



SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

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REGULAR MEETING OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, AT 7 P.M., THURSDAY, APRIL 12, 2018, SCAPPOOSE FIRE STATION, SCAPPOOSE, OREGON.

(Note: The volume on the audio recording was much lower than usual, making it difficult to hear many of the discussions. While all actions are recorded, there are fewer comments.)

ATTENDANCE: Board members: D. Grant, D. Sorenson (arrived at 7:10), A. Kriek, D. Graham and R. Cairns.

ALSO PRESENT: Fire Chief Greisen, D/C J. Marks, D/C J. Pricher, D/C Coombs, FF Liebig, FF DuBois and J. Salisbury

CALL TO ORDER: President Grant called the board meeting to order at 7:02 p.m. Mr. Cairns led the room in the flag salute.

AUDIENCE PARTICIPATION – None

CONSENT: President Grant opened discussion on the consent agenda items. Mr. Graham moved and Mr. Kriek seconded approving the consent agenda. Mr. Kriek asked about the volunteer coordinator check. Ms. Salisbury explained that CRF&R is the employer and pays all of the salary and benefits. Scappoose reimburses CRF&R 50% of the coordinator's salary and benefits on a monthly basis.

Motion to approve the consent agenda carried unanimously.

CHIEF REPORTS:

Safety Meeting Minutes (March & April) – Note was made of the need to use backers.

March Alarm Report: Chief Pricher observed that the number of calls per day is increasing. Furthermore, the calls by time of day are fairly consistent. These trends support the decision to hire single role EMS staff during peak call hours.

2017 Alarm Report: Chief Greisen noted that this report indicates a steady increase in the annual call volume over the last eight years, with the sole exception of 2013.

Chief's Report: The new CAD system is up and running for 911. It is a major change for both dispatchers and responders. The iPads are not working very well, but the new apps are supposed to be out soon and we'll see if that helps. We have 5 months to wait before we can make changes (unless there is an emergency).

Operations: Chief Coombs discussed ImageTrend. We are working on the patient care to

make sure that it flows in a way that meets our needs. The program is highly customizable. Columbia River went live on Wednesday. Chief Marks said that he attended a fire in St. Helens and was able to return directly to Scappoose to prepare the report because Scappoose used to use ImageTrend. Previously he would have had to prepare it at Columbia River.

Cheryl Engstrom, Misty Holsey, and Kelsey were trained on the billing section of ImageTrend and were impressed with it.

EMS Report: No comments.

Training: (inaudible)

Safety & Resource Management: Chief Greisen and the Board discussed various options for the proposed security system in Scappoose.

Chief Greisen said that the new CAD system has required much additional staff time and many meetings with 911.

Mr. Kriek asked about the reason for differences in subdivision design. Chief Pricher said that the city and fire district are working together very well. The developers are getting creative and pushing the design limits to maximize buildable land. Sometimes there are temporary code waivers when it is clear that adjacent land will also be developed. For example, subsequent development can turn a dead-end into a through street.

Miscellaneous – The new 911 director is Michael Fletcher. He started a little late because he stayed in his former position at Washington County to help bring on the new 911 CAD system.

There will be a 911 Advisory Meeting soon. These are held quarterly. AT&T is presenting their FirstNet system which is required by federal contract to provide extensive radio and cell phone coverage nationwide. The new system will give cell and internet service priority to emergency responders.

OLD BUSINESS: Committee Reports & Other Items

- A. Awards & Incentives Committee – No meeting.
- B. Management Team Committee – Mr. Cairns reported that they met before the meeting and discussed the fire chief job classification system.
- C. Planning Committee – The meeting was cancelled.
- D. Budget Discussion – Ms. Salisbury reported that there was enough revenue after regular expenses to use \$250,000 for special purposes such as a transfer to the property reserve fund to buy equipment.

NEW BUSINESS - New 457 Plan vendor: Ms. Salisbury said 8 staff members attended the introductory meeting with Sara Rohne-Tanner with Foresters Financial. Staff were impressed with her presentation and interested in the possibility of working with Foresters. The Oregon Savings Growth Plan provides financial education, but cannot provide advice. Foresters Financial can provide financial advice for those who are interested. Mr.

Sorenson moved to authorize the new 457 Plan vendor, Foresters Financial Services. The motion was seconded by Mr. Cairns.

The motion carried unanimously.

AUDIENCE: No comments.

GOOD OF THE ORDER: Mr. Grant asked the chiefs in attendance for questions. Chief Pricher asked for Mr. Grant's vision for the fire district. President Grant said his vision is to make the IGA work, to improve the operational efficiencies that we are starting to see, and to have those efficiencies expand countywide. He would also like to assure that staff are fully equipped and well-trained so they can perform their dangerous jobs as safely as possible.

Chief Coombs asked when the consultant would perform the survey. Chief Nye has been ill and not available to discuss the project. CRF&R President Hans Feige wants to have a complete list of goals and objectives before hiring. Chief Greisen said perhaps Chief Nye could come to a joint meeting of the two Boards between 5 and 7 p.m. The District could offer to pay for a hotel room so that he doesn't have to drive home at night.

At their prior joint meeting, the Boards planned to have their next meeting in late April.

ADJOURNMENT: Mr. Kriech moved to close the meeting, Mr. Cairns seconded, and the motion passed unanimously. President Grant adjourned the meeting at 7:53 p.m.

Signed this 3rd day of May, 2018.



David Grant, President



Andy Kriech, Secretary/Treasurer

AGENDA

The regular meeting of the Scappoose Rural Fire Protection District Board of Directors is Thursday, April 12, 2018, 7:00 P.M., Scappoose Fire Station, Scappoose, Oregon.

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE
- II. AUDIENCE PARTICIPATION
- III. CONSENT AGENDA
 - A. Minutes from March 8, 2018 regular meeting
 - B. Minutes from March 8, 2018 executive session
 - C. Bills to be approved April 12, 2018
 - D. Budget vs. Actual a/o March 31, 2018
 - E. 2018 First Quarter Financial Hardship report
- IV. REPORTS
 - A. Safety Meeting Minutes – March & April, 2018
 - B. March 2018 Alarm Report
 - C. 2017 Alarm Report
 - D. Chiefs' Reports
 - E. Miscellaneous
- V. OLD BUSINESS
 - A. Awards & Incentives Committee
 - B. Management Team Committee
 - C. Planning Committee
 - D. Budget Discussion
- VI. NEW BUSINESS
 - A. New 457 vendor (retirement savings)
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

Chief Greisen's Agenda Review

4/12/2018

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

CHIEFS' REPORTS (all in Dropbox)

Safety Meeting Minutes – March & April, 2018

March 2018 Alarm Report

2017 Alarm Report

Chiefs' Reports -

Miscellaneous –

OLD BUSINESS

Awards & Incentives Committee –

Management Team Committee –

Planning Committee –

Budget Discussion -

NEW BUSINESS –

New 457 Vendor – Foresters Financial info in Dropbox. Needs motion to authorize new retirement plan vendor.

Good of the Order

04/11/18

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

March 9 through April 12, 2018

Date	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
3/28/2018	KriECK, Justin	flex svgs pmt (Inv. 2.21.18)	149.40
3/28/2018	HRA VEBA Trust	HRA VEBA Trust for health care	2,300.00
3/28/2018	Nationwide Retireme...	Empl'r contributions	450.00
3/28/2018	Salisbury, Janine	reimb uninsured medical d.12/26/17	896.91
3/30/2018	Paychex - tax	ER Work Benefit	61.61
3/30/2018	Paychex Payroll	Flex spend health ins cashout	11,940.32
4/4/2018	HRA VEBA Trust	Empl'r Contributions	2,300.00
4/12/2018	Special Districts Insur...	May 2018 health insurance	20,552.92
4/12/2018	Standard Insurance	Apr/May Life & LTD Insurance	1,263.72
Total 550 Insurance			39,914.88
560 Personnel Salaries			
3/12/2018	P.E.R.S.	Employee 6% IAP plus unit contrib...	9,738.74
3/19/2018	American General Lif...	Insurance Premium	59.85
3/28/2018	American Heritage Lif...	Case # 84457 PR Deduc: R Ander...	217.44
3/28/2018	Principal Financial Gr...	Life Ins policy 4809832 - Anderson	52.24
3/28/2018	Nationwide Retireme...	Employee contributions	1,802.00
3/28/2018	SBG-VAA	Security Benefit plan 612041 for E...	60.00
3/28/2018	Voya-State of Oregon...	Oregon Savings & Growth Plan	11,829.14
3/30/2018	Paychex - tax	Employee taxes withheld	38,563.87
3/30/2018	Paychex Payroll	Deferred compensation	2,659.00
3/30/2018	Paychex Payroll	FLSA OT	1,629.84
3/30/2018	Paychex Payroll	FF incentives	1,360.00
3/30/2018	Paychex Payroll	Longevity	694.00
3/30/2018	Paychex Payroll	Phone Pay	200.00
3/30/2018	Paychex Payroll	Shift differential	70.56
3/30/2018	Paychex Payroll	Overtime	13,980.04
3/30/2018	Paychex Payroll	Balance of net pay	59,732.50
3/30/2018	Paychex Check	employee PR check	1,024.08
3/30/2018	Oregon Dept. of Justice	PR deduction	854.40
4/12/2018	Pacific Athletic Club	Employee PR deduction	5.00
4/12/2018	S.H.C.F.C.U.	11 \$35 shift PR deductions	385.00
4/12/2018	S.H.C.F.C.U.	2 chiefs \$30 PR deduction	60.00
4/12/2018	S.H.C.F.C.U.	1 parttime lunch contrib	15.00
4/12/2018	Tualatin Valley Fire Fi...	2018 union dues from PR deductio...	1,317.01
4/12/2018	Principal Financial Gr...	Life Ins policy 4807351 - DuBois	42.41
4/12/2018	P.E.R.S.	Employee 6% IAP plus unit contrib...	9,299.60
4/12/2018	American Heritage Lif...	Case # 84457 PR Deduc: R Ander...	217.44
4/12/2018	Standard Insurance	Apr STD PR deductions	473.61
Total 560 Personnel Salaries			156,342.77

Scappoose Rural Fire District
Itemized Account Activity
 March 9 through April 12, 2018

Date	Source Name	Memo	Paid Amount
570 SocSec/Medicare(FICA)			
3/30/2018	Paychex - tax	Emplyr FICA	11,967.16
Total 570 SocSec/Medicare(FICA)			11,967.16
580 Volunteer Services			
3/12/2018	Amazon	10 LaCrosse Weather Forecast(30...	419.70
3/28/2018	Meres, Angie	Feb Fitness membership	29.95
3/28/2018	Meres, Angie	29.6 miles @ IRS \$0.545	16.13
3/28/2018	Oregon Occupational ...	physical T.Kirk	334.00
3/28/2018	Sallee, Casey - Volun...	80 miles @ \$0.545/mile	43.60
3/28/2018	Sallee, Casey - Volun...	18.5 hrs childcare @ \$10/hr	185.00
3/30/2018	Fred Meyer	\$20 b'day gift cards	300.00
3/30/2018	Amazon	36 pack birthday cards	9.99
3/30/2018	Amazon	Macbook Pro 13 Case	24.99
4/3/2018	Flora Designs	sympathy plant	50.00
4/12/2018	Bernier, Kyle	160 miles @ \$0.545	87.20
4/12/2018	Occup.Safety Health ...	Labwork: Carlson;CoxB;Greenup	517.00
4/12/2018	Meres, Angie	56.4 miles @ IRS \$0.545	30.74
4/12/2018	Kirk, Thomas	384 January miles @ \$0.545	209.28
4/12/2018	Kirk, Thomas	48 February miles @ \$0.545	26.16
4/12/2018	Kirk, Thomas	192 March miles @ \$0.545	104.64
Total 580 Volunteer Services			2,388.38
590 Personnel Benefits			
3/12/2018	P.E.R.S.	Employer PERS	34,151.08
4/12/2018	AER Fitness Repair	Gauntlet stepmill warranty(Safewa...	295.00
4/12/2018	Meres, Angie	Mar Fitness membership	29.95
4/12/2018	Anytime Fitness	May Fitness dues-J.Salisbury	33.00
4/12/2018	Pacific Athletic Club	May 2018 dues; Marks	40.00
4/12/2018	Occup.Safety Health ...	Labwork: Booth	133.00
4/12/2018	P.E.R.S.	Employer PERS	32,366.04
Total 590 Personnel Benefits			67,048.07
Total 1.1 GENERAL FUND PERSONNEL SVCS			277,661.26
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
4/12/2018	Ritchie, Christopher	physician adviser	691.67
4/12/2018	Columbia River Fire &...	50% of vol. coordinator	3,985.46
Total 670 Contract Services			4,677.13
680 Communications Maintenance			
3/28/2018	Complete Wireless S...	Service & repair 5 radios	939.75
4/12/2018	Ham Radio Outlet	1 Larson "FN"	7.95
4/12/2018	Complete Wireless S...	MAX7603S Gain Antenna	40.00

