

AGENDA

Meeting of the Scappoose Rural Fire Protection District Board of Directors, Thursday, September 13, 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 August 9, 2018 meeting
 - B. Bills to be approved September 13, 2018
 - C. Budget vs. Actual a/o August 31, 2018
- IV. CHIEFS' REPORTS
 - A. Chiefs' Reports & Meeting Minutes
 - B. Incident Management Team Report
 - C. Miscellaneous
- V. OLD BUSINESS
 - A. Awards & Incentives Committee – LOSAP program for volunteers
 - B. Management Team Committee
 - C. Planning Committee
 - D. Oversight Committee
- VI. NEW BUSINESS –
 - A. SDAO Building Preventative Maintenance Policy
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

Chief Greisen's Agenda Review

9/13/2018

Opening of meeting

I open the meeting for the Scappoose Rural Fire Protection District Board of Directors for Thursday, September 13, 2018 at 7:00 PM at the Scappoose Fire Station. Please stand for the flag salute.

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

President – I entertain a motion to approve the consent agenda. A board member will say “so Moved” someone will need to 2nd.

Or

Board member will say “I move to approve the consent agenda,” and this will need a 2nd from another board member.

President will open for discussion

CHIEFS’ REPORTS & MEETING MINUTES

In Dropbox

Miscellaneous -

OLD BUSINESS

Awards & Incentives Committee – LOSAP program for volunteers

Management Team Committee – meets before board meeting

Planning Committee –

Oversight Committee -

NEW BUSINESS –

SDAO Building Preventative Maintenance Policy – In Dropbox. First Reading. Part of the 2018 Best Practices Checklist. No motion.

Good of the Order –

Scappoose Rural Fire District
Itemized Account Activity
 August 10 through September 13, 2018

Date	Source Name	Memo	Paid Amou...
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
8/29/2018	HRA VEBA Trust	HRA VEBA Trust for health care	2,300.00
8/30/2018	Paychex - tax	ER Work Benefit	83.03
8/30/2018	Paychex Payroll	Flex spend health ins cashout	13,298.05
9/12/2018	Special Districts Insur...	10-2018 HealthIns	19,732.28
9/12/2018	Standard Insurance	Sep/Aug Life & LTD Insurance	1,296.75
Total 550 Insurance			36,710.11
560 Personnel Salaries			
8/15/2018	American General Lif...	Insurance Premium	59.85
8/21/2018	COSTCO Wholesale	cancel employee membership	-60.00
8/29/2018	American Heritage Lif...	Case # 84457 PR Deduc: R Ander...	217.44
8/29/2018	Nationwide Retireme...	Aug2018 emplyee PR contrib	1,887.00
8/29/2018	Foresters Investor Se...	457P retirement deductions	3,450.00
8/29/2018	Voya-State of Oregon...	Oregon Savings & Growth Plan	8,862.48
8/30/2018	Paychex - tax	Emplyee taxes withheld	55,600.38
8/30/2018	Paychex Payroll	Deferred compensation	2,780.00
8/30/2018	Paychex Payroll	FLSA OT	2,140.74
8/30/2018	Paychex Payroll	FF incentives	1,360.00
8/30/2018	Paychex Payroll	Longevity	668.00
8/30/2018	Paychex Payroll	Phone Pay	150.00
8/30/2018	Paychex Payroll	Shift differential	134.51
8/30/2018	Paychex Payroll	Overtime	45,582.29
8/30/2018	Paychex Payroll	Balance of net pay	49,547.08
8/30/2018	Paychex Check	employee PR check	2,637.47
8/30/2018	Paychex Check	employee PR check	3,572.44
8/30/2018	Paychex Check	employee PR check	456.17
8/30/2018	Paychex Check	employee PR check	2,582.96
8/30/2018	Paychex Check	employee PR check	248.91
8/30/2018	Paychex Check	employee PR check	2,404.61
8/30/2018	Oregon Dept. of Justice	PR deduction	854.40
9/12/2018	P.E.R.S.	Employee 6% IAP plus unit contrib...	12,353.30
9/12/2018	Special Districts Insur...	Sec 125 employee contrib	1,138.60
9/12/2018	Standard Insurance	Sep STD PR deductions	481.50
9/12/2018	Pacific Athletic Club	Emplyee PR deduction	5.00
9/12/2018	S.H.C.F.C.U.	11 \$35 PR deductions	385.00
9/12/2018	S.H.C.F.C.U.	2 chiefs \$30 PR deduction	60.00
9/12/2018	S.H.C.F.C.U.	2 parttime lunch contribs	50.00
9/12/2018	Tualatin Valley Fire Fi...	2018 union dues from PR deductio...	1,317.01
Total 560 Personnel Salaries			200,927.14
570 SocSec/Medicare(FICA)			

Scappoose Rural Fire District
Itemized Account Activity
 August 10 through September 13, 2018

Date	Source Name	Memo	Paid Amou...
8/30/2018	Paychex - tax	Emplyr FICA	16,183.32
Total 570 SocSec/Medicare(FICA)			16,183.32
580 Volunteer Services			
8/29/2018	Bernier, Kyle	80 miles @ \$0.545	43.60
8/29/2018	S.V.F.A.	annual budgeted donation	8,175.00
9/12/2018	Meres, Angie	162 mi @ \$0.545/mile	88.29
9/12/2018	Pizza Vendor	Vol Assoc Business Mtg 9/5/18	137.90
9/12/2018	Fred Meyer	14 birthday gift cards	280.00
Total 580 Volunteer Services			8,724.79
590 Personnel Benefits			
8/14/2018	Amazon	TRX Training PRO3 Suspension T...	199.95
8/14/2018	Amazon	Mio Alpha Heart Rate Monitor Spo...	61.99
8/29/2018	Oregon Occupational ...	physicals-Chaffeur; Davis; Oberba...	276.00
8/29/2018	Nationwide Retireme...	Aug2018 employer PR contrib	450.00
9/12/2018	P.E.R.S.	Employer PERS	44,075.82
9/12/2018	Oregon Occupational ...	physical exam-Liebig	80.00
9/12/2018	FinishLine Graphics	30 fitness T-shirts w/ graphics	750.00
9/12/2018	Anytime Fitness	Oct Fitness dues-J.Salisbury	33.00
9/12/2018	Pacific Athletic Club	Oct 2018 dues; Marks	40.00
Total 590 Personnel Benefits			45,966.76
Total 1.1 GENERAL FUND PERSONNEL SVCS			308,512.12
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
9/12/2018	CRFR	Aug2018 - 50% Vol Coord	4,195.25
9/12/2018	Ritchie, Christopher	physician advisor svcs	691.67
Total 670 Contract Services			4,886.92
680 Communications Maintenance			
8/29/2018	Complete Wireless S...	12 battery clamshell KAA0120	507.00
8/29/2018	Complete Wireless S...	3 desktop battery chargers KAA03...	195.00
8/29/2018	Complete Wireless S...	36 Battery - Container Only LAA01...	1,064.88
Total 680 Communications Maintenance			1,766.88
720 Public Fire Services			
8/29/2018	Mallory Safety and Su...	2 Tychem protective coveralls	220.70
8/29/2018	Mallory Safety and Su...	1 Tychem protective coverall	110.35
8/29/2018	Ideation	1000 pencils w/ SRFD logo	469.15
9/12/2018	Ideation	500 pens w/ SRFD logo	359.38
Total 720 Public Fire Services			1,159.58
740 Uniforms			

09/12/18

Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
 August 10 through September 13, 2018

