



SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

P.O. Box 625 • 52751 Columbia River Hwy. • Scappoose, Oregon 97056
Phone: (503) 543-5026 • FAX: (503) 543-2670 • www.srfd.us

REGULAR MEETING OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, AT 7 P.M., THURSDAY, NOVEMBER 9, 2017, SCAPPOOSE FIRE STATION, SCAPPOOSE, OREGON.

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

ALSO PRESENT: Chief Greisen, D/C J. Marks, D/C J. Pricher, and J. Salisbury

CALL TO ORDER: President Grant called the board meeting to order at 7:00 p.m.

AUDIENCE PARTICIPATION – Tad Petersen, Deputy State Fire Marshal Oregon State Fire Marshal's Office; Kelly Niles, CRFR Board Member; Lt. Anderson, FF Gandara and FF Chauffeur.

Chief Greisen introduced Tad Petersen. Mr. Petersen presented Chief Pricher with his Oregon Fire Marshal's Certification. This is earned through completion of extensive training, many inspections, multiple taskbooks and certifications. He said Chief Pricher also has a Fire Plans Examiner endorsement. Only a third of the people who earn the Fire Marshal's certification also have the Plans Examiner endorsement. The audience applauded and pictures were taken.

CONSENT: President Grant opened discussion on the consent agenda items. A motion was made by Mr. Graham to approve the consent agenda as presented. The motion was seconded by Mr. Sorenson. Mr. Graham asked about the replacement of the Firecom unit on the Fireboat. Lt. Anderson said that there are many adjacent frequencies and different power levels which complicate operations. In addition, there is a lot of residual wiring from previous wire headsets, which are also working as a conductor and antenna. Eventually this legacy wiring will have to be removed.

Motion to approve the consent agenda passed.

CHIEF REPORTS: October Alarm Incidents - There were about 165 incidents.

October Safety Meeting minutes – Chief Greisen said that at the November meeting last night, Jason Jantzi from Special Districts gave an excellent presentation on how to do investigation of accidents.

Fire Chief – Halloweentown went well. The planning and coordination



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The Portland area weather projection for this winter is stormy but with less snow than last year. The snow plow is ready to go and we have spare parts ready in advance. We plan to buy a snow blower and hope to keep the sidewalks clear with that. The City has purchased a new dump truck and a bigger snow plow to go with it.

Events coming up: On November 29th, there will be an emergency preparedness presentation at the St. Helens High School on the potential Cascadia MegaQuake. The Christmas ships are on December 9th and 10th.

Fire Marshal – Chief Pricher gave a verbal report. There have been difficulties this month with businesses not using their premises in a safe manner. He completed training for all staff on the new fire code. He helped with Halloween Town and used the inflatable tents for the first time. We learned that the electrical box that powers the LED lights was wired incorrectly. It is helpful to learn this before using the tents in an emergency situation.

Training – Chief Marks has been busy with meetings, the Volunteer Academy, scheduling the Spring Academy, and FF Kriek's 12-month test.

Operations – Mr. Sorenson asked about the responses to outside fires. Chief Greisen said Columbia County members responded to the Milli Fire, the Eagle Creek fire, and in northern California.

EMS – The community paramedic hiring process is complete and a candidate has been interviewed. Chief Greisen said the Districts are working hard on hiring part-time EMS only personnel and hope to have staff in place in January.

Safety Resource – Chief Greisen said he reviewed the Volunteer Report and redacted members who were not eligible to respond, some because they are no longer members, and some are taking EMT classes or are on leave of absence.

Health & Wellness Committee – This joint district committee meets monthly.

Scappoose's and CRFR's ambulances will be completed in February. This is earlier than expected, and occurred due to the nearly identical design of the two ambulances.

Purchases:

Lucas 3 Chest Compression System: The cost of each Lucas 2 System purchased previously was about \$14,200. This one has upgraded features, and was included in the Property Reserve EMS Apparatus & Equipment budget. The remaining item to purchase from this account for the new ambulance is a radio which will cost about \$3,000. Mr. Sorenson moved to approve the purchase of a Lucas 3 chest compression system for \$15,657.

The motion to purchase the Lucas 3 passed.

Image Trend emergency reporting software – CRFR is also purchasing this, and the Oregon State Fire Marshal's Office uses it. Scappoose will not be purchasing the Fire Marshal's component at this time and will keep that with ERS for now. Chief Greisen said that since Chief Marks will be training CRFR staff on Image Trend, it makes sense to bring Scappoose on at the same time so everyone can be trained together. Mr. Graham moved to purchase the Image Trend software for \$20,980. Mr. Sorenson seconded.

The motion to purchase Image Trend passed.

The repairs planned for the heating system in the bays should take care of the problems and last about 20 years without the expensive annual servicing that has previously been required. Mr. Graham moved to approve the repairs at a cost of \$7,872. Mr. Sorenson seconded.

The motion to approve repairs by Systems Management passed.

The District's 40 SCBAs will be at the end of their useful lives in 2018 and must be replaced at an approximate cost of about \$300,000. We will then be four cycles out of compliance. Soon we will not be able to get parts to repair them. SCBAs have been redesigned several times since our original purchase and contain additional safety, ergonomic, and features that are not present on our units. Fires are hotter than they used to be, and the Plexiglas face pieces were not designed for those temperatures and have been failing in those situations. We are trying to get grant funds to pay for replacement. If we cannot, we will have to find a way to budget for this.

A more pressing concern is that 80 bottles are ending their 15-year lives and must be replaced by the end of March. We plan to replace 40 of them in December at a cost of about \$1,000 each, because the price is expected to increase by 5% in January. Then we'll borrow the remaining 40 from CRFR and plan to purchase the remaining 40 in the next budget period.

Chief Greisen said that we need to subtract contracted commitments like an ambulance purchase from our financials before submitting them for grants. Unlike modified accrual accounting, cash basis accounting does not deduct those contracted commitments from assets so it looks

like the District has more available cash than it really does.

OLD BUSINESS: Committee Reports & Other Items.

- A. Awards & Incentives Committee – Did not meet. It will probably meet next in December.
- B. Management Team Committee – Had a short meeting for agenda review. A CRFR policy on levels of approval for contracts was discussed. It will be reviewed at the next regular meeting by all board members.
- C. Planning Committee – no meeting.
- D. OFDDA Conference in Ashland – Chief Marks said he attended an Emergency Preparedness seminar that was helpful. The next day he heard a day-long presentation by an engineer who fought the 2007 Charleston, Virginia Sofa Super Store fire in which 9 firefighters' lives were lost. The engineer discussed the changes in the organization that followed, and the mental health issues faced by the survivors.

Mr. Grant said he heard many helpful presentations. Mr. Sorenson asked about the Oregon ethics laws and workplace policies for marijuana. Mr. Grant said the ethics seminar emphasized disclosure of all potential and actual conflicts. Mr. Grant said there was discussion of workplace policies. There is still no test that can accurately tell how recently someone used marijuana. Mr. Grant said that if an employee is concerned about accidental exposure while performing work duties, they should report themselves and get tested. Chief Greisen said that Tualatin Valley does not have a zero tolerance policy for marijuana.

Mr. Grant said that Mark Kreutzer, board member of CRFR, was honored with the President's Award at the conference.

- E. The Workplace Harassment policy was discussed. This was the second reading. Mr. Sorenson motioned to approve Board Policy 4.13 – Workplace Harassment. Mr. Graham seconded.
The motion to approve the policy passed.

NEW BUSINESS: A. Compliance Engine Contract – Chief Pricher explained that the fire code requires that all businesses in our community annually test their fire and life safety equipment. We do not have the staffing to keep track of all this testing. When the Board adopts the Compliance Engine, all the businesses must report through that service. There is no cost to the District. The cost is passed on to the inspection companies. The inspection companies are willing to pay this cost because due to the increased oversight, the community businesses become more compliant. This gives the inspecting companies much more business.

The benefits include making our community safer and could lower ISO

ratings. ISO questions include asking how many sprinkler and alarm systems we are inspecting on an annual basis. Currently we have difficulty answering those questions because the District does not track it. The Compliance Engine will do that for the District.

Mr. Sorenson moved that we contract with Brycer LLC to use the Compliance Engine. Mr. Graham seconded.

The motion to contract with Brycer LLC passed.

B. 2016-17 District audit report – Mr. Sorenson moved approval of the District audit report for 2016-17. Mr. Graham seconded.

The motion to approve the District audit passed.

AUDIENCE: None.

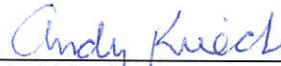
GOOD OF THE ORDER: President Grant recognized the thank you notes. Chief Greisen said that the Board will receive an invitation to the Christmas Kids' Movie Night in December.

ADJOURNMENT: Mr. Sorenson moved to close the meeting, Mr. Graham seconded, and the motion passed unanimously. President Grant adjourned the meeting at 8:17 p.m.

Signed this 14th day of December, 2017.



David Grant, President



Andy Kriech, Secretary/Treasurer

AGENDA

Meeting of the Scappoose Rural Fire Protection District Board of Directors, Thursday, November 9, 2017, 7:00 P.M., Scappoose Fire Station, Scappoose, Oregon.

- I. CALL TO ORDER
- II. AUDIENCE PARTICIPATION
- III. CONSENT AGENDA
 - A. Minutes from October 12, 2017 meeting
 - B. Bills to be approved November 9, 2017
 - C. Budget vs. Actual a/o October 31, 2017
- IV. CHIEFS' REPORTS
 - A. Alarm Incidents
 - B. Safety Minutes
 - C. Fire Chief Report
 - D. Fire Marshal Report
 - E. Training Chief Report
 - F. Operations Chief Report
 - G. EMS Chief Report
 - H. Safety/Resource Chief Report
 - I. Purchase proposal –
 - Automated CPR machine
 - Image Trend software
 - Bay Heating upgrade
 - H. Miscellaneous -
- V. OLD BUSINESS
 - A. Awards & Incentives Committee
 - B. Management Team Committee
 - C. Planning Committee
 - D. OFDDA Conference report by attendees
 - E. SDAO Workplace Harassment Policy (2nd reading)
- VI. NEW BUSINESS
 - A. Compliance Engine Contract
 - B. 2016-17 District audit report
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

Chief Greisen's Agenda Review

11/09/2017

OATH OF OFFICE

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

CHIEFS' REPORTS

Fire Chief Report –

Fire Marshal Report –

Training Report –

Operations Report –

EMS Chief Report –

Safety/Resource Chief Report –

Purchase – Lucas automated CPR machine, Image Trend software, Bay heating repair (in Dropbox – need motions to approve)

Miscellaneous -

OLD BUSINESS

Awards & Incentives Committee –

Management Team Committee – meets before board meeting

Planning Committee –

OFDDA Conf. Report by attendees – D. Grant's summary in Dropbox

Workplace Harassment Policy – in Dropbox (2nd reading – needs motion to approve)

NEW BUSINESS –

Compliance Engine Contract – in Dropbox (needs motion to approve)

2016-17 District audit report – in Dropbox (needs motion to approve)

Good of the Order – thank yous

Scappoose Rural Fire District
Itemized Account Activity
October 13 through November 9, 2017

