



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, OCTOBER 12, 2017, SCAPPOOSE FIRE STATION, SCAPPOOSE, OREGON.

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

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 – Mark Kreutzer, CRFR Vice President, Lt. Nielson, and Lt. Anderson.

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. Cairns. Mr. Sorenson asked about the \$8,175 to Volunteer Services. Ms. Salisbury explained that this is the annual amount donated by the District to the volunteers to support their activities. Chief Greisen explained that the quarterly EMS Hardship report is only for information as required by policy and does not require board approval. Mr. Kriek asked about the amounts being written off. Chief explained that the identification of need is made by the hospital, and the District provides the same percentage of write-off as that given by the hospital. Mr. Sorenson asked whether the write-offs appear on our financial statements. Ms. Salisbury said since the District is on a cash basis, the write-offs are not reflected in the financial statements. They only appear in the EMS reports.

Motion to approve the consent agenda carried unanimously.

CHIEF REPORTS: 2017 Third Quarter Alarm Report – Mr. Sorenson asked about the 2 events of spontaneous combustion at Beaver Bark recently reported in the newspaper. Chief said these events happen when hot spots develop, often due to the wrong materials being mixed together. Mr. Sorenson asked whether they need to improve their processes. Chief Pricher said most problems can be prevented by turning the product enough. Chief Greisen said Beaver Bark is usually able to handle these problems without District assistance.

Fire Chief – Dyno Nobel Tabletop Exercise. Dyno Nobel finished their emergency plan and worked hard on the simulation. The purpose was

for industry and for testing the LEPC plan. Dyno Nobel wants to produce more tabletops working with CRF&R. Mr. Krieck asked about their products. They make fertilizer. One of the main hazards is ammonia, and the exercise simulated a response to an anhydrous ammonia leak. One by-product is carbon dioxide, which is used by a nearby company to manufacture liquid carbon dioxide.

Fire Marshal – Chief Pricher made a second trip to the Eagle Creek fire, this time for 2 weeks. He had to manage many conflicting boundary issues and political concerns. The Fire Marshal's website has launched. It is packed with information about special events, plan reviews, code enforcement, air quality, burning requirements, and burn permit applications, among other items, and is still being fine-tuned. Chief Pricher is also doing plan reviews on a number of commercial projects in both districts, and revising the driveway requirements so that they are clearer and more complete. The marijuana operations are presenting many challenges.

Training – Chief Marks reported that academy is going well. Two dropped out and seven are left, three for Scappoose and four for Columbia River. Both Districts each have an additional volunteer with experience who do not need to go through the academy. The iPad software is not out yet, so updates cannot be performed. Chief Marks is also working on staff wildland certifications.

Operations – Chief Smythe went to the northern California fires with 2 firefighters from Clatskanie, and a brush rig from CRF&R. Oregon sent 10 teams made up of 50 engines and Arizona also sent 50. We were missed because initial contact was only made by emails, and the official call came too late at night for Scappoose to get people. We also had trouble with our Active 911 notification system.

EMS – Chief Coombs is currently focusing on the community paramedic position which has been posted. His next project will be hiring EMS-only staff.

Safety Resource – Mr. Sorenson asked about SAFER grants. Chief Greisen said Chief Pricher put in one for SCBAs, but they ran out of money. We did not receive any denial letters. We will resubmit next year. We will also put in a county-wide SAFER application for radios. Applying with multiple agencies improves the odds of success.

Mr. Sorenson asked about the boathouse. Chief Greisen said there is some electrical work to be done for light fixtures. The concrete work planned will improve the pad at the back of the station.

Volunteer Activity Reports – Chief Marks said many of the people on the list are no longer active. Mr. Krieck noted that some have many

training hours but no incident responses. Chief Greisen explained that they are new volunteers who are not yet allowed to go on calls.

Health & Wellness Committee – Chief O'Connor facilitates this, and it is essentially a new committee for both districts.

Lt. Nielson demonstrated one of the three new ventilators which the board approved for purchase a couple months ago. He said it is fairly simple to use and replaces the CPAP machines that Scappoose previously used. It can be a mask or an intubation. It is 75% smaller than CRF&R's current ventilators. Unlike the CPAP, it uses much less oxygen and ventilation can be varied between inspiration and aspiration which is beneficial to the patient. Four training sessions are scheduled on October 24th and 25th, and each will take less than 2 hours; probably closer to an hour.

