

AGENDA

Meeting of the Scappoose Rural Fire Protection District Board of Directors, at 7:00 P.M. on Thursday, June 14, 2018, Scappoose Fire Station, Scappoose Oregon.

I. CALL TO ORDER & FLAG SALUTE

II. BUDGET HEARING – Public hearing on 2018-19 budget

Adjourn for Joint Meeting between Scappoose and Columbia River Fire Districts

III. AUDIENCE PARTICIPATION

IV. CONSENT AGENDA

- A. Minutes from May 3, 2018 meeting
- B. Bills to be approved June 14, 2018
- C. Budget vs. Actual a/o May 31, 2018

V. REPORTS – No discussion in order to shorten meeting.

VI. OLD BUSINESS - None

VII. NEW BUSINESS

- A. 2018-19 Budget Resolutions No. 2018-02
- B. Fire Chief's 2018-19 Contract

VIII. AUDIENCE PARTICIPATION

IX. GOOD OF THE ORDER

X. ADJOURNMENT

Chief Greisen's Agenda Review

6/14/2018

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

REPORTS – **in Dropbox.** No discussion in order to shorten meeting time. Contact Chief or Janine by phone or email with questions.

OLD BUSINESS
Committees excluded in order to shorten meeting

NEW BUSINESS –

2018-19 Budget Resolutions 2018-02 – In Dropbox with memo. Need motion to approve.

“I make a motion to adopt the 2018-19 budget for the Scappoose Rural Fire Protection District as outlined in Resolution 2018-02, to make appropriations, impose the taxes, and categorize the taxes as required by local budget law.”

Fire Chief’s 2018-19 Contract – in Dropbox. Need motion to approve.

“I make a motion to approve the 2018-19 Fire Chief’s contract with Chief Michael Greisen.”

Good of the Order –

REGULAR MEETING OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, FOLLOWING THE BUDGET MEETING WHICH STARTED AT 7 PM, ON THURSDAY, MAY 3, 2018, SCAPPOOSE FIRE STATION, SCAPPOOSE, OREGON.

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

ALSO PRESENT: Fire Chief Greisen, D/C Marks, D/C Pricher, D/C Coombs, FF Chaffeur, FF Maginn, FF Ahlers and J. Salisbury

CALL TO ORDER: President Grant called the board meeting to order at 7:57 p.m.

AUDIENCE PARTICIPATION – None

CONSENT: President Grant opened discussion on the consent agenda items. Mr. Graham moved and Mr. Sorenson seconded approving the consent agenda. The new ambulance is not in service because people are still being trained on how to drive it. Motion to approve the consent agenda carried unanimously.

CHIEF REPORTS:

Chief's Report: Chief attended the State Fire Defense board meeting in Redmond. Chiefs throughout Oregon attend and discuss 2017 mobilization issues. There were no major problems related to the plan, so it is unchanged for 2018. Oregon can mobilize faster than other states, so they are being trained in how we do it. Generally, people are starting to expect that the increased level of fire activity nationwide is the new normal and we need to prepare for it. The State was satisfied with everyone who responded. There was a rumor that responders would have to commit for 2 weeks, and that is not true. The time period is 5 to 7 days. About 56% of those who responded were volunteers, and most of them cannot leave work for 2 weeks.

There are many issues with the new CAD system, and this is true for all three counties involved. There is a large learning curve. It looks like we need to attach the GPS to the vehicles instead of computer. CRFR is dealing with even more change since they also just started using ImageTrend and CrewSense.

Training: Chief Marks said that Oregon Aero has a first response team there and they called to see how they could integrate with us. He and Chief Smythe reviewed their policy and made suggestions about how they could better protect their employees by including language that employees should hold back in dangerous situations. Mr. Grant requested

an email reminding the Board of the June 13th recruit academy graduation.

EMS Report: Chief Coombs said that ImageTrend is very customizable. People are happy with the Patient Care Report. It is a live system and changes are made every day. He wants to get the bugs out at CRFR before bringing on Scappoose Fire.

Fire Marshal: Chief Pricher said driveway inspections average 20 to 30 minutes per visit and turnaround is two weeks and under. Sometimes a gate is locked and the trip is wasted. Sorenson asked when Fire Marshal gets called in by the Port or St. Helens. Chief Pricher said that if the City is involved, then the Fire District is called in every time. We also helped the Port with two airplane hangars at airport. We do have an agreement with City of Scappoose to get paid for Fire & Life Safety reviews. A similar agreement with St. Helens is pending the hiring of a new building official.

Safety & Resource Management: Dave Maller met with Chief O'Connor about a month ago and will be working on CRFR's IT for the next 6 months to improve their server and related tasks.

Operations: Reviewed with no comments.

Miscellaneous – Chief Greisen said the Division Chiefs are going to try working 4 10-hr days or 4 12-hr days. They will take turns taking Monday or Friday off.

OLD BUSINESS: Committee Reports & Other Items

- A. Awards & Incentives Committee – No meeting.
- B. Management Team Committee – Mr. Grant reported that they met before the meeting and discussed the budget.
- C. Planning Committee – no meeting.
- D. Fire Chief Job Classification System – Mr. Sorenson moved and Mr. Graham seconded to accept the Fire Chief Job Classification System as submitted. There was no discussion.

The motion to approve the Fire Chief Job Classification carried unanimously.

NEW BUSINESS – Ms. Salisbury explained that the matching funds for the PERS Incentive Fund will be made available on a first-come, first-serve basis. This resolution will authorize the District to apply for the program as soon as the window opens for applications without waiting for another board meeting. The maximum amount the District can put in the program is 5% of its UAL, which is about \$185,000 as of the 2016 valuation. PERS will establish a matching percentage which will not exceed 25% of a qualifying deposit. In addition to the match, these funds will accrue interest at PERS investment rates, which historically exceed those available from all other investments allowed by law. The balance will be used to reduce the District's employer PERS rate. Prior to depositing any funds, the Scappoose Board will review the final rules and decide whether to move forward and the amount of the deposit. Mr. Kriek made a motion to approve the PERS Employer Incentive Fund Resolution No. 2018-01. Mr. Graham seconded.

The motion to approve the PERS Employer Incentive Fund Resolution carried unanimously.

AUDIENCE: No comments.

GOOD OF THE ORDER: Mr. Grant reviewed the thank you notes. He said that the notes of appreciation from people whose lives were saved make everyone who works here look great.

ADJOURNMENT: Mr. Graham moved to close the meeting, Mr. Krieck seconded, and the motion passed unanimously. President Grant adjourned the meeting at 8:30 p.m.

Signed this 14th day of June, 2018.

David Grant, President

Andy Krieck, Secretary/Treasurer

06/14/18
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1, 2017 through June 14, 2018