Date	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
10/30/2017	Nationwide Retirement So...	Emplyr contributions	425.00
10/30/2017	HRA VEBA Trust	HRA VEBA Trust for health ...	1,700.00
10/30/2017	Anderson, Robert	flexspend stmt d. 10-26-17	632.00
10/31/2017	Paychex Payroll	flex spend health ins	11,287.09
10/31/2017	Paychex - tax	ER Work Benefit	51.39
11/9/2017	Standard Insurance	Nov/Dec Life & LTD Insurance	1,091.14
11/9/2017	Gandara, Lonny	flexspend stmt d. 9/20/17 (to...	272.08
11/9/2017	Special Districts Insuranc...	Dec health ins	15,585.49
Total 550 Insurance			31,044.19
560 Personnel Salaries			
10/17/2017	American General Life Ins	Insurance Premium	59.85
10/30/2017	Transamerica Life Ins. Co.	Employee Life #42462357 - A...	93.81
10/30/2017	Nationwide Retirement So...	Employee contributions	1,728.00
10/30/2017	Voya-State of Oregon Plan	Oregon Savings & Growth P...	11,217.48
10/30/2017	Principal Financial Group	Life Ins policy 4807350 - He...	109.99
10/30/2017	Paychex Check	employee PR check	3,676.45
10/30/2017	Paychex Check	employee PR check	1,763.52
10/31/2017	Paychex Payroll	FLSA	1,548.00
10/31/2017	Paychex Payroll	telephone	300.00
10/31/2017	Paychex Payroll	longevity	692.00
10/31/2017	Paychex Payroll	FF incentives	1,360.00
10/31/2017	Paychex Payroll	Deferred comp	2,295.00
10/31/2017	Paychex Payroll	all staff OT	19,804.92
10/31/2017	Paychex Payroll	Balance GF net pay	38,182.37
10/31/2017	Paychex Payroll	Shiftdf	9.92
10/31/2017	Paychex - tax	Employee Taxes Withheld	38,389.59
10/31/2017	Booth, Brandon	57 hrs as FF/EMT	1,181.49
11/9/2017	P.E.R.S.	Employee 6% IAP plus unit ...	9,406.79
11/9/2017	P.E.R.S.	Employer PERS	33,119.58
11/9/2017	American Heritage Life In...	Case # 84457 PR Deduc: R ...	217.44
11/9/2017	Principal Financial Group	Life Ins policy 4807353 - Nie...	205.21
11/9/2017	Pacific Athletic Club	Employee PR deduction	10.00
11/9/2017	S.H.C.F.C.U.	12 \$35 shift PR deductions	420.00
11/9/2017	S.H.C.F.C.U.	Marks & Pricher \$30 PR ded...	60.00
11/9/2017	Standard Insurance	Nov STD PR deductions	430.89
11/9/2017	Special Districts Insuranc...	Sec 125 PR deduction	816.04
11/9/2017	Tualatin Valley Fire Fighte...	2017 union dues from PR d...	1,349.57
Total 560 Personnel Salaries			168,447.91
570 SocSec/Medicare(FICA)			

Scappoose Rural Fire District
Itemized Account Activity
 October 13 through November 9, 2017

Date	Source Name	Memo	Paid Amount
10/31/2017	Paychex - tax	Emplyr FICA (incl grant staf...	11,187.02
	Total 570 SocSec/Medicare(FICA)		11,187.02
580 Volunteer Services			
10/30/2017	Nehl, Steve	130 miles @ \$0.535/mile	69.55
10/30/2017	Oregon Occupational Me...	physicals for Schoof & Klippel	157.00
11/1/2017	Ixtapa	qtrly SVFA mtg meal	380.00
11/9/2017	Meres, Angie	52.9 miles @ IRS \$0.535	28.30
11/9/2017	Greisen, Michael S.	food for SVFA quarterly mtg	30.01
11/9/2017	Oregon Occupational Me...	physicals for Anderson & Ma...	224.00
	Total 580 Volunteer Services		888.86
590 Personnel Benefits			
10/30/2017	State of Oregon - Employ...	unemploymt for Red Flag em...	4.59
11/9/2017	Meres, Angie	Oct Fitness membership	29.95
11/9/2017	Pacific Athletic Club	Nov 2017 dues; Marks & sali...	80.00
	Total 590 Personnel Benefits		114.54
	Total 1.1 GENERAL FUND PERSONNEL SVCS		211,682.52
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
10/30/2017	Scappoose Storage	Nov storage rent	97.00
11/9/2017	Ritchie, Christopher	physician advisor services	691.67
11/9/2017	Columbia River Fire & Re...	50% of Vol.Coord - Oct 2017	3,985.46
	Total 670 Contract Services		4,774.13
680 Communications Maintenance			
10/30/2017	Sunny Communications	Convertacom XTVA NTN85...	565.00
10/30/2017	Complete Wireless Soluti...	repair BK Radio model#Dph...	168.75
11/9/2017	Power Works	15 batteries (NTN7143-PW ...	618.39
11/9/2017	Complete Wireless Soluti...	Boat: replace/upgrade FireC...	2,750.00
	Total 680 Communications Maintenance		4,102.14
720 Public Education			
10/20/2017	Alert-All Corp.	Jr FF stick-on badges (1,000)	110.00
11/6/2017	Alert-All Corp.	Red plastic FF hats (1,000)	600.00
11/9/2017	Allied 100	AED electrodes & batteries f...	2,408.00
11/9/2017	Ideation	500 pens with SRFD logo	364.36
	Total 720 Public Education		3,482.36
730 Property & Liability Insur.			
10/19/2017	Special Districts Assoc. of...	deductible for Anthony Wilso...	100.00
	Total 730 Property & Liability Insur.		100.00

11/09/17

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

October 13 through November 9, 2017

Date	Source Name	Memo	Paid Amount
740 Uniforms			
10/30/2017	Blumenthal Uniforms & E...	6 1.5" leather garrison belts	111.00
10/30/2017	Curtis	PO1492-station boots-Pricher	257.00
10/30/2017	Curtis	PO1492-shipping	14.44
10/30/2017	Fire Store	Thorogood structure boot-M...	191.99
11/9/2017	Harringtons	2 pr Ben Davis pants-Beam...	69.98
11/9/2017	Northwest Apparel	3 names - Schoof	6.00
11/9/2017	Northwest Apparel	6 Med ShortSlv T-shirts	78.00
11/9/2017	Curtis	PO1172 - Blue FF pants- Zi...	109.95
Total 740 Uniforms			838.36
750 Maintenance on Equipment			
10/27/2017	Electro Guard	2 impressed cathodic prot sy...	3,684.53
10/30/2017	Columbia River Fire & Re...	new oxygen regulator-'08 G...	98.50
10/30/2017	Superior Tire Service	Six 225/70-19.5 14 ply MIC...	2,289.30
10/30/2017	Les Schwab Tires	'99 F550 (B435) wheel spin ...	84.00
10/30/2017	Wilcox & Flegel	300 gal unleaded @ \$2.66/gal	797.16
10/30/2017	Wilcox & Flegel	403.6 gal biodiesel @ 2.15/gal	866.49
11/9/2017	Sunset Auto Parts	1 set wiper blades	39.98
11/9/2017	EMS Technology Solution...	operative IQ fleet mgmt licen...	120.00
11/9/2017	Superior Tire Service	2 RR tires for ambulance #3...	760.20
11/9/2017	Fast Lube and Oil	Oil change; '05 Chevy Subur...	42.95
11/9/2017	Sunset Auto Parts	One ATM-25 fuse	3.88
11/9/2017	Sunset Auto Parts	Four ATC-5 Fuse Pacs	1.56
11/9/2017	Les Schwab Tires	'91 Tower truck wheel rotation	126.00
11/9/2017	Les Schwab Tires	'14 GMC Sierra Pickup--Lt w...	70.00
11/9/2017	Columbia River Fire & Re...	replace vehicle speed sensor	74.44
11/9/2017	Columbia River Fire & Re...	house charge for diagnostic	25.00
11/9/2017	Columbia River Fire & Re...	Lic#3601--replace battery co...	71.26
Total 750 Maintenance on Equipment			9,155.25
760 Administration			
10/14/2017		Bank Service Charge	14.95
10/17/2017	Office Depot, Inc.	3 Epson MultiC printer cartri...	11.20
10/17/2017	Office Depot, Inc.	coupon discount	-11.20
10/19/2017	Grant, David	RT mileage @ \$0.535/mile	329.56
10/19/2017	Grant, David	Per diem for meals	150.00
10/23/2017	Sunshine Pizza	pizza for meeting	51.30
10/23/2017	All About Mail	postage expense	3.65
10/25/2017	Amazon	assorted office supplies	51.33
10/28/2017	Subway	FM lunch while on inspections	17.07
10/28/2017	Ashland Hills Suites	D.Grant 3 nites @ OFDDA c...	273.00
10/30/2017	Dept. of Administrative Se...	ORCPP annual dues	100.00
10/30/2017	Pacific Office Automation,...	monthly copy kit	36.00
10/30/2017	Office Depot, Inc.	3 Epson MultiC printer cartri...	156.77

11/09/17

Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
 October 13 through November 9, 2017

Date	Source Name	Memo	Paid Amount
10/30/2017	Teeter, Nicklas	reimburse EMS overpmt	200.00
10/30/2017	Ace Hardware	8 U-Post 5 ft LiteDuty	55.92
10/31/2017	Paychex Invoice	Oct reg PR svcs	154.85
11/1/2017	Zhen's Chinese Restaurant	Chiefs' working lunch	38.60
11/2/2017	Chevron	C-43: fuel	61.18
11/2/2017	Amazon	small office supplies	63.68
11/9/2017	U.S. Postal Service	500 forever stamps	245.00
11/9/2017	Secretary of State	2015-16 audit filing fee	250.00
11/9/2017	Dennis Conner, C.P.A.	2016-17 District audit report	5,625.75
11/9/2017	Greisen, Michael S.	Chiefs' meeting	19.96
11/9/2017	Chronicle	1 yr subscription (12/17-11/18)	35.00
11/9/2017	S.V.F.A.	Atlas 300 Super Grip gloves ...	23.60
11/9/2017	S.V.F.A.	2 CST/berger 17-645 5X ha...	264.60
11/9/2017	S.V.F.A.	Denov 8GB digital voice re...	17.46
11/9/2017	S.V.F.A.	1 box nitrile gloves	24.01
11/9/2017	Ace Hardware	fasteners for medic repair	1.52
11/9/2017	Columbia Feed & Supply	2 pr gloves	3.79
11/9/2017	Salisbury, Janine	refill petty cash	42.69
Total 760 Administration			8,311.24
765 Information Technology			
10/30/2017	CenturyLink	internet	54.94
10/30/2017	AT&T Mobility	Sept wireless charge	335.30
11/8/2017	Comcast	internet for Scappoose	127.85
11/9/2017	Maller, Dave	monthly contract work	675.00
11/9/2017	Maller, Dave	replace 3 wi-fi access points	195.00
11/9/2017	PEAK Internet	Chapman&Scappoose inter...	76.88
11/9/2017	City of Portland	800 MHz access	107.61
Total 765 Information Technology			1,572.58
770 Operating Materials/Suppli			
10/20/2017	Zoro	4 pack (100/pk) of cleaning t...	33.48
10/30/2017	Ace Hardware	2 gal. Simple Green	23.98
10/31/2017	Amazon	Kleenex Kitchen paper towel...	52.42
10/31/2017	Amazon	Granitize Auto Suds - 5 gallon	42.49
10/31/2017	Amazon	Wypall Wipers (10 boxes-12...	83.22
10/31/2017	Amazon	2 laundry deterg pump dispe...	13.96
Total 770 Operating Materials/Suppli			249.55
775 Emerg. Operating Supplies			
10/20/2017	Zoro	safety glasses	5.93
10/20/2017	Zoro	safety glasses	3.01
10/20/2017	Zoro	6 kits for leak repair	118.80
10/21/2017	Amazon	3 pks (16/pk) helmet stickers	44.85
10/23/2017	Dinges Fire Company	3 pr VanGuard MK-1 gloves	226.80

