coordinators meeting in Portland area around March

\*\* Wellness meeting combining Fire Districts and Departments, big or small, across Idaho, Oregon and Washington. Open to all Wellness Committee members, PFT's, Safety Officers or anyone interested in these programs. Occurring ever 6 months or so. Often offered by Seattle or Central Pierce. Next meeting projected to possibly be in the Portland area around March. Stay tuned for more information.

#### V. Good of the Order

- Colorado Test Completions

\*\* 14 members Have completed the Colorado test for SRFD and are logging hours for incentive items. First Item (Water Bottles) are in great use so far!

- Seattle Stair climb registration participants

\*\* Big thanks to all members who have registered for the annual Seattle Stair climb and committed their time to putting in the hard work and raising funds to support a really great cause!

#### VI. Next Meeting date/time/location

\*\* Thursday Nov 1st - 0900 @ Admin office room



**PURCHASE PROPOSAL**  
**Public Health Medical PodRunner**  
**Quote: \$13,115** (includes freight)

**Discussion:** Columbia County took over the Public Health agency on July 1<sup>st</sup>. It was previously operated by an outside agency. With the changeover, many previous policy and programs must be reevaluated by county procedures. One of the issues is grants that were approved by the state which the county cannot administrate. We have agreed that Scappoose Fire District will be the administrator of the grant for this purchase only. As usual, this is a reimbursement grant where the District pays for the project and then the costs are reimbursed from the state. A medical PodRunner is a very small pod with wheels that can be pulled by a vehicle. The pod will contain medical supplies and equipment used during public health emergencies.

**BUDGET IMPACT**

Expenditure Required:	\$13,115	Budgeted Amount:	-0-
Total available in Reserve account	\$419,000	Balance in account After expenditure:	\$405,665

**Recommended Action:** I recommend the Board of Directors approve the expenditure of up to \$13,115 for the purchase of a Medical PodRunner for Public Health with the understanding that the expenditure will be reimbursed by a state grant.

Approved by: F/C Greisen

Date: October 4, 2018

## QUOTATION

**Date:** 10/4/2018  
**Quote ID:** PR-100889-01a  
**To:** Scappoose Rural Fire District  
Attn: Michael Greisen, Chief  
52751 Columbia River Highway  
Scappoose, OR 97056

**Customer #:** 100889  
**Prepared By:** Marteen Busby  
[Marteen@Rescue42.com](mailto:Marteen@Rescue42.com)

Part #	Description	Unit Price	QNT	Extended
PR-WSX-SB1	<b>Command-Runner™ (Med Box)</b> - no generator compartment, discontinued enclosure with possible small imperfections (dents)  <u>Includes:</u> PodRunner® Chassis PodRunner® Hitch Adapter Fold-out Powder Coated Desk (WHITE) (2) Locking T-handles and (2) Positive Grip Front Catches Rack mount frame (36U) - NO generator compartment 400W Continuous Pure Sine Wave Inverter 60 AMP Battery Management System Digital Voltmeter AC & DC Power Distribution and Power Access Illuminated Master Power Switch (3) Overhead LED Lights and Overhead LED Light Controls 80 AH Battery with Bracket and Shield Auxiliary Power Strip 1: (4) 120 VAC Plugs, (2) USB Ports, and (2) 12 VDC Ports Lid Tie Downs: (3) Super Track Rails and (9) Load Rings Clear Polycarbonate Command Board Cover Support Legs: (2) Adjustable, Telescoping Drop Legs with Pins White Board: Magnetic White Board with Lid Mounts, (4) Dry Erase Pens and Eraser	\$10,125.00	1	\$10,125.00
<b>Rack Components</b>				
PR-WSA-S2UF	2U Component Support Shelf - Full (14.5"D)	\$70.00	1	\$70.00
PR-WSA-D2U	2U Drawer w/ Rear Support Bracket	\$200.00	3	\$600.00
PR-WSA-D2UO	2U Drawer w/ Rear Support Bracket, AC outlet & wiring	\$230.00	2	\$460.00
PR-WSA-D3U	3U Drawer w/ Rear Support Bracket	\$216.00	4	\$864.00
PR-WSA-D5U	5U Drawer w/ Rear Support Bracket	\$270.00	1	\$270.00
PR-WSA-LBX3	3U Locking Cabinet (9" deep)	\$126.00	1	\$126.00
<b>Misc</b>				
PR-GFX-A	Vinyl Graphics - Basic (Up to 2 logos/seals)	\$150	1	\$150.00