Chief Greisen said that Scappoose needs to send a board member to CRFR's 7 pm Tuesday, November 14 meeting. Mr. Cairns will attend this one. The District will send a reminder. Mr. Kriek said he would be the alternate.

Purchase of LED lighting for the parking lot and other electrical improvements. The bid is from McCoy Electric for \$13,481. Chief asked for a motion allowing up to \$14,000 in case additional outlets and more electrical work is needed. The estimated rebate of \$2,080 from CRPUD will lower our net cost, but we have to pay the full amount upfront before we can submit for the rebate. The funds will come from Building Maintenance in the Property Reserve Fund. Mr. Graham moved approval of the external lighting upgrade and electrical improvements for the Scappoose Station for up to \$14,000. Mr. Sorenson seconded.

The motion for external lighting upgrade passed unanimously.

Chief Greisen presented the fireboat hull protection proposal. This work was approved last year but was not completed. Therefore it needs approval for this year's budget. The competing bid was incomplete. Mr. Graham moved approval of an impressed current cathodic protection system on the fireboat for \$5,850 by The Boatyard at Rocky Pointe Marina. Mr. Kriek seconded.

The motion for the fireboat hull protection system passed unanimously.

The board reviewed the historical graph of kilowatt hours used at the Chapman station. Lt. Anderson said we had added thermostats to the rigs so that the block heaters do not have to run continuously, thereby saving on electricity. While rates have increased, our bill has gone down. We will also add LED lighting and another block heater thermostat, providing additional savings. Lt. Anderson said we have to

run a 1500 watt heater to keep our water tank from freezing, so the bill will increase over the winter. Chief Greisen said we could look at purchasing a shed which we could insulate and house the tank.

OLD BUSINESS: Committee Reports & Other Items.

- A. Awards & Incentives Committee – Did not meet. The volunteers are still working on the Length of Service Awards Plan (LOSAP).
- B. Management Team Committee – The committee met and discussed both the joint meeting and the two purchases.
- C. Planning Committee – no meeting.
- D. CRFR & SRFD Joint Board Meeting – Mr. Graham said we covered many important concerns. Mr. Sorenson said that the next meeting should be around a table so board members can face each other. Mr. Kriek said that it appeared to him that so far this has affected CRFR more than Scappoose. Mr. Kriek said that many tasks are getting done in both districts that were not being done to the same level before. Mr. Grant said that he had not realized how busy all the Division Chiefs are. Mr. Cairns would like the Division Chiefs to take turns attending meetings to share what would help them do their jobs better. Mr. Graham said he had talked with Chief Greisen about moving faster to resolve the IT incompatibilities.

Both Mr. Kriek and Mr. Cairns said they were focused on the near term and were not ready to consider longer term options such as expansion and/or consolidation. Mr. Sorenson said the lists put together at the joint staff meeting (included in the joint board meeting packet) were interesting and helpful. He said some items could be grouped together.

Chief Marks said that if both districts use the same emergency records reporting system, chiefs will not have to learn two systems and will not have to travel to the system on which they need to file a report. CRFR has signed a contract with Image Trend. Scappoose used to use Image Trend for free through the State. CRFR's contract is for a much more advanced records management system with rich functionality. Starting a new system like this takes many hours. Chief Pricher said that he and Chief Lake needed three months to setup our current system with ERS.

Mr. Graham and Mr. Sorenson expressed an interest in hiring outside help to get the new system up and running to reduce the burden on existing staff. Chief Pricher discussed a current delay caused by waiting for the new CAD system. The start date has been postponed several times. Chief Pricher said that ImageTrend is widely used, so other software applications such as CrewSense have been designed to be compatible with it. Lt. Nielson said that since ImageTrend is supported by many states, it has a long life expectancy.

- NEW BUSINESS**
- A.** SDAO Workplace Harassment Policy – The board completed the first reading of the policy and made no changes except to add the annual staff training that was included in the previous policy. They plan to approve the policy at the November meeting. This completes one of the five requirements to obtain a 10% reduction on the casualty and liability insurance policy.
- B.** SDAO Best Practices Survey – The board reviewed the survey questions and answers. Mr. Sorenson asked about employee evaluations. Chief Greisen said the District is behind on that task. Answering this survey is another one of the SDAO Best Practice requirements to obtain the 10% discount.