Scappoose Rural Fire District
Itemized Account Activity
March 9 through April 12, 2018

Date	Source Name	Memo	Paid Amount
Total 680 Communications Maintenance			987.70
720 Public Education			
3/18/2018	National Fire Protecti...	2 yr Fire Code Access Subscription	1,345.50
Total 720 Public Education			1,345.50
730 Property & Liability Insur.			
3/28/2018	Special Districts Insur...	add 2017 Ford ambulance	889.00
3/28/2018	Special Districts Insur...	train accident deductible	1,000.00
Total 730 Property & Liability Insur.			1,889.00
740 Uniforms			
3/28/2018	Scappoose Outfitters	3 blk nameplates; Dryden;Burkhar...	15.00
3/28/2018	Alterations by Heathe...	attached paramedic patch & flag	8.00
3/28/2018	Northwest Apparel	4 1/4 zip LG sweatshirts	140.00
3/28/2018	Northwest Apparel	4 screens	12.00
3/28/2018	Northwest Apparel	4 logos	20.00
3/28/2018	Northwest Apparel	1 name	2.00
3/28/2018	Northwest Apparel	15 hats	180.00
3/28/2018	Northwest Apparel	8 T's - S RoleEMS	104.00
3/28/2018	Northwest Apparel	4 1/4 zip sweatshirts	140.00
3/28/2018	Sallee, Casey - Vendor	4 single role EMS helmet names	20.25
3/28/2018	Sallee, Casey - Vendor	Helmet names;Maginn;Heuer;Liebi...	17.25
3/28/2018	Sallee, Casey - Vendor	Crew tags for M.Schoof & B.Booth	4.00
3/28/2018	Blumenthal Uniforms ...	Mens XL S/S shirt - Zimbrick	59.41
3/28/2018	Blumenthal Uniforms ...	2 Mens Lg S/S shirt - Dryden	103.98
3/28/2018	Blumenthal Uniforms ...	34/32 Mens EMS Pants - Dryden	59.99
3/28/2018	Blumenthal Uniforms ...	1.5" leather garrison belt - Dryden	22.95
3/28/2018	Blumenthal Uniforms ...	Mens S/S Med Shirt - Curio	59.41
4/12/2018	Alterations by Heathe...	paramedic, flag & SFD patches on...	16.00
4/12/2018	Scappoose Outfitters	Sew patches&nameplates;Stefan,...	24.00
4/12/2018	Scappoose Outfitters	4 nameplates;Stefan,Bennett,Stei...	20.00
4/12/2018	Blumenthal Uniforms ...	Mens Taclite EMS pants - Curio	68.56
4/12/2018	Blumenthal Uniforms ...	Mens Taclite EMS pants - Zimbrick	68.56
4/12/2018	Blumenthal Uniforms ...	Womens Tactical EMS pants - Bur...	59.99
4/12/2018	Sallee, Casey - Vendor	tags & passports for single role EMS	79.75
Total 740 Uniforms			1,305.10
750 Maintenance on Equipment			
3/11/2018	76 Gas Station	fuel for Fire Chief	23.82
3/12/2018	Amazon	Extech LT300 Light Meter	149.31
3/12/2018	Amazon	Digital Sound Level Meter	59.98
3/28/2018	Wilcox & Flegel	225 gal unleaded	620.33
3/28/2018	Wilcox & Flegel	337.2 gal biodiesel	748.00
3/28/2018	Life Safety Corp.	2 leather/nylon straps	28.20

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Cash Basis

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Itemized Account Activity

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Date	Source Name	Memo	Paid Amount
3/28/2018	Sunset Auto Parts	Fireboat fuel & oil filters	232.15
3/28/2018	Ace Hardware	tool bag & tools	95.12
3/28/2018	Sallee, Casey - Vendor	2 sets Scappoose Fire District letters	40.00
3/28/2018	Boatyard at Rocky Po...	replace 4 batteries; labor & parts	1,093.00
3/28/2018	Boatyard at Rocky Po...	svc engines,transmissions & jet dri...	2,576.00
3/28/2018	Boatyard at Rocky Po...	svc & repair hydraulic steering	1,564.20
3/28/2018	Boatyard at Rocky Po...	install rudder angle sensor	220.00
3/28/2018	Boatyard at Rocky Po...	replace engine room camera	419.99
3/29/2018	Fast Lube and Oil	Oil change;'01 Chevy Impala	16.40
4/3/2018	Amazon	RuXXac Business XL Hand Truck	138.95
4/5/2018	Amazon	2 Antec 80mm Smartcool case fans	13.98
4/5/2018	Amazon	2 ARCTIC F8 TC case fans	15.56
4/12/2018	Fast Lube and Oil	Oil change;'01 Chevy Impala	20.55
4/12/2018	Sunset Auto Parts	Misc lighting-AP 3105	254.63
4/12/2018	Fast Lube and Oil	Oil change;'99 AP 3305	59.95
4/12/2018	Ace Hardware	misc fasteners-AP3502 MDC install	17.23
4/12/2018	Sunset Auto Parts	LED bulbs & right angle plugs-AP3...	49.41
4/12/2018	Sunset Auto Parts	waterproof strip & LED bulbs	113.32
4/12/2018	Fast Lube and Oil	Oil change;'05 Chevy Suburban	42.95
4/12/2018	Fast Lube and Oil	Oil change;'08 Ford 150 pickup	44.95
4/12/2018	Wilcox & Flegel	400.1 gal biodiesel	983.95
4/12/2018	Wilcox & Flegel	340 gal unleaded	995.19
4/12/2018	Sunset Auto Parts	2 gal. 15W40	25.98
4/12/2018	Sunset Auto Parts	crimping tool	85.63
4/12/2018	Sunset Auto Parts	198 red LED bulb	19.98
4/12/2018	Sunset Auto Parts	194 green LED bulb	12.99
4/12/2018	Sunset Auto Parts	cable tie canister	15.74
4/12/2018	Sunset Auto Parts	ATM-15 fuse & fuse kit	28.98
4/12/2018	Sunset Auto Parts	Partsorg	8.99
Total 750 Maintenance on Equipment			10,835.41

760 Administration

3/12/2018	Amazon	2 Earhook Headphones	27.98
3/12/2018	U.S. Postal Service	6 certified mail past due EMS	40.20
3/12/2018	Safeway	Fire Defense Brd Mtg 3/12/18	31.97
3/12/2018	Elavon Visa Processing	Feb Visa chgs on \$1,883	65.75
3/14/2018	US Bank	Service Charge	14.95
3/16/2018	Fultano's Pizza	Fire Chief/Board member lunch	21.40
3/20/2018	Target	markers;highlighter;gel pen	16.41
3/21/2018	Amazon	2 reams green paper	17.86
3/22/2018	Amazon	2 sets 8-tab dividers(25/pkg)	135.08
3/23/2018	Fork'd	chief officers mtg (all 6)	51.97
3/27/2018	Scappoose Bagel	gift for C-Com(911 Dispatch)	75.90
3/27/2018	Scappoose Bagel	lunch for OHA inspection	69.25
3/28/2018	Pacific Office Automa...	monthly copy kit	36.00

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Cash Basis

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Itemized Account Activity

March 9 through April 12, 2018

Date	Source Name	Memo	Paid Amount
3/28/2018	Pizza Vendor	Safety meeting food	66.55
3/28/2018	Office Depot, Inc.	4 boxes copy paper; 1 pkg report c...	114.15
3/28/2018	International Assoc. o...	dues 6/1/18-5/31/19	279.00
3/30/2018	Paychex Invoice	Mar reg PR svcs	160.25
4/2/2018		LGIP transfer fee	0.05
4/3/2018	Amazon	8 snap&lock file boxes	195.92
4/3/2018	Amazon	post-it sticky notes (3x5")	16.91
4/10/2018	International Code Co...	'14 OR Fire Code & '12 IFC Tab L...	137.00
4/12/2018	Nat'l Automatic Sprink...	EMS Overpay Acct 20785-2285	1,007.30
4/12/2018	Booth, Shelly	reimb petty cash to \$300 bal	59.69
4/12/2018	Pacific Office Automa...	monthly copy kit	36.00
4/12/2018	DocuMart Printing & ...	Workbook - orange back cover	42.16
4/12/2018	DocuMart Printing & ...	Workbook-front cover with orange ...	45.43
4/12/2018	DocuMart Printing & ...	Formal budget book covers	41.78
4/12/2018	DocuMart Printing & ...	60 cardstock for back covers	6.18
Total 760 Administration			2,813.09
765 Information Technology			
3/12/2018	Apple iTunes	iCloud storage plan	4.99
3/18/2018	Amazon	Netgear 8-port switch & cables	155.98
3/22/2018	Amazon	Backup desktop for server	544.71
3/24/2018	PayPal	Motorola MW880 Inverse KVM cable	38.99
3/28/2018	Comcast	internet for Scappoose	358.49
3/28/2018	CenturyLink	internet	54.94
3/28/2018	Verizon Wireless	wireless phones	10.02
3/28/2018	Verizon Wireless	wireless phones	331.73
3/28/2018	AT&T Mobility	Feb wireless charge	334.78
3/28/2018	City of Portland	800 MHz access	107.61
4/2/2018	Apple iTunes	iCloud storage plan	2.99
4/4/2018	Dell Marketing L.P.	Greisen-OptiPlex 3050SFF	669.00
4/12/2018	Maller, Dave	monthly maint contract	675.00
4/12/2018	Maller, Dave	reconfigure backup drive after failure	130.00
4/12/2018	Maller, Dave	complete WiFi deployment	130.00
4/12/2018	Maller, Dave	emergency network repair	65.00
4/12/2018	Maller, Dave	LT PC crash; repair Windows	130.00
4/12/2018	Maller, Dave	repair security camera access	130.00
4/12/2018	Maller, Dave	troubleshoot & fix network connect...	130.00
4/12/2018	CallBack Staffing Sol...	Apr-Jun chg - 52 users	606.84
4/12/2018	EMS Technology Sol...	Op IQ fleet mgmt license	120.00
4/12/2018	TriZetto Provider Solu...	Apr fees for EMS billing	101.00
4/12/2018	Comcast	Scappoose internet	237.85
4/12/2018	PEAK Internet	Chapman&Scappoose internet	76.88
4/12/2018	Verizon Wireless	wireless phones	10.02
Total 765 Information Technology			5,156.82

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Cash Basis

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Itemized Account Activity

March 9 through April 12, 2018

Date	Source Name	Memo	Paid Amount
770 Operating Materials/Suppli			
3/24/2018	Amazon	WypAll - Case of 10 boxes	74.50
3/24/2018	Amazon	Granitize S-1 Auto Suds	42.49
3/24/2018	Amazon	1 cs (24 rolls) Kleenex paper towels	55.62
3/24/2018	Amazon	1 cs of 6 GP Hardwound Roll towels	55.18
3/25/2018	Amazon	Clorox Cleaner; Case of 4 bottles	32.18
3/25/2018	Amazon	1 cs Dial liquid detergent (6/cs)	30.99
3/25/2018	Amazon	Finish All dishwasher tablets	13.49
3/28/2018	Ace Hardware	4 gal Simple Green cleaner	47.96
3/28/2018	Ace Hardware	2 Weiman Stovetop cleaner	11.98
4/4/2018	Amazon	1 set mop bucket replcmt wheels	27.91
4/5/2018	Amazon	2-pk tub/shower bath mat	19.99
4/5/2018	Amazon	6-piece towel set	21.99
4/5/2018	Amazon	Haviland Std Floor Squeegee	31.02
4/5/2018	Amazon	urinal screen deodorizer	24.95
4/5/2018	Amazon	wood broom handle w/ threaded tip	15.76
Total 770 Operating Materials/Suppli			506.01
775 Emerg. Operating Supplies			
3/10/2018	SmartSign	20 EMT Helmet Rockers-EMS only	49.20
3/16/2018	Amazon	batteries(2032, D Cell, AA)	29.87
3/18/2018	Amazon	batteries(AAA,C Cell);bottle carrier	76.01
3/21/2018	Amazon	EN529 6V Lantern Battery	14.93
3/28/2018	Ace Hardware	SCBA repair items	29.55
3/28/2018	Curtis	10 wildfire helmets	580.55
3/28/2018	O.S. Systems Inc.	1 LG dry suit	995.00
3/28/2018	Sallee, Casey - Vendor	50 sets 'SRFD' for SCBA bottles	50.00
4/2/2018	Powder Mix Direct	3 cs Gatorade Powder Sticks	110.80
4/12/2018	SeaWestern Fire App...	8 full sets turnouts-35" coat length;...	18,095.19
Total 775 Emerg. Operating Supplies			20,031.10
780 Building & Grounds Maint.			
3/28/2018	Felton's Heating & Co...	Holbrook furnace annual svc	170.00
3/28/2018	Felton's Heating & Co...	Annual svc Scappoose furnaces	510.00
3/28/2018	Felton's Heating & Co...	Annual svc Chapman furnaces	170.00
3/28/2018	Felton's Heating & Co...	Replace Chapman transformer	245.50
4/12/2018	Ace Hardware	2 roughneck totes-Chapman storage	53.98
4/12/2018	Lower Columbia Engi...	Concrete pad engineering	948.75
4/12/2018	Paramount Pest Cont...	no pest activity - svc canceled	85.00
4/12/2018	Paramount Pest Cont...	exterior activity-caught 1 mouse int...	65.00
4/12/2018	Richardson's Furniture	FF Booth armoire	879.00
4/12/2018	Rose City Awning & F...	chrome finish 9" spear	31.90
4/12/2018	Stan's Refrigeration	dryer control board wpw10111606	233.00
4/12/2018	Stan's Refrigeration	labor to replace control board	95.00
4/12/2018	Ace Hardware	epoxy & tape measure	18.76