Date	Source Name	Memo	Paid Amou...
8/29/2018	Northwest Apparel	1 name (Hickman)	2.00
8/29/2018	Northwest Apparel	4 tshirts (Liebig	60.00
8/29/2018	Northwest Apparel	2 tshirts (Hickman)	30.00
8/29/2018	Northwest Apparel	4 Lg stock tshirts	52.00
8/29/2018	Northwest Apparel	4 Med stock tshirts	52.00
9/7/2018	Amazon	Bates structure boot: Hulsopple	88.19
9/12/2018	Alterations by Heathe...	repair 6 pair work boots	540.00
9/12/2018	Northwest Apparel	2 names - Hickman	4.00
Total 740 Uniforms			828.19
750 Maintenance on Equipment			
8/10/2018	FireHoseDirect	Alum 2.5" NH to 2" NPT Dbl Female	56.83
8/10/2018	FireHoseDirect	Alum 2.5" NH Rocker Lug Plug	29.67
8/10/2018	FireHoseDirect	2" NH/NST/NPSH gasket (5 pk)	14.38
8/11/2018	Ace Hardware - Scap...	allergen filter 20x25x1	18.99
8/28/2018	Amazon	4 lightning cables for apparatus	55.96
8/28/2018	Staples	4 pkg Duracell Procell 9V batteries	55.80
8/29/2018	Nielson, Scott	reimb fuel to Taylor Creek	81.94
8/29/2018	Nielson, Scott	reimb fuel after Sugar Pine	56.29
8/29/2018	Fast Lube and Oil	Oil change; '15 GMC Pickup	67.90
8/29/2018	Fast Lube and Oil	Oil change '05 Chevy Suburban	60.90
8/29/2018	Sunset Auto Parts	5 Oil Dry	44.50
8/29/2018	Sunset Auto Parts	B436 NAPA Gold air filter	9.72
8/29/2018	Sunset Auto Parts	16 oz Stanadyne	10.99
8/29/2018	Sunset Auto Parts	2 2.5 DEF	20.80
8/29/2018	Sunset Auto Parts	3 8 oz Stanadyne	14.97
8/29/2018	Wilcox & Flegel	325 gal diesel fuel	771.31
8/29/2018	Wilcox & Flegel	300 gal unleaded	962.11
8/29/2018	Wilcox & Flegel	104.83 gal conflag fuel	355.73
8/29/2018	Fast Lube and Oil	Oil change '08 F150--Marks	44.95
8/29/2018	G&G Auto Care Supp...	vehicle cleaning supplies	462.71
8/29/2018	CRFR	diagnostic house charge	50.00
8/29/2018	CRFR	labor	100.00
8/29/2018	CRFR	dryer assem. air brake	169.48
8/29/2018	CRFR	shop supplies	40.42
9/5/2018	Amazon	4 lightning cables	55.96
9/6/2018	West Marine	Boat Inlet: AP 3308	74.99
9/12/2018	Columbia Feed & Sup...	sharpen v-chain brake	8.00
9/12/2018	Columbia Feed & Sup...	labor for backpack blower	45.00
9/12/2018	AER Fitness Repair	maintenance on gym equipment	177.00
9/12/2018	Les Schwab Tires	TPMS Relearn - AP#3206	22.00
9/12/2018	O'Reilly Auto Parts	cabin & air filters - AP3206	42.45
9/12/2018	Pacific Power Group ...	labor	299.14
9/12/2018	Pacific Power Group ...	2 solenoids	298.80
9/12/2018	Pacific Power Group ...	mileage	257.50

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Date	Source Name	Memo	Paid Amou...
9/12/2018	Pacific Power Group ...	136 jakes	1,768.00
9/12/2018	Pacific Power Group ...	supplier & environ. charges	157.41
9/12/2018	CRFR	Pump symptom diagnostic	30.00
9/12/2018	CRFR	air leak diagnostic	28.75
9/12/2018	Nielson, Scott	reimb fuel - Hugo conflag	74.55
9/12/2018	Wilcox & Flegel	300 gal unleaded fuel	962.11
9/12/2018	Wilcox & Flegel	395.1 gal diesel fuel	974.34
9/12/2018	Columbia Feed & Sup...	coil, spark plug, air & fuel filters	56.85
Total 750 Maintenance on Equipment			8,889.20
760 Administration			
8/13/2018	Amazon	2 pkg Sharpie Fine Pt black (36/pkg)	44.54
8/13/2018	Amazon	2 pkg Sharpie Fine Pt Red (36/pkg)	37.66
8/13/2018	Safeway	Fire Defense Brd Mtg 8/13/18	19.74
8/13/2018	Safeway	Fire Defense Brd Mtg 8/13/18	6.29
8/14/2018	BiMart	restock conflag kits	27.50
8/14/2018	Fred Meyer	restock conflag food kits	42.48
8/14/2018	COSTCO Wholesale	restock Conflag kits	147.40
8/15/2018	US Bank	Service Charge	14.95
8/16/2018	Flora Designs	sympathy gifts--Hales anniversary	190.00
8/17/2018	Amazing Magnets	30 WB-Combo heavy duty magnet...	56.65
8/22/2018	O.F.M.A.	2018-19 OR Fire Marshal Assoc d...	65.00
8/22/2018	O.F.M.A.	18-19 OR Fire Marshal Assoc due...	65.00
8/22/2018	Amazon	Canon CLI-42 8 pk Ink	112.67
8/22/2018	U.S. Postal Service	500 stamps & ship insured pkg	278.75
8/29/2018	Maruska, Ron	reimb dry clean sleeping bag	50.00
8/29/2018	Oregon Fire Service ...	annual membership	135.00
8/29/2018	Pacific Office Automa...	monthly maint	39.60
8/29/2018	Pacific Office Automa...	May-July color overages	352.94
8/29/2018	GOOD TO GO!	E260888/OR-TOLL PMT	3.40
8/29/2018	Oregon Govt Ethics C...	annual assessment-FY19	475.12
8/30/2018	Paychex Invoice	Aug reg PR svcs	193.80
9/4/2018		LGIP transfer fee	0.05
9/4/2018	Fred Meyer	Fire Invest Team Mtg	48.91
9/4/2018	Pizza Vendor	F.I.T. lunch-structure fire	64.50
9/5/2018	Amazon	1 pkg Zebra Pen Orbitz Gel, Med Pt	6.94
9/5/2018	Amazon	12 Sharpie 37001 markers blk	7.49
9/5/2018	Amazon	Brother Hi-Yield toner cartridge(TN...	59.98
9/5/2018	Amazon	Amazon Prime Membership	119.00
9/8/2018	Fultano's Pizza	CRFR crew food for 9/8 coverage	32.15
9/12/2018	Joseph Kruger	refund EMS overpayment	110.15
9/12/2018	Pacific Office Automa...	monthly maintenance fee	39.60
9/12/2018	Office Depot, Inc.	4 reams copy paper	131.96
Total 760 Administration			2,979.22