AUDIENCE: No comments.

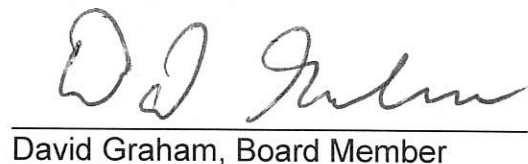
GOOD OF THE ORDER: President Grant recognized the thank you notes.

ADJOURNMENT: Mr. Kriech moved to close the meeting, Mr. Graham seconded, and the motion passed unanimously. President Grant adjourned the meeting at 8:37 p.m.

Signed this 9th day of November, 2017.



David Grant, President



David Graham, Board Member

AGENDA

Meeting of the Scappoose Rural Fire Protection District Board of Directors, Thursday, October 12, 2017, 7:00 P.M., Scappoose Fire Station, Scappoose, Oregon.

- I. CALL TO ORDER
- II. AUDIENCE PARTICIPATION
- III. CONSENT AGENDA
 - A. Minutes from September 14, 2017 meeting
 - B. Bills to be approved October 12, 2017
 - C. Budget vs. Actual a/o September 30, 2017
- IV. CHIEFS' REPORTS
 - A. September Alarm Report
 - B. Fire Chief Report
 - C. Fire Marshal Report
 - D. Training Chief Report
 - E. Operations Chief Report
 - F. EMS Chief Report
 - G. Safety/Resource Chief Report
 - H. Miscellaneous
 - I. Purchases
 - Station lighting and electrical work
 - Fireboat 43 corrosive work
- V. OLD BUSINESS
 - A. Awards & Incentives Committee
 - B. Management Team Committee
 - C. Planning Committee
 - D. Joint Board Meeting with Columbia River Fire
- VI. NEW BUSINESS
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

Chief Greisen's Agenda Review

10/12/2017

OATH OF OFFICE

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

CHIEFS' REPORTS

September Alarm Report –

Fire Chief Report –

Fire Marshal Report –

Training Report –

Operations Report –

EMS Chief Report –

Safety/Resource Chief Report –

Purchases

Exterior lighting upgrade and electrical work – Motion to approve the improvements of exterior lighting and electrical work at Scappoose Station in the amount of up to \$14,000

Fireboat 43 corrosive resistance system – Motion to approve the corrosive resistance system for the fireboat from Rocky Pointe Marina in the amount of \$5,850.

OLD BUSINESS

Awards & Incentives Committee –

Management Team Committee – meets before board meeting

Planning Committee –

CRFR & Scappoose joint meeting –

NEW BUSINESS –

Good of the Order – thank you

Scappoose Rural Fire District
Itemized Account Activity
September 15 through October 12, 2017

Date	Source Name	Memo	Paid Amount
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
9/28/2017	Gandara, Lonny	flex spending receipt d. 6/24...	20.00
9/28/2017	Gandara, Lonny	flex spending receipt d. 6/24...	23.27
9/28/2017	Gandara, Lonny	flex spending receipt d. 9/18...	20.00
9/28/2017	Gandara, Lonny	flex spending receipt d. 9/20...	20.00
9/28/2017	HRA VEBA Trust	HRA VEBA Trust for health ...	1,900.00
9/28/2017	Nationwide Retirement So...	Emplyr contributions	425.00
9/29/2017	Paychex - tax	ER Work Benefit	68.22
9/29/2017	Paychex Payroll	flex spend health ins	10,506.47
10/12/2017	Special Districts Insuranc...	Nov health ins	12,057.48
10/12/2017	Standard Insurance	Oct/Nov Life & LTD Insurance	1,054.36
Total 550 Insurance			26,094.80
560 Personnel Salaries			
9/28/2017	Principal Financial Group	Life Ins policy 4809832 - An...	52.24
9/28/2017	SBG-VAA	Security Benefit plan 61204...	60.00
9/28/2017	Voya-State of Oregon Plan	Oregon Savings & Growth P...	11,217.48
9/28/2017	Nationwide Retirement So...	Employee contributions	1,722.00
9/28/2017	American General Life Ins	Insurance Premium	59.85
9/29/2017	Paychex Check	employee PR check	4,870.88
9/29/2017	Paychex Check	employee PR check	401.31
9/29/2017	Paychex Check	employee PR check	364.91
9/29/2017	Paychex Check	employee PR check	220.80
9/29/2017	Paychex Check	employee PR check	456.67
9/29/2017	Paychex Check	employee PR check	166.10
9/29/2017	Paychex Check	employee PR check	220.80
9/29/2017	Paychex Check	employee PR check	328.66
9/29/2017	Paychex Check	employee PR check	3,894.25
9/29/2017	Paychex Check	employee PR check	220.81
9/29/2017	Paychex Check	employee PR check	6,431.22
9/29/2017	Paychex Check	employee PR check	249.09
9/29/2017	Paychex Check	employee PR check	2,936.15
9/29/2017	Paychex Check	employee PR check	963.66
9/29/2017	Paychex - tax	Employee Taxes Withheld	49,844.20
9/29/2017	Paychex Payroll	FLSA	2,173.80
9/29/2017	Paychex Payroll	telephone	300.00
9/29/2017	Paychex Payroll	longevity	692.00
9/29/2017	Paychex Payroll	FF incentives	1,360.00
9/29/2017	Paychex Payroll	Deferred comp	2,295.00
9/29/2017	Paychex Payroll	all staff OT	43,011.46
9/29/2017	Paychex Payroll	Balance GF net pay	17,785.52
9/29/2017	Paychex Payroll	Shiftdf	277.10