Scappoose Rural Fire District
Itemized Account Activity
 March 9 through April 12, 2018

Date	Source Name	Memo	Paid Amount
Total 780 Building & Grounds Maint.			3,505.89
790 Training			
3/12/2018	Portland Community ...	FP122 & MSD 117 course&books	732.90
3/13/2018	Kahneeta Resort	OEDI PIO class; Motherway	160.00
3/19/2018	Braun NW Inc	Stop the Bleed class; Kriek	195.00
3/22/2018	76 Gas Station	fuel for IMT meeting	20.00
3/22/2018	Amazon	Uncommon Svc:Win by Putting Cu...	23.98
3/22/2018	Amazon	Robertson's Intro to Fire Prevention	84.76
3/28/2018	Municipal Emergency...	47 Premier Memberships (Target ...	4,183.00
3/28/2018	Municipal Emergency...	3 Learning Management (Target S...	147.00
3/28/2018	Municipal Emergency...	annual maintenance fee (Target S...	395.00
3/28/2018	Jones & Bartlett Lear...	12 EMR books	1,204.55
3/28/2018	LCRTOA	Recruit N Chappell	850.00
3/28/2018	LCRTOA	Recruit M Bennett	850.00
3/28/2018	LCRTOA	Recruit J Stein	850.00
3/28/2018	LCRTOA	Recruit W Stefan	850.00
3/28/2018	Nielson, Scott	reimb hotel for Eagle Crest Task F...	131.94
3/28/2018	Boatyard at Rocky Po...	50 gal propane LBTC	149.95
3/30/2018	Internat'l Technical R...	Nov class - Pricher	385.00
3/30/2018	Internat'l Technical R...	Nov class - Maginn	385.00
4/2/2018	Riverhouse	Nielson-Joint OSFM/ODF Training	204.00
4/9/2018	Hallmark Resort New...	Kriek EMS Conference	340.20
4/10/2018	Oregon Fire Chiefs A...	2018 OFCA Roundtable	25.00
4/12/2018	Clark County Fire Dist...	7 BLS Healthcare Provider cards	22.76
4/12/2018	Nielson, Scott	per diem; OSFM/ODF Joint Training	59.00
Total 790 Training			12,249.04
810 Utilities			
3/28/2018	N.W. Natural Gas	Acct 447881-4	345.27
3/28/2018	CenturyLink	landlines	451.63
3/28/2018	Comcast	tv for Scappoose	32.22
3/28/2018	CRPUD	boathouse electricity	106.92
3/28/2018	CRPUD	main station electricity	927.92
3/28/2018	City of Scappoose	water & sewer	277.87
4/12/2018	Wilcox & Flegel	97.8 gal furnace oil	249.39
4/12/2018	W.O.E.C.	Chapman budget pay	364.00
4/12/2018	N.W. Natural Gas	Acct 447881-4	111.41
4/12/2018	P.G.E.	Electrical for Holbrook Station	53.12
4/12/2018	Waste Management ...	Garbage/Recycling	123.73
Total 810 Utilities			3,043.48
870 EMS Operations			
3/28/2018	Airgas - USA, LLC	cylinder rental	199.27
3/28/2018	Physio Control, Inc.	1 yr Svc Plan for 4 LifePaks(3/1/18...	6,138.00

Scappoose Rural Fire District
Itemized Account Activity
March 9 through April 12, 2018

Date	Source Name	Memo	Paid Amount
3/28/2018	Bound Tree Corp.	10 bxs (100/bx) LG nitrile gloves	130.90
3/28/2018	Bound Tree Corp.	100 extension sets w/ male luer lo...	739.00
3/28/2018	Bound Tree Corp.	2 bottles tetracaine	31.58
3/28/2018	Bound Tree Corp.	medical supplies	2,533.30
3/28/2018	Environmental Compli...	3 biohazard containers	100.00
4/9/2018	Hellofax	hellofax	9.99
4/12/2018	Oregon Health & Scie...	EMS Services Jan-Mar,2018	500.00
4/12/2018	Airgas - USA, LLC	cylinder testing fees	28.93
4/12/2018	EMS Technology Sol...	Op IQ inventory & asset mgmt lice...	150.00
4/12/2018	Airgas - USA, LLC	cylinder rental fees	218.80
4/12/2018	Environmental Compli...	3 biohazard containers	100.00
4/12/2018	Bound Tree Corp.	2 bxs fentanyl (25 vials/bx)	205.93
4/12/2018	Bound Tree Corp.	medical supplies	1,199.65
Total 870 EMS Operations			12,285.35
880 FireMed			
3/28/2018	Life Flight Memberships	2 Life Flight membership fees	130.00
3/28/2018	Columbia River Fire &...	2017-18 FireMed expense	2,428.12
Total 880 FireMed			2,558.12
Total 1.2 GENERAL FUND MATERIAL & SVC			83,188.74
Total 1...			360,850.00
Total 1..GENERAL FUND EXPENDITURES			360,850.00
3. PROPERTY FUND CAPITAL OUTLAY			
EMS Apparatus & Equipment			
3/28/2018	FinishLine Graphics	New ambulance decals	3,100.00
3/28/2018	Braun NW Inc	Shoreline twist lock/30A/Marinco	74.95
3/28/2018	Braun NW Inc	cover-grille/heater/Cadet under co...	24.00
3/28/2018	Braun NW Inc	2 utility straps	28.96
3/28/2018	Braun NW Inc	4 footman loops	8.00
3/28/2018	Braun NW Inc	oxygen cylinder ratchet strap	17.70
Total EMS Apparatus & Equipment			3,253.61
Total 3. PROPERTY FUND CAPITAL OUTLAY			3,253.61
TOTAL			364,103.61

04/11/18
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1, 2017 through April 12, 2018

	Jul 1, '1...	Budget	\$ Over B...	% of...
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,501,585	1,345,989	155,596	112%
EMS Receipts	520,053	610,000	-89,947	85%
FireMed	39,380	35,500	3,880	111%
Gas Royalties	0	1,500	-1,500	0%
Grant Awards	3,607	0	3,607	100%
Interest Earned on Investments	21,598	10,000	11,598	216%
Miscellaneous Revenue				
CRF&R IGA	72,570	96,867	-24,297	75%
Miscellaneous Revenue - Other	121,234	18,333	102,901	661%
Total Miscellaneous Revenue	193,804	115,200	78,604	168%
Property Taxes				
Taxes - Current				
Local Option Levy	1,398,386	1,411,467	-13,081	99%
Permanent Rate Levy	1,256,857	1,268,613	-11,756	99%
Total Taxes - Current	2,655,242	2,680,080	-24,838	99%
Taxes - Prior Years				
	88,503	90,000	-1,497	98%
Total Property Taxes	2,743,746	2,770,080	-26,334	99%
Transfer from Grant Fund	28,651	28,651	0	100%
Total 1. GENERAL FUND REVENUES	5,052,424	4,916,920	135,504	103%
2. GRANT FUND REVENUE				
Grant Award	0	112,944	-112,944	0%
Total 2. GRANT FUND REVENUE	0	112,944	-112,944	0%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	417,132	421,184	-4,052	99%
Grant Income	5,519	0	5,519	100%
Interest Earned on Investments	3,647	2,500	1,147	146%
Transfers In	0	1,000	-1,000	0%
Total 3. PROPERTY FUND REVENUES	426,299	424,684	1,615	100%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	205,514	205,106	408	100%
Interest Earned on Investments	2,310	1,800	510	128%
Total 4. PERSONNEL SVCS FUND REVEN	207,824	206,906	918	100%
Total Income	5,686,547	5,661,454	25,093	100%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	354,184	535,200	-181,016	66%
560 Personnel Salaries	1,393,264	1,916,619	-523,355	73%
570 SocSec/Medicare(FICA)	111,323	149,680	-38,357	74%
580 Volunteer Services	27,447	38,000	-10,553	72%
590 Personnel Benefits	334,988	465,000	-130,012	72%
Total 1.1 GENERAL FUND PERSONNEL...	2,221,206	3,104,499	-883,293	72%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	52,558	111,350	-58,792	47%
680 Communications Maintenance	20,462	54,000	-33,538	38%
720 Public Education	6,117	7,500	-1,383	82%
730 Property & Liability Insur.	48,406	53,200	-4,794	91%

04/11/18
Cash Basis

Scappoose Rural Fire District
Profit & Loss Budget vs. Actual
July 1, 2017 through April 12, 2018

	Jul 1, '1...	Budget	\$ Over B...	% of...
740 Uniforms	8,895	20,000	-11,105	44%
750 Maintenance on Equipment	80,454	110,000	-29,546	73%
760 Administration	32,423	54,000	-21,577	60%
765 Information Technology	52,128	59,900	-7,772	87%
770 Operating Materials/Suppli	2,161	5,000	-2,839	43%
775 Emerg. Operating Supplies	37,845	65,000	-27,155	58%
780 Building & Grounds Maint.	40,781	125,731	-84,950	32%
790 Training	41,534	90,000	-48,466	46%
810 Utilities	23,331	39,800	-16,469	59%
870 EMS Operations	65,500	70,000	-4,500	94%
880 FireMed	17,988	18,500	-512	97%
Total 1.2 GENERAL FUND MATERIAL &...	530,584	883,981	-353,397	60%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	27,876	77,440	-49,564	36%
Total 1.3 GENERAL FUND CAPITL OUT...	27,876	77,440	-49,564	36%
Total 1...	2,779,666	4,065,920	-1,286,254	68%
1.4 GENERAL FUND TRANSFER OUT				
Transfers to Personnel Services	0	1,000	-1,000	0%
Total 1.4 GENERAL FUND TRANSFER OUT	0	1,000	-1,000	0%
1.5 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.6 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	2,779,666	4,916,920	-2,137,254	57%
2. GRANT FUND EXPENSE				
2.1 GRANT FUND PERSONNEL SVCS				
1. Personnel Salaries	59,064	60,691	-1,627	97%
2. Personnel Benefits	25,229	23,602	1,627	107%
Total 2.1 GRANT FUND PERSONNEL SVCS	84,293	84,293	0	100%
2.2 Debt Svc to General Fund	28,651	28,651	0	100%
Total 2. GRANT FUND EXPENSE	112,944	112,944	0	100%
3. PROPERTY FUND CAPITAL OUTLAY				
Building & Grounds Improvements	0	30,000	-30,000	0%
EMS Apparatus & Equipment	230,274	232,000	-1,726	99%
Fire Apparatus & Equipment	52,422	152,684	-100,262	34%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	282,696	424,684	-141,988	67%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	0	201,906	-201,906	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	0	206,906	-206,906	0%
Total Expense	3,175,306	5,661,454	-2,486,148	56%
Net Income	2,511,241	0	2,511,241	100%

Per policy, attached are the write-offs from 1/1/2018 - 3/31/2018. Most are determined at the hospital level which Scappoose Fire District Board has chosen to accept. Management Team reviews and helps decide some of the write offs which are brought before the Board, only if needed.

SRFD Safety Committee
14 March 2018

Meeting called to order at 1805 Hrs.