Scappoose Rural Fire District
Itemized Account Activity
 October 13 through November 9, 2017

Date	Source Name	Memo	Paid Amount
Total 775 Emerg. Operating Supplies			399.39
780 Building & Grounds Maint.			
10/16/2017	On Scene Solutions	4 LED striplights; 24" to 32"	217.39
10/23/2017	Amazon	4 pk Bioluz LED PAR30 LE...	28.99
10/30/2017	Systems Management No...	service heating system in st...	687.32
10/30/2017	Metro Overhead Door	replace radio receiver & tran...	367.00
10/30/2017	Paramount Pest Control I...	rat activity in outside bait sta...	85.00
10/30/2017	Paramount Pest Control I...	caught 2 mice inside; rebaite...	65.00
Total 780 Building & Grounds Maint.			1,450.70
790 Training			
10/17/2017	Ferrellgas	propane - training grounds	225.60
10/19/2017	CES - OR	Paramedic tuition: Zimbrick, ...	750.00
10/19/2017	CES - OR	scrubs required for Zimbrick ...	70.80
10/25/2017	Burger Joint	Marks - OFDDA conf (In&Out)	9.10
10/26/2017	Burger Joint	Marks - OFDDA conf (Luna ...	17.50
10/28/2017	Ashland Hills Suites	J.Marks 3 nites @ OFDDA c...	273.00
10/28/2017	Burger Joint	Marks - OFDDA conf (In&Out)	7.30
10/30/2017	LCRTOA	Recruit M. Moorman	850.00
10/30/2017	LCRTOA	Recruit W. Hickman	850.00
10/30/2017	LCRTOA	Recruit J. Salstrom	850.00
10/30/2017	LCRTOA	Recruit J. Beaman(partial)	150.00
10/30/2017	Cut-Rate Batteries, Inc.	battery pks for training acad ...	315.00
11/9/2017	S.H.C.F.C.U.	2 interns @ \$30 each	60.00
11/9/2017	Portland Community Colle...	Anthony Wilson G03393586...	875.00
11/9/2017	Columbia Feed & Supply	3 chainsaw chains	113.00
Total 790 Training			5,416.30
810 Utilities			
10/30/2017	CenturyLink	telephone landlines	430.83
11/9/2017	P.G.E.	Electrical for Holbrook Station	52.10
11/9/2017	City of Scappoose	water & sewer	282.43
11/9/2017	CRPUD	boathouse electricity	32.10
11/9/2017	CRPUD	main station electricity	847.56
11/9/2017	Comcast	cable tv for Scappoose	61.60
11/9/2017	Waste Management of Or...	Garbage/Recycling	123.73
11/9/2017	N.W. Natural Gas	Acct 447881-4	55.32
11/9/2017	W.O.E.C.	Chapman budget pay	364.00
Total 810 Utilities			2,249.67
870 EMS Operations			
10/30/2017	Stryker Sales Corp.	1 hr annual maintenance	249.00
10/30/2017	Stryker Sales Corp.	1 hr annual maintenance	125.00
10/30/2017	Stryker Sales Corp.	1 hr annual maintenance	125.00

11/09/17

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

October 13 through November 9, 2017

Date	Source Name	Memo	Paid Amount
10/30/2017	Stryker Sales Corp.	1 hr annual maintenance	125.00
10/30/2017	Stryker Sales Corp.	1 hr annual maintenance	249.00
10/30/2017	Stryker Sales Corp.	replace 8 half shell bearings	152.54
10/30/2017	Stryker Sales Corp.	replace 1/4" hose assembly	174.23
10/30/2017	Bound Tree Corp.	PO 10202 medical supplies	2,351.78
10/30/2017	Bound Tree Corp.	PO 10204 medical supplies	1,573.43
10/30/2017	Bound Tree Corp.	PO 10204 medical supplies	862.25
10/30/2017	Airgas - USA, LLC	medical cyl. testing MTN fees	27.04
10/30/2017	Bound Tree Corp.	PO 10204 medical supplies	62.99
10/30/2017	Bound Tree Corp.	C4 midazolam 10mg--3 bxs(...	125.37
10/30/2017	Bound Tree Corp.	acetaminophen	103.99
10/30/2017	Bound Tree Corp.	nasopharyngeal airway--2 bxs	5.72
11/9/2017	EMS Technology Solution...	operative IQ & asset mgmt li...	150.00
11/9/2017	Karl Storz Endoscopy-Am...	replace 7" monitor for laryngo...	4,625.46
11/9/2017	Airgas - USA, LLC	cylinder rental fees	197.33
11/9/2017	Airgas - USA, LLC	medical oxygen	360.97
11/9/2017	Life-Assist, Inc.	2 boxes rocuronium	152.80
11/9/2017	Bound Tree Corp.	lidocaine	68.90
11/9/2017	Environmental Complianc...	3 biohazard containers	100.00
Total 870 EMS Operations			11,967.80
880 FireMed			
10/30/2017	Life Flight Memberships	30 Life Flight membership fe...	1,950.00
11/9/2017	DocuMart Printing & Copy...	200 membership card tri-folds	204.87
Total 880 FireMed			2,154.87
Total 1.2 GENERAL FUND MATERIAL & SVC			56,224.34
Total 1...			267,906.86
Total 1..GENERAL FUND EXPENDITURES			267,906.86
2. GRANT FUND EXPENSE			
2.1 GRANT FUND PERSONNEL SVCS			
1. Personnel Salaries			
10/30/2017	Voya-State of Oregon Plan	Oregon Savings & Growth P...	840.00
10/30/2017	Oregon Dept. of Justice	PR deduction	854.40
10/31/2017	Paychex Payroll	grant flex spend	2,042.06
10/31/2017	Paychex Payroll	Balance Grant net pay(no OT)	6,950.25
10/31/2017	Paychex Payroll	Grant deferred comp	240.00
10/31/2017	Paychex - tax	Grant Employee Taxes Withh...	4,534.07
Total 1. Personnel Salaries			15,460.78
2. Personnel Benefits			
10/30/2017	HRA VEBA Trust	HRA VEBA Trust for health ...	200.00

9:49 AM
11/09/17
Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
October 13 through November 9, 2017

Date	Source Name	Memo	Paid Amount
10/31/2017	Paychex - tax	Grant Emplryr FICA - No FIC...	915.90
10/31/2017	Paychex - tax	Grant ER work benefit	8.19
Total 2. Personnel Benefits			1,124.09
Total 2.1 GRANT FUND PERSONNEL SVCS			16,584.87
Total 2. GRANT FUND EXPENSE			16,584.87
3. PROPERTY FUND CAPITAL OUTLAY			
EMS Apparatus & Equipment			
10/30/2017	Life-Assist, Inc.	3 O-Two e700 respirator ven...	15,000.00
10/30/2017	Life-Assist, Inc.	ventilator circuit w/ sleeve	242.00
11/9/2017	Stryker Sales Corp.	Power Pro Amb Stretcher	17,291.20
Total EMS Apparatus & Equipment			32,533.20
Total 3. PROPERTY FUND CAPITAL OUTLAY			32,533.20
TOTAL			317,024.93

11/09/17
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1 through November 9, 2017

	Jul 1 - N...	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	230,193	610,000	-379,807	38%
FireMed	35,025	35,500	-475	99%
Gas Royalties	0	1,500	-1,500	0%
Interest Earned on Investments	4,994	10,000	-5,006	50%
Miscellaneous Revenue				
CRF&R IGA	32,075	0	32,075	100%
Miscellaneous Revenue - Other	28,174	115,200	-87,026	24%
Total Miscellaneous Revenue	60,249	115,200	-54,951	52%
Taxes - Current	0	2,680,080	-2,680,080	0%
Taxes - Prior Years	49,318	90,000	-40,682	55%
Transfer from Grant Fund	28,651	28,651	0	100%
Total 1. GENERAL FUND REVENUES	1,910,015	4,916,920	-3,006,905	39%
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%
Interest Earned on Investments	1,945	2,500	-555	78%
Transfers In	0	1,000	-1,000	0%
Total 3. PROPERTY FUND REVENUES	419,077	424,684	-5,607	99%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	205,514	205,106	408	100%
Interest Earned on Investments	987	1,800	-813	55%
Total 4. PERSONNEL SVCS FUND REVEN	206,501	206,906	-405	100%
Total Income	2,535,593	5,661,454	-3,125,861	45%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	173,818	535,200	-361,382	32%
560 Personnel Salaries	632,302	1,916,619	-1,284,317	33%
570 SocSec/Medicare(FICA)	49,110	149,680	-100,570	33%
580 Volunteer Services	13,149	38,000	-24,851	35%
590 Personnel Benefits	125,974	465,000	-339,026	27%
Total 1.1 GENERAL FUND PERSONNEL...	994,353	3,104,499	-2,110,146	32%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	23,400	111,350	-87,950	21%
680 Communications Maintenance	15,266	54,000	-38,734	28%
720 Public Education	3,960	7,500	-3,540	53%
730 Property & Liability Insur.	100	53,200	-53,100	0%
740 Uniforms	3,764	20,000	-16,236	19%
750 Maintenance on Equipment	36,787	110,000	-73,213	33%
760 Administration	21,216	54,000	-32,784	39%
765 Information Technology	15,282	59,900	-44,618	26%
770 Operating Materials/Suppli	1,024	5,000	-3,976	20%
775 Emerg. Operating Supplies	7,128	65,000	-57,872	11%
780 Building & Grounds Maint.	3,587	125,731	-122,144	3%
790 Training	18,306	90,000	-71,694	20%
810 Utilities	9,278	39,800	-30,522	23%

11/09/17
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1 through November 9, 2017

	Jul 1 - N...	Budget	\$ Over B...	% o...
870 EMS Operations	35,158	70,000	-34,842	50%
880 FireMed	12,805	18,500	-5,695	69%
Total 1.2 GENERAL FUND MATERIAL &...	207,063	883,981	-676,918	23%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	0	77,440	-77,440	0%
Total 1.3 GENERAL FUND CAPITL OUT...	0	77,440	-77,440	0%
Total 1...	1,201,416	4,065,920	-2,864,504	30%
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	1,201,416	4,916,920	-3,715,504	24%
2. GRANT FUND EXPENSE				
2.1 GRANT FUND PERSONNEL SVCS				
1. Personnel Salaries	67,232	60,691	6,541	111%
2. Personnel Benefits	17,061	23,602	-6,541	72%
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	32,533	232,000	-199,467	14%
Fire Apparatus & Equipment	7,642	152,684	-145,042	5%
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	40,175	424,684	-384,509	9%
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	1,354,535	5,661,454	-4,306,919	24%
Net Income	<u>1,181,058</u>	<u>0</u>	<u>1,181,058</u>	<u>100%</u>

move to station
Randy lines out side

SRFD Safety Committee
11 Oct 2017

Meeting called to order at 1810 Hrs.

Safety Members in Attendance: Chair Dietz, Chief Greisen, DC O'Connor, FF Bernier, FF Lawrenson, FF Davis, Lg C. Sallee

Safety Members Absent:

FF Trump, Lg Stewart, FF Klippel, FF Oberbarnscheidt, FF Maruska, FF B. Cox, Lg C. Cox

Other Members Present: Lt Nielson, FF Ahlers, FF Carlton, Lg Laney, FF Schoof

Safety Message

Change in season, wash your Wildland gear!