	Jul 1, '1...	Budget	\$ Over B...	% o...
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,501,585	1,345,989	155,596	112%
EMS Receipts	700,717	610,000	90,717	115%
FireMed	39,645	35,500	4,145	112%
Gas Royalties	0	1,500	-1,500	0%
Grant Awards	3,607	0	3,607	100%
Interest Earned on Investments	28,051	10,000	18,051	281%
Miscellaneous Revenue				
CRF&R IGA	90,114	96,867	-6,753	93%
Miscellaneous Revenue - Other	122,158	18,333	103,825	666%
Total Miscellaneous Revenue	212,272	115,200	97,072	184%
Property Taxes				
Taxes - Current				
Local Option Levy	1,429,997	1,411,467	18,530	101%
Permanent Rate Levy	1,285,268	1,268,613	16,655	101%
Total Taxes - Current	2,715,265	2,680,080	35,185	101%
Taxes - Prior Years	96,059	90,000	6,059	107%
Total Property Taxes	2,811,324	2,770,080	41,244	101%
Transfer from Grant Fund	28,651	28,651	0	100%
Total 1. GENERAL FUND REVENUES	5,325,851	4,916,920	408,931	108%
2. GRANT FUND REVENUE				
Grant Award	0	112,944	-112,944	0%
Total 2. GRANT FUND REVENUE	0	112,944	-112,944	0%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	417,132	421,184	-4,052	99%
Grant Income	5,519	0	5,519	100%
Interest Earned on Investments	4,100	2,500	1,600	164%
Transfers In	0	1,000	-1,000	0%
Total 3. PROPERTY FUND REVENUES	426,751	424,684	2,067	100%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	205,514	205,106	408	100%
Interest Earned on Investments	2,965	1,800	1,165	165%
Total 4. PERSONNEL SVCS FUND REVEN	208,480	206,906	1,574	101%
Total Income	5,961,082	5,661,454	299,628	105%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	436,574	535,200	-98,626	82%
560 Personnel Salaries	1,696,637	1,916,619	-219,982	89%
570 SocSec/Medicare(FICA)	135,981	149,680	-13,699	91%
580 Volunteer Services	27,288	38,000	-10,712	72%
590 Personnel Benefits	404,068	465,000	-60,932	87%
Total 1.1 GENERAL FUND PERSONNEL...	2,700,548	3,104,499	-403,951	87%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	61,912	111,350	-49,438	56%
680 Communications Maintenance	29,968	54,000	-24,032	55%
720 Public Education	7,462	7,500	-38	99%
730 Property & Liability Insur.	48,406	53,200	-4,794	91%

06/14/18
Accrual Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1, 2017 through June 14, 2018

	Jul 1, '1...	Budget	\$ Over B...	% o...
740 Uniforms	9,741	20,000	-10,259	49%
750 Maintenance on Equipment	125,563	110,000	15,563	114%
760 Administration	39,461	54,000	-14,539	73%
765 Information Technology	66,992	59,900	7,092	112%
770 Operating Materials/Suppli	2,331	5,000	-2,669	47%
775 Emerg. Operating Supplies	53,598	65,000	-11,402	82%
780 Building & Grounds Maint.	48,902	125,731	-76,829	39%
790 Training	53,108	90,000	-36,892	59%
810 Utilities	27,898	39,800	-11,902	70%
870 EMS Operations	76,441	70,000	6,441	109%
880 FireMed	18,118	18,500	-382	98%
Total 1.2 GENERAL FUND MATERIAL &...	669,903	883,981	-214,078	76%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	29,397	77,440	-48,043	38%
Total 1.3 GENERAL FUND CAPITL OUT...	29,397	77,440	-48,043	38%
Total 1...	3,399,849	4,065,920	-666,072	84%
1.4 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0	1,000	-1,000	0%
Total 1.4 GENERAL FUND TRANSFER OUT	0	1,000	-1,000	0%
1.5 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.6 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	3,399,849	4,916,920	-1,517,072	69%
2. GRANT FUND EXPENSE				
2.1 GRANT FUND PERSONNEL SVCS				
1. Personnel Salaries	59,064	60,691	-1,627	97%
2. Personnel Benefits	25,229	23,602	1,627	107%
Total 2.1 GRANT FUND PERSONNEL SVCS	84,293	84,293	0	100%
2.2 Debt Svc to General Fund	28,651	28,651	0	100%
Total 2. GRANT FUND EXPENSE	112,944	112,944	0	100%
3. PROPERTY FUND CAPITAL OUTLAY				
Building & Grounds Improvements	0	30,000	-30,000	0%
EMS Apparatus & Equipment	230,274	232,000	-1,726	99%
Fire Apparatus & Equipment	52,422	152,684	-100,262	34%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	282,696	424,684	-141,988	67%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	0	201,906	-201,906	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	0	206,906	-206,906	0%
Total Expense	3,795,488	5,661,454	-1,865,966	67%
Net Income	<u>2,165,594</u>	<u>0</u>	<u>2,165,594</u>	<u>100%</u>

Scappoose Rural Fire District
Itemized Account Activity
May 4 through June 14, 2018

Date	Source Name	Memo	Paid Amou...
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
5/15/2018	WHA Insurance	Provident Life & Accident group in...	1,757.00
5/15/2018	Standard Insurance	May/June Life & LTD Insurance	1,233.72
5/30/2018	HRA VEBA Trust	HRA VEBA Trust for health care	2,300.00
5/30/2018	Nationwide Retireme...	Emplyr deposits	450.00
5/30/2018	Kriech, Justin	flex svgs pmt (Inv. 2.21.18)	149.40
5/30/2018	Kriech, Justin	flex svgs pmt (Stmt 5.13.18)	245.88
5/30/2018	Kriech, Justin	flex svgs pmt (Rct #2620351)	50.00
5/30/2018	Kriech, Justin	flex svgs pmt (Stmt 4.27.18)	27.23
5/30/2018	Kriech, Justin	flex svgs pmt (Rct. 4.9.18)	33.85
5/31/2018	Paychex - tax	ER Work Benefit	65.50
5/31/2018	Paychex Payroll	Flex spend health ins cashout	11,940.32
6/14/2018	Special Districts Insur...	7.2018 Emplyr paid health ins	21,464.40
6/14/2018	Standard Insurance	June/July Life & LTD Insurance	1,233.72
6/14/2018	Salisbury, Janine	reimb uninsured medical d.4/13/18	197.78
Total 550 Insurance			41,148.80
560 Personnel Salaries			
5/11/2018	P.E.R.S.	Employee 6% IAP plus unit contrib...	9,215.86
5/15/2018	American Heritage Lif...	Case # 84457 PR Deduc: R Ander...	217.44
5/15/2018	Standard Insurance	May STD PR deductions	473.61
5/17/2018	American General Lif...	Insurance Premium	59.85
5/25/2018	Oregon Dept. of Justice	PR deduction	854.40
5/30/2018	Nationwide Retireme...	Employee payroll deposit	1,805.00
5/30/2018	SBG-VAA	Security Benefit plan 612041 for E...	60.00
5/30/2018	Foresters Investor Se...	457P retirement deduction	2,500.00
5/30/2018	Voya-State of Oregon...	Oregon Savings & Growth Plan	9,787.48
5/31/2018	Paychex - tax	Employee taxes withheld	39,354.67
5/31/2018	Paychex Payroll	Deferred compensation	2,659.00
5/31/2018	Paychex Payroll	FLSA OT	1,716.32
5/31/2018	Paychex Payroll	FF incentives	1,360.00
5/31/2018	Paychex Payroll	Longevity	694.00
5/31/2018	Paychex Payroll	Phone Pay	150.00
5/31/2018	Paychex Payroll	Shift differential	235.94
5/31/2018	Paychex Payroll	Overtime	16,006.09
5/31/2018	Paychex Payroll	Balance of net pay	62,042.62
5/31/2018	Paychex Check	employee PR check	709.79
6/12/2018	P.E.R.S.	Employee 6% IAP plus unit contrib...	9,374.56
6/14/2018	Special Districts Insur...	7.2018 Employee PR deduction	1,366.32
6/14/2018	Tualatin Valley Fire Fi...	2018 union dues from PR deductio...	1,317.01
6/14/2018	Pacific Athletic Club	Employee PR deduction	5.00
6/14/2018	S.H.C.F.C.U.	11 \$35 PR deductions	385.00

Scappoose Rural Fire District
Itemized Account Activity
 May 4 through June 14, 2018