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

Safety Members Absent:

Chief Greisen, FF Lawrenson, Lg Stewart, FF Davis, FF Maruska, FF Dubois, Lg Sallee, FF Klippel

Other Members Present: FF Kriek, Lt Anderson, FF Booth, FF Carlton, FF Gandara, FF Moorman, FF Hickman, FF Cox, Lg Cox, FF Salstrom

Safety Message

Use backers when backing

Safety Suggestion Box: Nothing submitted

Accident Reports: No reports submitted

Safety Action Generator: No submitted

Near Misses: None submitted

Station Reports: No new Reports

Old Business:

- Garage door for Tower needs to be worked on for auto stop
- Tower out of service and is using the Lock Out/Tag Out to prevent from being driven.
- Members wondering about active shooter training
- Professional standards class, members need to take course

New Business:

- Use backers – Too many incidents and potential loss w/ injury as well
- Active – Training division to come up with class/training
- Stripes on pad for Scappoose station, in works
- Tower 431, harness for firefighters bucket, being looked into

- SCBA, we have new SCBA's, be careful with new ones and do not drag firefighters on their bottle in training if can be avoided. Damages the outer resin layer, compromises the bottle integrity
- Need update on boat house ladder

Good of the Order:

No videos critiqued, AV issues

Meeting adjourned at 1945.

SRFD Safety Committee
11 April 2018

Meeting called to order at 1808 Hrs.

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

Safety Members Absent:

Chief Greisen, FF Lawrenson, Lg Stewart, FF Davis

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

Safety Message

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

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

Accident Reports: No reports submitted

Safety Action Generator: No submitted

Near Misses: None submitted

Station Reports: No new Reports (assigned May meeting)

Old Business:

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

New Business:

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

Good of the Order:

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

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

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

Meeting adjourned at 1945.



March Alarm Report

Call Total March 1 through March 31 2018

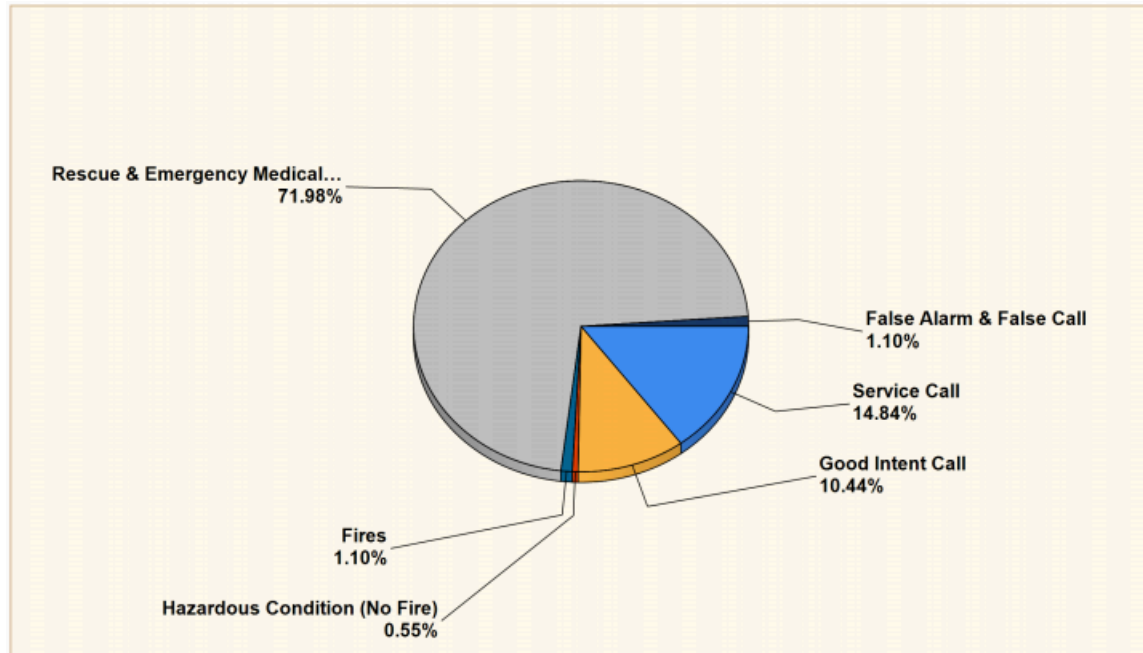
AGENCY	# INCIDENTS
Scappoose Fire District	183

Call Total March 1 through March 31 2017

AGENCY	# INCIDENTS
Scappoose Fire District	166

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		131	
FIRE		51	
TOTAL		182	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E432	0	0	3
M431	68	68	89
M432	14	14	23
M433	7	7	9
S431	0	0	3
TOTAL	89	89	127
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		10	
Aid Received		6	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
30		16.48	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Scappoose Station	0:07:31	0:07:02	
AVERAGE FOR ALL CALLS		0:07:28	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Scappoose Station	0:02:49	0:02:45	
AVERAGE FOR ALL CALLS		0:02:48	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Scappoose Fire District		16:27	

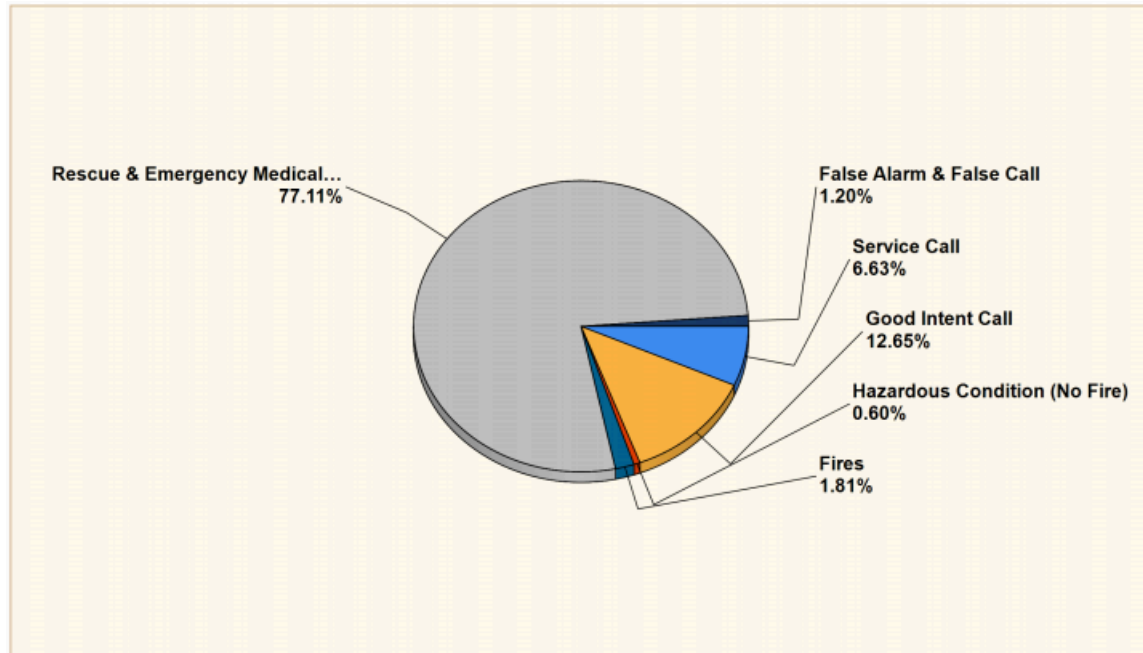
March 2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.10%
Rescue & Emergency Medical Service	131	71.98%
Hazardous Condition (No Fire)	1	0.55%
Service Call	27	14.84%
Good Intent Call	19	10.44%
False Alarm & False Call	2	1.10%
TOTAL	182	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.55%
114 - Chimney or flue fire, confined to chimney or flue	1	0.55%
321 - EMS call, excluding vehicle accident with injury	125	68.68%
322 - Motor vehicle accident with injuries	2	1.10%
324 - Motor vehicle accident with no injuries.	3	1.65%
342 - Search for person in water	1	0.55%
412 - Gas leak (natural gas or LPG)	1	0.55%
550 - Public service assistance, other	1	0.55%
554 - Assist invalid	24	13.19%
561 - Unauthorized burning	2	1.10%
611 - Dispatched & cancelled en route	8	4.40%
622 - No incident found on arrival at dispatch address	9	4.95%
631 - Authorized controlled burning	1	0.55%
651 - Smoke scare, odor of smoke	1	0.55%
743 - Smoke detector activation, no fire - unintentional	2	1.10%
TOTAL INCIDENTS:	182	100.00%

March 2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.81%
Rescue & Emergency Medical Service	128	77.11%
Hazardous Condition (No Fire)	1	0.60%
Service Call	11	6.63%
Good Intent Call	21	12.65%
False Alarm & False Call	2	1.20%
TOTAL	166	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	1.81%
320 - Emergency medical service, other	1	0.60%
321 - EMS call, excluding vehicle accident with injury	116	69.88%
322 - Motor vehicle accident with injuries	7	4.22%
324 - Motor vehicle accident with no injuries.	4	2.41%
444 - Power line down	1	0.60%
553 - Public service	4	2.41%
554 - Assist invalid	6	3.61%
561 - Unauthorized burning	1	0.60%
611 - Dispatched & cancelled en route	11	6.63%
622 - No incident found on arrival at dispatch address	5	3.01%
631 - Authorized controlled burning	4	2.41%
651 - Smoke scare, odor of smoke	1	0.60%
743 - Smoke detector activation, no fire - unintentional	2	1.20%
TOTAL INCIDENTS:	166	100.00%

March 2018

ZONE	NUMBER OF CALLS
CRFR-71 - CRFR ST. Helens Response Area	7
CRFR-72 - CRFR Fairgrounds Response Area	4
CRFR-91 - CRFR Rainer Response Area	1
OD - Other - Out of District - Other	1
Rural - Unincorporated areas further from the city / RG 35 & 36	21
Suburban - Area surrounding the city/ un-hydranted area RG 33 & 34	39
Urban - Hydranted area in the city area Rg 31	109
TOTAL:	182

March 2017

ZONE	NUMBER OF CALLS
CRFR-71 - CRFR ST. Helens Response Area	8
CRFR-72 - CRFR Fairgrounds Response Area	1
CRFR-91 - CRFR Rainer Response Area	1
Frontier - Farthest points from urban area/ longest response times	1
OD - Amb Serv Area - Any responses outside Fire District boundaries but in ASA / RG 22 & 29	1
OD - Other - Out of District - Other	2
Rural - Unincorporated areas further from the city / RG 35 & 36	7
Suburban - Area surrounding the city/ un-hydranted area RG 33 & 34	46
Urban - Hydranted area in the city area Rg 31	99
TOTAL:	166

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Response Group (Required)	
Mutual Aid	13
RG 31	109
RG 33	10
RG 34	28
RG 35	12
RG 36	10

USER-DEFINED FIELD: What type of hit was this? (Required)	
Double Hit	40
N/A	139
Triple Hit	3

USER-DEFINED FIELD: Was this a billable call (ie. Did we transport someone to the hospital)? (Required)	
N/A	25
No	68
Yes	89

USER-DEFINED FIELD: Did you contact MRH OHSU? (EMS Calls Only; This is separate from Contact Medical Control / HEAR) (Required)	
N/A (For Fire and other non EMS Calls)	35
No	144
Yes	3

USER-DEFINED FIELD: Was there a Joint Duty Officer Involved in this call from CRFR(Respond)? (Required)	
No	173
Yes	9

USER-DEFINED FIELD: Was this a cardiac / respiratory arrest where CPR was initiated? (CARES) (Required)	
No	156
This was not a medical call	25
Yes	1

March 2018
Count Of Days With Same Incident Count

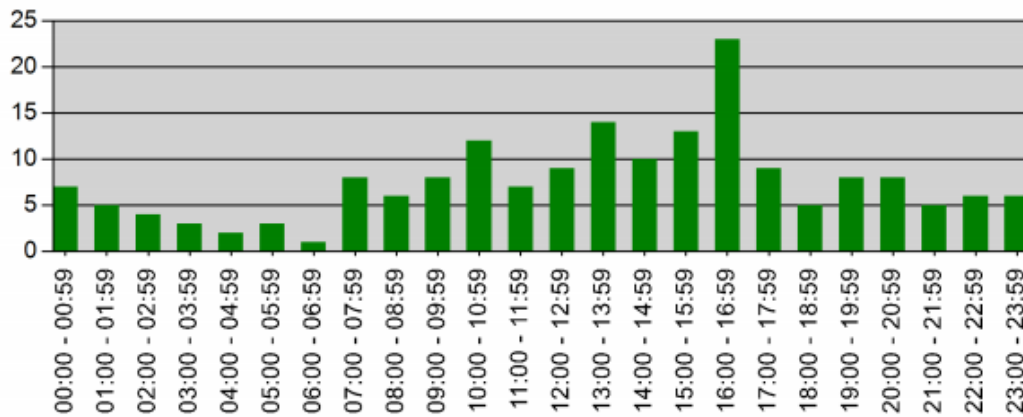
INCIDENTS PER DAY	COUNT OF DAYS
2	2
3	2
4	8
5	4
6	4
7	4
8	1
9	3
10	1
11	1
12	1