Safety Suggestion Box:

Drive carefully around Bonny falls area, road in this area has been repaired many times and rough. Slow down for the bump/rough patch in road at the falls.

Accident Reports:

No new reports

Safety Action Generator:

No SAG's submitted

Near Misses: None

Station Reports: 3 new Reports

Scappoose Station: Need to surplus old hose, can be crated and auctioned. Clutter in clubhouse and hose tower areas. Electrical room clutter in front of panel. (LT A. notified) Shore power to TW431 needs addressed, 2 cords being used. Long term plan to move plug location on TW (LT A. notified.) Hoist in hose tower needs to be inspected. No exit plan(s) in rooms, offices, dorms. Flammable liquids locker full.(e mail to LG)

Chapman Station: Need to post Safety Minutes. HVAC needs servicing. No flammable locker. Chain boards need to be secured. Bio hazard bin needs to be marked/labeled. Emergency exit sign battery dead (replace whole unit)

Boat House: Extinguisher holder needed. General clutter. Propane line and tank need to be labeled. Flammable locker needed. Water egress ladder still needed.

Old Business:

- Emergency vehicles required to stop at all red lights. Look at SOG for details.
- Sink hole on Chapman Rd, possibly affecting half the road. Dietz to contact CC Road dept. for info.
- Boat house ladder, needs to be installed. Egress from water when boat is out of boat house. (Ken Chaffeur)

New Business:

- Accident training was canceled for Sept safety meeting. Will need to be re-scheduled with SDA. Better training concerning risk, environments and "find the problem" putting up scenes to critique and learn from.
- Dietz received call back from CC road dept that Chapman Rd. sink hole/culvert repaired as of Sept.
- Lt. Nielson brought up idea of removing the 40' ladder from E432 and replacing with a 24'. The 40' ladder was used today in training with 2 people and difficult with less than 3 FF.

Good of the Order:

- FF Carlton brought up a near miss report he read, carport nearly collapsed on an Engine and Truck Crew, asked to e-mail Dietz the report to share for next meeting.
- Viewed 3 videos for critique on scene safety

Meeting adjourned at 1845.

Fire Chief Report

October 2017

Again this year we held organizational planning meeting for the October 14th St Helens Halloween Town Festival with City of St Helens, law enforcement, public works, Columbia 911, and other agencies. Marion County Emergency management participated with their communication trailer and shelter system during the day of the festival. We were able to test additional portable shelters and address operational design flaws. It was a beneficial function for all agencies working together and that the festival went over well with no major issues.

I attended the Oregon Department of Transportation pre-winter planning meeting in Astoria which was well attend by agencies from Columbia, Clatsop, Tillamook and Washington Counties. This year the Portland area weather service is predicting the same type weather pattern as last year with snow to the valley floor. They do feel that there is the possibility of less total snow fall compared to last year higher snow fall.

Administrative staff has been meeting on a regular schedule to keep on track of our projects and how we should keep moving forward on working together.

Meetings & Training

10/05 S City	10/05 Administrative staff
10/09 Combine board workshop	10/10 Columbia LEPC
10/10 CRFR Board	10/11 ODOT pre winter
10/11 SRFD safety	10/12 SRFD mngt
10/12 SRFD board	10/14 SH Halloween town festival
10/16 Civil Service	10/18 Fire Defense Board
10/19 Columbia Co Transportation	10/19 Chiefs
10/20 Labor 3215	10/21 3D vendor
10/24 911 Advisory	10/25 SRFD - SCBA review with vendor
10/25 SRFD membership	10/25 Ventilator training
10/26 Staff	10/30 Chiefs
10/30 Oregon Institute Technology	10/31 St Helens School 3D printing

Up Coming Events;

November 29 – Cascadia 9.0 MegaQuake being prepared, St Helens High School Auditorium
6:30 – 8:30

December 9 – Christmas Ships in St. Helens area

December 10 – Christmas ships in Scappoose area

October 2017 – Chief of Operations Monthly Report

This has been a busy month of both agencies. Multiple out of district mutual aid/Conflagration requests were met by SRFD and CRFR over the course of the summer. A final out of state request to Northern California, the Central LNU Complex Fires near Santa Rosa California was also requested by OSFM. CRFR sent Brush Engine 471 with Chief Smythe, Eric Holsey (CRFD), Andrew Mustola (CRFD). We were deployed for 10 days. It was a great opportunity for our state to show our resources capabilities and experience.

Operations is working on several projects/topics that are currently in progress:

- Image Trend, the High Plains replacement for our emergency reporting system is in process. We have begun the task of gathering information to transfer over. This process will involve all aspects of CRFR and eventually SRFD. Approximate timeline: 90-120 days.
- Crew Sense, another aspect of High Plains that deals with Personnel Rosters, vacation, sick leave, overtime, and general time accounting also is in process. I have signed up our agency and have begun building our rosters, stations, and personnel into the system. Approximate timeline: 90-120 days
- Saw Kits – Operations is working with Chief Pricher to develop, stock, and deploy chain saw kits on all Type I and Type VI Engines. These kits will include additional chains, spare bar, bar nuts, and sqrench.
- Ambulance Only operational period, hours of deployment. Currently working with the EMS Chief on how, when, and where we will deploy this 12 hour asset.
- CAD development: Operations is working with the Safety Chief on the electronic platform that our agencies will use in conjunction with the new TriTech CAD system at CCOM. Currently we use IPAD/Apple Products; there is a possibility that the use of Surface Pro tablets might be required. The new CAD system includes changing of station and apparatus numbering for Columbia City, Deer Island, Goble, Rainier, Fernhill, and LBTC.
- Wildland/Conflagration response reimbursement: This year's wildland/mutual aid response was large and lengthy. We have begun billing for our equipment and manpower to the State. It is the goal of the Administration to re-invest these funds into needed equipment, supplies, and items that would ultimately come from the general fund in some form or another. When we begin to receive our reimbursement we will present our options to the Fire Chief and Board for considerations.

Meetings:

- Crew Sense
- CAD/CCOM
- Operations Committee Meeting
- Local 3215/Management Monthly Chat
- 3D Imaging presentation for large scale buildings, schools, target hazards
- Super Board Meeting
- General Board Meeting
- Central LNU Complex Fire – Northern California Oct 11- Oct 21
- A/L Task Book Update with Chief Marks, Lt Pulito
- OSFM – NFIRS Reports, 3rd Quarter 2017
- OSFM – Conflag NFIRS Reports – Milli Fire, Eagle Creek, Central LNU Complex, Chetco Bar
- Senior Staff Meeting
- Halloween Office Gathering
- Captains Meeting
- Personnel Issues

EMS Office Activity October 2017

Instructed recruit academy

Met with community paramedic developer

Ambulance PreBuild meeting at BraunNW

PreManage software training

Provided input on Medical Reserve Corps training and deployment guide

EMS Committee meeting

Columbia 911 meeting

Board workshop meeting

Oregon Health Authority communicable disease training

CRFR Board meeting

Completed hiring process for community paramedic

Reviewed community advisory council applications for funding

Civil Service meeting

Staff meeting

Finalized and approved ambulance specifications for CRFR and SFD

Interviewed community paramedic candidate

Riskshare meeting

Facilitated ventilator orientation training

Chief's meeting

Division Chief O'Connor Monthly Report October 2017

- **Grants:**

1. AFG and SAFER grants have all closed with the end of the federal fiscal year, funding was exhausted before our grants could be awarded.
2. SDAO Safety & Security Grant and State Farm grants are currently open and accepting applications, plans are to pursue these.

Meetings: Scappoose Safety Meeting 10/11; CRFR Safety meeting 10/25; CRFR Volunteer firefighters association meeting 8/16 & 9/20; Scappoose/CRF&R Health & Wellness Committee 10/25; Combined board of directors meeting workshop 10/9; CRFR Board meeting 10/10; Staff meeting 10/5; Civil service meeting 10/16; Oregon Safety Officers Association meeting 10/18; Staff meeting 10/19; Scappoose membership committee 10/25; Attended County Emergency Management show and tell of newly acquired communications equipment 10/18; Attended lunch meeting at Dyno Nobel about their training and operations.

Facilities: Met with Columbia Engineering about plans for concrete pad behind Scappoose fire station; Installed LED night lighting inside LBTC bays; Collected water samples for lead testing from Rainier, Fairgrounds and St. Helens station all samples came back showing acceptable limits; Replaced St. Helens microwave; Moving forward with replacing exterior lighting on Rainier Station with LED lighting;

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), internal copies of reports sent to all staff that includes individual unit number of responses for the week; numerous media inquiries over the past month regarding emergency incidents within CRF&R district;

I/T: Follow up with numerous Utilize IT repair tickets and work toward tracking work tickets and repair times; researching mobile device needs for new CAD; Distributed ipads to board members; researching potential vendors to merge CRF&R and SRFD information technology into a single platform that can be utilized by both administrations; Updating all district iPads to iOS 11 and implementing new iPads into Airwatch

Safety/Health: Coordinated pre-NFPA physicals and flu immunizations at the St. Helens station for firefighters 10/18, 10/19 and 10/21 and work toward getting firefighters scheduled for annual physicals; researched accident/incident for CRFR and Scappoose since July 2016, report attached, working on better statistics; Researched liability of volunteers with pre-existing disability claims, utilized SDAO for reference; Completed station safety survey at Fernhill station and Scappoose Station.

Misc: Completed safety training with probationary firefighter Chris Booth; Worked with Chief Marks for live fire training 10/19; Helped coordinate children's fair booth at St. Helens High School by CRF&R with volunteer and career staff participation;

Health and Wellness Committee

10-25-17

Present:

O'Connor, Hennigan, Lee, Dietz, Ahlers, Priest

Absent:

Maginn, Motherway

Guest:

Chandler, Schrotzburger

To order:

0900 hrs

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

Old Business;

Joint medical physicals

- Chief O'Connor reported that:
 - Pre-physicals complete for this round of members
 - Still have a "very few" people still outstanding that have not yet gotten "caught up" from last round of physicals
 - Chief O'Connor has a system in place to track who has completed and who hasn't
 - Chief O'Connor is asking that personnel who don't pass their physical to notify him immediately so he can follow up and take any necessary follow thru to make sure duties of the personnel are modified as needed

Recognition

- No new info from Chief O'Connor for gym reimbursements
- Ahlers is still working on getting demo shirts for examples
- Hennigan provided some information regarding Metro West Ambulance fitness incentive program
 - MW members receive \$80 per quarter if they complete minimum hours of physical training
 - Hennigan is waiting for a copy of the policy and then will share with group
- Still looking for a way to log hours

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

- *O'Connor to explore funding for recognition items*
- *O'Connor will explore money available for gym membership re-imbursement*

Upcoming baseline physical assessments (PAT)

- Medic Mile
 - Chief O'Connor talked about the medic mile
 - He was hoping to have more to present today
- Chief O'Connor related that as we complete the medical physicals and know that members are able to work as combat firefighters, he would like to see the implementation of mandatory PAT performance on an annual basis to ensure that members meet minimum physical fitness requirements for emergency scene operations.
- Discussed current PAT and the process to get it implemented and accepted
- Chandler suggested adding a ladder station to the PAT
- Discussed adding stations for experienced personnel and keeping very basic skills for volunteer entry
- Hennigan reported that he has asked Chief Smythe to help locate the documentation that was created previously when the PAT was developed
- Adding to or altering PAT will be table for now while we wait for the information that should be on file that Chief Smythe is attempting to find