Scappoose Rural Fire District
Itemized Account Activity
 September 15 through October 12, 2017

Date	Source Name	Memo	Paid Amount
9/29/2017	Paychex Check	employee PR check	0.00
9/29/2017	Paychex Check	employee PR check	387.48
10/12/2017	P.E.R.S.	Employee 6% IAP plus unit ...	9,107.93
10/12/2017	Special Districts Insuranc...	Sec 125 PR deduction	816.04
10/12/2017	Standard Insurance	Oct STD PR deductions	370.45
10/12/2017	American Heritage Life In...	Case # 84457 PR Deduc: R ...	217.44
10/12/2017	Pacific Athletic Club	Emplyee PR deduction	10.00
10/12/2017	S.H.C.F.C.U.	10 \$35 shift PR deductions	350.00
10/12/2017	S.H.C.F.C.U.	Marks & Pricher \$30 PR ded...	60.00
10/12/2017	Tualatin Valley Fire Fighte...	2017 union dues from PR d...	1,120.60
10/12/2017	Principal Financial Group	Life Ins policy 4807351 - Du...	42.41
Total 560 Personnel Salaries			165,058.31
570 SocSec/Medicare(FICA)			
9/29/2017	Paychex - tax	Emplyr FICA (incl grant staf...	13,744.59
Total 570 SocSec/Medicare(FICA)			13,744.59
580 Volunteer Services			
10/12/2017	S.V.F.A.	2017-18 volunteer activities	8,175.00
10/12/2017	Oregon Occupational Me...	physical for M. Gift	112.00
10/12/2017	Screen Ads LLC	vol recruitment ad, 1 mo., Ci...	180.00
10/12/2017	Oregon Occupational Me...	record review - S. Nielson	40.00
10/12/2017	Meres, Angie	44.6 miles @ IRS \$0.535	23.86
10/12/2017	Oregon Occupational Me...	physical for J. Beaman	239.00
10/12/2017	Pizza Vendor	Sept membership mtg food	74.70
10/12/2017	Bernier, Kyle	Sep volunteer mileage	107.00
10/12/2017	Occup.Safety Health & W...	Labwork: Beaman;Hickman...	492.00
Total 580 Volunteer Services			9,443.56
590 Personnel Benefits			
10/12/2017	P.E.R.S.	Employer PERS	33,938.77
10/12/2017	AER Fitness Repair	troubleshoot treadmill	99.50
10/12/2017	Meres, Angie	Sep Fitness membership	29.95
10/12/2017	Pacific Athletic Club	Nov 2017 dues; Marks & sali...	80.00
Total 590 Personnel Benefits			34,148.22
Total 1.1 GENERAL FUND PERSONNEL SVCS			248,489.48
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
9/28/2017	Scappoose Storage	Oct storage rent	97.00
9/28/2017	Square Knot Preparednes...	Table Top Exercise 9-14-17	3,500.00
10/12/2017	Ritchie, Christopher	physician advisor	691.67
10/12/2017	Columbia River Fire & Re...	50% volunteer coordinator p...	3,985.46