March 2017
Count Of Days With Same Incident Count

INCIDENTS PER DAY	COUNT OF DAYS
2	4
3	3
4	3
5	6
6	4
7	7
8	2
9	2

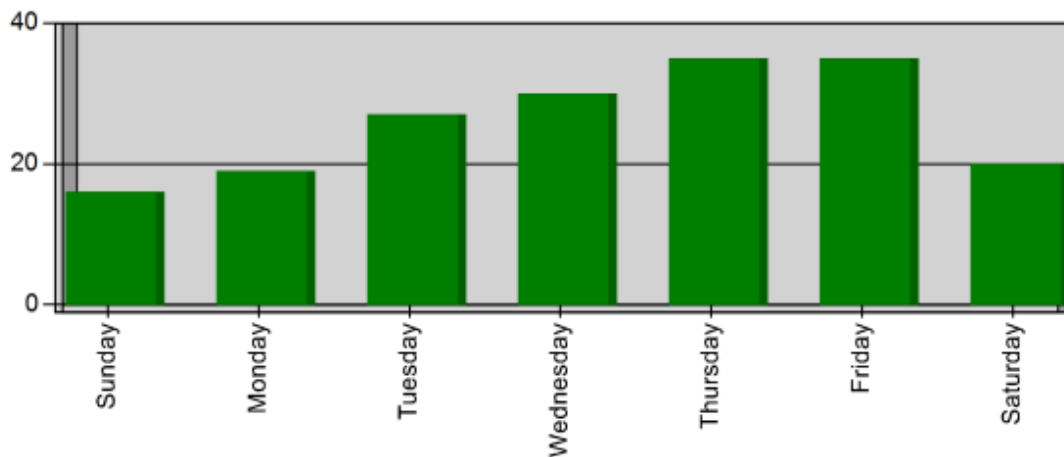
Incidents by Hour for Date Range

Start Date: 03/01/2018 | End Date: 03/31/2018



Incidents by Day of the Week for Date Range

Start Date: 03/01/2018 | End Date: 03/31/2018

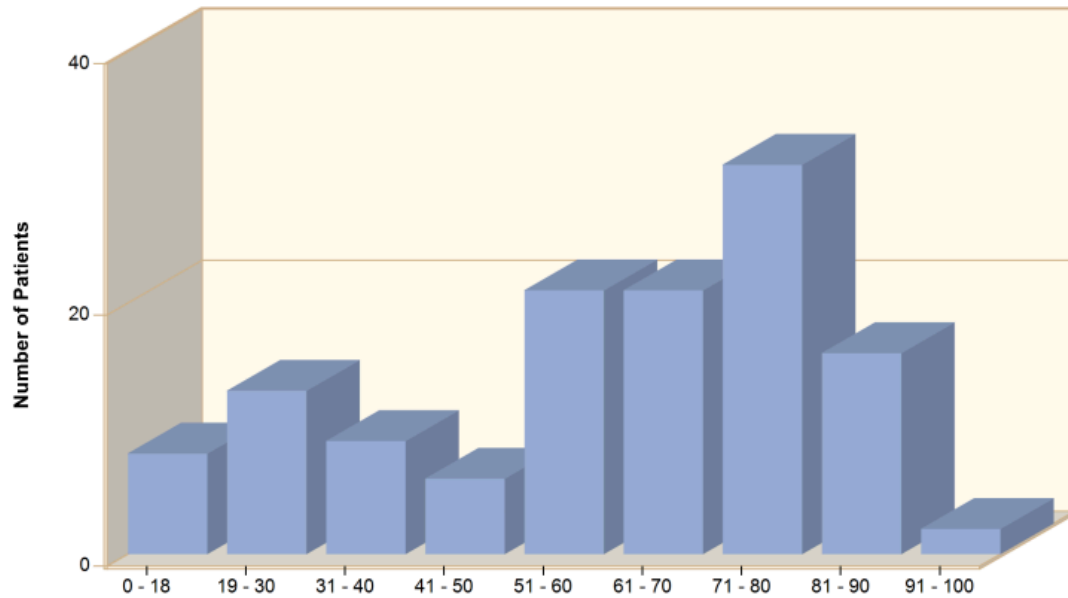


DAY OF THE WEEK	# INCIDENTS
Sunday	16
Monday	19
Tuesday	27
Wednesday	30
Thursday	35
Friday	35
Saturday	20

TOTAL 182

Patient Age Breakdown for Date Range (NEMSIS 2 Incidents Only)

Start Date: 03/01/2018 | End Date: 03/31/2018

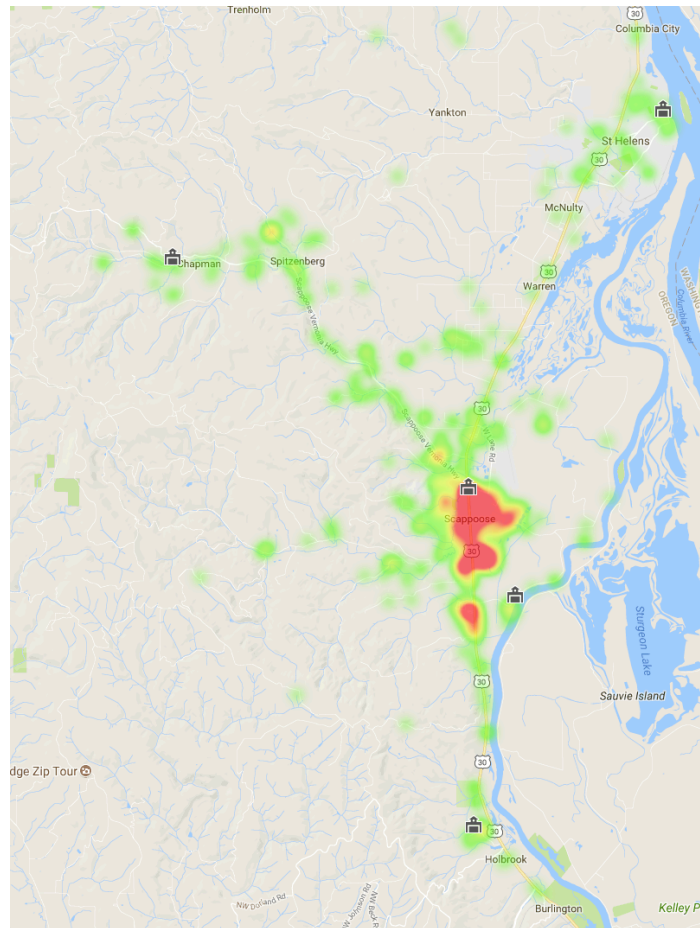


AGE RANGE	# PATIENTS
0 - 18	8
19 - 30	13
31 - 40	9
41 - 50	6
51 - 60	21
61 - 70	21
71 - 80	31
81 - 90	16
91 - 100	2

HOSPITAL DESTINATION	# TRANSPORTS
Kaiser Westside Medical Center	11
Legacy Emanuel Hospital	18
Legacy Good Samaritan Hospital	30
Oregon Health and Sciences University Hospital	10
Portland VA Medical Center	2
Providence St. Vincent Medical Center	8
Randall Children's Hospital	6
UNITY CENTER-BEHAVIORAL HEALTH	4

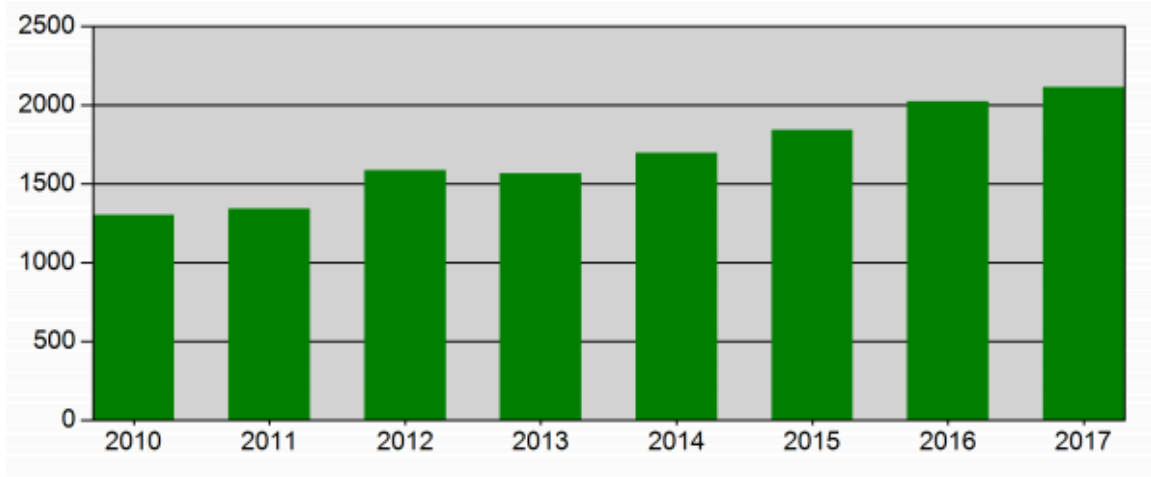


2017 Alarm & Activity Report



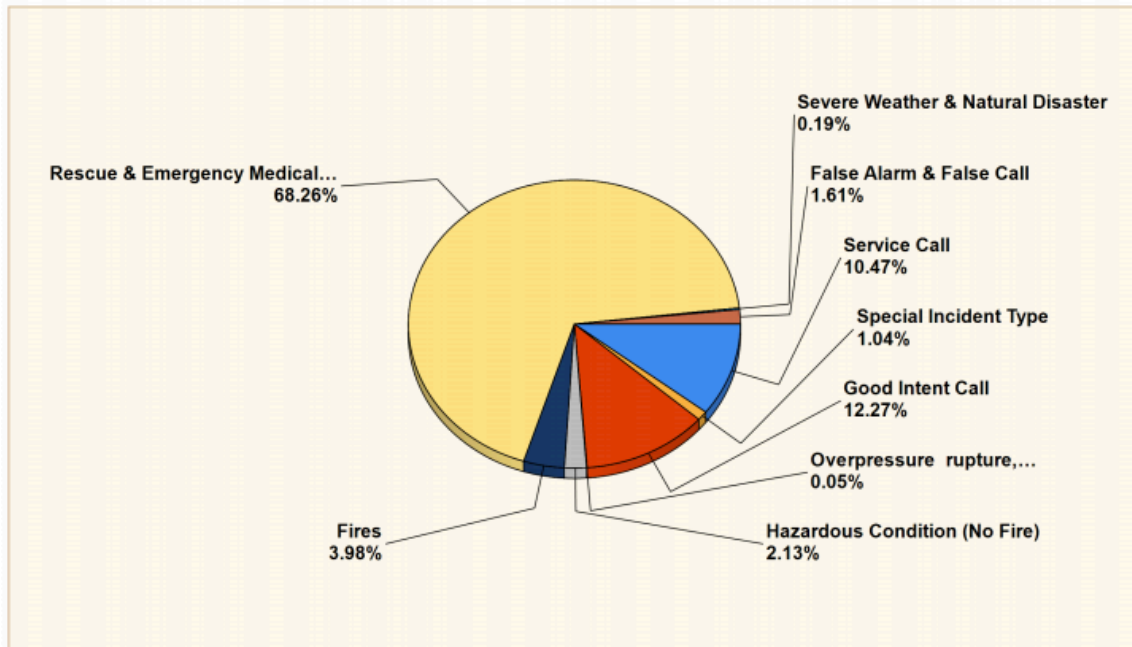
Heat Map of all calls Scappoose Fire responded to in 2017

Incidents By Year for Year Range



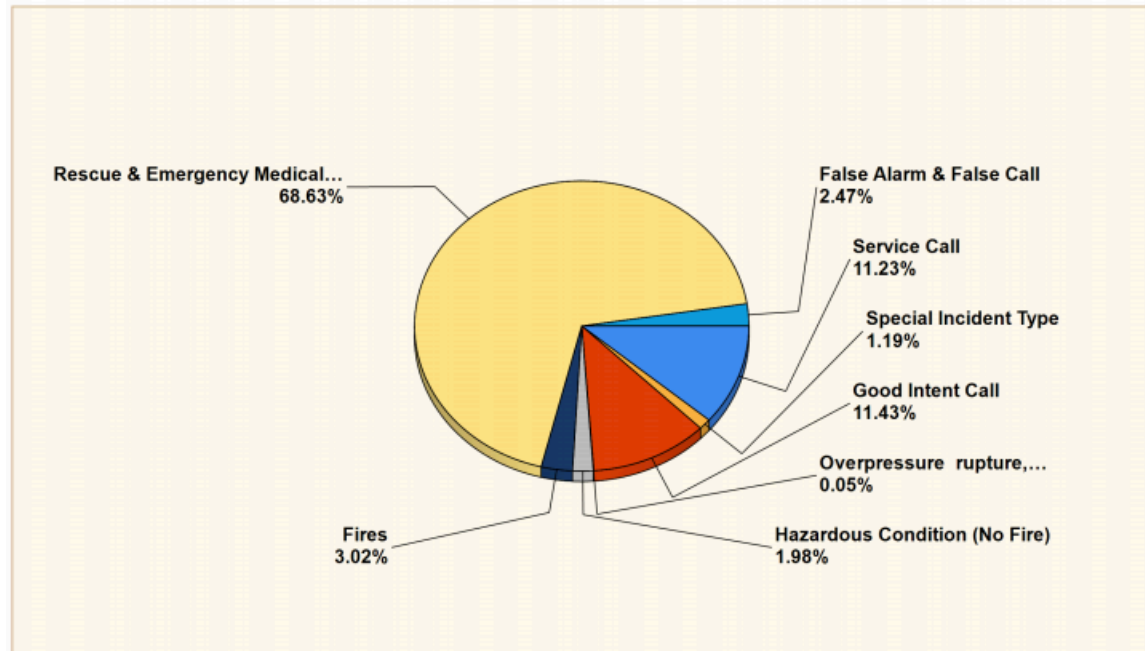
YEAR	COUNT
2010	1302
2011	1342
2012	1584
2013	1568
2014	1697
2015	1842
2016	2021
2017	2111