Date	Source Name	Memo	Paid Amou...
6/14/2018	S.H.C.F.C.U.	2 chiefs \$30 PR deduction	60.00
6/14/2018	S.H.C.F.C.U.	1 parttime lunch contrib	35.00
6/14/2018	Standard Insurance	June STD PR deductions	473.61
6/14/2018	American Heritage Lif...	Case # 84457 PR Deduc: R Ander...	217.44
Total 560 Personnel Salaries			163,136.01
570 SocSec/Medicare(FICA)			
5/31/2018	Paychex - tax	Emplyr FICA	12,408.85
Total 570 SocSec/Medicare(FICA)			12,408.85
580 Volunteer Services			
5/15/2018	Meres, Angie	49.4 miles @ IRS \$0.545	26.92
5/15/2018	Amazon	70 \$50 gift cards	3,500.00
5/23/2018	Fultano's Pizza	SVFA membership mtg food	51.80
6/1/2018	Fred Meyer	15 birthday gift cards	300.00
6/14/2018	Kirk, Thomas	144 April miles @ \$0.545	78.48
6/14/2018	Kirk, Thomas	114 May miles @ \$0.545	62.13
6/14/2018	Bernier, Kyle	200 miles @ \$0.545	109.00
Total 580 Volunteer Services			4,128.33
590 Personnel Benefits			
5/11/2018	P.E.R.S.	Employer PERS	32,474.73
5/15/2018	Meres, Angie	Apr Fitness membership	29.95
6/12/2018	P.E.R.S.	Employer PERS	32,849.77
6/14/2018	Anytime Fitness	July Fitness dues-J.Salisbury	33.00
6/14/2018	Pacific Athletic Club	July 2018 dues; Marks	40.00
6/14/2018	Occup.Safety Health ...	Labwork: Bernier	51.00
Total 590 Personnel Benefits			65,478.45
Total 1.1 GENERAL FUND PERSONNEL SVCS			286,300.44
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
6/14/2018	Ritchie, Christopher	physician advisor services	691.67
6/14/2018	CRFR	50% share of volunteer coordinator	3,985.46
Total 670 Contract Services			4,677.13
680 Communications Maintenance			
5/15/2018	Columbia 911 Comm...	14 TriTech Inform ME licenses	4,356.80
5/15/2018	Columbia 911 Comm...	14 TriTech Inform ME maintenanc...	924.00
5/15/2018	Columbia 911 Comm...	10 Radio IP Connections licenses	1,690.00
6/2/2018	PayPal	5 Motorola MW880 Inverse KVM c...	158.00
6/8/2018	Amazon	5 Rankie HDMI to VGA Adapter 3...	44.95
6/14/2018	Columbia 911 Comm...	2017-18 communications services	125.00
6/14/2018	Columbia 911 Comm...	17-18 Annexed area & Special Co...	1,010.77

Scappoose Rural Fire District
Itemized Account Activity
 May 4 through June 14, 2018

Date	Source Name	Memo	Paid Amou...
6/14/2018	Nielson, Scott	11 Motorola NTN8327B RF Adapt...	439.89
Total 680 Communications Maintenance			8,749.41
740 Uniforms			
5/15/2018	911 Supply LLC	PO1183 - 3 Boston belts	145.00
5/30/2018	Harringtons	1 pr Ben Davis pants-W. Stefan	34.99
6/14/2018	Curtis	NavyBlu Nomex pants-Schoof	112.66
Total 740 Uniforms			292.65
750 Maintenance on Equipment			
5/15/2018	Fast Lube and Oil	Oil change;'15 GMC Sierra Pickup	54.95
5/15/2018	Wilcox & Flegel	395.3 gal biodiesel fuel	1,004.36
5/15/2018	Wilcox & Flegel	300 gal unleaded gasoline	932.11
5/15/2018	CRFR	#3306-M431-annual svc & repair AC	1,417.55
5/15/2018	CRFR	#3308-replaced ambulance lettering	164.80
5/15/2018	CRFR	#3105-annual svc for '97 Pierce	1,484.61
5/15/2018	CRFR	#3105-'97 Pierce annual pump test	200.00
5/15/2018	CRFR	#3101-'89 Spartan - annual service	1,811.14
5/15/2018	CRFR	#3101 - '89 Spartan annual pump t...	200.00
5/30/2018	Ace Hardware - Scap...	fasteners & recoil air hose	12.71
5/30/2018	SeaWestern Fire App...	4 32oz bottles germicidal cleaner	200.85
5/30/2018	Superior Tire Service	4 tires(265/70R17 10ply BFG ATT...	783.21
6/14/2018	DSU Peterbilt & GMC	SES light on-diagnose & repair	912.65
6/14/2018	DSU Peterbilt & GMC	Heater blows cold-diagnose & repair	102.40
6/14/2018	DSU Peterbilt & GMC	replace AC actuator on left door	466.59
6/14/2018	DSU Peterbilt & GMC	replace front hubs & bump stops	1,215.64
6/14/2018	DSU Peterbilt & GMC	repair driver side door speaker	152.34
6/14/2018	DSU Peterbilt & GMC	fix dome light & radio latch switch	432.48
6/14/2018	DSU Peterbilt & GMC	replace AC actuator(right temp mo...	709.79
6/14/2018	Ace Hardware - Scap...	1 O-ring	0.79
6/14/2018	Wilcox & Flegel	425.3 gal biodiesel fuel	1,133.45
6/14/2018	Wilcox & Flegel	350 gal unleaded gasoline	1,122.47
6/14/2018	National Hose Testin...	2018 fire hose testing (15,700 ft)	4,082.00
6/14/2018	National Hose Testin...	2018 ladder testing (338 ft)	845.00
6/14/2018	National Hose Testin...	4 heat sensors installed	6.00
6/14/2018	CRFR	diagnose rear axle noise #3306-M...	100.00
6/14/2018	CRFR	replace swing check valve #3502-...	476.80
6/14/2018	CRFR	install med. vault box in #3308	150.00
6/14/2018	Ace Hardware - Scap...	Arbor 3/8" Q/C Tr Small	17.99
6/14/2018	Ace Hardware - Scap...	hole saw 1 1/8" ice hard	9.99
6/14/2018	DSU Peterbilt & GMC	repaired rear differential problem	4,367.92
6/14/2018	DSU Peterbilt & GMC	Repair keyless entry in cab	313.57
6/14/2018	DSU Peterbilt & GMC	replace right door panel	712.03
6/14/2018	DSU Peterbilt & GMC	replace kick panel	94.72

Scappoose Rural Fire District
Itemized Account Activity
 May 4 through June 14, 2018

Date	Source Name	Memo	Paid Amou...
Total 750 Maintenance on Equipment			25,690.91
760 Administration			
5/14/2018	US Bank	Service Charge	14.95
5/15/2018	Dietz, Erik	14 meals for safety mtg	122.50
5/15/2018	Office Depot, Inc.	1500 EMS return envelopes	96.81
5/15/2018	Waste Connections	4/5/18 document shredding	75.00
5/15/2018	Pacific Office Automa...	monthly copy kit	36.00
5/15/2018	Pacific Office Automa...	color copy overages	251.03
5/15/2018	International Code Co...	'14 OR Fire Code pdf download	88.00
5/16/2018	U.S. Postal Service	2 rolls postcard stamps	70.00
5/16/2018	Dairy Queen	New Ambulance ceremony food	64.71
5/18/2018	Amazon	TCL 55" 4K Ultra HD Roku TV	499.99
5/20/2018	Amazon	misc small office supplies	54.39
5/22/2018	Fred Meyer	SRFD officers mtg food	15.79
5/25/2018	Paychex Invoice	May reg PR svcs	173.85
5/30/2018	DocuMart Printing & ...	design charge	90.00
5/30/2018	DocuMart Printing & ...	1,500 pg letterhead	420.17
5/30/2018	DocuMart Printing & ...	3000 non-window envelopes	288.37
5/30/2018	DocuMart Printing & ...	200 ea. of 3 names	71.30
5/30/2018	FinishLine Graphics	24 temporary driveway signs	205.00
5/30/2018	Pizza Vendor	May Safety meeting food	70.70
6/1/2018	Portland Parking	Greisen&Pricher for mtg	4.00
6/1/2018		LGIP transfer fee	0.05
6/14/2018	ArchiveSocial	Economy 199 backup pkg for soci...	2,388.00
6/14/2018	Country Media Inc.	CH18-0948 Budget Hearing	134.20
6/14/2018	Pamplin Media - Spotl...	Budget Hearing Notice	116.10
Total 760 Administration			5,350.91
765 Information Technology			
5/8/2018	CDW-G	Cisco RV345 dual gig router	260.48
5/15/2018	TriZetto Provider Solu...	May fees for EMS billing	103.10
5/15/2018	Verizon Wireless	March bill lost in mail - requested b...	531.51
5/15/2018	Verizon Wireless	April bill rec'd timely	531.51
5/15/2018	Verizon Wireless	Acct 672550930	10.02
5/15/2018	Amazon	WD Blue 3D NAND 250GB PC SSD	82.23
5/23/2018	Joy Factory	single arm iPad 9.7 Air counter mo...	233.48
5/30/2018	AT&T Mobility	Apr wireless charge	338.73
5/30/2018	CenturyLink	internet	54.94
5/30/2018	City of Portland	800 MHz access	107.61
5/30/2018	Emergency Reporting...	FIRE & EMS COMBO pkg for 201...	3,108.00
5/30/2018	Emergency Reporting...	GoogleMaps for 2018-19	588.00
5/30/2018	Emergency Reporting...	CAD pref. maint. for 2018-19	100.00
5/30/2018	Emergency Reporting...	InspectER App for 2018-19	240.00
5/30/2018	Maller, Dave	monthly IT support & maint	675.00