## QUOTATION

Subtotal	\$12,665.00
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Sales Tax (if applicable)	N/A
Shipping Estimate (to 97056)	\$393.00
Shipping Insurance	\$56.99
Lift Gate Service*	N/A

\* Because of the size & weight of this product, a lift gate truck is required if there are no loading docks or a forklift at the delivery site. Please note there is an extra charge for this service.

<b>Total</b>	<b>\$13,114.99</b>
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**Payment terms:** Net 30 Days. Payments by credit card (Visa or MasterCard), check, or electronic transfer preferred. Credit card payments incur an incremental 3.5% fee times the total of the Purchase Order. Checks and electronic transfers do not have a fee. Rescue 42 provides an emailed order acknowledgement, invoice and payment receipt. All prices quoted in U.S. Dollars.

**This quotation is subject to acceptance by November 31, 2018**, or unless otherwise negotiated and confirmed in writing by Rescue 42, Inc. Rescue 42 retains ownership and title to all equipment until paid in full with US currency. Applicable sales tax applies unless exempt. **Purchase Orders must be submitted via email at Marteen@Rescue42.com.** Shipping is FOB Chico, CA.

Rescue 42, Inc. is a federally certified Service Disabled Veteran Owned Small Business (SDVOSB), DUNS# 021675397, and a Service Connected Disabled Veteran Owned Business Enterprise (DVBE); Small/Micro Buiness. California DVBE and SB/MB Certificate # 41417.



SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

FIRE DISTRICT GUIDELINES

SECTION 13

<u>SECTION</u>		<u>PAGE</u>
13.1	Guidelines for Fire District Building Use	1
13.2	Safety Policy	2
13.3	Preventative Maintenance for District Buildings	3

### Section 13.3 Preventative Maintenance for District Buildings

A. Purpose: To define clear expectations for the preventative maintenance of district buildings. This policy will include critical areas to be inspected and a schedule of when to conduct these inspections. The district will decide who will conduct these inspections and provide training as necessary.

#### B. Schedule

District buildings will be inspected throughout the year on a daily, monthly, and quarterly basis and during inclement weather.

1. Daily – Daily inspections should be conducted by all employees. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and making sure to report it.
2. Monthly – Monthly inspections will be conducted by designated staff. This inspection should be comprehensive and documented. The district will provide a checklist of items that should be viewed. Any recommendations will be made to the Fire Chief or designee.
3. Quarterly – The safety committee will conduct quarterly inspections of the buildings per OR-OSHA Rule 437-001-0765 (7). Once they have completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the Fire Chief or designee.
4. Inclement Weather – When the district is aware of a forecasted storm, the maintenance staff will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the maintenance staff will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the Fire Chief or designee.

#### C. Building Maintenance

The following areas should be looked at during the documented inspections:

##### **Outdoors**

- Roof
- Gutters/Scuppers
- Downspouts - direct water away from the building
- Doors/Seals/Caulking
- Exterior Wall conditions/Holes/Paint/Siding
- Exterior Lighting/Cameras
- Parking Lots/Light Poles

- Emergency Backup Generators
- Vegetation trimmed away from buildings
- Foundation
- Combustibles away from buildings
- Exposed Piping

#### **Indoors**

- Emergency Lighting
- HVAC System/Filters/Batteries in Thermostats
- Water Intrusion/Moisture Issues
- Storage Areas
- Interior Wall Conditions
- Electrical Panels
- Attics

D. Training: The district will conduct annual training for staff that includes refreshing staff of items to be viewed or any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.