2017 Major Incident Categories



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	84	3.98%
Overpressure rupture, explosion, overheating - no fire	1	0.05%
Rescue & Emergency Medical Service	1441	68.26%
Hazardous Condition (No Fire)	45	2.13%
Service Call	221	10.47%
Good Intent Call	259	12.27%
False Alarm & False Call	34	1.61%
Severe Weather & Natural Disaster	4	0.19%
Special Incident Type	22	1.04%
TOTAL	2111	100.00%

2016 Major Incident Categories



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	61	3.02%
Overpressure rupture, explosion, overheating - no fire	1	0.05%
Rescue & Emergency Medical Service	1387	68.63%
Hazardous Condition (No Fire)	40	1.98%
Service Call	227	11.23%
Good Intent Call	231	11.43%
False Alarm & False Call	50	2.47%
Special Incident Type	24	1.19%
TOTAL	2021	100.00%

2017 INCIDENT STATISTICS

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		1441	
FIRE		670	
TOTAL		2111	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
4380	0	0	24
4381	0	0	5
4386	0	0	2
E431	0	0	5
E432	0	0	1
M431	718	751	1025
M432	171	185	263
M433	10	11	17
TOTAL	899	947	1342
PRE-INCIDENT VALUE		LOSSES	
\$1,226,815.00		\$157,280.00	
CO CHECKS			
424 - Carbon monoxide incident		2	
736 - CO detector activation due to malfunction		3	
TOTAL		5	
MUTUAL AID			
Aid Type		Total	
Aid Given		112	
Aid Received		64	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
641		30.36	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Chapman Station	0:18:05		
CRFR Administration	0:11:03	0:09:30	
Multnomah Channel Station	0:38:13	0:52:26	
Scappoose Station	0:06:57	0:10:28	
AVERAGE FOR ALL CALLS		0:07:33	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Chapman Station	0:05:38		
CRFR Administration	0:01:06	0:01:30	
Multnomah Channel Station	0:18:04	0:19:29	
Scappoose Station	0:02:52	0:04:10	
AVERAGE FOR ALL CALLS		0:03:01	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Scappoose Fire District		32:14	

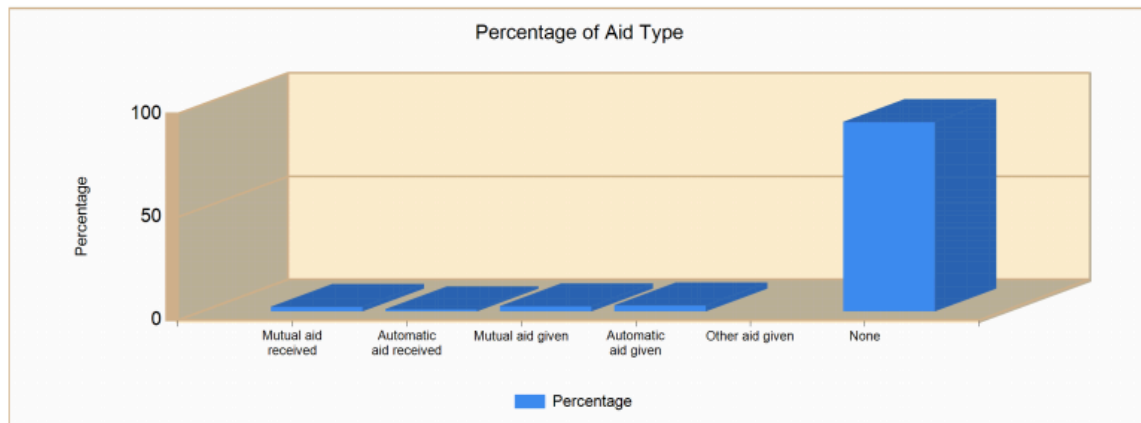
****INCIDENT COUNT FIRE includes all call classifications that are not EMS**

COUNT OF CALLS IN EACH RESPONSE GROUP

ZONE	NUMBER OF CALLS
CRFR-71 - CRFR ST. Helens Response Area	163
CRFR-72 - CRFR Fairgrounds Response Area	3
CRFR-91 - CRFR Rainer Response Area	30
Frontier - Farthest points from urban area/ longest response times	5
Marine - Anything on the Columbia River/ Multnomah Channel RG 30	7
OD - Amb Serv Area - Any responses outside Fire District boundaries but in ASA / RG 22 & 29	13
OD - Other - Out of District - Other	24
Rural - Unincorporated areas further from the city / RG 35 & 36	199
Suburban - Area surrounding the city/ un- hydranted area RG 33 & 34	555
Urban - Hydranted area in the city area Rg 31	1113
TOTAL:	2112

RG22= **Outside FD In Cty.** ,RG29= **In ASA out of Cty.** ,RG30= **On Water** ,RG31= **City of Scappoose**, RG33= **East of City** ,RG34= **NW of City** ,RG35= **Chapman** ,RG36= **Mult Co.**

MUTUAL AID GIVEN AND RECEIVED



AID TYPE	TOTAL	% of TOTAL
Mutual aid received	44	2.1%
Automatic aid received	20	0.9%
Mutual aid given	51	2.4%
Automatic aid given	60	2.8%
Other aid given	1	0.0%
None	1935	91.7%

CALL COUNT NUMBERS OF SAME DAY INCIDENTS

2017

INCIDENTS PER DAY	COUNT OF DAYS
0	2
1	8
2	24
3	43
4	46
5	60
6	56
7	44
8	31
9	16
10	15
11	8
12	5
13	2
14	1
15	1
16	1
18	1
19	1

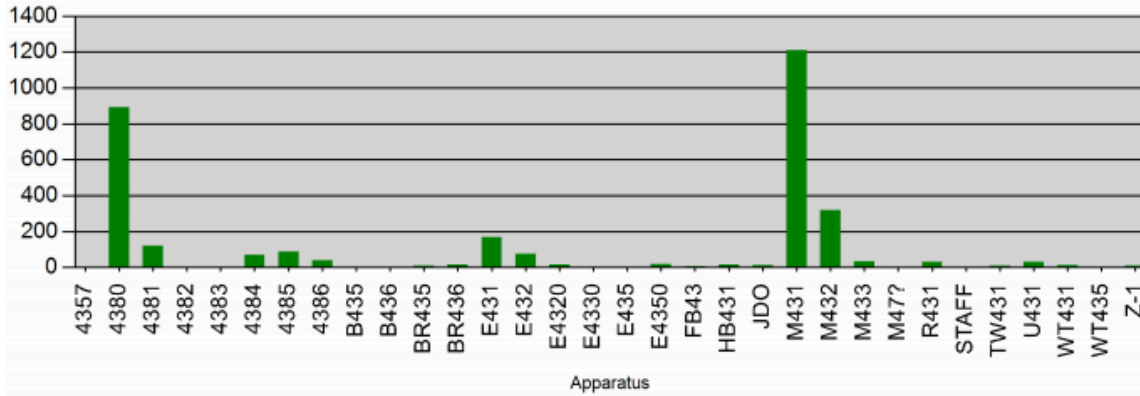
2016

INCIDENTS PER DAY	COUNT OF DAYS
0	3
1	10
2	21
3	49
4	54
5	59
6	53
7	37
8	36
9	20
10	7
11	12
12	4
16	1

2015

INCIDENTS PER DAY	COUNT OF DAYS
0	2
1	16
2	34
3	46
4	67
5	65
6	46
7	37
8	20
9	11
10	12
11	4
12	3
13	1
20	1

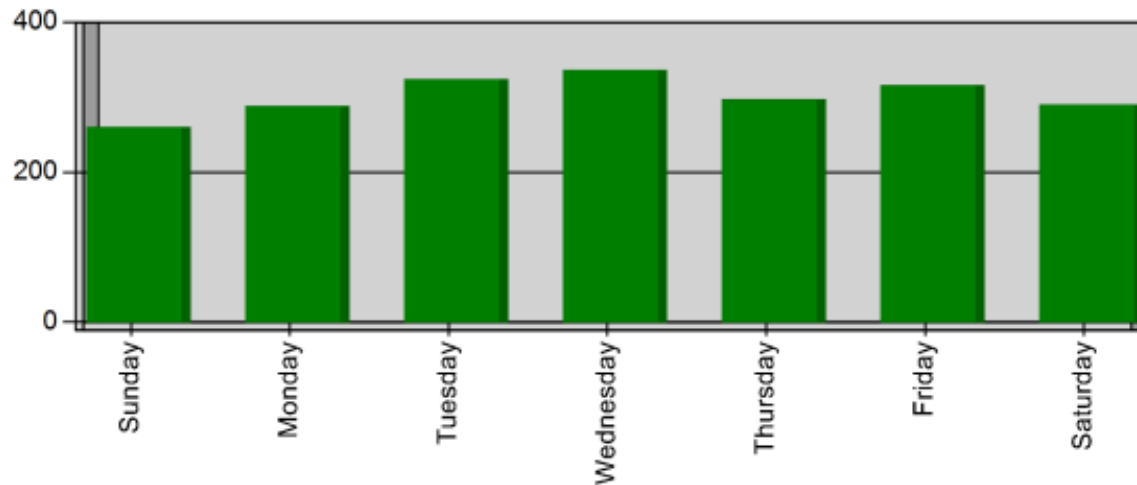
NUMBER OF RESPONSES BY EACH VEHICLE



APPARATUS	# of INCIDENTS
4357	3
4380	891
4381	120
4382	3
4383	2
4384	69
4385	89
4386	39
B435	1
B436	1
BR435	10
BR436	17
E431	169
E432	75
E4320	16
E4330	2
E435	1
E4350	19
FB43	7
HB431	15
JDO	12
M431	1210
M432	320
M433	34
M47?	2

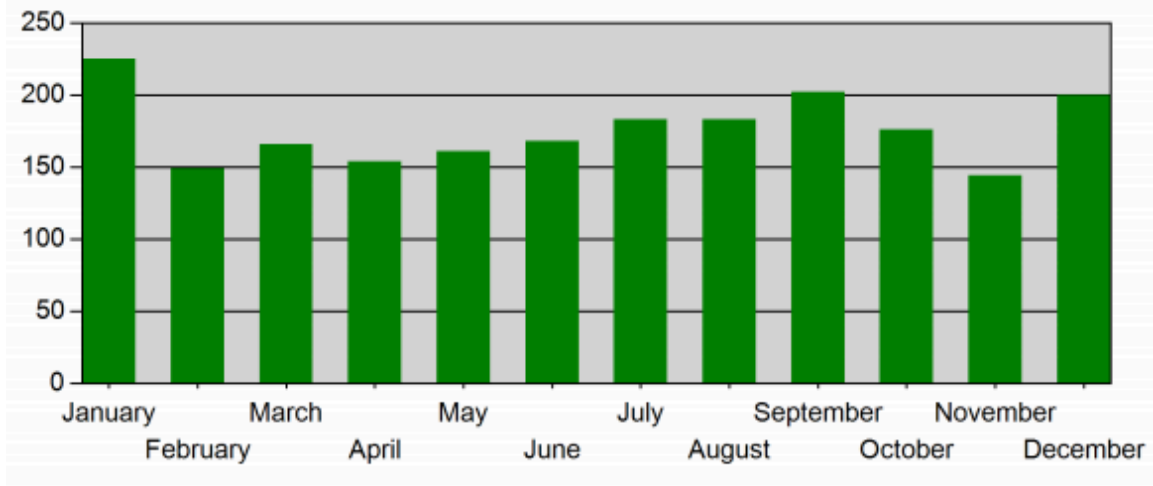
APPARATUS	# of INCIDENTS
R431	32
STAFF	3
TW431	9
U431	30
WT431	12
WT435	3
Z-1	9