06/14/18

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

May 4 through June 14, 2018

Date	Source Name	Memo	Paid Amou...
5/30/2018	Maller, Dave	rebuild Mailroom PC	325.00
5/30/2018	Maller, Dave	replace 5 yr old router	260.00
6/4/2018	Apple iTunes	iCloud storage plan	2.99
6/13/2018	DAS Operations	2 mo. 200GB storage upgrade	31.00
6/14/2018	TriZetto Provider Solu...	June fees for EMS billing	106.86
6/14/2018	Comcast	internet	85.99
6/14/2018	EMS Technology Sol...	24 fleet mgmt licenses	120.00
6/14/2018	PEAK Internet	Chapman&Scappoose internet	76.88
6/14/2018	Verizon Wireless	Acct 672550930	10.02
6/14/2018	Verizon Wireless	Acct 342023411	531.51
6/14/2018	TriTech Emergency ...	TriTech.com billing base 2018-19	3,357.36
6/14/2018	City of Portland	800 MHz access	107.61
Total 765 Information Technology			11,979.83
770 Operating Materials/Suppli			
5/12/2018	Amazon	2 cs GP Brown Roll Towels	116.38
5/13/2018	Amazon	1 cs 7th Gen dish soap	16.74
5/13/2018	Amazon	2 kitchen sink caddies	13.98
Total 770 Operating Materials/Suppli			147.10
775 Emerg. Operating Supplies			
5/7/2018	Dept of Defense Email	2 bxs 9V batteries	40.84
5/15/2018	Curtis	5/8/18 compressor aircheck	110.00
5/16/2018	Amazon	24 carabiners; gray,screw-lock type	492.00
5/16/2018	Dept of Defense Email	3 drip torches	349.17
5/17/2018	Mystery Ranch Ltd	3 Hot Talk Box Short (radio pouch)	147.00
5/17/2018	Mystery Ranch Ltd	4 Hot Talk Box-Black (radio pouch)	160.00
5/17/2018	Mystery Ranch Ltd	Hot Talk Box shipping (radio pouch)	20.10
5/19/2018	Dept of Defense Email	3 fire weather meters-17th St Phot...	597.00
6/1/2018	Darley & Co	2 Walkaway SCBA brackets	91.90
6/1/2018	Darley & Co	2 positive holding straps	23.90
6/7/2018	Dept of Defense Email	sked system w/ Cobra buckles	589.58
6/8/2018	Dept of Defense Email	3 drip torch truck mt brackets	143.28
6/8/2018	Dept of Defense Email	shipping	7.00
6/11/2018	FireHoseDirect	brass 2 1/2" swivel NH to 2" rigid N...	61.10
6/14/2018	Lawrenson, Kenneth	reimb glasses for SCBA mask	203.00
6/14/2018	Traffic Safety Supply ...	traffic signs for hydrant testing	1,140.17
6/14/2018	Tactical Distributors	ropes, web wheels, and bound loops	938.95
6/14/2018	Tactical Distributors	5 Petzl AVAO SIT FAST harnesses	1,087.50
6/14/2018	Tactical Distributors	3 CMC Pick-off straps	165.00
6/14/2018	Tactical Distributors	4 CMC Load Release straps	276.00
6/14/2018	Tactical Distributors	4 Petzl PIXA 3 pro headlamp HAZ...	239.80
6/14/2018	Tactical Distributors	Petzl Transport Pack 42L	119.95
6/14/2018	Tactical Distributors	shipping	75.00
6/14/2018	Mallory Safety and Su...	20 pr leather drivers gloves	120.00

Scappoose Rural Fire District
Itemized Account Activity
 May 4 through June 14, 2018

Date	Source Name	Memo	Paid Amou...
Total 775 Emerg. Operating Supplies			7,198.24
780 Building & Grounds Maint.			
5/15/2018	Felton's Heating & Co...	Replace indoor blower to fix Scapp...	580.00
5/15/2018	Richardson's Furniture	2 chairside & 1 end table	787.00
5/24/2018	On Scene Solutions	2 30" cargo strap assembly	93.38
5/24/2018	On Scene Solutions	1 46" Access LED tube light	83.75
5/24/2018	On Scene Solutions	2 52" Access LED tube lights	185.66
5/24/2018	On Scene Solutions	shipping	28.34
5/30/2018	Ace Hardware - Scap...	1 gal hand cleaner	15.99
5/30/2018	Ace Hardware - Scap...	3 rolls mounting tape	29.97
5/30/2018	Ace Hardware - Scap...	2 nozzle gun grips	19.98
5/30/2018	Highland Home Repair	replace 2 exit lites-1st floor	100.00
6/14/2018	Paramount Pest Cont...	Chapman Station pest control	65.00
6/14/2018	Metro Overhead Door	replace torsion springs & 2nd pr fo...	1,420.00
6/14/2018	Harris WorkSystems	RFM-Carmel 8200 office chair	703.54
6/14/2018	City of Scappoose	2017-18 field mowing	847.94
Total 780 Building & Grounds Maint.			4,960.55
790 Training			
5/5/2018	Safeway	training academy lunch	24.44
5/10/2018	O.V.F.A. Conference	Conf - Marks:Schoof:Carlton:Hick...	1,463.00
5/11/2018	Eagle Crest Resort	Oregon Fire Chief Assoc conf	455.88
5/11/2018	TEEX Extension Svc	NFPA1021 Fire Officer I - Chaffeur	525.00
5/12/2018	Fire Protection Pub	Fire & EMS Officer 5th Edition	71.50
5/13/2018	Fred Meyer	C-43: fuel to OFCA conf	35.57
5/25/2018	Animoto	video editing - 1 yr subscription	408.00
5/30/2018	Ferrellgas	propane - acct#49463906	454.71
5/30/2018	Portland Community ...	summer tuition - Marks	1,012.20
5/31/2018	Pizza Vendor	Pricher & T Peterson Instructor	23.00
5/31/2018	Barnes & Noble	text for Marks' PCC class	51.90
6/13/2018	Barnes & Noble	text for Marks' PCC class	115.28
6/14/2018	CRFR	50% recruitment/retention activities	1,034.24
6/14/2018	CRFR	probationary grad 12/12/17	16.00
6/14/2018	Cascade Training Ce...	PALS Renewal-Meg Schoof	190.00
6/14/2018	Cascade Training Ce...	BLS/HCP Skills Verif-Meg Schoof	68.00
6/14/2018	ABC For Life Training...	12 AHA BLS Skills(\$25/student)	300.00
6/14/2018	COSTCO Wholesale	recruit graduation food	479.84
Total 790 Training			6,728.56
810 Utilities			
5/15/2018	Waste Management ...	Garbage/Recycling	123.73
5/15/2018	N.W. Natural Gas	Acct 447881-4	67.20
5/30/2018	CenturyLink	landlines	480.00
5/30/2018	City of Scappoose	water & sewer	280.53