Scappoose Rural Fire District
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Date	Source Name	Memo	Paid Amou...
765 Information Technology			
8/27/2018	Amazon	5-pk CAT6 RJ45 inline coupler	8.99
8/27/2018	Amazon	5-pk CAT6 ethernet patch cable	9.99
8/28/2018	Wix.Com	2 yr srfd.us domain name	264.00
8/28/2018	Amazon	2 pkgs ethernet cables (5/pk)	30.98
8/29/2018	AT&T Mobility	July wireless charge	345.08
8/29/2018	CenturyLink	acct# 503-621-9546 132R	56.94
8/29/2018	City of Portland	800 MHz access	117.21
8/29/2018	CallBack Staffing Sol...	Users Pro - qty 8	46.68
8/29/2018	Engstrom, Cheryl	reimb 1 mo SRFD chg on personal...	85.73
8/29/2018	Verizon Wireless	Acct 672550930	10.02
8/29/2018	Verizon Wireless	Acct 342023411	530.99
8/29/2018	Maller, Dave	contract work	675.00
8/29/2018	Maller, Dave	scanner issue for Cheryl	65.00
8/29/2018	Maller, Dave	emergency network connectivity is...	195.00
8/29/2018	Maller, Dave	Office365 Migration mtg w/ vendor	65.00
8/31/2018	Dell Marketing L.P.	Computer 8 GB 2666 MHz; front of...	906.30
9/4/2018	Amazon	2 pkg 3 ft CAT6 cable (5/pk)	21.98
9/6/2018	Apple iTunes	iCloud storage plan	2.99
9/10/2018	CenturyLink	service fee	15.00
9/12/2018	Comcast	business internet	239.85
9/12/2018	Engstrom, Cheryl	reimb District AT&T bill on persona...	38.66
9/12/2018	PEAK Internet	Chapman&Scappoose internet	76.88
9/12/2018	TriZetto Provider Solu...	Sep fees for EMS billing	105.92
9/12/2018	EMS Technology Sol...	24 fleet mgmt licenses	120.00
9/12/2018	Verizon Wireless	Acct 342023411	726.82
9/12/2018	Verizon Wireless	Acct 672550930	10.02
Total 765 Information Technology			4,771.03
770 Operating Materials/Suppli			
8/17/2018	Amazon	Scotch-Brite Big Scour Pads (20)	50.01
8/17/2018	Amazon	Purex liquid HE detergent	29.68
8/27/2018	Amazon	antibac gym wipes	44.22
8/29/2018	Ace Hardware - Scap...	Bldg cleaning supplies	23.96
8/31/2018	Fred Meyer	food storage containers	57.96
Total 770 Operating Materials/Suppli			205.83
775 Emerg. Operating Supplies			
8/11/2018	First Due Fire Supply	4 pr Vanguard structure fire gloves	279.80
8/11/2018	First Due Fire Supply	shipping for gloves	14.72
8/22/2018	First Out Rescue Equi...	48 pks 24x48 decontamination tow...	160.54
8/22/2018	FeldFire	Maruska-Coaxsher Interface Coat ...	182.07
8/22/2018	FireHoseDirect	Alum 2.5" to 2" NPT Dble Male	59.95
9/11/2018	Cascade Fire Equipm...	3 drip torch brackets	143.28
9/12/2018	SeaWestern Fire App...	2 Cairns structural helmets	425.50

Scappoose Rural Fire District
Itemized Account Activity
 August 10 through September 13, 2018

Date	Source Name	Memo	Paid Amou...
9/12/2018	SeaWestern Fire App...	2 ICM 200 Plus SCBA refurbished	702.15
	Total 775 Emerg. Operating Supplies		1,968.01
	780 Building & Grounds Maint.		
8/29/2018	Ace Hardware - Scap...	bulbs for cooktop hood	9.98
	Total 780 Building & Grounds Maint.		9.98
	790 Training		
8/18/2018	Portland Community ...	Marks--fall 2018 tuition & fees	1,506.80
8/26/2018	Burger Joint	SCBA Confidence training lunch	36.40
8/28/2018	Amazon	Intro to General, Organic & Bioche...	120.00
8/28/2018	Amazon	Occup Safety & Health in EMS	85.60
8/28/2018	Amazon	Technical Communication	113.41
8/29/2018	Portland Community ...	Justin Melling scholarship	1,250.00
9/9/2018	Hands-On Labs Inc	PCC chemistry lab kit	198.85
9/12/2018	S.H.C.F.C.U.	1 intern	30.00
	Total 790 Training		3,341.06
	810 Utilities		
8/29/2018	N.W. Natural Gas	Acct 447881-4	38.01
8/29/2018	CenturyLink	acct# 300302736 - landlines	436.99
8/29/2018	City of Scappoose	water and sewer bill	291.07
8/29/2018	CRPUD	boathouse electricity	32.48
8/29/2018	CRPUD	main station electricity	998.79
8/29/2018	Comcast	cable tv	32.22
9/12/2018	N.W. Natural Gas	Acct 447881-4	34.19
9/12/2018	Waste Management ...	Garbage/Recycling	123.73
9/12/2018	W.O.E.C.	Chapman electricity	229.65
9/12/2018	P.G.E.	electricity for Holbrook station	95.78
	Total 810 Utilities		2,312.91
	870 EMS Operations		
8/29/2018	Airgas - USA, LLC	medical oxygen	131.91
8/29/2018	Airgas - USA, LLC	medical oxygen	300.26
8/29/2018	Airgas - USA, LLC	cylinder rental	193.38
8/29/2018	Bound Tree Corp.	3 bx nitrostat (100/bx)	128.37
8/29/2018	Bound Tree Corp.	medical supplies	3,310.19
8/29/2018	Environmental Compli...	2 biohazard containers	75.00
9/11/2018	Bound Tree Corp.	medical supplies	96.00
9/11/2018	Hellofax	hellofax	9.99
9/12/2018	Airgas - USA, LLC	cylinder rental	193.38
9/12/2018	Airgas - USA, LLC	medical oxygen	378.61
9/12/2018	Bound Tree Corp.	medical supplies	2,552.62
9/12/2018	Bound Tree Corp.	medical supplies	137.37
9/12/2018	Bound Tree Corp.	medical supplies	8.08

09/12/18

Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
 August 10 through September 13, 2018

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amou...</u>
9/12/2018	Environmental Compli...	3 biohazard containers	100.00
9/12/2018	EMS Technology Sol...	5 inventory & asset mgmt license ...	150.00
9/12/2018	Airgas - USA, LLC	cylinder testing	28.93
Total 870 EMS Operations			7,794.09
880 FireMed			
8/29/2018	Life Flight Memberships	2 Life Flight membership fees	130.00
9/12/2018	Life Flight Memberships	65 Life Flight membership fees	4,225.00
Total 880 FireMed			4,355.00
Total 1.2 GENERAL FUND MATERIAL & SVC			45,267.90
Total 1...			353,780.02
Total 1..GENERAL FUND EXPENDITURES			353,780.02
4. PERSONNEL SVC FUND EXPENSE			
Liability & Service			
8/29/2018	Engstrom, Cheryl	net vacation payout - 29 days	4,396.64
8/29/2018	Nationwide Retireme...	C. Engstrom retirement benefit	31,719.99
8/30/2018	Paychex - tax	Emplyr FICA	588.88
8/30/2018	Paychex - tax	Employee taxes withheld	2,839.25
Total Liability & Service			39,544.76
Total 4. PERSONNEL SVC FUND EXPENSE			39,544.76
TOTAL			393,324.78

09/12/18
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1 through September 13, 2018