4:00 PM
10/11/17
 Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
 September 15 through October 12, 2017

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Total 670 Contract Services			8,274.13
680 Communications Maintenance			
9/27/2017	Complete Wireless Soluti...	6 Li-Ion-Ion Batteries 3600m...	472.50
9/27/2017	Complete Wireless Soluti...	35% disc (Nat'l Assoc State ...	-472.50
9/28/2017	Complete Wireless Soluti...	Svc on KNG-M150 #143800...	515.00
9/28/2017	Complete Wireless Soluti...	6 Li-Ion-Ion Batteries 3600m...	877.50
10/12/2017	Wolfe Communications	30 Unication G1 VHF 148-1...	10,890.00
10/12/2017	Wolfe Communications	shipping	148.68
Total 680 Communications Maintenance			12,431.18
720 Public Education			
9/18/2017	PayPal	8 packs red magnets (25/pa...	144.80
9/18/2017	PayPal	8 packs blue magnets (25/p...	217.12
9/18/2017	PayPal	8 packs blue door hangers (...)	47.52
9/18/2017	PayPal	8 packs blue w/ red sticker(2...	76.00
9/18/2017	PayPal	tax	14.72
9/18/2017	PayPal	coupon	-250.00
10/12/2017	Pamplin Media - Spotlight	Emergency Preparedness ad	72.00
Total 720 Public Education			322.16
740 Uniforms			
9/28/2017	Northwest Apparel	13 names & screens	65.00
9/28/2017	Northwest Apparel	4 names	8.00
10/12/2017	Hickman, Whitney	reimburse black pants - W H...	34.99
10/12/2017	Hickman, Whitney	reimburse boots - W Hickman	199.99
Total 740 Uniforms			307.98
750 Maintenance on Equipment			
9/21/2017	Chevron	fuel @ Conflag	73.08
9/22/2017	Chevron	fuel @ Conflag	48.24
9/27/2017	Amazon	1 40/pack Duracell MN2400 ...	19.95
9/27/2017	Amazon	1 24/pack Duracell Sz C batt...	36.25
9/28/2017	Boatyard at Rocky Pointe ...	43.8 gals @ \$2.80/gal	122.64
9/28/2017	Fast Lube and Oil	Oil change & filter; '05 Chev...	42.95
9/29/2017	Sunset Auto Parts	battery for 4301 vehicle	171.71
10/5/2017	Amazon	seat covers for 4386	24.95
10/6/2017	WeatherTech	4302 vehicle mats	69.95
10/10/2017	Sunset Auto Parts	wiper blade	1.28
10/12/2017	Wilcox & Flegel	300 gal unleaded @ \$2.71/gal	812.16
10/12/2017	Wilcox & Flegel	403.5 gal biodiesel @ 2.23/gal	900.85
10/12/2017	Columbia River Fire & Re...	Maint - CRFR Vehicle#7210 ...	1,500.00
10/12/2017	Fast Lube and Oil	Oil change; '08 Gmc Savana	88.30
10/12/2017	Fast Lube and Oil	Oil change; '01 Chevy Impala	36.95
10/12/2017	Sunset Auto Parts	wiper blade	18.49

10/11/17

Cash Basis

Scappoose Rural Fire District
Itemized Account Activity
September 15 through October 12, 2017