Scappoose Rural Fire District
Itemized Account Activity
 May 4 through June 14, 2018

Date	Source Name	Memo	Paid Amou...
5/30/2018	CRPUD	boathouse electricity	47.48
5/30/2018	CRPUD	main station electricity	868.43
5/30/2018	Comcast	cable tv	32.22
6/14/2018	P.G.E.	Electrical for Holbrook Station	35.10
6/14/2018	W.O.E.C.	Chapman budget pay	364.00
6/14/2018	Waste Management ...	Garbage/Recycling	123.73
Total 810 Utilities			2,422.42
870 EMS Operations			
5/8/2018	Hellofax	hellofax	9.99
5/15/2018	Airgas - USA, LLC	cylinder rental	212.29
5/15/2018	Bound Tree Corp.	10 bxs rocuronium (10/bx)	214.85
5/15/2018	Bound Tree Corp.	amiodarone vials	65.85
5/15/2018	Bound Tree Corp.	dexamethasone vials	46.31
5/15/2018	Bound Tree Corp.	electrodes	399.75
5/15/2018	Bound Tree Corp.	gloves	261.80
5/15/2018	Bound Tree Corp.	intravenous catheters	463.50
5/15/2018	Bound Tree Corp.	extens. set w/ male luer lock adapter	369.50
5/15/2018	Bound Tree Corp.	sodium chloride for irrigation	61.08
5/15/2018	Bound Tree Corp.	set, AMSafe-3 10-15-60 drop, 1 Lu...	135.80
5/15/2018	Environmental Compli...	2 biohazard containers	75.00
5/30/2018	Airgas - USA, LLC	medical oxygen	503.87
5/30/2018	Airgas - USA, LLC	medical oxygen	320.68
6/4/2018	Oregon Health Author...	EMR license renew-M.Laney	23.00
6/8/2018	Hellofax	hellofax	9.99
6/14/2018	Bound Tree Corp.	myriad medical supplies	3,604.17
6/14/2018	Bound Tree Corp.	1 cs (36/cs) bandage, 2" x 5 yd	86.99
6/14/2018	Bound Tree Corp.	50 extension set w/ male luer lock	369.50
6/14/2018	CRFR	3 ventilator cases	768.04
6/14/2018	Airgas - USA, LLC	rental of 9 cylinders	230.28
6/14/2018	Bound Tree Corp.	2 cs instant cold packs (24/cs)	65.98
6/14/2018	Bound Tree Corp.	4 cs Supraglottic airway kits (5/cs)	161.16
6/14/2018	Environmental Compli...	2 biohazard containers	75.00
6/14/2018	EMS Technology Sol...	5 inventory & asset mgmt licenses	150.00
6/14/2018	Airgas - USA, LLC	March medical oxygen-lost invoice	502.86
Total 870 EMS Operations			9,187.24
880 FireMed			
5/30/2018	Life Flight Memberships	2 Life Flight membership fees	130.00
Total 880 FireMed			130.00
Total 1.2 GENERAL FUND MATERIAL & SVC			87,514.95
1.3 GENERAL FUND CAPITL OUTLAY			
910 CO Equipment			

11:51 AM
06/14/18
Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
May 4 through June 14, 2018

Date	Source Name	Memo	Paid Amou...
6/14/2018	Harris WorkSystems	Standing desk-auto adjust, L-shaped	1,521.19
	Total 910 CO Equipment		1,521.19
	Total 1.3 GENERAL FUND CAPITL OUTLAY		1,521.19
	Total 1...		375,336.58
	Total 1..GENERAL FUND EXPENDITURES		375,336.58
	TOTAL		375,336.58

MEMO

TO: Chief Greisen and Board Members

DATE: June 13, 2018

FROM: Janine Salisbury, Finance Admin

RE: 2017-18 Budget Update

This memo provides an update on the 2017-18 budget and recommends no action.

2017-18 Budget	2017-18 <u>Expected</u>	<u>Original</u> 17-18 Budget	<u>Variance</u>
570 - FICA	149,481	149,680	(199)
750 - Maint on E.	131,000	110,000	21,000
765 - IT	69,000	59,900	9,100
870 - EMS Ops	78,000	70,000	8,000

The table above shows expected balances in several line items at June 30, 2018 and the variance from budget. Explanations follow.

570-FICA: Wages were more than expected due to helping with three conflagrations. The District might exceed the budget amount if overtime is more than expected for June.

750-Maintenance on Equipment: There were more repairs than expected, and those repairs took longer and cost more than expected.

765-Information Technology: The new CAD system was budgeted in 680-Communications Maintenance. The actual costs ended up belonging in Information Technology.

870-EMS Operations: The cost of medical supplies increased significantly in the fall of 2017 and prices continue to rise.

The District's budget resolution legally appropriates funds at the broad levels of Personnel Services and Materials & Services. While these individual accounts will be over-expended, the total over-expenditures are much less than the total under-expenditures in each legally appropriated budget category. Consequently, the legal budget will not over-expended and there is no legal need to transfer funds. Accordingly, no board action is recommended.

Please let me know if you have any questions. Since the meeting will be much later than usual, I encourage you to send questions before the meeting, and I will email the answers to everyone.

Fire Chief Report May 2018

We have been busy with brush fires in both fire districts during the past month which is not normal for our area this time of year. We will be considering charging some of the land owners for fire suppression cost due to the landowner's unsafe acts. We have closed backyard burning in both Districts for the time being.

At the CRFR administrative office we moved the Chiefs office to the EMS billing office and EMS office to the Chief office for more room for EMS billing. This move required going through past fire chiefs and district records which we ended up either scanning, archiving or destroying the records according to public records law. We still have additional records that will need to be gone through to complete the project.

I have attended two group meetings on discussion for an Urban Renewal District for the city of Scappoose. The city council will most likely approve the funding for additional research for the projects and financial projections for an Urban Renewal District. The City is required to have input from taxing districts affected by an Urban Renewal District so we will have to keep abreast of these meetings

.

Meetings & Drills

05/1 LEPC workshop	05/2 Columbia Traffic safety mtg.
05/2 SRFD Vol Association mtg.	05/3 SRFD Budget & Board mtg.
05/5 Public Education Bi-mart	05/7 RDPO recovery from disaster training
05/7 CRFR Budget mtg.	05/8 Col Co Fire investigation mtg.
05/8 HSEMC mtg.	05/8 CRFR Board mtg.
05/9-11 OFCA conference	05/14 Col Co fire defense bd mtg.
05/14 Chief officers mtg.	05/17 Local 3215 mtg.
05/17 Scappoose City Urban Renewal	05/19 Grant Watts Auction party
05/23 SRFD Vol membership mtg.	05/28 Veteran Memorial
05/30 ODF Wildfire mtg.	05/30 My Fair Lady tea
05/30 Out of District response mtg.	05/31 State aircraft hangar mtg.

EMS Office Activity May 2018

ImageTrend

We are nearly finished fine-tuning patient care reports in ImageTrend. Feedback regarding entering data from the field has been very positive. Most work is now focused on continuous quality improvement (CQI) and the report writer module. One of our databases was corrupted after being sent to ImageTrend has been corrected. We are still working through challenges uploading demographic data to Oregon Health Authority.

Community Paramedic

Nina has been busy with a full caseload of clients. Most patients assigned by CareOregon have not fell into our target categories. The majority have been high utilizers of the healthcare system. Clients have primarily needed assistance getting connected to resources or help with problem solving issues surrounding their medical conditions. We are also collaborating with CareOregon to develop community health records within ImageTrend to capture pertinent data.