	Jul 1 - S...	Budget	\$ Over B...	% o...
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,677,606	1,640,410	37,196	102%
Conflagration	126,788	150,000	-23,212	85%
EMS Receipts	138,931	670,000	-531,069	21%
Fire Marshal	0	25,000	-25,000	0%
FireMed	11,755	39,300	-27,545	30%
G.E.M.T. (Medicaid)	0	30,000	-30,000	0%
Grant Awards	4,250	0	4,250	100%
Interest Earned on Investments	5,405	28,500	-23,095	19%
Intergovernmental	26,782	100,645	-73,863	27%
Miscellaneous Revenue	1,219	25,000	-23,781	5%
Property Taxes				
Taxes - Current	0	2,879,713	-2,879,713	0%
Taxes - Prior Years	67,417	92,000	-24,583	73%
Total Property Taxes	67,417	2,971,713	-2,904,296	2%
Total 1. GENERAL FUND REVENUES	2,060,154	5,680,568	-3,620,414	36%
2. GRANT FUND REVENUE				
Grant Award	112,950	0	112,950	100%
Total 2. GRANT FUND REVENUE	112,950	0	112,950	100%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	144,313	144,246	67	100%
Interest Earned on Investments	527	2,500	-1,973	21%
Transfers In	0	189,487	-189,487	0%
Total 3. PROPERTY FUND REVENUES	144,839	336,233	-191,394	43%
4. PERSONNEL SVCS FUND REVENUE				
Begin Available Cash On Hand	208,852	209,024	-172	100%
Interest Earned on Investments	690	3,510	-2,820	20%
Total 4. PERSONNEL SVCS FUND REVENUE	209,542	212,534	-2,992	99%
Total Income	2,527,485	6,229,335	-3,701,850	41%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	132,145	588,420	-456,275	22%
560 Personnel Salaries	386,060	2,218,355	-1,832,295	17%
570 SocSec/Medicare(FICA)	30,050	167,130	-137,080	18%
580 Volunteer Services	10,245	78,000	-67,755	13%
590 Personnel Benefits	117,533	560,757	-443,224	21%
Total 1.1 GENERAL FUND PERSONNEL SVCS	676,033	3,612,662	-2,936,629	19%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	14,451	113,843	-99,392	13%
680 Communications Maintenance	9,284	20,000	-10,716	46%
720 Public Fire Services	2,130	14,800	-12,670	14%
730 Property & Liability Insur.	0	51,985	-51,985	0%
740 Uniforms	1,876	20,000	-18,124	9%
750 Maintenance on Equipment	22,231	143,500	-121,269	15%
760 Administration	6,008	56,120	-50,112	11%
765 Information Technology	12,923	69,900	-56,977	18%
770 Operating Materials/Suppli	920	5,000	-4,080	18%
775 Emerg. Operating Supplies	5,257	65,000	-59,743	8%
780 Building & Grounds Maint.	8,065	125,731	-117,666	6%

09/12/18
Accrual Basis

**Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1 through September 13, 2018**

	<u>Jul 1 - S...</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>% o...</u>
790 Training	5,198	85,000	-79,802	6%
810 Utilities	4,763	37,600	-32,837	13%
870 EMS Operations	14,585	90,000	-75,415	16%
880 FireMed	5,245	20,000	-14,755	26%
Total 1.2 GENERAL FUND MATERIAL &...	112,936	918,479	-805,543	12%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	0	109,940	-109,940	0%
Total 1.3 GENERAL FUND CAPITL OUT...	0	109,940	-109,940	0%
Total 1...	788,969	4,641,081	-3,852,112	17%
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	788,969	5,680,568	-4,891,599	14%
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	828,514	6,229,335	-5,400,821	13%
Net Income	<u>1,698,971</u>	<u>0</u>	<u>1,698,971</u>	<u>100%</u>

Fire Chief Report

August 2018

Worked on multiple projects including SRFD LOSAP, local 3215 and local 1660 along with meetings, fire investigation, fire inspections, personnel matters, consultation with attorneys, and Intergovernmental agreement. Additional information will be provided later.

Meetings & Drills

08/1 Col Co Traffic Safety	08/1 Chiefs mtg.
08/2 Oversight committee mtg.	08/7 National night out in Scappoose
08/9 SRFD Board mtg.	08/10 EMS only Paramedic interviews
08/13 Fire Defense board mtg.	08/14 Col Co Fire investigation mtg.
08/14 CRFR Board mtg.	08/15 Chiefs mtg.
08/20 Probationary testing	08/21 Local 1660 mtg
08/21 Mechanic interview	08/22 SRFD Membership mtg.
08/23 Halloween Town planning mtg	08/30 Medical in-service for teachers



Fire Marshal Report

Columbia River Fire & Rescue / Scappoose Fire District

September Board Meeting

Monthly Activity

Fire Code Questions and Complaints	Inspection Requests	Pre Application Meetings	Administrative Reviews	Re-Inspections
14	5	3	4	2
Plan Reviews	System Testing	Driveway Scappoose	Driveway St. Helens	Driveway Rainier
6	1	2	5	3
Fire Investigations	Public Hearings	Knox Box Installs	Permits	Weekly County Meetings
3	0	4	0	2
Total Hours: 104.25				

Previous Month 170.5

ADMIN Staff Time: 138 hours (Estimate)

General Info:

Completed a new fire investigation policy. Dispatched as a Division Supervisor with NW 12 IMT to the Snowy Mountain Fire on the Canadian border for 6 days, Dispatched to the Klondike fire on the 23 to the end of the month. Was able to spend some time with the head of the BLM drone program while on the Snowy Mountain Fire. Conducted inspections at Fred Meyer & CCEC based upon plan review comments. This has started to be very successful. Flow testing for new apartment complex. Meetings with head of Land Development about bridge and code violations at Western hills Mobile Park, Chiefs meeting, met with the fire protection engineers about the POSH Hanger project, met with the engineer regarding the East Airpark development and met with the construction foreman with regard to egress lighting at the Rainier School. Improvements for the school included new signage to identify buildings. This brings them into compliance with our ordinance. Spent 2 days with a film crew at LBTC for a web series on hazmat and fire skills. Working to implement RAXAR in October as the fire season winds down. Working with the chief to establish an IGA with the City of SH for plan review services. Projects still in the cue, new hydrant standard, Drone Training and special operations program. Attached to this is a brief snapshot of the 2 text book projects I have been working on in my spare time for a year. CRFR & Scappoose are represented well.

Respectfully Submitted by Jeff Pricher



International
Association
of Fire Chiefs



National
Fire Protection
Association

Fundamentals of Fire Fighter Skills and Hazardous Materials Response

FOURTH EDITION



JONES & BARTLETT
LEARNING

Jeffrey J. Harran

Lake Havasu City Fire Department
Lake Havasu City, Arizona

Chris Hawley

Fire Specialist (retired)
Baltimore County Fire Department
Baltimore County, Maryland

Judith Hoffmann, CECM, EMT

Officer (retired)
Hoffmann Consulting
South Bend, Indiana

Peter Holmes

Vermont Fire Academy
Pittsford, Vermont

James Hopkins

Orange Fire Department
Orange, Massachusetts

Mark W. Ingoglio

Kingston Fire Department
Kingston, New York

Bradley Iverson

College of Southern Nevada
Las Vegas, Nevada

A. Maurice Jones

Supervisor, Fire Protection Systems
Alexandria Fire Department
Alexandria, Virginia

Richard J. Kosmoski, BA, MS

Middlesex County Fire Academy
Sayreville, New Jersey

R. Paul Long

York County Department of Fire and Life Safety
York County, Virginia

F. Patrick Marlatt

Maryland Fire and Rescue Institute
College Park, Maryland

Matthew Marlow

Medway-Grapeville Fire District
Surprise, New York

Steven Marsh

Captain/Departmental Training Officer
Kurtz Industrial Fire Services, Tennessee
Operations
Chattanooga, Tennessee

Toby Martin

Captain
Roanoke County Fire and Rescue
Roanoke County, Virginia

Al Martinez

Prairie State College
Chicago Heights, Illinois

Philip Oakes

Laramie County Fire District #4
Cheyenne, Wyoming

Dana Peloso

Oxford Fire Department
Oxford, Massachusetts

Jeff Pricher

Division Chief/Fire Marshal/Special Operations
Scappoose Fire District
Columbia River Fire and Rescue
Scappoose, Oregon