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

- *Hennigan will put the medic mile info pdf in the dropbox*

Group training programs on weekends

- Ahlers presented a peer fitness trainer training class coming up in Seattle/Belview
 - They are working to provide a class early 2018
- Hennigan reported that there has been no work done for creating a training schedule because we need equipment to train with before putting energy into developing a plan.
 - Hennigan has a list of equipment for the training grounds that he will provide to Chief O'Connor

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

- *Ahlers will continue to look into peer fitness training course in Seattle/Belview*

Equipment needs

- Ahlers presented the current cost of purchase and maintenance on equipment for SRFD
- Oconnor reported that he has found a potential source for equipment at a discounted price
- Hennigan has created a list of equipment that he will provide to Chief O'Connor

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

- *O'Connor to continue exploring funding for equipment*

Communication

- FB page is done and has been launched.
 - The page will be promoted and we expect more activity as the number of followers grow

Mental Health

- Chandler presented the history of his activities
- PTSD has made headlines in the fire service for several reasons
 - Increased suicides
 - Poor quality mental health care for firefighters
 - 160+ suicides in fire service in the past year (reported numbers only)
 - Four have occurred locally (2 at Clackamas)
- Chandler is attending the metro fire officer academy and received the new numbers
- Here, at our agencies, in the past we have had chaplain available for anyone who needs assistance
- We have done huge debriefs for major events.
 - Studies show that firefighters don't like the big debriefings and it doesn't help them deal with the event
 - Peer counseling has been shown to be the preferred intervention
- He talked about how the peer counselor interaction works and the different ways it can be activated
- We have different options available for program design
- Clackamas fire does 8-12 hours of training annually
 - In house training can be done with local counselor instructors for annual training
- EAP needs to be modified to get the right kind of counselor for our members needing intervention
- Peer counselors would be in-house personnel – these people would be nominated as well as volunteer

- Two ways to go about getting peer counselors (nominations and volunteers)
 - Two day training program
 - Need buy-in from administration
 - Clackamas can come in and talk to us about why this is important
 - Firefighter behavioral alliance can also come in and talk about it
 - The training is in Illinois flight+hotel+\$3500 donation for the two-day course
- Chaplains need to also be part of the process
 - Chandler can re-contact to get more specific info for implementation
 - Chief O'Connor said he will connect with Matt to get this moving

****Action item****

- Chandler and Chief O'Connor to meet and "get into the weeds" about the program. An update will be provided next meeting

New Business

- Motherway reported that NVFC (National Volunteer Fire Council) has launched a heart healthy fire fighter program that offers resources
 - Possibly put on the Facebook page for members to take advantage of

Good of the Order

- Nothing presented

Meeting dates and times

- Next Meeting
 - Wednesday, December 6, 0900 hrs @ LBTC

Adjourn:

1000 hrs

Scappoose Volunteer Report October 2017

2017 volunteers	# Calls	Training Hrs	Stby/Ride along /other - hrs
Beaman, James		4	
Bernier, Kyle	2	17.75	45
Blank, Christopher		4.5	
Ta			
Brown, Tiffany			
Carlton, Randy	1	11	14.5
Cates, KC	2	4.5	5.75
Conklin, Richard	L/A		
Cox, Brian	1		
Cox, Christine	EMT C		
Davis, Jake	6	12.5	
Edwardsen, Robert	1	5	
Freimuth, John			
Gift, Mark	2	4.5	
Greenup, Cade	5	5.5	
Harmon-Gross, Lily	L/A		
Herbst, Michael	L/A		
Hickman, Whitney	R		
Hulsopple, Susan	13	7	31.75
Kirk, Thomas	EMT C		
Klippel, Tim	4	3.5	
Laney, Marjorie	4	4	5.25
Lawrenson, Ken	1	4.5	
Maruska, Ron	7	4	
Meres, Angie	5	6	
Moorman, Molly	R		
Nehl, Steve	6		
O'Brien, Abigail			
Oberbarnscheidt, Henry	6		

Ricker, Nathaniel	L/A		
Sallee, Casey	5	4	8.75
Stewart, Steven	L/A		
Trump, Daniel	1		

PURCHASE PROPOSAL

LUCAS 3 Chest Compression System *One Unit*

BIDS: Single Vendor

Physio-Control Inc

\$15,656.55

11811 Willows Road NE

PO Box 97006

Redmond, WA 98073

BUDGET IMPACT

<i>Expenditure</i>		<i>Budgeted Amount</i>	
<i>Required:</i>	\$15,656.55	<i>Capital Outlay</i>	\$232,000
<i>Total available in</i>		<i>Balance in account</i>	
<i>Capital Outlay</i>	\$25,709.00	<i>After expenditure</i>	\$10,052.45

Purpose for Purchase: The purchase of the LUCAS 3 will allow for continuous and effective mechanical chest compressions during a working cardiac arrest, while decreasing EMT fatigue. Second, this unit will decrease the need for an EMT to be standing in the back of a moving ambulance, further increasing safety and quality of chest compressions.

Recommendation: I recommend that we purchase the LUCAS 3 system. The system is currently deployed on 2 of the District's other medics. The purchase of a 3rd unit will ensure all units have the same capability. Current units are the 2.2 model. The model 3 has manufacturer software upgrades but is operationally identical.

Bids received by: Lt. Brian Heuer

Approved by: Mike Greisen, Fire Chief

Date: 11/01/2017



Physio-Control, Inc
11811 Willows Road NE
P.O. Box 97006
Redmond, WA 98073-9706 U.S.A.
www.physio-control.com
tel 800.442.1142
Sales Order fax 800.732.0956
Service Plan fax 800.772.3340

To SCAPPOOSE FIRE DISTRICT
Attn: Brian Heuer
52751 COLUMBIA RIVER HWY
SCAPPOOSE, OR 97056
(503) 543-5026
ems@srfd.us

Quote Number 00101024
Revision # 1
Created Date 11/1/2017
Sales Consultant Todd Long
(916) 233-9115
FOB Destination
Terms All quotes subject to credit approval and the
following terms and conditions
NET Terms NET 30

Contract NASPO #SW300 v2

Expiration Date 1/30/2018

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
11576-000060	LUCAS Battery Desk-Top Charger	1.00	1,170.00	-248.95	921.05	921.05
11576-000071	LUCAS Power Supply	1.00	371.00	-93.00	278.00	278.00
11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1.00	712.00	-131.00	581.00	581.00
99576-000043	LUCAS 3.0 Chest Compression System INCLUDES HARD SHELL CASE, SLIM BACK PLATE, TWO (2) PATIENT STRAPS, (1) STABILIZATION STRAP, 2 SUCTION CUPS, 1 RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE.	1.00	15,950.00	-2,073.50	13,876.50	13,876.50

Subtotal	USD 15,656.55
Estimated Tax	USD 0.00
Estimated Shipping & Handling	USD 0.00

Tax will be calculated at time of invoice and is based on the Ship To location where product will be shipped.

Grand Total	USD 15,656.55
-------------	---------------

Pricing Summary Totals	
List Price Total	USD 18,203.00
Total Contract Discounts Amount	USD -2,546.45
Total Discount	USD 0.00
Trade In Discounts	USD 0.00
Tax + S&H	USD 0.00

Please Select One:

☐**MY COMPANY USES A PO SYSTEM-please acknowledge the following:**

On all orders \$5,000 or greater before applicable freight and taxes, a hard copy purchase order, referencing the quote number, is required. (If under \$5,000, a purchase order number is sufficient. Please provide purchase order # here_____)

☐**MY COMPANY DOES NOT USE A PO SYSTEM-section below must be completed prior to order submission.****BILLING ADDRESS**

Address _____

City _____ State _____

Zip Code _____

A/P Email _____

Phone _____

SHIPPING ADDRESS

Address _____

City _____ State _____

Zip Code _____

A/P Email _____

Phone _____

Signature Required for Non-PO using:

Physio-Control Inc. Requires Written Verification Of This Order.

The Undersigned is Authorized To Place This Order in Accordance
With The Terms and Prices Denoted Herein.

☐***Please Check Applicable Tax Status:***

We are a Tax Exempt Entity (Tax Exempt Certificate Must Be
Provided)

☐

We are Taxable Entity (Applicable Tax will be Applied at
Time of Invoice)

AUTHORIZED SIGNATURE

NAME

TITLE

DATE

To add or modify account information fill out the form found on the hyperlink provided.

<http://www.physio-control.com/account>

Reference Number TL/02965401/149243

General Terms for all Products, Services and Subscriptions.

Physio-Control, Inc. ("Physio") accepts Buyer's order expressly conditioned on Buyer's assent to the terms set forth in this document. Buyer's order and acceptance of any portion of the goods, services or subscriptions shall confirm Buyer's acceptance of these terms. Unless specified otherwise herein, these terms constitute the complete agreement between the parties. Amendments to this document shall be in writing and no prior or subsequent acceptance by Seller of any purchase order, acknowledgment, or other document from Buyer specifying different and/or additional terms shall be effective unless signed by both parties.

Pricing. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services unless Physio receives a copy of a valid exemption certificate prior to delivery. Discounts may not be combined with other special terms, discounts, and/or promotions.

Payment. Payment for goods and services shall be subject to approval of credit by Physio. Unless otherwise specified by Physio in writing, the entire payment of an invoice is due thirty (30) days after the invoice date for deliveries in the USA, and sight draft or acceptable (confirmed) irrevocable letter of credit is required for sales outside the USA.

Minimum Order Quantity. Physio reserves the right to charge a service fee for any order less than \$200.00.

Patent Indemnity. Physio shall indemnify Buyer and hold it harmless from and against all demands, claims, damages, losses, and expenses, arising out of or resulting, from any action by a third party against Buyer that is based on any claim that the services infringe a United States patent, copyright, or trademark, or violate a trade secret or any other proprietary right of any person or entity. Physio's indemnification obligations hereunder will be subject to (i) receiving prompt written notice of the existence of any claim; (ii) being able to, at its option, control the defense and settlement of such claim (provided that, without obtaining the prior written consent of Buyer, Physio will enter into no settlement involving the admission of wrongdoing); and (iii) receiving full cooperation of Buyer in the defense of any claim.

Limitation of Interest. Through the purchase of Physio products, services, or subscriptions, Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products or services, and Buyer expressly agrees not to reverse engineer or decompile such products or related software and information.

Delays. Physio will not be liable for any loss or damage of any kind due to its failure to perform or delays in its performance resulting from an event beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio's inability to obtain goods from its usual sources.

Limited Warranty. Physio warrants its products and services in accordance with the terms of the limited warranties located at <http://www.physio-control.com/Documents/>. The remedies provided under such warranties shall be Buyer's sole and exclusive remedies. Physio makes no other warranties, express or implied, including, without limitation, **NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.**

Compliance with Confidentiality Laws. Both parties acknowledge their respective obligations to maintain the security and confidentiality of individually identifiable health information and agree to comply with applicable federal and state health information confidentiality laws.

Compliance with Law. The parties agree to comply with any and all laws, rules, regulations, licensing requirements or standards that are now or hereafter promulgated by any local, state, and federal governmental authority/agency or accrediting/administrative body that governs or applies to their respective duties and obligations hereunder.