NUMBER OF CALLS BY DAY OF THE WEEK



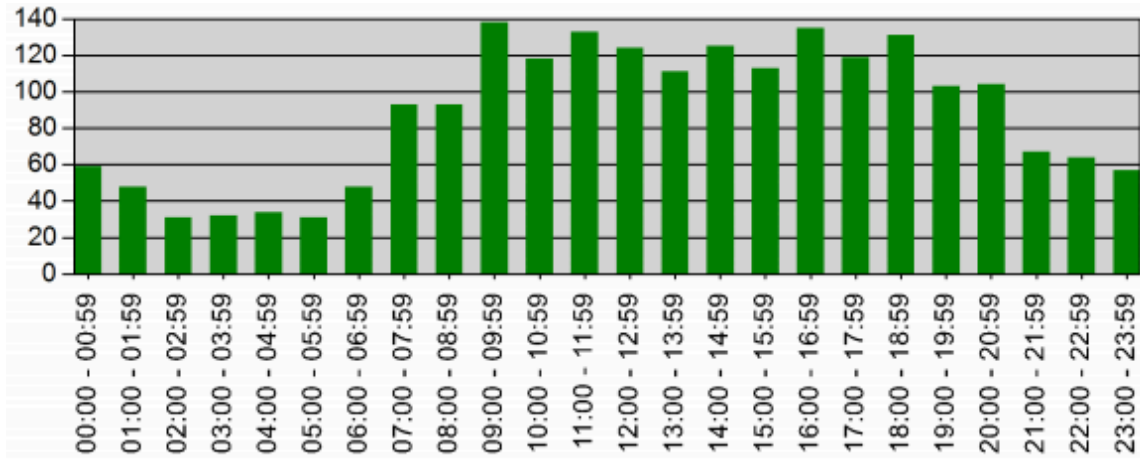
DAY OF THE WEEK	# INCIDENTS
Sunday	260
Monday	288
Tuesday	324
Wednesday	336
Thursday	297
Friday	316
Saturday	290
TOTAL	2111

NUMBER OF CALLS BY MONTH



MONTH	INCIDENTS
January	225
February	149
March	166
April	154
May	161
June	168
July	183
August	183
September	202
October	176
November	144
December	200

CALLS BY TIME OF DAY



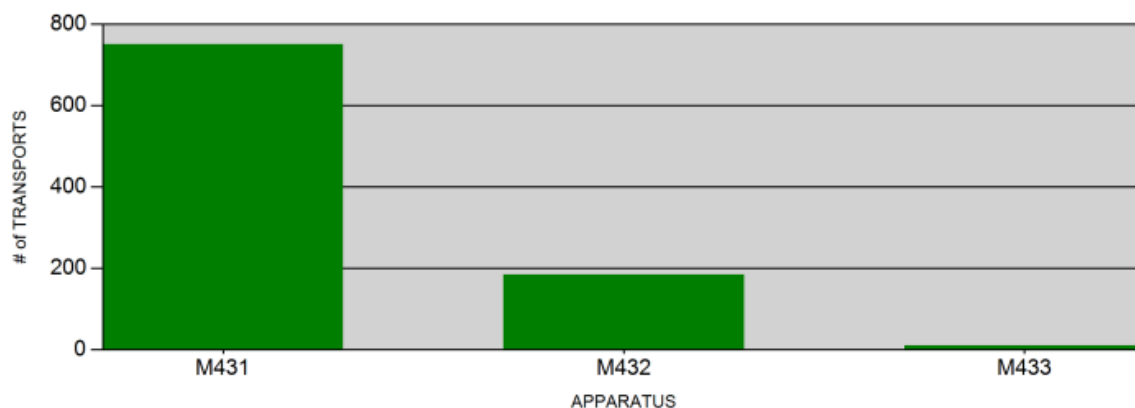
Hour	# of Calls
00:00 - 00:59	59
01:00 - 01:59	48
02:00 - 02:59	31
03:00 - 03:59	32
04:00 - 04:59	34
05:00 - 05:59	31
06:00 - 06:59	48
07:00 - 07:59	93
08:00 - 08:59	93
09:00 - 09:59	138
10:00 - 10:59	118
11:00 - 11:59	133
12:00 - 12:59	124
13:00 - 13:59	111
14:00 - 14:59	125
15:00 - 15:59	113
16:00 - 16:59	135
17:00 - 17:59	119
18:00 - 18:59	131

Hour	# of Calls
19:00 - 19:59	103
20:00 - 20:59	104
21:00 - 21:59	67
22:00 - 22:59	64
23:00 - 23:59	57

WHERE WE TRANSPORTED OUR PATIENTS

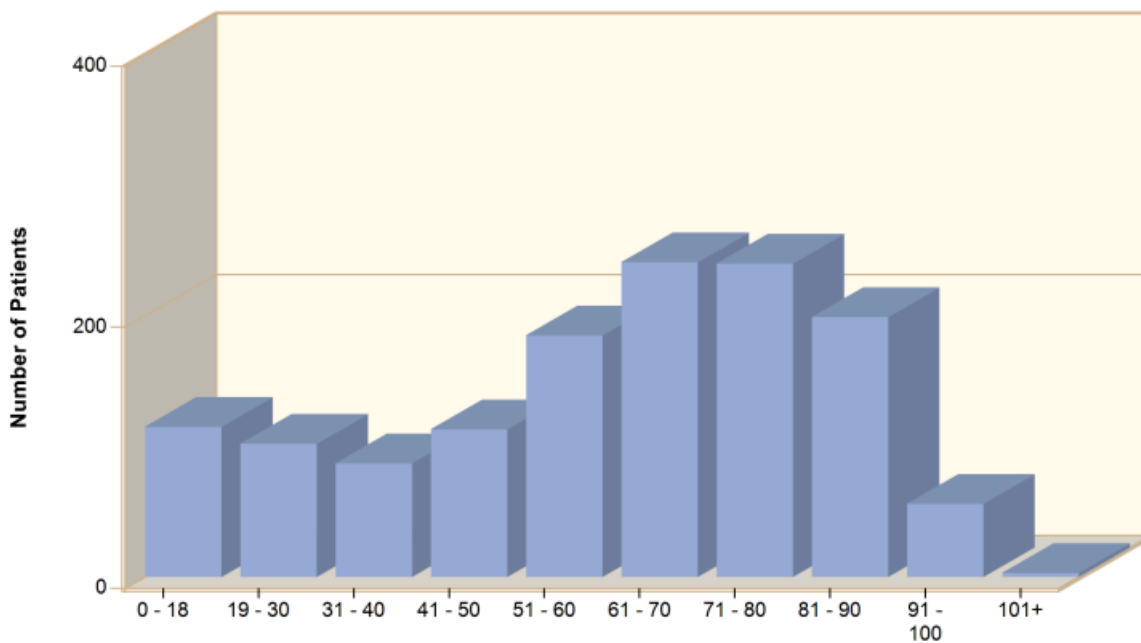
HOSPITAL DESTINATION	# TRANSPORTS
Doernbecher Children's Hospital	8
Kaiser Sunnyside Medical Center	1
Kaiser Westside Medical Center	95
Landing Zone	1
Legacy Emanuel Hospital	173
Legacy Good Samaritan Hospital	444
Oregon Health and Sciences University Hospital	103
Peace Health SW Washington Medical Center	1
PeaceHealth St. John Medical Center	3
Portland VA Medical Center	17
Providence Portland Medical Center	13
Providence St. Vincent Medical Center	45
Randall Children's Hospital	40
UNITY CENTER-BEHAVIORAL HEALTH	2

TRANSPORTS BY AMBULANCES



APPARATUS	# of TRANSPORTS
M431	751
M432	184
M433	11

BREAKDOWN OF AGE OF PATIENTS WE TRANSPORTED



AGE RANGE	# PATIENTS
0 - 18	115
19 - 30	102
31 - 40	87
41 - 50	113
51 - 60	185
61 - 70	241
71 - 80	240
81 - 90	199
91 - 100	56
101+	3

MEDICAL CATEGORY REQUEST COUNT (FROM DISPATCH)

COMPLAINT REPORTED BY DISPATCH	# INCIDENTS
Abdominal Pain	52
Allergies	23
Animal Bite	2
Assault	10
Back Pain	35
Breathing Problem	182
Burns	1
Cardiac Arrest	12
Chest Pain	184
Choking	13
Convulsions/Seizure	47
Diabetic Problem	16
Drowning	2
Eye Problem	2
Fall Victim	255
Headache	3
Heart Problems	5
Heat/Cold Exposure	1
Hemorrhage/Laceration	28
Ingestion/Poisoning	29
Not Applicable	48
Pregnancy/Childbirth	9
Psychiatric Problem	29
Sick Person	11
Stroke/CVA	44
Traffic Accident	132
Transfer/Interfacility/Palliative Care	15
Traumatic Injury	38
Unconscious/Fainting	60
Unknown Problem Man Down	277

Training Hours

	Grand Total Class Count	Grand Total Class Hours	Grand Total People	Grand Total Man Hours
	554	1885:00	2278	6410:35

FIRE MARSHAL ACTIVITIES

The graph below depicts the time frame between December 19th 2016 and February 1st 2018. The top line is projects submitted and the middle line represents project completion. Since we started this program, the fire marshals office has initiated over 685 tickets or projects.



In 2017 we processed:

24 Fire Code Complaints

104 Fire code questions

40 requested inspections

28 pre-application meetings

198 Administrative reviews

22 Fire Investigations

Including other projects, the year totaled out at 563 Projects

Total Driveway inspections for the year:

94

Inspectors include Chief Greisen, Chief Pricher, FF Gandara and FF Haresnape

Fire Chief Report March 2018

The new Columbia 911 Computer Aided Dispatch (CAD) system is up and operational. We have had many meetings with 911 to work out the issues with the new system. Some of the issues with the I-Pads should be taken care of when the new app is completed the first part of June.

I attended a three day class for developing a continuity plan for the fire districts. Two days were on developing a plan which would ensure the continuity of essential services across a wide range of emergencies and events. The other class was on how to use a free software program through Oregon which helps put the information collected together.

During the month of March, I tested out being at one location Monday, Wednesday, Friday and the other location on Tuesday, Thursday with the following week just switched locations. I feel this is working out better and have heard from others that it is working. I will keep this schedule for April.

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

Meetings & Training:

03/02 HSEMC workshop	03/03 SRFD awards banquet
03/07 SRFD Association mtg.	03/08 SRFD mngmt mtg.
03/08 SRFD board mtg.	03/12 Columbia Fire Defense mtg.
03/13 Columbia Co Fire Investigation mtg.	03/13 CRFR mngmt mtg.
03/13 CRFR Board mtg.	03/14 Meeting
03/19 Chief mtg budget CRFR	03/21 CRFR Association mtg.
03/23 Chief mtg.	03/26 Airport Advisory mtg.
03/30 Mega Egg hunt setup fairgrounds	03/31 Mega Egg hunt

Upcoming Events:

April 27th Possible CRFR awards banquet.
May 3rd SRFD Budget Meeting 6:30 pm
May 3rd SRFD Board Meeting follows budget meeting 8:00-8:15pm
May 7th CRF&R Budget Meeting 7:00pm
May 8th CRF&R Board Meeting 7:00pm

March 2018 – Chief of Operations Monthly Report

- Image Trend, the High Plains replacement for our emergency reporting system is in process. Training is currently taking place on shift. FF Jeff Lockhart and FF Tim Hennigan are working to train our career staff and EMS only personnel. Training for volunteers will take place in the month of April. We have pushed the Go Live date to April 11, 2018 due to technical issues between Image Trend and Tri-Tech.
- Crew Sense, another aspect of High Plains that deals with Personnel Rosters, vacation, sick leave, overtime, and general time accounting also is in process. Finance has paid for the Crew Sense subscription, crew rosters have been built. Training the officers and A/L's is the next step in the process. Working with Local 3215 to develop call back and overtime selection procedures. Update: Local 3215 is working with Crew Sense on the OT call back permissions and procedures.
- Budget Items – Operations has submitted requests for items in the 2018/19 budget, some items such as Personal Protective Equipment, hose, saws, wildland equipment, and other items have been placed into the budget as a request(s).
- Ambulance Only personnel are currently completing their Field Training Program component per Chief Coombs. This process is dependent upon the individual training with the crews and learning the aspects of the job. It will vary between individuals on how fast they complete the process.
- CAD development: CAD and the new Tri-Tech system are working to varying degrees of success. We are working to correct issues as they appear with Tri-Tech and CCOM personnel.
- Wildland/Conflagration response reimbursement: 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
- CAD Go Live (Multiple Days)
- Operations Committee Meeting
- Ambulance Only EMS Personnel Academy (1 Week)
- St Helens School District First Responder meeting

- Image Trend Go Live Meeting and Training
- Shift Image Trend Training
- Pre-Course work NWCG S-390 Wildland
- Senior Staff Meeting
- Union/Mgmt Meeting (Monthly)
- 3 Days –Spring Break with my kids
- Personnel Issues

March 2018

EMS Office Activity

Our first group of part-time single role EMS personnel began in March. They received four days of orientation training prior to beginning the Field Training Evaluation Program (FTEP.) Experience ranges from a newly licensed EMT to a paramedic that has worked several years on a 911 ambulance.