Joseph Ramsey

Winston-Salem Fire Department
Winston-Salem, North Carolina

Matt Rector

South Sioux City Fire Department
South Sioux City, Nebraska

Glen Rudner

Hazardous Materials Compliance Officer
Alabama Division
Norfolk Southern Railroad
Birmingham, Alabama

Kelli J. Scarlett

University of Maryland University College
Adelphia, Maryland

Robert "Les" Smith

RESA/Charleston Fire Department
Charleston, West Virginia
Tom Vines
Civilian Deputy for Search and Rescue (retired)
Red Lodge, Montana

Bryan Ware

Fire Chief
Beulah Fire Protection District
Beulah, Colorado

Reviewers

John P. Alexander

Connecticut Fire Academy
Windsor Locks, Connecticut

Dena M. Ali

Raleigh Fire Department
Raleigh, North Carolina

Brett Anderson

Captain
Cumberland Fire Department
Cumberland, Rhode Island

Shane L. Anderson, BS, NREMT

Monett Fire Department
Monett, Missouri

must be loaded at a special airport and may not be used within 300 ft (91.4 m) of a waterway (U.S. Department of Agriculture Forest Service, 2016). Rotary-wing aircraft (helicopters) can either carry water in an internal tank and drop it directly on the fire, or they can use a long cable and bucket system to transport the water to the fire fighters working at the scene (**FIGURE 21-5**). Helicopters can also carry fire retardant or foam extinguishing agents. The use of aircraft can be an effective means to control wildland fires, but it requires close communication and coordination between ground and air resources.



A



B

FIGURE 21-5 Rotary-wing aircraft can be used to apply water to a wildland fire by either **A**, carrying the water in an internal tank and dropping it directly on the fire, or **B**, by using a long cable and bucket system to transport the water to the scene.

Courtesy of Jeff Pricher.

Lt. Pulito

Removing the Fuel

The second method of controlling and extinguishing wildland and ground cover fires is to remove the fuel from the fire. This can be accomplished using hand tools or mechanized equipment.

In terms of hand tools, a fire broom or steel fire rake is used to sweep away fine fuels such as light grass or weeds. Other special-use tools that are designed for cutting, digging, and scraping can be used to create a **fire control line** (a constructed or natural barrier used to control the fire) in light brush (**FIGURE 21-6**). Examples of tools used for this purpose are the **McLeod** (a combination hoe and rake tool) and the **Reinhart** (a scraping tool that looks like an oversized garden hoe). When working in heavier brush, a **Hazel hoe** (also known as an adze hoe) can be used to grub out brush to create a fire control line. The **Pulaski axe** combines an adze and an axe for brush removal. A **council rake** is a long-handled rake constructed with hardened, triangular-shaped steel teeth that is used for digging, for rolling burning logs, for cutting grass and small brush, and for raking a fire control line down to soil with no subsurface fuel (mineral soil).

In some situations, saws are used to remove heavy brush and trees from the fire. The types of saws employed for this purpose range from handsaws to gasoline-powered chainsaws. Other powered equipment used to control wildland and ground cover fires includes tractors, plows, and bulldozers.

Setting a fire is another technique that can be used to remove the fuel from a wildland fire. A **backfire** is



FIGURE 21-6 Special-use hand tools can be used to create a fire control line in light brush.

Courtesy of Jeff Pricher.

SKILL DRILL 21.2

Using a Fire Shelter **Fire Fighter I, NFPA 1001: 4.3.19**

Lonny Gandara



- 1** Pick the largest available clearing. Wear gloves and a hard hat, and cover your face and neck if possible. Scrape away flammable litter if you have time.



- 2** Pull the red ring to tear off the plastic bag covering the shelter.



- 3** Grasp the handle labeled "Left Hand" in your left hand and the handle labeled "Right Hand" in your right hand.



- 4** Shake the shelter until it is unfolded. If it is windy, lie on the ground to unfold the shelter.

(continued)

KNOWLEDGE CHECK

A direct method of suppressing a wildland or ground cover fire that involves placing a suppression crew on one flank of a fire is the definition of a(n):

- a. indirect attack.
- b. flanking attack.
- c. anchor, flank, and pinch attack.
- d. parallel attack.

Safety in Wildland Firefighting

Fighting wildland and ground cover fires is hazardous duty. Responses for wildland and ground cover fires involve all of the hazards encountered by personnel responding to structural fires, in addition to hazards unique to the wildland environment.

Ten Standard Firefighting Orders

The **ten standard firefighting orders** were developed by the U.S. Department of Agriculture Forest Service Chief after a task force investigated 16 tragic wildland fires that resulted in multiple fire fighter fatalities. The ten orders, which are meant to prevent further fire fighter tragedies from occurring during these types of fires, are broken into three categories as follows:

Fire behavior

1. Keep informed on fire weather conditions and forecasts (**FIGURE 21-16**).
2. Know what your fire is doing at all times.
3. Base all actions on the current and expected behavior of the fire.

Fireline safety

4. Identify escape routes and safety zones and make them known.
5. Post lookouts when there is possible danger.
6. Be alert. Keep calm. Think clearly. Act decisively.

Organizational control

7. Maintain prompt communications with your forces, your supervisor, and adjoining forces.
8. Give clear instructions, and ensure they are understood.
9. Maintain control of your forces at all times.

If 1 to 9 are considered, then . . .

10. Fight fire aggressively, having provided for safety first.

FF Davis & Capt. Gift



FIGURE 21-16 When responding to a wildland fire, it is important to keep informed on fire weather conditions and forecasts.

Courtesy of Jeff Pricher.

The Eighteen Watch Out Situations

The **eighteen watch out situations** are an expansion of the ten standard firefighting orders. Outlined in the *Incident Response Pocket Guide* published by the National Wildfire Coordinating Group (NWCG), the list addresses areas of specific concern in the wildland environment. The eighteen watch out situations can be used as a checklist to determine if an assignment is safe. If five or more of the situations are encountered, the fire fighter should reconsider engaging in the assignment.

The eighteen watch out situations are as follows:

1. Fire not scouted and sized up
2. In country not seen in daylight
3. Safety zones and escape routes not identified
4. Unfamiliar with weather and local factors influencing fire behavior
5. Uninformed on strategy, tactics, and hazards
6. Instructions and assignments not clear
7. No communication link with crew members or supervisor
8. Constructing line without safe anchor point
9. Building fireline downhill with fire below
10. Attempting frontal assault on fire
11. Unburned fuel between you and the fire
12. Cannot see main fire and not in contact with anyone who can



**International
Association
of Fire Chiefs**



**National
Fire Protection
Association**

Wildland Fire Fighter

Tentative Cover for new
Stand Alone Wildland
Text book

Principles and Practice

SECOND EDITION

Joe Lowe



ACCESS
CODE
INSIDE



NAVIGATE²
ADVANTAGE ACCESSTM

August 2018 – Chief of Operations Monthly Report

August, for the first time in several months the county saw a little precipitation over several days. The County Fire Defense Board conversed and concluded that back yard campfires would be temporarily permitted as long as the weather continued to show a cooling trend. As of the date of this report we have continued to allow back yard recreational campfires, open burning is still prohibited.

Oregon State Fire Marshal's Office has had a number of Conflagration requests, during the month of August. Columbia County was able to meet one out of six requests for staffing and equipment during that time frame. We turned down 5 requests for staffing and equipment as a single county but offered to send some equipment and a task force leader in conjunction with another county. The State Fire Marshal's Office has had a number of short term deployments this season, several conflag requests lasted less than 48 hours.