May

- 1 Prepared and submitted community paramedic report to CareOregon
- 2 Mass Antibiotic Dispensing training
- 2 Volunteer Drill
- 3 EMS Supply meeting
- 3 SFD Budget/Board meeting
- 7 CC Community Advisory Council meeting
- 7 CRFR Budget meeting
- 8 NEMSIS 3 transition meeting
- 8 CRFR Board meeting
- 9 ImageTrend conference
- 10 Protocol Development meeting
- 14 EMS committee mtg
- 15 EMS data webinar
- 15 School response protocol presentation
- 28 Business inspection training
- 29 CareOregon Regional Care Team meeting
- 30 Community Paramedic operations meeting

Health and Wellness Committee

5/11/18

Present:

Hennigan, Dietz, Ahlers, McLane, Lee

Absent:

O'Connor, Motherway

Guest:

To order:

0905 hrs

Minutes from last meeting were read and approved by members present.

Old Business;

Joint medical physicals

- Pre-physicals starting June 6, 2018

Recognition / Incentives

- Jennifer contacted Finish Line graphics and a sample of the shirts were presented.
 - Nice quality and the group really like graphics.
 - Consensus was the knit material
 - Celeste from Finish Line graphics is the contact.
 - Minimum order of 50. Motherway and Ahlers will work on creating inventory
- Motherway will continue exploring the purchase of hydroflask waterbottles and placing department stickers on them
 - no new info....check with Motherway
- Continue to work on the phased workout program
- Recognition incentive idea
 - Hat, cookbook, shirts, gym bag, water bottle, etc for other low-cost ideas
 - Fitbits haven't gotten any resistance when he talked to some
 - Priest presented suggestions for providing various incentive items for achieving different levels from the assessment
 - Suggested beginning with the screening with Massey before doing the Colorado Assessment

****Action Items****

- *Chief O'Connor to continue looking into Gym re-imbursements - Currently no SOG/SOP exists for this.*
- *Tim develop 12-week program*

- *Dietz, Lee, Ahlers, McLane to continue working on incentive items, specifically third phase “big ticket items”*

Funding

- CRFR has \$20,000 for health and fitness, pending final budget approval by board of directors at June meeting.
 - Budget committee approved funding for the promotion of health and fitness within the department at May budget meeting
- Gym membership table till O’Connor gets back
- Massy’s evaluation at vol drill was well received. Only five people participated in the evaluation, but feedback from them has been positive. Massy to come back and continue working with people on May 23 drill. Hopefully there will be more participation.

Upcoming baseline physical assessments (PAT)

- Ahlers discussed creating documents for the first baseline physical assessment, member demographics, He will continue working on for next month
- PAT TBA

*****Action Item*****

- *Ahlers, Priest, Lee and Dietz to work together to develop a matrix for tasks/hours performed and the item earned....they will put the draft up on the dropbox and the group will work on this project between now and the next meeting*

Group training programs on weekends

- Nothing new to report
- Ahlers got an official email requesting that communication regarding the peer fitness trainer be through the president.
 - Ahlers will forward the email to Hennigan and he will contact Scott Haresnape to make contact as our Local President.
 - Ahlers is also contacting Alex Wolff, TVFR Wellness Coordinator to see if they might have something coming in the future
- Michelle purchased TRX for CRFR
 - She will be submitting a reimbursement request to O’Connor

*****Action Items*****

- *Ahlers will continue to look into peer fitness training course in Seattle/Belview*
- *Ahlers to look into bringing Peer Fitness Training to our department*
- *We will begin advertising a spring fitness program so members can start planning to participate*

Communication

- Keep posting stuff on FB.
- Ahlers has spreadsheet that will be posted on dropbox for clipboards at stations to track activity

*****Action Items*****

Mental Health

- Ahlers posted a webinar link on FB

New Business

- Dietz talked about going to his first Yoga class and we discussed the possibility of generating discussion about trying to get members to try new things.
- Discussed sharing new fitness experiences and encourage members to try new things

*****Action Items*****

Good of the Order

- Dietz did a public fitness event in uniform. Public perception is a big deal for positive image. We need to be mindful of this when we are training.
- We need to be sure to thank Massy for donating his time to help our members.
- Thanks to McLane for bringing Massy's screening to our agency

Meeting dates and times

- Next Meeting
 - Thursday, June 28, 2018, 0900 hrs @ LBTC

Adjourn:

1030 hrs

May 2018 – Chief of Operations Monthly Report

May 2018, a month of transition. We saw warmer temperatures that lead to a number of fast moving, larger than average natural cover fires. These fires burned on relatively mild, clear days. Several of the fires threatened a number of homes in both SRFD and CRFR Districts. Normally, we stand our brush units and gear up by the middle of May; this had to be accelerated due to the frequency and intensity of these fires. We are moving our Stand Up day to May 1 starting in 2019.

In May and early June we will be having meetings with volunteers/duty crews on personnel protective equipment, conflagration deployment, and inventory of equipment in preparation of the coming fire season. ODF had a meeting to meet with the County Fire Districts to review a plan of action regarding fires in county. We have scheduled a meet n greet for all Fire Defense Board members on June 14th at Rainier High School to check equipment and pre-deployment paperwork.

CRFR will be inventorying Wildland Equipment in June; we will be purchasing and distributing Wildland safety gear to all members in the 2018/19 budget. We currently do not issue fire shelters and packs to members; we will be issuing that equipment with the new budget year.

Surplus Items have been sent to Govdeals.com. All items have been sold at auction for an approximate total of \$11,800. Those funds will be deposited in CRFR accounts in the next week or so from GovDeals. Operation will request that those funds be used in the 2018/19 budget for apparatus purchases and equipment.

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.

- Image Trend – We are having some issue with Report Writer (RW). RW gives us the ability to print reports and document responses for ASA reports, Deployment models, forecasting, and OHA review. This is an internal Image Trend issue and we hope to have it resolved shortly.
- Crew Sense is operating as our district(s) rosters. Some minor changes have taken place in regards to Vacation request and Overtime Request for both districts. Some minor bugs are still present and we are working diligently on them to correct.
- Budget Items – Operations has submitted requests for items in the 2018/19 budget, some items such as Personal Protective Equipment, hose, saws, wildland equipment, and other items have been placed into the budget as a request(s).
- Ambulance Only personnel are currently completing their Field Training Program component per Chief Coombs. This process is dependent upon the individual training

with the crews and learning the aspects of the job. It will vary between individuals on how fast they complete the process.

- CAD – CAD continues to have its issues as well. We are working with CCOM to correct these issues as they arise. We feel confident that these will be corrected in the coming months. Most of the issues revolve around dispatching units, system failure, and deployment corrections.
- Wildland/Conflagration response reimbursement: CRFR has received reimbursement for the North California Conflag response for Oct 2017. The only remaining conflag reimbursement still pending for both SRFD and CRFR is for the Thomas fire in December 2017. Most likely we should see payment in the early portion of summer.

Meetings:

- Local 3215/Management Meeting
- Volunteer Association Meeting
- CCOM – CAD Issues
- NWCG Division/Group Supervisor Class May 1-3, 2018
- SRFD Budget Meeting
- CRFR Budget Meeting
- Fire Board Meeting
- Dyno Nobel Meeting – Haz Mat Release and Response
- Public Health Foundation of Columbia County Board Meeting – Board Member (Smythe)
- Fire Expo Portland, 5/18/18
- GovDeals – Sale of surplus equipment and vehicles
- Duty Officer
- Internal Office movement/assist with moving of offices

Division Chief O'Connor Monthly Report
May 2018

Meetings: CRFR safety meeting 5/1; Inform Mobile GIS 5/2; Inform Mobile User group 5/3; CRFR budget mtg 5/7; OFCA Spring Conference Redmond 5/8 – 5/11; Health & Wellness Committee 5/11; OSFM red team 5/15; Scappoose Officer Mtg 5/21; Chief Officer mtg 5/22; Scappoose Inter Firefighter 5/29; Wildland IC with ODF mtg 5/30; CRFR Safety 5/31

Facilities: Coordinate Installation of new flooring and painting in 3 offices at admin building; Swap/move EMS billing and chiefs offices; Coordinate moving network/phone lines for office changes; Ladder was installed at boat house, a safety feature for someone to easily get back on the dock if they fall into the boat slip; Eye and pressure sensor for Tower 431 repaired; Spring on bay door at Rainier Station repaired; Felton HVAC repaired AC at Scappoose and St. Helens Stations; Investigate Fernhill station damage from being shot multiple times, incident was referred to Columbia County Sheriff's Office approximately \$3500 in damages; working on repair/replacement for station paging/tap out systems;

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 4,500 people following it, this is an excellent tool to communicate with the public about our operations helping promote transparency; Day of brush fire on Pittsburg Road resulted in over 23,000 page views in one evening and over 39,000 since its posting.