Legal:

OR-OSHA Rule 437-001-0765 (7)

Approved: President, Ron Cairns \_\_\_\_\_

Secretary, David Grant \_\_\_\_\_

Date: October 11, 2018

## Property Maintenance Checklist

**Date of Inspection:** \_\_\_\_\_ **Inspected by:** \_\_\_\_\_

<b>General:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Emergency Procedures available				
SDS binders are up to date and available				
Map for emergency shut off locations for water, gas, etc. is posted				
All fire extinguishers inspected and serviced				
Fire alarms, smoke detectors, etc. have been tested				
Boiler, elevator, alarm permits are current and posted				
Back flow inspections are current				
Lock out tag out devices are onsite				
Emergency contact numbers posted				
First aid kits are available and properly stocked				
Personal protection equipment is available				

<b>Custodial:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Hand trucks & chair dollies available/good condition				
Ladders are in good condition and secured				
Flammable products are stored in fireproof cabinets				
Hand tools and power tools are in good condition				
Appropriate container is available for oily rags. Clean and dirty rags are clearly marked				
Wet floor signs are available				
Secondary containers are properly labeled				

<b>Parking lots, grounds and fields:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Sidewalks and parking lots free of trip hazards				
Parking lot surfaces are adequate				
Parking lot light timers are adjusted properly				
All exterior signage is in good condition				
Security cameras cleaned, adjusted and operating				
All exterior lighting in working condition				
Bushes/trees have been trimmed away from facilities and exterior lighting				

<b>Roofs:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments/WO</b>
Check roof for damage				
Roof drains, down spouts are clear of debris				
Moss problems have been treated				
Roof access ladders are securely mounted				

<b>Offices</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
All spaces are adequately lit and in good repair				
Power strips are UL listed and in good repair				
Electrical outlets within 4' of sinks are GFCI protected				
Extension cords are only used for temporary				
Cords have been checked for grounding plugs				
Portable heaters have tip over switches and are not near flammable products				
Overhead storage is secured and stable				

<b>Restrooms:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Flooring is in good condition and clean				
All plumbing fixtures are in good condition				

<b>Storage, mechanical, boiler rooms:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Insulation material around piping is in good condition				
Electrical panels are accessible				
All electrical junction boxes have covers				
Water heaters are accessible				
Pressure release valve on water heaters works				
Filters are replaced in HVAC equipment				
Roof hatches work and can be secured				

<b>Inclement weather preparation:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Ice melt and snow removal equipment is available				
Check with Operations if HVAC system is set for cold weather conditions				
Shut off water to unheated outbuildings				
Remove all exterior hoses from hose bibs				
Roof drains and storm drains are clear				



# **SCAPPOOSE RURAL FIRE PROTECTION DISTRICT - CITY OF ST HELENS**

## **INTERGOVERNMENTAL AGREEMENT FIRE, LIFE, AND SAFETY PLAN REVIEW SERVICES AND INSPECTIONS**

### **PARTIES**

This Agreement is entered into by and between the Scappoose Rural Fire Protection District, organized pursuant to ORS 478, hereinafter referred to as "S.R.F.D." and the City of St. Helens, a municipal corporation of the State of Oregon, hereinafter referred to as "St. Helens".

### **RECITALS**

WHEREAS, by the authority granted in ORS 190.010, a local government may enter into an intergovernmental agreement with another local government to perform any and all functions that a party to the agreement, its officers or agencies, have the authority to perform; and

WHEREAS, St. Helens desires to employ the services of S.R.F.D. to provide Fire, Life, and Safety plan review and inspection services for review of compliance with applicable Fire, Life, Safety Codes; and

WHEREAS, St. Helens desires to provide a high level of professional and technical services at a cost less than the fees paid to St. Helens by permit applicants; and

WHEREAS, St. Helens wishes to contract with an organization directed by persons having experience and knowledge in the interpretation and application of regulations providing for protection of the public; and

WHEREAS, S.R.F.D. supervisors and managers are credentialed, have regulatory plan review and building inspection experience and otherwise meet St. Helens criteria; and

WHEREAS, S.R.F.D. is able to provide the services St. Helens is seeking and is willing to enter into this Agreement to provide Fire, Life, and Safety plan review and inspection services to St. Helens in accordance with and limited to the provisions set forth in this Agreement.