This month CFR&R hired a Fleet Maintenance Mechanic, Jeramy Lehner. Jeramy started worked at the shop, we conducted follow up interviews for the third mechanic and we have one possible candidate following the second interview. The goal is to have the third mechanic hired by the end of September or early October.

Duane Jordan will be leaving our organization as a fleet mechanic in mid- September. Duane will be sorely missed, his dedication and commitment to our organization will not be easy to replace. We wish Duane and his family the best of luck in their new life in Idaho.

Image Trend is proceeding; we have closed more gaps and improved the process as we work with FF Tim Hennigan, FF Jeff Lockhart, and Lt Jim Pulito. Chief Coombs and I cannot thank Tim, Jeff, and Jim enough for their efforts to complete this project.

Finally, reports on our run totals, types, and numbers is still in process. We are working with Image Trend Report Writer to obtain that information. When we have it up you will see response data again.

- **Budget Items** – The 2018/19 budget has been approved and is currently beginning July 1, any purchases planned will be completed this fall when tax revenue begins arriving.
- **Ambulance Only personnel** continue to finish up the FTEP (Field Training Component) and we have seen a few more become eligible to operate in the field. Chief Coombs has offered EMS only Paramedic positions to 4 paramedics for SRFD and CRFR. Currently these individuals are in background and physicals. The goal is for training to begin in late September or early October. We will be running a day car (10-12 hour) for both SRFD and CRFR. These units will overlap during the peak run times during the day. Our goal is to reduce our firefighter staff out of district transports and improve our Fire response accordingly.

- **CAD** – We are working on continued CAD issues, they are becoming less frequent and those that do arise are being quickly handled by CCOM staff. Mike Fletcher has taken the reigns of CCOM and is updating and improving their systems daily.
- **Wildland/Conflagration response reimbursement:** CRFR has received reimbursement for the North California Conflag response for Oct 2017. CRFR and SRFD have received reimbursement for the December 2017 “Thomas Fire”, we have one outstanding remaining out of state response for the Mendocino Complex in August 2018.
- **Medic 472 (Dodge)** was involved in a motor vehicle accident while enroute to the hospital. The ambulance is out of service and will need to be repaired. At this time we do not have any return to service date. The firefighters in the unit have returned to work and did not receive any serious injuries. The patient was transported to the hospital.
- **September/October 2018** – I am coaching youth soccer for the Rainier/Clatskanie Rural Soccer District. Unfortunately our games are on Tuesday and Saturday until the end of October, I will be unable to attend those board meetings. If you have questions or comments please give me a call or stop by the office. Thank you,

Meetings:

- Local 3215/Management Meeting
- Volunteer Association Meeting
- Task Force Leader – Mendocino Complex, Ukiah CA July 28-Aug 4
- CCOM – CAD Issues
- Fire Mechanics Interviews/Secondary Interviews/Hiring
- Senior Staff Meeting
- Firefighter 6 month Testing
- Halloween Town Pre-Incident Planning Meeting
- Lexipol Webinar – Policy/Procedure Company
- Fire reports and NFIRS updates
- Columbia County Fire Defense Board Meeting- SRFD 431
- 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
- Fall Soccer
- Vacation August 27-31, 2018

August 2018 Training Report
Chief Marks

08/04	Return from Mendocino Complex
08/08	Morning and Evening Drill
08/09	Single Role EMS Interviews Scappoose Board Meeting
08/13	OEDI Meeting Meeting at Washington County
08/14	CRFR Board Meeting
08/15	Morning and Evening Drills Chiefs Meeting
08/20	6 month tests
08/22	Morning and evening drills
08/24-08/25	Duty Coverage for Pricher Hood to Coast Relay- (no I didn't run) No significant calls this year
08/25	SCBA Confidence Drill
08/27-08/31	Duty Coverage
08/28	Case Reviews
08/29	Morning and evening drills

CONTINUING PROJECTS

-CRFR Accreditation

This allows CRFR to offer some courses in-house including fire fighter 1 & 2 Certification courses, Driver Operator Courses, and a handful of others. If CRFR was not accredited through DPSST we would have to send our employees to outside training to get them certified.

-Both agencies Re-Certification

All members need to be re-certified at the end of every even year. All DPSST certification levels need to be re-certified. Certifications are divided into three groups and each grouping has a certain training requirement. Individuals can be re-certified in one of three ways. On the job performance, Task Performance testing, or training hours.

-2019 Volunteer Academy Planning

Scheduling the academy. Finding instructors. Working with Jennifer on getting information out.

-Training Calendar Planning for 2019

-Working with Chief Coombs on EMS only academy

-LBTC Clean up

Constant clean-up and organizing of the grounds. The crews pitch in and help

-Wild Land course planning for 2019

EMS Office Activity

August 2018

- 1 Chief's meeting
- 2 CareOregon accounting meeting
- 3 Single role paramedic testing
- 3 CareOregon conference call.
- 3 CareOregon "huddle" meeting
- 6 Community Advisory Council meeting
- 6 Community paramedic operations meeting
- 7 Met with Stryker representative
- 8 ImageTrend report meeting
- 10 Single role paramedic chief's interview
- 13 EMS committee meeting
- 13 Community paramedic budget meeting
- 14 CRFR Board meeting
- 15 St. Helens High School football meeting
- 15 Scappoose High School football meeting
- 15 Chief's meeting
- 20 6th month probationary test
- 23-26 Deployed to Ramsey Canyon Fire
- 27 Risk Share committee meeting
- 27 Community Paramedic meeting
- 30 Policy management presentation

Single Role Paramedics

All candidates have completed background investigations and a physical. Job offers have been made and we are waiting on confirmation of acceptance for one of the candidates. Orientation training will begin on October 1st. Their first shift will begin on October 5th or 6th.

Community Paramedic

We have agreed to extend the current community paramedic agreement an additional four months and will begin work on a contract for year two of the program. Legacy Good Samaritan has inquired in regards to providing community paramedic services to non-CareOregon patients. We will be meeting to discuss feasibility of their request.

Donation

CRFR received a generous donation of surplus EMS equipment from Armstrong World Industries. The donation included three AEDs with wall cabinets, two sets of CPR manikins, and miscellaneous supplies. Two of the AEDs have already been placed into service.

New Ambulances

Since we have ordered multiple vehicles in a relatively short period, BraunNW has offered a multi-vehicle discount. The total savings between the two ambulances currently being built is approximately \$3500. Our current builds are currently on schedule.

SRFD Safety Committee
Agenda
Scappoose Fire Station 1800
September 12, 2018

Safety Members in Attendance: Lawrenson, Meres, Stewart, C. Sallee, Maruska, O'Connor, Ahlers, Nielson, Kriek

Safety Message

All district personnel will drive with due regard when responding to incidents, slow down

Accident Reports: None reported

Safety Action Generator: Medical alarm response: Medics have been dispatched to “medical alarms” that are not actually medical alarms but instead are “panic alarms”. Crews have been sent to questionable locations for uncertain circumstances that are not medical alarm activations. It is advised that when responding to uncertain/questionable locations and situations to stage at a safe location and wait for police to respond to ensure scene safety. Follow will be done with CCOM to find out more information about sending medical to panic alarm activations.

Near Misses: None reported

Station Reports: Surplus equipment stored at Holbrook was sent to auction, sold and has been picked up. This has cleared up trip hazards on the floor at this location. There are no facility inspections for this month.