Regulatory Requirement for Access to Information. In the event 42 USC § 1395x(v)(1)(I) is applicable, Physio shall make available to the Secretary of the United States Department of Health and Human Services, the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of these terms, such books, documents and records as are necessary to certify the nature and extent of the costs of the products and services provided by Physio.

No Debarment. Physio represents and warrants that it and its directors, officers, and employees (i) are not excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 USC § 1320a-7b(f); (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services; and (iii) are not under investigation which may result in Physio being excluded from participation in such programs.

Choice of Law. The rights and obligations of Physio and Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the state where Buyer is located. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorney's fees, shall be reimbursed by the other party.

Additional Terms for Purchase and Sale of Products.

In addition to the General Terms above, the following terms apply to all purchases of products from Physio:

Delivery. Unless otherwise specified by Physio in writing, delivery shall be FOB Physio point of shipment and title and risk of loss shall pass to Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from Buyer, Physio will obtain transportation on Buyer's behalf and for Buyer's account. Delivery dates are approximate. Freight is pre-paid and added to Buyer's invoice. Products are subject to availability.

Inspections and Returns. Within 30 days of receipt of a shipment, Buyer shall notify Physio of any claim for product damage or nonconformity. Physio, at its sole option and discretion, may repair or replace a product to bring it into conformity. Return of any product shall be governed by the Returned Product Policy located at <http://www.physio-control.com/Documents/>. Payment of Physio's invoice is not contingent on immediate correction of nonconformities.

No Resale. Buyer agrees that products purchased hereunder will not be resold to third parties and will not be reshipped to any persons or places prohibited by the laws of the United States of America.

PURCHASE PROPOSAL

Product: Image Trend Software

Discussion: The District currently utilizes Emergency Reporting System as our records management system. Since Columbia River Fire & Rescue has to replace their records management system, they have researched and chosen Image Trend. The Oregon State Fire Marshal's Office also uses this system. Most of the records management systems use the cloud, and require the use of a cellular system to be operational. In our county, many areas have no cell coverage. By contrast, Image Trend does not require a cellular system when used as a mobile unit. This allows data input at the emergency scene and in the ambulance. Also, using the same records management system will help both districts better utilize personnel time.

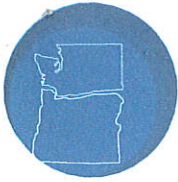
BUDGET IMPACT

<i>Expenditure Required:</i> \$20,980	<i>Budgeted Amount Informational Technology \$59,900</i>
<i>Total available in Account:</i> \$45,800	<i>Balance After Expenditure: \$24,820.</i>

Recommended Action: I recommend the Board of Directors approve the expenditure of \$20,980 for the purchase of Image Trend software system. After the first year, the annual fee will be approximately \$9,535. This purchase may cause us to over-expend the Information Technology account during this budget period. We may have to transfer contingency funds to the account toward the end of the budget year.

Approved by: Chief Greisen

Date: November 6, 2017



Systems Management NW, LLC

P.O. Box 86817, Portland, OR 97286

Tel (503) 239-2655 Email Mark@smnw.net

OR 206121 WA Systemn854j9

Company Scappoose Fire District
Street Address P.O. Box 625
City, State, Zip Scappoose, Oregon 97378
Phone (503) 543-5026 - Chief Greisen

Date 10/17/2017
Order # Proposal for Co-Ray-Vac Heat Repair
Terms Net 15

We hereby submit specifications and estimates for:

PROPOSED REPAIRS FOR EXISTING CO-RAY-VAC RADIANT HEATING EQUIPMENT

- 1) Provide and install (2) new B-6 Electronic Ignition Burner Assemblies.
- 2) Provide and install (2) Double Porcelain Lined Elbows.
- 3) Provide and install (5) Lengths Double Porcelain Lined (Tailpipe) Tubing.
- 4) Provide and install (1) Lined Tee.
- 5) Provide and install (8) Incanell Lined Couplings/Sealed.
- 6) 1/2 Hour operation to adjust Vacuum Pressures and Pump Temperatures.
- 7) New DSI Control in remaining (2) Burner Assemblies.
- 8) Tubing lengths/system design discussed with manufacturer and verified as sound.
- 9) Note final Vacuum Pressures and Discharge temperatures.
- 10) Systems Management N.W., LLC to provide Scissor Lift Equipment for access.

We propose hereby to furnish material and labor, complete in accordance with above specifications,
for the sum of: Seven Thousand Eight Hundred Seventy Two ----- dollars \$7872.00

Payment to be made as follows: Net 15 from completion

All balances not paid 30 days after billing shall carry interest at 1.5% per month, cumulative monthly. The prevailing party shall recover reasonable attorney fees in any mediation, arbitration, or litigation, including appeals.

Authorized
signature

Note: This proposal may be withdrawn by us if not accepted within 45 days

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Date of Acceptance:



Systems Management NW, LLC

P.O. Box 86817, Portland, OR 97286

Tel (503) 239-2655 Email Mark@smnw.net

OR 206121 WA Systemn854j9

Company Scappoose Fire District
Street Address P.O. Box 625
City, State, Zip Scappoose, Oregon 97378
Phone (503) 543-5026 - Chief Greisen

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signature

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Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Date of Acceptance:

APPARATUS RM

134

8-6

25

25

13

RHB
60
TYP. OF 4

50

FF-7
7700
SEE 4
M-5

110V CONTROL PANEL
FOR RADIANT HEAT
SYSTEM.

NOTE
RADIANT HEAT SYSTEM NOT
TO PROJECT LOWER THAN
24" BELOW FINISH CEILING.

HABS EXH.

THERMOSTAT ON INSULATED
BASE FOR TWO EAST BURNERS

RHVP

10/30/2017

Sessions attended by David Grant at the 2017 Oregon Fire Service Conference

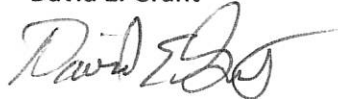
1. Keynote Session
2. Communicating to Win Ballot Measures
3. Legislative Update
4. Industry Updates
5. Hot Topics in the Fire Service
6. Volunteer recruitment and Retention
7. Budding Complications: How Marijuana is Changing the Workplace
8. The Do's and Don'ts of Oregon Ethics Laws
9. Top 10 Board Member Duties
10. OFDDA 2nd Business Meeting and Election
11. How to Chair a Meeting

The Sessions were very informative and the presenters were knowledgeable and willing to answer questions.

Question I have for the SRFD.

1. Do we have a Marijuana Policy?
2. Do our people understand the policy?
3. Do we need to invite WHA Insurance for a visit? They asked.

David E. Grant

A handwritten signature in black ink, appearing to read "David E. Grant", with a stylized flourish at the end.

Section 4.13 Workplace Harassment Policy & Complaint Process

A. PURPOSE

The purpose of this policy is to clearly establish the District's commitment to provide a work environment free from harassment, to define discriminatory harassment and to set forth the procedure for investigating and resolving internal complaints of harassment.

B. POLICY

Harassment of an applicant, contractor, vendor, customer, board member, supervisor, manager, or employee by a supervisor, management employee or co-worker on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law is explicitly in violation of State and/or Federal law and will not be tolerated by the District.

It is critical that all employees treat all other employees with dignity and respect. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

Employees, supervisors or management employees found to be participating in any form of job-based harassment or retaliating against any other employee shall be subject to disciplinary action up to and including termination from employment.

C. DEFINITIONS

Verbal Harassment - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law, whether made in general, directed to an individual or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments on appearance, including dress or physical features, sexual rumors, and race oriented stories.

Physical Harassment - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This includes pinching, patting, grabbing, inappropriate behavior in or near District facilities or facilities where District events are being conducted, or making explicit or implied threats or promises in return for submission to physical acts.

Visual Forms of Harassment - Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This applies to both posted material and material maintained in or on the District's equipment or personal property in the workplace.

Sexual Harassment - Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

D. COMPLAINT PROCESS

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law.

If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended employee can initiate the complaint process as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.

Filing a Preliminary Complaint - Any applicant, contractor, vendor, customer, board member, supervisor, manager, or employee who alleges to be a victim of discriminatory workplace harassment should contact the Fire Chief or designee, either verbally or in writing, within thirty (30) calendar days of the alleged incident.

Review of Preliminary Complaint - Upon notification of a harassment complaint, the Fire Chief or designee shall conduct an initial investigation to make a preliminary determination as to whether there is merit to the complaint. If no merit is found, the Fire Chief or designee may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.

Formal Complaint - If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, a formal written complaint can be filed by the complainant. The Fire Chief or designee will issue a Discriminatory Workplace Harassment form to the complainant. This form shall be completed, signed and

returned to the Fire Chief within five (5) days after issuance. Upon receipt of the formal written complaint, the Fire Chief or designee will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the complainant's form, and will be provided an opportunity to respond. The response shall be in writing, addressed to the Fire Chief and received by the Fire Chief within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

Review of Response and Findings - Upon receipt of the response, the Fire Chief may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s) and any other persons determined by the Fire Chief to possibly have relevant knowledge concerning the complaint. This may include other victims of similar conduct.

Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons including the complainant and the alleged harasser(s) within twenty (20) calendar days from the receipt of the response.

E. DISCIPLINARY ACTION

If harassment is determined to have occurred, the Fire Chief shall take prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

F. RETALIATION

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination. The Fire Chief will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint.

G. CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law.

H. FALSE COMPLAINTS

Any complaint made by an employee of the District regarding job-based harassment which is conclusively proven to be false, shall result in discipline of the complainant up to and including termination. This section is not intended to discourage employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

I. TRAINING

The Fire Chief or designee shall conduct annual training for all personnel.

Approved: President, David Grant _____

Secretary, Andy Kriek _____

Date: November 9, 2017

Revised: 6/11/15, 11/09/17

Reviewed: 4/12/01, 9/9/04, 10/12/06, 10/2008

What is TCE?

AHJS CONNECTION TO COMPLIANCE!

The Compliance Engine (TCE) is a fire official's new best friend! The Compliance Engine automates the delivery of third party inspection and testing reports for fire and life safety, dramatically increasing a fire prevention bureau's productivity and eliminating problems that all too often cause officials more heartburn than a dozen cups of coffee at 3 am.

SIMPLE

At Brycer we strive for compliance and public safety. We make everything easy and streamlined. TCE is a web-based solution that connects AHJs, third party inspection companies, and commercial entities delivering fire and life safety inspection reports in a completely streamlined and efficient manner.

Request Demo



PRODUCTIVE

In a time of constrained budgets, TCE will afford AHJs the ability to focus on deficient buildings while improving utilization of manpower.

COMPLIANT

TCE is the platform to realizing 100% compliance with adopted fire and life safety codes. With a click of a button you receive readable, uniform reports sorted as compliant or deficient, affording you time to achieve your goals of a safer community.



PROVEN

The Compliance Engine has proven itself perfect for the task for which it was designed: as a fire code official's sidekick in getting compliance done right, done now, done accurately, done 100%!

Commercial Buildings

Building owners, can be assured of standardized testing and reporting made possible by The Compliance Engine. Based on the reports, the owners can then take steps to make their buildings as safe as possible, perhaps even reducing insurance premiums.

BENEFITS

- Increase in quality inspections
- Safer buildings reduce loss, preserve community assets, attract new business
- Improves selection of respected inspection companies
- Differentiates your property with insurance companies
- Automatic notifications keeping you compliant with the law

Request Demo



Authority Having Jurisdiction

Our breakthrough service automates the building inspection reporting process, dramatically increasing a fire prevention bureau's productivity. To date the communication and delivery of these reports is done on a manual basis.