### **AGREEMENT**

In consideration of the promises and mutual covenants and agreements herein contained, it is agreed between the parties as follows:

- 1) **Effective Date.** This Agreement is effective on the last date signed by the parties, below.
- 2) **Completion Date.** This Agreement shall continue until June 30<sup>th</sup>, 2019, or until such other date as is mutually agreed upon by the Parties in writing, and shall automatically renew every year thereafter on July 1st unless terminated by either party pursuant to Paragraph 7 of this Agreement.

3) S.R.F.D. Services. S.R.F.D. agrees to provide services as follows:

- a) Fire, Life, and Safety plan review services of complete plans deemed by St. Helens to be of normal or unusual complexity for multi-family residential, mixed use, and non-residential buildings, not to include single family residential: complete initial plan review in less than ninety (90) business days.
- b) Fire, Life, and Safety inspection services, to supplement St. Helens Staff upon request of St. Helens, to determine compliance with approved plans and St. Helens adopted Oregon State Building Codes. The service goal is to perform such inspections within 48 hours of request by St. Helens and provide an inspection record to the applicant and St. Helens.

Notwithstanding the service goals outlined above, S.R.F.D. reserves the right to prioritize its own building inspection and plan review work over St. Helens plan review and building inspection service requests.

4) Consideration. Compensation shall be at the following rates:

- a) Commercial and mixed use plan review: 75% of the Fire Life Safety Review fees collected by St. Helens.
- b) All inspections: \$100.00 per hour billed in half-hour increments.

S.R.F.D. shall submit, after the first business day of each month, the invoice for plan review and inspections performed during the prior month. Payment of invoiced and approved items shall be mailed to St. Helens within forty-five (45) days after the date of the invoice. Payments not made within the above time frame shall, when paid, be increased one and one-half percent per month, or any portion of a month, for each month the payment is delayed.

5) Compliance with Codes and Standards. It shall be S.R.F.D. responsibility to determine compliance with all applicable Fire, Life, & Safety laws and codes, and with other applicable Federal, State and local acts, statutes, ordinances, regulations, provisions and rules. In the event of any discrepancy in the code, the St. Helens Building Official will have final determination. It is the property owners' or the occupant's sole responsibility to meet or exceed all laws, codes, and standards. S.R.F.D. is not responsible for any liability resulting from non-compliance.

6) Contract Representatives. Contract representatives for this Agreement are the following:

- a) For S.R.F.D.:

**Michael Greisen, Fire Chief**  
**52751 Columbia River Hwy.**  
**PO Box 625**  
**Scappoose, OR 97056**

- b) For St. Helens:

**John Walsh, City Administrator**  
**City of St. Helens**  
**PO Box 278**  
**St. Helens, OR 97051**

All correspondence shall be sent to the above addresses when written notification is necessary. Representatives of the parties to this Agreement can be changed or substituted by either party providing written notice to the other party at the provided addresses.