I/T: Entered into agreement with Dave Maller for IT services beginning June 1, 2018 and terminating IT contract with Utilize IT effective June 15, Dave Maller is also used by Scappoose Fire Dist.; replaced one computer for EMS billing;

Safety/Health: Continued coordination and follow up of NFPA physicals including pre-physical testing 6/2018; Continued follow up for programs as recommended by Health & Safety Committee including prioritizing needed updating/replacing of workout equipment and annual PAT; investigate and follow up on firefighter injuries/accidents; Working with CRF&R and SRFD safety committees for streamlined review of SOG's as they relate to safety committee and for

station safety inspections; researching hood and glove exchange programs to decrease firefighter cancer risk; Researching apparatus backing programs to update current SOP and decrease backing incidents; Renewed annual contract with Occupational Safety, Health & Wellness

Misc: Set up account for GovDeals.com to auction surplus equipment; Completed and submitted SAFER grant for volunteer program training/equipment/supplies \$848,408 over 4 years; Completed and submitted grant application to Georgia Pacific Bucket Brigade program for \$28,850 to replace 10 sets of turnouts.

SRFD Safety Committee
11 April 2018

Meeting called to order at 1808 Hrs.

Safety Members in Attendance: Chair Dietz, DC O'Connor, FF Oberbarnscheidt, FF Bernier, Lg Laney, Lg Sallee, FF Maruska, FF Dubois, FF Klippel

Safety Members Absent:

Chief Greisen, FF Lawrenson, Lg Stewart, FF Davis

Other Members Present: FF Carlton, FF Hickman, FF Cox, Lg Cox, FF Schoof, FF Liebig

Safety Message

If you see or observe something unsafe or a situation with potential hazard, speak up

Safety Suggestion Box: Scappoose station security changes proposed (see new business)

Accident Reports: No reports submitted

Safety Action Generator: No submitted

Near Misses: None submitted

Station Reports: No new Reports (assigned May meeting)

Old Business:

- Tower 431 in service after repairs
- Use backers – Too many incidents and potential loss w/ injury as well
- Target Solutions – Training division to come up with class'/training (tool to keep up on training hrs)
- Stripes on pad for Scappoose station, in works
- Tower 431, harness for firefighters bucket, being looked into
- SCBA: We have new SCBA's, be careful with new ones and do not drag firefighters on their bottle in training if can be avoided. Damages the outer resin layer, compromises the bottle integrity
- Need update on boat house ladder

New Business:

- Scappoose station security. Possible barriers will be put up to entry, eliminate people ability to enter at will w/out a key fob or key. Create a safer environment and limit exposure/HIPPA. At present, public (anyone) can walk in freely and roam unless seen by staff and crew on floor. Chief O'Connor working on solution and options. Noted to present members in meeting, if have a specific idea about changes, send message directly to Chief O'Connor for review & consideration
- Parking lot POV parking lane stripes brought up, possible we can do with borrowed striper
- Gross Decon Kits, Dietz to review SOG, Safety wants traction on kits put into service on appropriate apparatus. Collapsible bucket & turnout soap brought up as possible addition to kit. At present we have one sample kit, want to get finalized version for contents and placed in service
- Second electric eye on TW431 bay door is needed, towards top of bay door. Existing ground level eye was opened for observation and board is shorted out, possibly from location by hose and wash area (water damage)
- Possible hood exchange program for firefighters. Also, wash your hood.
- Station reports assigned, review in May meeting: (Holbrook, R.C.) (Chapman, M.L) (Boathouse, M.S & W.H.) (Scappoose, H.O.)

Good of the Order:

3 videos critiqued for review and dangers lurking on scene. Video of partial building collapse on multiple firefighters, fatality. (see safety message)

AAR on medical calls where stress is high and potential for issues if not dealt with or talked about

Shore power; on the 3 prong plug, make sure full connection and slight twist to make sure connection is solid. Noted from Maruska about a plug being on the warmer side due to plug not being fully connected as it should.

Meeting adjourned at 1945.

May 2018 Training Report Chief Marks

2nd Morning and evening drills
Meet with home owner on N 5th about house burn
5th Volunteer Academy Burn Day
7th-11th DO Week
8th LCRTOA
9th Morning and evening drills
16th Fire Fighter Survival LBTC rental
Morning and evening drills
19th Volunteer Academy
21st Scappoose Officers Meeting
22nd Pittsburg Rd Fire
23rd Morning and evening drills
30th Out of district conflag response meeting

On-going projects

Pumper Operator Class
Fire Fighter 2 Academy
Wild Land Refresher classes
CRFR DPSST Accreditation
DPSST Recertification for all members of both districts



FIRE MED REPORT 2017/18 this is our 16th year offering FireMed-report by Cheryl Engstrom 5/15/2018					
	17/18	16/17	15/16	14/15	13/14
Paid FireMed households/total persons covered	503/952	462/875	448/977	430/927	420/941
Free employee & volunteer households	54	58	52	49	54
LifeFlight paid memberships	220	201	190	165	163
From 1/1/2013 to 12/31/2013					
(93) patients used FireMed for a total of \$17,829.10					
From 1/1/2014 to 12/31/2014					
(80) patients used FireMed for a total of \$15,710.95					
From 1/1/2015 - 12/31/2015					
(96) patients used FireMed for total of \$20,524.50					
From 1/1/2016-12/31/2016					
(91) patients used FireMed for total of \$24,053.22					
From 1/1/2017 - 12/31/2017					
(132) patients used FireMed for total of \$38,624.33					

MEMO

TO: Chief Greisen and Board Members

DATE: June 12, 2018

FROM: Janine Salisbury, Finance Admin

RE: 2018-19 Budget Adoption
with recommended change

This memo recommends adoption of the 2018-19 budget with a \$33,500 increase to the approved budget amount of \$110,000 for Maintenance of Equipment, to a total amount of \$143,500. In order to do this, I recommend decreasing the transfer to the Property Reserve Fund by the same amount. An explanation follows.

During the budgeting process, year-to-date expenses are reviewed. Fiscal year-end totals are estimated based on prior year expenses for the period from budget preparation to year-end, as well as consideration of known upcoming expenses. During 2016-17, the District paid \$32,625 for Equipment Maintenance between 4/10 and 6/30/17. This comprised 30% of the total expenses for that line item for 2016-17. Using that ratio, the budget for this year would have been \$115,000. However, the 2016-17 fiscal year was deemed to have some extraordinary repair expenses which were not expected in future years. Accordingly, the \$110,000 budget amount was maintained for the 2018-19 proposed budget.

Since that proposed budget was created, diesel and unleaded gas prices have increased by 21 cents and 28 cents per gallon, respectively. Additional increases and more volatility is expected. At current prices, the District's 2017-18 fuel purchases would equal about \$28,000. This is \$4,000 more than our total fuel bill for this year and equals the 2018-19 budget amount. I recommend increasing fuel budget by \$10,000 to \$38,000 to accommodate increasing and volatile prices.

In the same time period, tire expenses have exceeded their budget amount of \$5,500 by \$3,750, for a total of \$9,250. I recommend increasing this line item to \$10,000.

Finally, vehicle repair expenses since 4/10/18 are \$16,370 higher than during the same period in 2017. Based on this, I recommend increasing the vehicle repair line item by \$19,000 to \$95,500.

As previously stated, the increases total \$33,500. Attached are budget pages and budget resolutions which incorporate this change. I recommend your approval and adoption of the amended budget.