UNTIL NOW.

- 100% code compliance
- Accessible anywhere, anytime via internet
- Cost savings
- Streamlined communications
- Improved operational efficiency
- Safer community
- Automation of notices
- Compatible with all operating systems
- Stored securely in the cloud
- Simple to use
- [click here to see](#)

Request Demo



The Compliance Engine is an easy to use online tool that streamlines the reporting process by connecting the AHJs, licensed inspection agencies, and commercial buildings ensuring 100% compliance with NFPA standards, ICC and life safety codes. The Compliance Engine has been developed specifically for AHJs and fire prevention functions, by a team of brilliant information technology professionals guided by team leaders with significant experience in the fire industry.

FIRE CODE OFFICIALS NO LONGER HAVE TO DEAL WITH:

- Chasing inspection & testing reports
- Late or misplaced reports
- Reports in dozens of different formats
- Hand-written, illegible reports
- Paper & manual storage
- Identification of compliant, deficient and incomplete reports
- Inefficient follow up

Inspection Companies

The Compliance Engine is a friend to licensed inspection companies because it increases the number of buildings that must “and now CAN” be inspected and it makes inspection staff much more productive. Increased market penetration and more efficient staff resulting in greater revenue and profit for the inspection companies and a safer community.

BENEFITS

- Enhances fire prevention awareness
- Levels the playing field
- Increases market and revenue opportunity
- Ensures buildings are compliant with law
- Increases customer retention with notifications identifying you as inspector of record

Request Demo



BRYCER, LLC
4355 Weaver Parkway
Suite 330
Warrenville, IL 60555

October 20, 2017

Scappoose Fire District
PO Box 625
Scappoose, OR 97056

Re: "The Compliance Engine"

Dear Jeff Pricher

We look forward to providing you with "The Compliance Engine" (the "Solution"). This proposal letter provides the basic terms by which Brycer, LLC ("Brycer") will provide you, Scappoose Fire District ("Client"), with the Solution. The use of the Solution and all matters between Brycer and Client will be subject to the standard "Terms and Conditions" attached to this proposal as Exhibit A. The basic terms are as follows:

1. **Term**: Brycer will provide Client with the Solution for three years, commencing _____ (the "Initial Term"). Thereafter, the Term shall automatically renew for successive three year periods unless terminated by Brycer or Client in writing at least 90 days prior to the expiration of the then current Term (each, a "Renewal Term" and together with the Initial Term, the "Term"). Following the expiration or termination of the Term (as provided in the Terms and Conditions), Client shall stop using the Solution; provided, however, Brycer shall make available, and Client shall have the right to download, Client's data from the Solution for a period of 60 days after the expiration or termination of the Term. Client shall have the right to terminate this agreement upon giving 90 days written notice to Brycer.

2. **Fees**: Client shall not pay any fees for use of the Solution. Brycer will collect all fees due and payable by third party inspectors in connection with activities relating to the Solution.

3. **Brycer Responsibilities**: During the Term, Brycer shall be responsible for the following in connection with Client's use of the Solution:

- **Availability**. Brycer shall make the Solution available to Client as set forth on Exhibit B. The maintenance schedule and minimum service levels for the Solution are set forth on Exhibit B.
- **Service Level**. Brycer shall provide commercially reasonable levels of customer service with respect to the Solution to all third parties who transact business with Client and access the Solution.
- **Backup**. Brycer shall backup the database used in connection with the Solution to a separate server located within the same web hosting firm which the Solution is being hosted on a real time basis. Upon request by Client or made prior to or within 60 days after the effective date of termination of the Term, Brycer will make available to Client a

complete and secure (i.e. encrypted and appropriately authenticated) download file of Client data in XML format including all schema and attachments in their native format. Brycer shall maintain appropriate administrative, physical and technical safeguards for protection of the security, confidentiality and integrity of Client data. Brycer shall not (a) modify Client data or (b) disclose Client data except as required by law.

- ***Retention of Information.*** Brycer will maintain all information entered into the database by third party inspectors for at least five (5) years from the time such information is entered into the database.
- ***Notices.*** Brycer will be responsible for generating and delivering the following notices to third parties in connection with the Solution: (a) reminders of upcoming inspections that are due; (b) notices that an inspection is past due; and (c) notices of completed inspection reports which contain one or more deficiencies.
- ***Call Center*** Phone calls by Brycer on behalf of the Client to the property for EACH life-safety system overdue for service based on dates automatically tracked within the TCE database. Brycer is not an agent of the Client and all scripts for the overdue calls will be approved by the Client.
- ***Updates and Enhancements.*** In the event Brycer releases any updates, corrections, or enhancements to the Solution during the Term, Brycer shall promptly provide such updates or corrections to Client free of any charge or fee.

4. **Client Responsibilities:** During the Term, Client shall be responsible for the following in connection with Client's use of the Solution:

- ***Operating System.*** Client shall be solely responsible for providing a proper operating environment, including computer hardware or other equipment and software, for any portion of the Solution installed on the Client's equipment (the "Client Access Software") and for the installation of network connections to the Internet. In addition to any other Client Access Software requirements, Client must use version Internet Explorer 11.0, Edge, Firefox version 37, Chrome 40 or Safari 7.1 (or more recent versions), in addition to having a .pdf reader installed on machines to view attachments.
- ***Training.*** Client shall allow Brycer at Client's facilities to train all applicable personnel of Client on the use of the Solution.
- ***Information.*** Client shall promptly provide Brycer with all appropriate information necessary for Brycer to create the database for the Solution, including without limitation: (a) all commercial building addresses within **[jurisdiction]** for Brycer's initial upload; and (b) quarterly updates to in a format acceptable to Brycer in its discretion.
- ***Enforcement.*** Client shall take all actions necessary to require in writing (e.g. resolution, ordinance, fire policy, code amendment) the use of the Solution by third party inspection companies.
- ***Reports.*** Client will require all compliant and deficient test results to be submitted.

5. **Ownership of Data.** Client owns all the data provided by Client and received from third party contractors for Client. Brycer shall maintain appropriate administrative, physical and technical safeguards for protection of the security, confidentiality and integrity of Client's data.

Please acknowledge your acceptance of this proposal and our standard Terms and Conditions by counter-signing this proposal below. We look forward to a long-term and mutually beneficial relationship with you.

Brycer, LLC

By: _____
Its: _____

Acknowledged and Agreed to this
____ day of _____, 20 ____:

[CLIENT]

By: _____
Its: _____

Exhibit A

Terms and Conditions

Any capitalized terms not defined in these Terms and Conditions shall have the meaning assigned to it in that certain Letter Agreement attached hereto by and between Brycer, LLC and Client (the "Agreement").

- 1.
2. **Restrictions on Use.** Client shall not copy, distribute, create derivative works of or modify the Solution in any way. Client agrees that: (a) it shall only permit its officers and employees (collectively, the "Authorized Users") to use the Solution for the benefit of Client; (b) it shall use commercially reasonable efforts to prevent the unauthorized use or disclosure of the Solution; (c) it shall not sell, resell, rent or lease the Solution; (d) it shall not use the Solution to store or transmit infringing or otherwise unlawful or tortious material, or to store or transmit material in violation of third party rights; (e) it shall not interfere with or disrupt the integrity or performance of the Solution or third-party data contained therein; and (f) it shall not reverse engineer, translate, disassemble, decompile or otherwise attempt to create any source code which is derived from the Solution. Client is responsible for all actions taken by the Authorized Users in connection with the Solution.
3. **Proprietary Rights.** All right, title and interest in and to the Solution and any and all derivative works or modifications thereof (the "Derivative Works"), and any accompanying documentation, manuals or other materials used or supplied under this Agreement or with respect to the Solution or Derivative Works (the "Documentation"), and any reproductions works made thereof, remain with Brycer. Client shall not remove any product identification or notices of such proprietary rights from the Solution. Client acknowledges and agrees that, except for the limited use rights established hereunder, Client has no right, title or interest in the Solution, the Derivative Works or the Documentation.
4. **Independent Contractor.** Nothing in the Agreement may be construed or interpreted as constituting either party hereto as the agent, principal, employee or joint venturer of the other. Each of Client and Brycer is an independent contractor. Neither may assume, either directly or indirectly, any liability of or for the other party. Neither party has the authority to bind or obligate the other party and neither party may represent that it has such authority.
5. **Reservation of Rights.** Brycer reserves the right, in its sole discretion and with prior notice to Client, to discontinue, add, adapt, or otherwise modify any design or specification of the Solution and/or Brycer's policies, procedures, and requirements specified or related hereto. All rights not expressly granted to Client are reserved to Brycer, including the right to provide all or any part of the Solution to other parties.
6. **Use of Logos.** During the term of this Agreement, Brycer shall have the right to use Client's logos for the purpose of providing the Solution to Client.
7. **Confidential Information.** Brycer and Client acknowledge and agree that in providing the Solution, Brycer and Client, as the case may be, may disclose to the other party certain confidential, proprietary trade secret information ("Confidential Information"). Confidential Information may include, but is not limited to, the Solution, computer programs, flowcharts, diagrams, manuals, schematics, development tools, specifications, design documents, marketing information, financial information or business plans. Each party agrees that it will not, without the express prior written consent of the other party, disclose any Confidential Information or any part thereof to any third party. Confidential Information excludes information: (a) that is or becomes generally available to the public through no fault of the receiving party; (b) that is rightfully received by the receiving party from a third party without limitation as to its use; or (c) that is independently developed by receiving party without use of any Confidential Information. At the termination of this Agreement, each party will return the other party all Confidential Information of the other party. Each party also agrees that it shall not duplicate, translate, modify, copy, printout, disassemble, decompile or otherwise tamper with any Confidential Information of the other party or any firmware, circuit board or software provided therewith. Notwithstanding the foregoing, the parties acknowledge that Client shall be permitted to comply with any all federal and state laws concerning disclosure.
8. **Brycer Warranty.** Brycer represents and warrants to Client that Brycer has all rights necessary in and to any patent, copyright, trademark, service mark or other intellectual property right used in, or associated with, the Solution, and that Brycer is duly authorized to enter into this Agreement and provide the Solution to Client pursuant to this Agreement.
9. **Disclaimer.** All information entered into Brycer's database is produced by third party inspectors and their agents. **THEREFORE, BRYCER SPECIFICALLY DISCLAIMS ANY REPRESENTATION OR WARRANTY AS TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION ENTERED INTO BRYCER'S DATABASE BY EITHER CLIENT OR THIRD PARTY INSPECTORS. EXCEPT AS SET FORTH IN SECTION 7, BRYCER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SOLUTION OR ANY OTHER INFORMATION AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ARE HEREBY DISCLAIMED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. BRYCER'S SOLE LIABILITY FOR BREACH OF THE REPRESENTATION AND WARRANTY SET FORTH IN SECTION 7, AND CLIENT'S SOLE REMEDY, SHALL BE THAT BRYCER SHALL INDEMNIFY AND HOLD RECIPIENT HARMLESS FROM AND AGAINST ANY LOSS, SUIT, DAMAGE, CLAIM OR DEFENSE ARISING OUT OF BREACH OF THE REPRESENTATION AND WARRANTY.**
10. **LIMITATION ON DAMAGES.** EXCEPT AS OTHERWISE PROVIDED IN SECTION 7, IN NO EVENT SHALL BRYCER BE LIABLE FOR OR OBLIGATED IN ANY MANNER FOR SPECIAL, CONSEQUENTIAL, OR INDIRECT DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, LOSS OF PROFITS OR SYSTEM DOWNTIME. CLIENT ACKNOWLEDGES AND AGREES THAT IN NO CASE SHALL BRYCER'S LIABILITY FOR ANY LOSS OF DATA OR DATA INTEGRITY EXCEED THE REPLACEMENT COST OF THE MEDIA ON WHICH THE DATA WAS STORED.
11. **Risks Inherent to Internet.** Client acknowledges that: (a) the Internet is a worldwide network of computers, (b) communication on the Internet may not be secure, (c) the Internet is beyond the control of Brycer, and (d) Brycer does not own, operate or manage the Internet. Client also acknowledges that there are inherent risks associated with using the Solution, including but not limited to the risk of breach of security, the risk of exposure to computer viruses and the risk of interception, distortion, or loss of communications. Client assumes these risks knowingly and voluntarily and indemnifies and holds