Old Business:

- Scappoose station security – This project is delayed as the previous contractor was hired as a mechanic for CRF&R. It is still on the agenda to be completed but it will be longer to have the work done.
- Stripes on pad for Scappoose station and outside on concrete pad – Working with River City Environmental for seal coating and striping the lot at the Scappoose Station.
- Tower 431, harness for firefighters bucket – No additional information at this time.
- Gross decon kit – FF Dietz has a draft SOG for firefighter decontamination but was unable to be at the meeting. The gross decon kit was placed on the engine in the rear passenger side compartment. The gross decon kit should be used on all

firefighters that were actively engaged in structure fire suppression or any other incidents where turnouts are contaminated with foreign/unknown material.

- Hood exchange program – There are a couple proposals for this program, just need to settle on one to implement.

New Business:

- Code 3 driving/speed – Discussion on what is an appropriate response speed. The group consensus is to drive with due regard, taking into account weather, road surface, tire rating, vehicle weight etc. It has been noted that some drivers are going too fast while driving code 3 and need to slow down.
- SOG review: Power Saw Use SOG 322 – Committee reviewed SOG 322, some revision is needed to clean up the language in section 322.3. It also needs to include language to include hearing protection. The highlighted Safety Note section needs to be complete. Section 322.7 was questioned regarding how far should the refueling be from where the saw was started, 10' or 25' or other? Is there a standard? Also in regards to fueling there needs to be language regarding opening the fuel cap when the saw is hot or at higher elevations. Language should state to open fuel cap slowly so fuel doesn't come out of the fuel tank under pressure causing injury or fire.

Good of the Order: None

Meeting adjourned at 1850

Officer's Meeting Minutes – 9/10/2018

Attendees: Chief Greisen, D/C Pricher, D/C Greenup, D/C Marks, Lt. Nielson, Lt. Anderson, and Lt. Meres.

Dinner (Longfellows burgers) started at 1800.

Minutes from last meeting were emailed for review.

Fire Marshal

- New developments –
 - East Airport project has started. PCC has come in to talk to the city, and expect to schedule a meeting this coming Spring. Some concerns on access during construction (which will be clearly labeled with large signs). Current access is off of Miller Rd.
 - Activity on the West side of the Airport Taxiway as well.
 - Airplane hangar project is in the planning stages (based on the newer building code standard).
 - Improvements/Trailhead for the CrownZ trail also expected to start next Spring.
 - Alternative Learning School will be open in December.
 - New road to OMIC is pending
 - McDonald's is starting their upgrade – including adding a sprinkler system – will change their address to Joe's Drive
 - Updates to the Fire Code Guide, as well as involvement with state level Fire Code Review
- Special Operations
 - Rope Rescue Quarterly Training coming up Sept. 22
 - sUAS training happened this past weekend (5 from Scappoose attended)

Communications

- CAD Issues –
 - New iOS software is available for fire, but we're waiting for clearance from the LE side before deployment. Some discussion about issues with connections on the iOS app. Deployment expected by EOY.
- C-Com future Radio system –
 - Communication Northwest was present at the Fire Defense Board earlier today collecting feedback from fire on wants and needs. Looking to build a plan to advise the CCOM board on how to replace the aging equipment. Coverage map is based on portable radios "in building".
 - Some issues were mentioned about dispatcher response time when calls (many instances of multiple calls to CCOM with no response). Also mentioned some dispatches where the tones and verbal audio are very far apart.

Training

- Training calendar is up for the rest of the year, with details in the notes. One of our focus areas will be fireground tempo.
- Also starting to work on next year's schedule, and coordinating it with the recruit academy.
- Blood Borne Pathogens class will be Oct 24th (moving the annual nature to Oct of each year).

Emergency Medical Service

- Paramedic only personnel – Amy Quinn accepted a full-time paramedic only position. We still have one opening, which we will attempt to fill (will combine application/testing process with part-time BLS)
- Protocol & EMS -
 - Protocol meeting scheduled for this week
- EMS Committee – Lt Anderson
 - Medication ordering seems to be clearing up
 - EMT-B CPAP device being discussed
 - Some discussion about CPAP unit alarming based on flow – investigation in progress to figure out what is happening and why
 - Question was raised on how to officially know if someone is approved to be on the line for response – notification will be by email (by Cheryl for now).
 - Bi-annual skills testing will now incorporate content from the “stop the bleed” effort
- Reviewed a General Order from D/C Coombs regarding an agreement with LifeFlight.

Operations

- Fire Equipment Report –
 - Nothing mentioned this time
- Crew Sense
 - Lt Anderson inquired about how crew sense was setup, and how the implementation and attributes seem different between agencies. D/C Pricher mentioned that any problems with how the attributes are set need to be reported so they can be fixed (as well as any challenging issues in how the system – especially call-backs – works). A Google sheet (shared with DuBois, Chief, and D/C Pricher) so that issues are captured.
 - FF Nielson mentioned a headache with callbacks where the order isn't adjustable (DuBois was working with the vendor to see if they can help enable).
 - D/C Greenup – discussed how we were logging volunteer training hours in crew sense. Will take discussion offline.
 - D/C Greenup – DO calendars don't match between agencies, which causes issues as the district officers can only see their own district assignments (only Chief Officers have both accounts).

- Lt Nielson – mentioned he doesn't have visibility to see which days each D/C works.
- D/C Pricher mentioned that crew sense has a forms utility that we aren't using, that we may be able to utilize to report and steer issues (such as IT issues) to the right officer
- Maintenance – Lt Anderson
 - Tower maintenance expected to start soon (MDC install, and other pending items)
 - Outlet for the new medic is still on order
 - All pump tests were all done.
- Logistic Report – Lt Meres
 - Provided a few personnel updates
- Water Tender Operators
 - Capt Gift still working on this
- SOG's, Officer Assignments, & Misc – D/C Greenup
 - Ambulance cleaning and decon – D/C Greenup will distribute for comment
 - Vehicle Operation – Lt Anderson will ask D/C Coombs to distribute the latest draft for review and comment
 - Fire Investigation – D/C Pricher also distributed, and is collecting feedback
 - Lt Nielson inquired about the lack of hydrant air horn signal from our current manual (was removed a while back when we transferred content into the playbook). Lots of discussion not captured here. D/C Marks will take the issue up with D/C Smythe and attempt to revise and distribute out playbook.
 - D/C Marks, Smythe, and Greenup had a meeting with Lexipol to discuss content and options regarding Policy and Procedure manuals. More research is underway.

Safety/Resource Management

- No Report

Misc

- Image Trend
- Traffic Safety – TIMS and COMET vehicle
 - ODOT wants to have quarterly meetings with LE, Fire, EMS, two operators, and public works. Another COMET vehicle will be put in the Manning area to cut across for response (still a long way for our district).
 - D/C Pricher mentioned we should include ODF in TIMS training
 - Some discussion about accidents, ordering a tow, and LE involvement (details not captured here).

Officer's Input

- Lt Anderson – inquired about how to get CAD addresses fixed (add notes for flag lots and other places that don't make sense, and extra notes would help). Also

mentioned a few places have bad cross streets. Cross street problems get referred to Bruce, and other notes can be dropped to D/C Pricher (who will forward to CCOM).

- Lt Anderson – inquired about apparatus numbering. Lots of discussion not captured here.
- D/C Pricher – MISC fire type is too generic, and we need to look into breaking them into more descriptive call types long term. Also seeing too many “SICK Person” calls.

Next Meeting – November 5th.

Meeting adjourned (2020).

VOLUNTEER CELL PHONE REIMBURSEMENT

The Scappoose Fire District provides voice pagers activated through Columbia 911 Emergency Communication District for the primary notification system for emergency response of volunteers. There is an increase in the use of cell phones for notification of emergency incidents through a third party provider like ACTIVE 911 to our volunteers. These cell phone apps provide the volunteer with data on general notification and reminders, emergency incident information, and emergency incident mapping. These apps also provide information to the fire district command personnel information if volunteers are available or unavailable to respond for a specific emergency incident or other activity. This gives fire district command personnel advance notice of volunteers arriving at the fire station and what additional apparatus to the emergency incident.