- 7) Termination. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event S.R.F.D fails to substantially perform the work in a manner satisfactory to St. Helens, or St. Helens fails to make timely payments for work invoiced by S.R.F.D., this Agreement may be terminated immediately and all costs incurred and fees earned by S.R.F.D. prior to the termination date shall be paid by St. Helens to S.R.F.D.
- 8) Amendments. All amendments to this Agreement shall be in writing and signed by both parties.
- 9) Independent Contractor. S.R.F.D. is hereby engaged as an independent contractor, and will be so deemed for purposes of this Agreement and any applicable laws, regulations or policies relating to contracting or employment.
- 10) Non-Assignment. S.R.F.D. shall not assign, subcontract, or delegate the responsibility for providing the services outlined in this Agreement to any other person, firm or corporation without the express written consent of St. Helens.
- 11) Reports. Upon the request of St. Helens, S.R.F.D. shall, within a reasonable time, provide a written report on the progress of and information related to the work outlined in this Agreement.
- 12) Hold-Harmless. Subject at all times to the tort claim limitations in Oregon Tort Claims Act and the Oregon Constitution, both parties agree to indemnify and hold harmless each other and their respective officers, agents and employees from and against all third party claims, suits, actions, damages, cost, losses, and expenses attributable solely and exclusively to acts or omissions of the indemnifying party. The indemnification and hold harmless duties under this section shall survive the termination of this agreement. The parties further agree to fully waive any claims, suits, actions, damages, cost, losses and expenses against each other which result from, arise out of, or are connected to their respective obligations under this agreement
- 13) S.R.F.D Not Agent of St. Helens. It is agreed by and between the parties that S.R.F.D. is not carrying out a function on behalf of St. Helens, and St. Helens does not have the right or direction or control of the manner in which S.R.F.D. delivers services under this Agreement and does not exercise any control over the activities of S.R.F.D. Any questions regarding policy implementation or determination shall be addressed by St. Helens. The employees of each respective party shall remain the employees of their hiring-employer and shall not be imputed to be performing work on behalf of the party who is not the hiring-employer

- 14) Non-Discrimination. S.R.F.D. agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap or age, suffer discrimination in the performance of this Agreement.
- 15) Non-Appropriation. In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Agreement, and if St. Helens has no funds legally available for consideration from other sources, then St. Helens may terminate this Agreement pursuant to Section 7 of this Agreement. S.R.F.D. may, pursuant to Paragraph 7, terminate this Agreement at any time that funds are not appropriated by St. Helens for compensation to S.R.F.D., and in such event S.R.F.D. may immediately cease its performance of its obligations under this Agreement.
- 16) Legal Fees. In the event any action, suit or proceeding, including any appeals therefrom, is brought for failure to observe or perform any of the terms of this Agreement, each party shall be responsible for its own attorney's fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.
- 17) Non-Waiver. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.
- 18) Time of the Essence. The parties agree that time is of the essence in this Agreement.
- 19) Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
- 20) Venue. Venue relating to this Agreement shall be in the circuit court of the State of Oregon for Columbia County, located in St. Helens, Oregon.
- 21) Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
- 22) Entire Agreement. This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement. St. Helens, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement. S.R.F.D., by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018

SCAPPOOSE RURAL FIRE DISTRICT  
S.R.F.D.