- Brycer harmless from all liability from all such risks. Not in limitation of the foregoing, Client hereby assumes the risk, and Brycer shall have no responsibility or liability of any kind hereunder, for: (1) errors in the Solution resulting from misuse, negligence, revision, modification, or improper use of all or any part of the Solution by any entity other than Brycer or its authorized representatives; (2) any version of the Solution other than the then-current unmodified version provided to Client; (3) Client's failure to timely or correctly install any updates to the Client Access Software; (4) problems caused by connecting or failure to connect to the Internet; (5) failure to provide and maintain the technical and connectivity configurations for the use and operation of the Solution that meet Brycer's recommended requirements; (6) nonconformities resulting from or problems to or caused by non-Brycer products or services; or (7) data or data input, output, accuracy, and suitability, which shall be deemed under Client's exclusive control.
12. Indemnity. Each party (the "Indemnifying Party") will defend and indemnify the non-indemnifying party against any damages, losses, liabilities, causes of action, costs or expenses (including reasonable attorneys' fees) arising from the Indemnifying Party's breach of this Agreement, gross negligence or intentional misconduct. Client will defend and indemnify Brycer against any damages, losses, liabilities, costs or expenses (including reasonable attorneys' fees), claims, demands, suits or proceedings made or brought against Brycer by a third party in connection with Client's or an Authorized User's use of the Solution, or any action or inaction taken by a third party, including, but not limited to, third party inspectors, in connection with such third party providing services for Client or otherwise at Client's or an Authorized User's request or direction
 13. Breach. Brycer shall have the right to terminate or suspend this Agreement, and all of Client's rights hereunder, immediately upon delivering written notice to Client detailing Client's breach of any provision of this Agreement. If Client cures such breach within 5 days of receiving written notice thereof, Brycer shall restore the Solution and Client shall pay any fees or costs incurred by Brycer in connection with the restoration of the Solution.
 14. Illegal Payments. Client acknowledges and agrees that it has not received or been offered any illegal or improper bribe, kickback, payment, gift or anything of value from any employee or agent of Brycer in connection with the Agreement.
 15. Beneficiaries. There are no third party beneficiaries to the Agreement.
 16. Force Majeure. Neither party shall be responsible for any failure to perform due to unforeseen, non-commercial circumstances beyond its reasonable control, including but not limited to acts of God, war, riot, embargoes, acts of civil or military authorities, fire, floods, earthquakes, blackouts, accidents, or strikes. In the event of any such delay, any applicable period of time for action by said party may be deferred for a period of time equal to the time of such delay, except that a party's failure to make any payment when due hereunder shall not be so excused.
 17. Notices. All notices required in the Agreement shall be effective: (a) if given personally, upon receipt; (b) if given by facsimile or electronic mail, when such notice is transmitted and confirmation of receipt obtained; (c) if mailed by certified mail, postage prepaid, to the last known address of each party, three business days after mailing; or (d) if delivered to a nationally recognized overnight courier service, one business day after delivery.
 18. Assignment. The Agreement may not be assigned or transferred by Client without the prior written consent of Brycer and any purported transfer in violation of this section shall be null and void. The Agreement shall be binding upon and inure to the benefit of the parties thereto and their respective successors and representatives.
 19. JURISDICTION AND VENUE. THE AGREEMENT SHALL BE GOVERNED BY, CONSTRUED AND INTERPRETED IN ACCORDANCE WITH, AND ENFORCEABLE UNDER, THE LAWS OF THE STATE IN WHICH CLIENT EXISTS APPLICABLE TO CONTRACTS MADE IN SUCH STATE AND THAT ARE TO BE WHOLLY PERFORMED IN SUCH STATE WITHOUT REFERENCE TO THE CHOICE-OF-LAW PRINCIPLES OF SUCH STATE. THE PARTIES IRREVOCABLY AGREE THAT ALL ACTIONS OR PROCEEDINGS IN ANY WAY, MANNER OR RESPECT ARISING OUT OF OR FROM OR RELATED TO THE AGREEMENT SHALL BE LITIGATED ONLY IN COURTS LOCATED WITHIN THE STATE IN WHICH CLIENT EXISTS. THE PARTIES HEREBY CONSENT AND SUBMIT TO THE EXCLUSIVE JURISDICTION OF ANY LOCAL, STATE OR FEDERAL COURT LOCATED WITHIN SAID STATE. THE PARTIES HEREBY WAIVE ANY RIGHTS THEY MAY HAVE TO TRANSFER OR CHANGE VENUE OF ANY SUCH ACTION OR PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT. THE PARTIES WAIVE ANY RIGHT TO TRIAL BY JURY ON ANY ACTION OR PROCEEDING TO ENFORCE OR DEFEND ANY RIGHTS UNDER THE AGREEMENT, AND AGREE THAT ANY SUCH ACTION OR PROCEEDING SHALL BE TRIED BEFORE A COURT AND NOT BEFORE A JURY.
 20. Attorneys' Fees. The prevailing party in any proceeding in connection with the Agreement shall be entitled to recover from the non-prevailing party all costs and expenses, including without limitation, reasonable attorneys' and paralegals' fees and costs incurred by such party in connection with any such proceeding.
 21. Entire Agreement. The Agreement sets out the entire agreement between the parties relative to the subject matter hereof and supersedes all prior or contemporaneous agreements or representations, oral or written.
 22. Amendment. The Agreement may not be altered or modified, except by written amendment which expressly refers to the Agreement and which is duly executed by authorized representatives of both parties. The waiver or failure by either party to exercise or enforce any right provided for in the Agreement shall not be deemed a waiver of any further right under the Agreement. Any provision of the Agreement held to be invalid under applicable law shall not render the Agreement invalid as a whole, and in such an event, such provision shall be interpreted so as to best accomplish the intent of the parties within the limits of applicable law. The Agreement may be executed by facsimile and in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.
 23. Expiration. The rights and obligations contained in these Terms and Conditions shall survive any expiration or termination of the Agreement.

Exhibit B

Maintenance Schedule and Minimum Service Levels

1. **Uptime and Maintenance.**

The Solution shall be available 24 hours per day during the term of this Agreement. The Solution shall be fully functional, timely and accessible by Client at least 99.5% of the time or better and Brycer shall use reasonable efforts to provide Client with advance notice of any unscheduled downtime.

2. **Response Time.**

Brycer shall respond to telephone calls from Client within two hours of the call and/or message and all emails from Client within two hours of the receipt of the email.

3. **Customer Support**

Customer support hours are 24/7/365. The toll free number is 1-855-279-2371

Brycer will assign client a dedicated customer representative with direct access to their email and work number.

Communication with Those Charged with Governance at the Conclusion of the Audit

DENNIS R. CONNER
CERTIFIED PUBLIC ACCOUNTANT
CLATSKANIE, OREGON 97016

November 1, 2017

To the Board of Directors
Scappoose RFPD
Scappoose, Oregon

I have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Scappoose RFPD (the District) for the year ended June 30, 2017. Professional standards require that I provide you with information about my responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of my audit. I have communicated such information in my letter to you dated July 20, 2017. Professional standards also require that I communicate to you the following information related to my audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during FY 2016-17. I noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Management's estimate of the useful lives of depreciable assets, methods of depreciation, and the cost threshold of assets to be capitalized are based on prior years' experience. I evaluated the key factors and assumptions used to develop the aforementioned estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of GASB Statement #54 in Note 1 to the financial statements details the five ways fund balances are to be disclosed.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing and completing my audit.

Corrected and Uncorrected Misstatements

Professional standards require me to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to my satisfaction, that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

Management Representations

I have requested certain representations from management that are included in the management representation letter dated October 19, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, my professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of my professional relationship and my responses were not a condition to my retention.

Other Matters

I was engaged to report on the supplementary information which accompanies the financial statements. With respect to this supplementary information, I made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the modified cash basis of accounting, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to my audit of the financial statements. I compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

I was not engaged to report on the management discussion and analysis, which accompanies the financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, I do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of board and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink, appearing to read "Dennis R. Conner". The signature is fluid and cursive, with the first name "Dennis" being the most prominent part.

Dennis R. Conner, CPA



hello
Eveleigh Jane

merci **GRAZIE**
thanks
gracias **GRACIAS**
DANKE
..... **GRAZIE**
thank you
MERCI
grazie
MANY THANKS **THANKS**

August 12, 2017
10:08 AM
6 pounds
20 inches



Welcomed with love
by Jeff & Dana

www.jenniferharrisphoto.com

To our Scappoose Fine Family,
we are so grateful for
all of the support
you have given Jeff and
I as we welcome little
Evy to the world. We are
looking forward to picking
out some fun toys at
Posh Baby with your
very generous gift card!
Thank you so much!

Jeff, Dana & Eveleigh



Follow us on FB
"Riverside Outing Adventures"

We, at Riverside Training Center, had a great time visiting your station. Thanks for taking the time to show us everything and help us learn about all you do. We hope to see you again some day!

- Riverside Training Ctr
St. Helens

Thank You Wildland Firefighters!

Because of YOU, We were NOT AFRAID!

For loss of:

- Or TOWN
- Our HOMES
- Our SCHOOLS
- Our BUSINESSES

We are very GREATFUL!

thank you fine
Aiters.

Carli 4th Mrs. Conte

Dear Fire Fighters, thank you so much

for putting
out the
fires



Thank you
So
much
fire fighters!
from Brooke

You are
loved
Thank you
a former Mayor
Bail Bond

Thanks
Mark & Penny

We are all
Blessed by our
you gave
community!
Hale & Elmer
Busch

Thank you
for saving our
city - Carol Kimball

Jul Sturman

Thank you
from DEH
my pal Penny

Thank you
all!
Kathy Smith
Sisters

Thank You!
Pat & Sandy
Bowie
Sisters, OR.

Blessings
Joyful Heart

you send us
again - Thank you
for your
help

Blessings,
Bill & Sheryl

You Rock!!
Marilyn S.

Thanks for your
sacrifices in
keeping us safe
Chyl & Heidi

Know
how very
much we
appreciate
you do!

THANK-YOU FOR SAVING
MY HOUSE.
Kevin Busch

you saved
us again!
Thank you
for all
you do
Jul Sturman

Wheew - thank you!
Dennis & Julie Mills



“The Blessing”

It takes two people with arms interlocked to form the fireman's carrying pose. As such, it is a symbol of community. Through combining our strengths we can assist one another.

--Paul Alan Bennett

Paul Alan Bennett is a nationally recognized, award-winning painter - often inspired by familiar landscapes and personal experiences. He maintains a studio in beautiful Sisters, Oregon, where he lives with his wife, Carolyn.