Please let me know if you have any questions. Since Thursday will be a busy night, I welcome early questions, and I will email answers to everyone.

DETAILED REQUIREMENTS

GENERAL FUND

Scappoose Rural Fire Protection District

	Historical Data			REQUIREMENTS FOR: FIRE & EMERGENCY SERVICES	Budget for Next Year 2018/2019			
	Actual		Adopted Budget This Year 2017/2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015/2016	First Preceding Year 2016/2017						
1	37,592	53,420	111,350	1 Materials & Svcs Contract Services	113,843	113,843	113,843	1
2	14,407	11,193	54,000	2 Materials & Svcs Communications Maintenance	20,000	20,000	20,000	2
3	5,437	2,486	7,500	3 Materials & Svcs Public Fire Services	14,800	14,800	14,800	3
4	47,185	43,825	53,200	4 Materials & Svcs Property & Liability Insurance	51,985	51,985	51,985	4
5	13,992	15,899	20,000	5 Materials & Svcs Uniforms	20,000	20,000	20,000	5
6	117,761	108,783	110,000	6 Materials & Svcs Maintenance on Equipment	110,000	110,000	143,500	6
7	41,438	45,205	54,000	7 Materials & Svcs Administration	56,120	56,120	56,120	7
8	39,520	49,326	59,900	8 Materials & Svcs Information Technology	69,900	69,900	69,900	8
9	4,274	3,263	5,000	9 Materials & Svcs Operating Materials/Supplies	5,000	5,000	5,000	9
10	59,421	56,750	65,000	10 Materials & Svcs Emergency Operating Supplies	65,000	65,000	65,000	10
11	24,030	25,254	125,731	11 Materials & Svcs Building & Grounds Maintenance	125,731	125,731	125,731	11
12	53,901	66,167	90,000	12 Materials & Svcs Training	85,000	85,000	85,000	12
13	29,347	31,120	39,800	13 Materials & Svcs Utilities	37,600	37,600	37,600	13
14	57,183	58,877	70,000	14 Materials & Svcs EMS Operations	90,000	90,000	90,000	14
15	15,106	15,378	18,500	15 Materials & Svcs FireMed	20,000	20,000	20,000	15
16	560,594	586,946	883,981	TOTAL MATERIALS & SERVICES	884,979	884,979	918,479	16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29								29
30								30
31								31
32								32
33	560,594	586,946	883,981	TOTAL REQUIREMENTS (THIS PAGE)	884,979	884,979	918,479	33

DETAILED REQUIREMENTS

GENERAL FUND

Scappoose Rural Fire Protection District

	Historical Data			Adopted Budget This Year 2017/2018	REQUIREMENTS FOR: FIRE & EMERGENCY SERVICES	Budget for Next Year 2018/2019		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015/2016	First Preceding Year 2016/2017						
1	43,581	41,646	77,440	1	TOTAL CAPITAL OUTLAY	109,940	109,940	1
2				2				2
3				3				3
4	113,000	118,080	1,000	4	Transfer (Out): Real & Personal Property Reserve Fund	222,987	222,987	4
5	48,000	28,645	-	5	Transfer(Out): Grant Fund	-	-	5
6	161,000	146,725	1,000	6	TOTAL TRANSFERS (OUT)	222,987	222,987	6
7				7				7
8			200,000	8	OPERATING CONTINGENCY	200,000	200,000	8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17	2,118,747	2,303,204	3,104,499	17	TOTAL PERSONNEL SERVICES (FROM PAGE 2) (22.0 FTE)	3,612,662	3,612,662	17
18	560,594	586,946	883,981	18	TOTAL MATERIALS & SERVICES (FROM PAGE 3)	884,979	884,979	18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29				29
30				30	Total Full Time Equivalent (22.0 FTE)			30
31	1,407,494	1,501,585		31	Ending balance (prior years)			31
32			650,000	32	UNAPPROPRIATED ENDING FUND BALANCE	650,000	650,000	32
33	4,291,416	3,078,521	4,916,920	33	TOTAL REQUIREMENTS	5,680,568	5,680,568	33

**FORM
LB-11**

This fund is authorized and established by Resolution No. 2010-01 on 1/14/2010 for the following specified purpose:

Capital Improvements

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
Date cannot be more than 10 years after establishment.

Review Year: 2020

REAL & PERSONAL PROPERTY

Scappoose Rural Fire Protection District

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2018/2019			
Actual		Adopted Budget This Year 2017/2018	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2015/2016	First Preceding Year 2016/2017							
1			1	RESOURCES			1	
2	297,378	317,338	2	Cash on hand * (cash basis), or	144,246	144,246	2	
3			3	Working Capital (accrual basis)			3	
4			4	Previously levied taxes estimated to be received			4	
5	1,802	3,747	5	Interest	2,500	2,500	5	
6	113,000	118,080	6	Transferred IN, from other funds	222,987	222,987	6	
7			7	Grant Income			7	
8			8				8	
9			9				9	
10	412,180	439,165	10	Total Resources, except taxes to be levied	369,733	369,733	10	
11			11	Taxes estimated to be received			11	
12			12	Taxes collected in year levied			12	
13	412,180	439,165	13	TOTAL RESOURCES	369,733	369,733	13	
14			14	REQUIREMENTS **			14	
15			15	Org. Unit or Prog. & Activity			15	
16	10,000	32,033	16	Fire/EMS	229,733	229,733	16	
17	-	-	17	Fire/EMS	100,000	100,000	17	
18	-	-	18	Fire/EMS	5,000	5,000	18	
19	84,842	-	19	Fire/EMS	30,000	30,000	19	
20			20				20	
21			21				21	
22			22				22	
23			23				23	
24			24				24	
25			25				25	
26			26				26	
27			27				27	
28			28				28	
29		417,132	29	Ending balance (prior years)			29	
30			30	UNAPPROPRIATED ENDING FUND BALANCE	5,000	5,000	30	
31	94,842	449,165	31	TOTAL REQUIREMENTS	369,733	369,733	31	

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**RESOLUTION No. 2018-02
2018-2019 Budget Adoption**

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Scappoose Rural Fire Protection District hereby adopts the budget for fiscal year 2018-19 in the total amount of \$ 6,229,335. * This budget is now on file at Scappoose Fire Station, 52751 Columbia River Highway in Scappoose, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated:

General Fund		Real & Personal Property Reserve Fund	
<u>Organizational Unit - Fire & Emergency Medical Services</u>		Fire & Emergency Medical Services	
Personnel Services.....	3,612,662		331,233
Materials & Services.....	918,479	Total.....	\$ 331,233
Capital Outlay.....	109,940		
<u>Not Allocated to Organizational Unit</u>		Personnel Liability Reserve Fund	
Transfers Out	189,487	Fire & Emergency Medical Services	
Contingency.....	200,000		207,534
Total.....	\$ 5,030,568	Total.....	\$ 207,534
		Total APPROPRIATIONS, All Funds . . .	
			\$ 5,569,335
		Total Unappropriated and Reserve Amounts, All Funds . . .	
			660,000
		TOTAL ADOPTED BUDGET . . .	
			\$ 6,229,335 *

(*amounts with asterisks must match)

* Note that the total appropriation amount is not equal to the amount of the total adopted budget. This is because there are unappropriated ending fund balances and amounts reserved for future expenditure in the funds. These amounts are not appropriated, which accounts for the difference.

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2018-19 upon the assessed value of all taxable property within the District:

- (1) At the rate of \$ 1.1145 per \$1000 of assessed value for permanent rate tax;
- (2) At the rate of \$ 1.2400 per \$1000 of assessed value for local option tax; and

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

<u>Subject to the General Government Limitation</u>	<u>Excluded from Limitation</u>
Permanent Rate Tax.....\$ 1.1145 /\$1,000	None
Local Option Tax.....\$ 1.2400 /\$1,000	

The above resolution statements were approved and declared adopted on this 14th day of June, 2018.

By: _____
David Grant - Board President

By: _____
Andy Kriek - Secretary/Treasurer