CRFR line personnel have begun working with the ImageTrend. Feedback has been very positive. We have received several suggestions from the crews and made a number changes to the patient care report based on input. The CAD/ImageTrend link is now active and CCOM has been involved to assure information is properly 'mapped.' Training for billing personnel is underway and we have been working on exporting information to billing software. We are also confirming that our data meets all state EMS reporting requirements. Our go live date is April 11th.

Other duties included assisting with the recruit academy, working with the company officers to assure daily observation reports (DORs) are completed, an Oregon Health Authority inspection at SFD and completing a line safety officer course in Salem.

3/1 Philips ECG monitor
3/1 Chief's meeting
3/5-8 Single role EMS training
3/7 SDAO meeting
3/10 Volunteer recruit academy
3/12 EMS committee meeting
3/12 CCOM meeting
3/13 SH School Dist
3/13 Board meeting
3/14 ImageTrend meeting

3/15 ImageTrend CAD meeting
3/19 Chief's meeting
3/20-22 Line safety officer class
3/23 Chief's meeting
3/26 Riskshare meeting
3/26 ImageTrend meeting
3/27 Oregon Health Authority
inspection, SFD
3/29 CareOregon meeting
3/30 ImageTrend Implementation

MARCH 2018 TRAINING CHIEF REPORT

CHIEF MARKS

MARCH 1 COMMAND OFFICER BOOT CAMP (FIREMANSHIP CONFERENCE)
MARCH 2 WORK WITH PROBATIONARY FF ACADEMY
MARCH 3 LBTC RENTAL WITH OREGON AIR NATIONAL GUARD
MARCH 3 SRFD AWARDS BANQUET
MARCH 4 LBTC RENTAL WITH AIR GUARD
MARCH 7 MORNING AND EVENING DRILLS
MARCH 8 ASSIST WITH SINGLE ROLE ACADEMY
MARCH 10 LEAVE FOR OEDI
MARCH 16 RETURN FROM OEDI
MARCH 16 DUTY WEEKEND
MARCH 19 OPERATIONS COMMITTEE MEETING
MARCH 21 MORNING AND EVENING DRILLS WITH ACADEMY
MARCH 24 LIVE FIRE TRAINING AT LBTC WITH VOLUNTEERS
MARCH 26 DUTY WEEK
MARCH 27 OHA INSPECTION WITH 4703
MARCH 29 MORNING AND EVENING DRILL WITH ACADEMY

MAJOR PROJECTS INCLUDE:

ON GOING VOLUNTEER RECRUIT ACADEMY
PLANNING PUMPER OPERATOR
FIRE FIGHTER 2
INSTRUCTOR 1 ACADEMIES

CONTINUED LCRTOA WORK
CAREER PROBATION PLANNING
LIVE BURN PREP AND TRAINING IN HOUSE ON SLAVENS ROAD
BACK TO SCHOOL

Division Chief O'Connor Monthly Report March 2018

Meetings: Health & Wellness Committee 3/30; Scappoose Safety Meeting 3/21; CRFR Safety meeting cancelled for March; Staff meeting 3/23;

Facilities: Security wall installed with door and window at admin building; Additional security/combo locks installed at St. Helens Station; Received final engineering report for concrete pad at Scappoose Station; investigate non-working emergency lighting at Scappoose station, found 2 not working; Work on estimates for facilities budget requests for next fiscal year

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), numerous media inquiries over the past month regarding emergency incidents within CRF&R district; CRF&R Facebook page now has over 4,200 people following it, this is an excellent tool to communicate with the public about our operation.

I/T: New CAD go live happened on March 6 with a variety of issues, bugs, etc; Assisted with CAD troubleshooting at CCOM; Researching significant updates/upgrades to the CRF&R network, having meetings and discussions with a consultant to make a long term "fix" for our IT system for greater efficiency; completed Airwatch renewal for iPad security; Various issues to troubleshoot with EMS reports not uploading from Toughbooks on medics

Safety/Health: Continued coordination and follow up of NFPA physicals; Continued follow up for programs as recommended by Health & Safety Committee including prioritizing needed updating/replacing of workout equipment; investigate and follow up on firefighter injuries; Presented a safety orientation to our new career members on 3/1 and ambulance only personnel on 3/5

Misc: Attended National Fire Academy Safety Program Operations in Emmittsburg, MD week of March 11; Begin planning for awards banquet April 27; Finished coaching St. Helens 6th grade boys basketball team finished season 15 - 1

Recruitment & Retention Coordinator Motherway Report January, February & March 2018

January:

- Scappoose Volunteer Association Meeting – January 3rd
- Chaplain's Meeting @ Warren Country Inn – January 4th
- Training Officers Meeting (LCRTOA) – January 9th
- CRFR Board Meeting – January 9th
- AFG webinar – Saturday, January 13th
- Meeting with a Scappoose Volunteer to discuss options – January 16th
- Oregon Fire Recruitment Network Meeting in Wilsonville – January 16th
- Columbia County Volunteer Association (prepared food/prizes) – January 17th
- Membership Meeting Scappoose – January 24th
- Ergonomic assessment day for all admin staff/SH station – January 25th
- Wrote a regional AFG grant for the county to assist in the purchase of new radios, spent a lot of time collecting data and entering it in the system

February:

- Assisted on the Firefighter/EMT Panel @ Scappoose Fire – February 5th
- Lunch with HS students who built hose beds/PR report – February 6th
- PIO response to Parkwood Drive Fire – February 6th
- New CAD PIO Webinar/Conference – Wed., March 7th
- Hosted a Recruit Academy Orientation – February 14th
- Attended Winter Fire School – Leadership Class – February 17th & 18th
- Assisted with information about Mike Botchie (prior Volunteer) Memorial Service, coordinating staff to attend – will be on Feb. 24th in Vernonia
- Attend weekly morning/evening drill events
- Wrote a few press releases and assisted with others
- Social media post for stairclimb event on February 24th
- Assist Lt. LeDoux with Media involvement for Firemanship at LBTC – Feb 23rd
- Help with new recruits, scheduling, questions on assignments, drills/etc.

March:

- Regional PIO Meeting – March 8th
- OEDI PIO Presentation & PIO Annual Conference/Bend – March 12th-14th
- Smoke Detector Installation Webinar – March 21st
- CRFR Volunteer Association Meeting – March 21st
- Health & Wellness Committee Meeting – March 30th
- Work in Scappoose Tues/Wed
- Scappoose Fire website updates, monthly birthday cards mailed on 3/30 for April birthdays, assistance with plaques
- Planning for upcoming CRFR awards banquet, donation requests, venue details, giveaways, etc.
- Began working on upcoming SAFER grant applications
- Began working on state grant application

Continuous work:

- Continued involvement in the Oregon Fire Recruitment Network
- Constant communication via email, Facebook groups, active911 to ask for help, send out upcoming dates to remember/etc. for volunteers.
- Social Media/PIO, keeping the community up to date
- Respond to calls for PIO purposes/photos/etc.
- Writing and posting press releases and weekly media reports
- Assist Chief Officers - run errands, send emails on behalf/etc.
- Assist Lt. Wonderly with FF PPE gear collection/turning items in to the uniforms dept.
- Coordination of Recruit academy – January thru June (weekly recruit check ins/weekend check ins, food drop offs, host BBQ's/answer questions/etc.)
- Attend weekly morning/evening drills to answer questions, participate on any level needed and be a face for the organization for volunteer firefighters
- Ongoing firefighter recruitment & retention

MEMO

TO: Chief Greisen and Board Members

DATE: April 10, 2018

FROM: Janine Salisbury, Finance Admin

RE: New 457 Plan Vendor
Foresters Financial

This memo recommends that the Board approve Foresters Financial as a 457 Retirement Plan vendor for Scappoose Fire District.

The District's current vendor is the Oregon Savings Growth Plan (OSGP). It has a balanced variety of good no-load funds plus an independent option, and visits upon request to provide financial investment classes. As the OSGP staff emphasize, they only offer education and not financial advice. This works well for individuals confident enough to make their own choices or who have a relationship with an external financial adviser.

However, employees today bear the primary responsibility for organizing an adequate long-term retirement and solving other financial concerns such as children's education, life insurance and long-term care. Many people require assistance with this, and employers can help by offering a vendor with more comprehensive services for those who choose to pay for it.

On March 9, eight staff met with Sara Rohne-Tanner, a Foresters Financial Services representative. Sara grew up in Knappa and has served many local governments and their employees for 25 years. Chief Greisen and I both have personal experience with her, and also know of her excellent reputation with many other investors. Where many other companies promise in-depth financial advising and then fade into the woodwork, Sara actually provides the service year after year. The staff who attended her presentation were impressed with the information she shared. Sara's contractual relationship with her clients adheres to a fiduciary standard which requires her to put her clients' interests above her own.

Foresters is an international financial services provider with \$28 billion of funds under management. It has been in business since 1930. It is an offshoot of the Independent Order of Foresters, a fraternal organization deeply committed to charitable works within the communities they serve. Foresters offers front load funds, and the onetime fees start at 5.5% and scale down from there as the client's asset balance increases. While this is expensive compared to the OSGP, Foresters provides comprehensive services that the OSGP cannot.

Several employees have requested that the District add Foresters Financial as a 457 plan vendor. Please let me know if you have any questions.

457(b) Employer Application

1. Employer Information

Scappoose Rural Fire Protection District

Employer's Name (print)

93-0870037

Employer's Taxpayer Identification Number

PO Box 625, Scappoose OR 97056

Employer's Mailing Address, City, State, Zip Code

Janine Salisbury

Employer's Contact Person (print)

503-543-5026

Employer's Contact Telephone Number

jsalisbury@srfd.us

Employer Contact's E-mail Address

Scappoose Rural Fire Protection District

Name of 457(b) Plan as it appears in Plan Document ("Plan") (print)

02739

Plan Identification Number

2. Certifications

The undersigned certifies that:

- (A) The Employer maintains a tax deferred plan that is qualified under Section 457(b) of the Code. If applicable, the Employer or Third Party Administrator ("TPA") will provide Foresters Financial Services, Inc. and/or its affiliates (collectively "FFS") with a copy of the Plan document and any updates, amendments or other changes in a timely fashion.
- (B) FFS, as sponsor of First Investors Funds, is an approved vendor under the Plan and, is eligible to receive contributions and trustee-to-trustee transfers, and, if permitted under the Plan and agreed to in writing by FFS, rollovers and/or transfers.
- (C) Upon FFS's receipt of a properly completed Application, FFS is authorized and directed to establish and maintain a custodial account for said employee.
- (D) The Employer understands that unless FFS is notified otherwise:
 - FFS will accept Employer contributions provided they are 100% vested at all times. If Employer contributions are sent to FFS, FFS will accept remittance as representation that such contributions are 100% vested.
 - Beneficiary Designations for First Investors Funds will be maintained by FFS.
 - FFS will permit distributions for unforeseeable emergencies provided that the TPA or Employer determines an employee's eligibility for unforeseeable emergencies and that the TPA or Employer approves the distributions.
 - FFS will permit loans in accordance with the FFS Loan Program which requires that the TPA or Employer approve the loans.
- (E) The Employer understands and agrees that:
 - FFS will not track earnings on contribution types.
 - The TPA or Employer must approve distributions under the Plan unless otherwise agreed to in writing.
- (F) The Plan may permit the Employer to engage the services of a TPA to perform record keeping, compliance and administrative functions on its behalf. If a TPA is engaged by the Employer, FFS will be advised accordingly.
- (G) If no TPA has been engaged by the Employer, FFS is authorized to accept purchase and redemption instructions and other authorizations relating to the 457(b) Plan transactions in First Investors Funds from any of the Authorized Individuals listed below.

Authorized Individual(s) for the Plan:

David Grant, Board President

Name of Authorized Individual for Plan (print)

Signature of Authorized Individual for Plan

4/12/18

Date

Michael Greisen, Fire Chief

Name of Authorized Individual for Plan (print)

Signature of Authorized Individual for Plan

4/12/18

Date

Janine Salisbury, Finance Administrator

Name of Authorized Individual for Plan (print)

Signature of Authorized Individual for Plan

4/12/18

Date