The Fire District will provide reimbursement expense of up to \$25.00 per month on a quarterly basis to the volunteers who have met the response criteria for that quarter. The quarterly criteria are guidelines set up by the fire chief and the volunteer's association membership committee for a volunteer's minimum response requirements. The requirements include whether or not the volunteer has used their cell phone ACTIVE 911 app to notify the District of their response activity for the quarter. ACTIVE 911 is just one provider and if the District changes providers, it does not change this directive.

The volunteer is required to provide copies of their cell phone bills to the district for payment by the following dates;

January, February and March copies of bill to district by April 30th

April, May and June copies of bill to district by July 31st

July, August and September copies of bill to district by October 31st

October, November and December copies of bill to district by January 31st

Example: Volunteer Firefighter DJ responded to 37 emergency incidents during the second quarter of the year and used cell phone to notify the District that he was responding. Firefighter DJ provides the District copies of their cell phone bill to the office by July 31st.

BOARD POLICY FOR LENGTH OF SERVICE AWARD PLAN

The Board of Directors agrees to provide funding if available for an Oregon Fire District Directors Association Length of Service Award Plan (LSAP) for members in good standing with the District. Members must meet the requirement set by the Scappoose Volunteer Firefighters Association (SVFA). Funding availability is solely determined by the District.

For a volunteer member to be in good standing with the District for LSAP, they have to provide a minimum of one hundred and fifty (150) hours in a calendar year to be considered eligible for the LSAP program for that year. The hours may be earned through activities sponsored or approved by the District, including responding to fire, emergency medical or other requests for emergency response, training, instructing, public education programs, approved District meetings, administrative duties and other functions approved by the District.

The District will distribute funds once a year between February and May to SDAO LSAP once the volunteers have been certified as eligible members by the Board Awards and Incentive committee for the prior year's service.

Volunteers who leave service from Scappoose Fire District and withdraw their LOSAP account will not receive credit for prior service if they return to volunteer with Scappoose Fire District.

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:** _____

General:	OK	FIX	N/A	Comments
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				

Custodial:	OK	FIX	N/A	Comments
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				

Parking lots, grounds and fields:	OK	FIX	N/A	Comments
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				

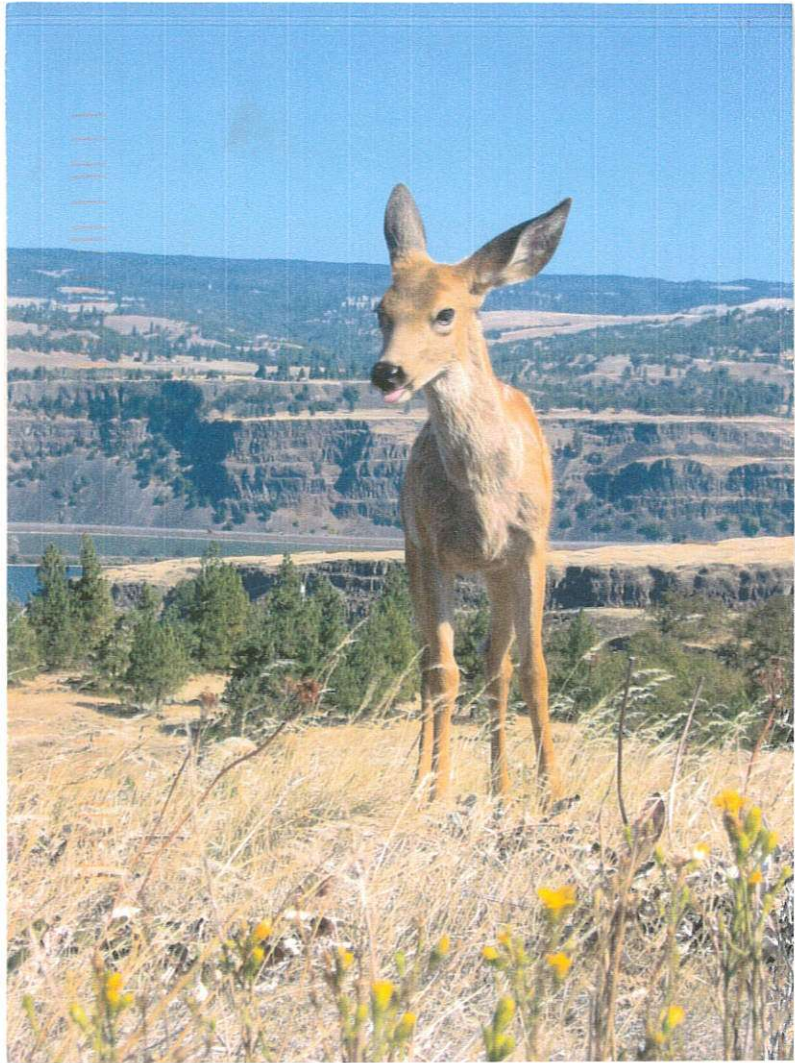
Roofs:	OK	FIX	N/A	Comments/WO
Check roof for damage				
Roof drains, down spouts are clear of debris				
Moss problems have been treated				
Roof access ladders are securely mounted				

Offices	OK	FIX	N/A	Comments
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				

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

Storage, mechanical, boiler rooms:	OK	FIX	N/A	Comments
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				

Inclement weather preparation:	OK	FIX	N/A	Comments
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				



8/18/18

Dear Firefighters,

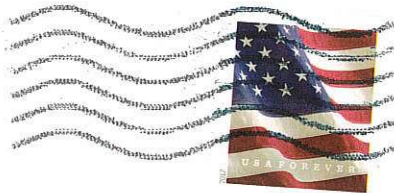
On behalf of the
humans and animals
at the Rowena
Wildlife Clinic,
thanks for keeping
us safe.

Warmly,

Sharon Perry
volunteer

PORTLAND OR 972

AUG 20 11 PM 1 L



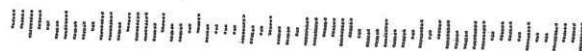
Scappoose Fire Dept

52751 Columbia

River Hwy

Scappoose, OR

97056



MIKE & SCAPPOOSE FIRE

THROUGH ALL THE YEARS I
HAD BEEN WITH CRFR
I HAD THE OPPORTUNITY
TO RESPOND WITH SFD.
MANY TIMES. YOUR PERSONNEL
WAS ALWAYS PROFESSIONAL
AND EASY TO WORK WITH.
THANK YOU FOR THE GIFT
THAT MEANT A LOT TO ME.
STAY SAFE...

KEN RAY

THANK
YOU



Scappoose Police Department

33568 E. Columbia Ave.
Scappoose, Oregon 97056
Office: (503) 543-3114 • Dispatch/After Hours: (503) 397-1521
Fax: (503) 543-2955

August 27, 2018

Dear Scappoose Fire District,

On behalf of the Scappoose Police Department we would like to extend our gratitude to Scappoose Fire District for participating in the 2018 National Night Out.

Your participation helped to make this evening a successful event for our community. It is the goal of the Scappoose Police Department to achieve community awareness and partnering with local businesses help us achieve that goal.

Again, thank you for helping build positive relationships between our community and the Scappoose Police Department.

Sincerely,

A handwritten signature in blue ink, appearing to read "Norm Miller".

Norm Miller

Chief of Police
Scappoose Police Department