CITY OF ST. HELENS  
ST. HELENS

\_\_\_\_\_  
Michael Greisen – Fire Chief

\_\_\_\_\_  
Mayor Rick Scholl

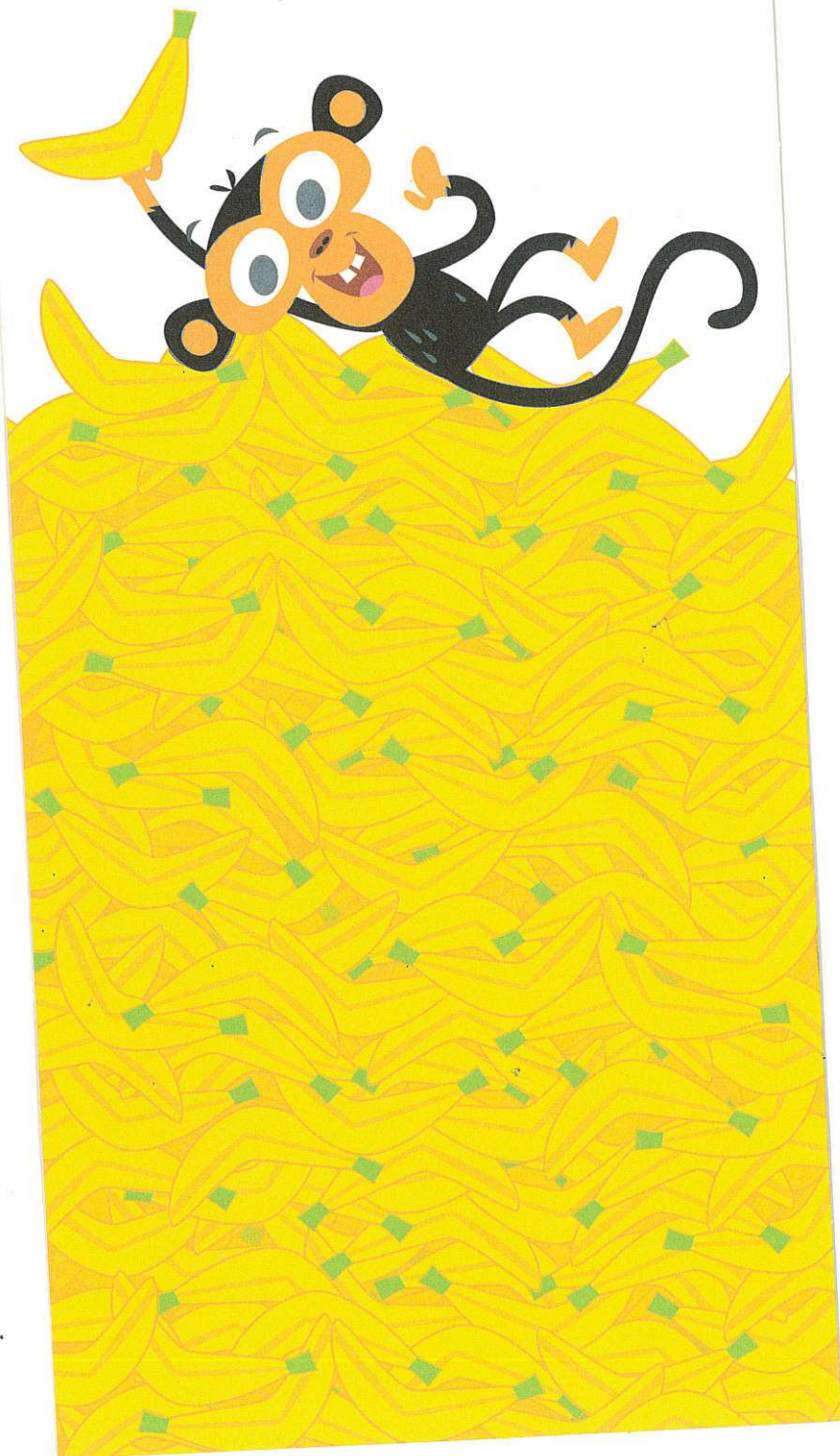
\_\_\_\_\_  
Ron Cairns – Board President

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
David Grant – Board Secretary

Approved as to Form:

\_\_\_\_\_  
City Attorney



I've worked at the  
Scappoose Senior Center  
for coming up on 20 years  
first of March 2019.

Many times I've had  
to call 911 for people  
and each time you  
came to take care  
of folks I was  
scared inside - scared  
for the people hurting  
and scared of the  
ambulance.

Yesterday I took  
my first ride in  
one with high blood  
pressure & pulse. It  
was a comforting  
experience and I  
thank you all for  
making it so. ☺

Shelly, Susi,  
Mike & Brian  
(& all of you who  
do a wonderful job  
taking care of our  
community!!!)

**Thanks a bunch!**

I thought this card  
was very appropriate  
for the occasion... my  
heart was fine however  
my potassium levels  
were very low. After  
2 horse sized potassium  
tablets I got to go home.

Again, Thank You.  
Julie Stephens



Thank You



South Sherman Fire & Rescue  
PO Box 116  
Grass Valley Oregon 97029

South Sherman Fire & Rescue would like to thank the 89  
fire districts, Oregon State Fire Marshal's Office, Bureau of  
Land Management, and the Forest Service for their help on  
the Substation Fire June of 2018.

Without your help we would have lost much more.



*J. R. F., Chief*