Date	Source Name	Memo	Paid Amount
10/12/2017	Fast Lube and Oil	Oil change; '15 GMC Sierra ...	89.85
10/12/2017	Fast Lube and Oil	Oil change; '08 F150 Pickup	62.90
Total 750 Maintenance on Equipment			4,120.50
760 Administration			
9/15/2017	Amazon	1 bx blue BIC Xtra Life Ball ...	6.50
9/19/2017	Amazon	CO175 Security wht envelop...	36.50
9/20/2017	Warren Country Inn	Chiefs' breakfast meeting (al...	66.50
9/21/2017	Shari's	lunch-Oregon Fallen Firefigh...	96.27
9/21/2017	Rose City Stamps	notary stamp; Engstrom	28.15
9/28/2017	O.F.D.D.A.	2017 Fire Svc Conf - David ...	154.50
9/28/2017	O.F.D.D.A.	2017 Fire Svc Conf - David ...	154.50
9/28/2017	Pacific Office Automation,...	monthly copy kit	36.00
9/28/2017	Pizza Vendor	Sept safety mtg food	116.80
9/28/2017	Kathleen Hill & Dorothy Pr...	refund EMS overpayment	112.89
9/28/2017	Special Districts Assoc. of...	2018 dues	3,105.32
9/29/2017	Paychex Invoice	Sept reg PR svcs	192.65
10/4/2017	Amazon	1 pk legal pads (12/pk)	10.72
10/4/2017	Amazon	5 sets tabbed 2-poket dividers	17.95
10/4/2017	Amazon	HiSpeed memory card reader	9.88
10/4/2017	Amazon	2 pks ruled 5x8 writing pads ...	13.98
10/11/2017	Posh Baby	Gift certificate-baby Pricher	50.00
10/12/2017	Aetna Life Insurance Co	EMS overpayment	318.05
10/12/2017	Office Depot, Inc.	4 cs Boise X9 letter sz copy ...	119.96
10/12/2017	Office Depot, Inc.	1 ream Hammermill letter sz...	13.99
10/12/2017	Office Depot, Inc.	1 box sheet protectors (100)	20.98
10/12/2017	Pamplin Media - Spotlight	10/12/17 SRFD Board Mtg	59.17
10/12/2017	Pamplin Media - Spotlight	10/09/17 CRFR & SRFD Brd...	53.79
10/12/2017	Speer Hoyt LLC	personnel matters	113.00
Total 760 Administration			4,908.05
765 Information Technology			
9/28/2017	AT&T Mobility	Aug wireless charge	334.56
9/28/2017	CenturyLink	Main Station internet	54.94
9/28/2017	City of Portland	800 MHz access	107.61
10/1/2017	Apple iTunes	iCloud storage plan	0.99
10/12/2017	EMS Technology Solution...	Operative IQ & Asset Mgmt l...	150.00
10/12/2017	EMS Technology Solution...	Op IQ Fleet Mgmt licenses(2...	120.00
10/12/2017	CallBack Staffing Solution...	Oct - Dec chg - 52 users	450.84
10/12/2017	PEAK Internet	Chapman&Scappoose inter...	76.88
10/12/2017	TriZetto Provider Solution...	EMS billing software	102.34
10/12/2017	Comcast	internet for Scappoose	127.85
10/12/2017	Verizon Wireless	wireless phones	410.12
10/12/2017	Maller, Dave	IT maintenance contract	675.00
10/12/2017	Maller, Dave	Printer config from Office	130.00

10/11/17

Cash Basis

Scappoose Rural Fire District
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 September 15 through October 12, 2017

Date	Source Name	Memo	Paid Amount
10/12/2017	Maller, Dave	Chief's printing issues	65.00
Total 765 Information Technology			2,806.13
770 Operating Materials/Suppli			
9/15/2017	Amazon	1 cs large garbage bags	32.90
9/17/2017	Amazon	Weiman Stainless Steel clea...	14.98
10/7/2017	Amazon	1 cs GP bathrm tissue (80 ro...	55.69
10/9/2017	Amazon	5 gal pail pump dispenser	6.98
10/11/2017	Amazon	6 50oz bottles Dial liquid de...	31.77
10/11/2017	Amazon	1 cs Kleenex paper towels (...)	58.49
10/12/2017	Ace Hardware	glass cooktop cleaner	5.99
10/12/2017	Ace Hardware	Ajax cleaner	1.99
Total 770 Operating Materials/Suppli			208.79
775 Emerg. Operating Supplies			
9/28/2017	Amazon	40AA DuraLock Coppertop ...	20.69
10/12/2017	SeaWestern Fire Apparatus	6 UltraElite speed straps & 2...	262.15
Total 775 Emerg. Operating Supplies			282.84
780 Building & Grounds Maint.			
9/28/2017	Paramount Pest Control I...	Chapman pest control	65.00
9/28/2017	Paramount Pest Control I...	Main Station pest control	85.00
9/28/2017	Beaver Bark	1 yds debris removal	15.00
10/3/2017	Amazon	Hyperikon LED: 1 cs 4K; 1 c...	446.40
10/12/2017	Ace Hardware	2 WM5S chrome showerhea...	45.97
10/12/2017	Ace Hardware	sandscreen	7.98
Total 780 Building & Grounds Maint.			665.35
790 Training			
9/17/2017	Fred Meyer	Recruit training refreshments	20.96
9/17/2017	MOD Pizza	Recruit training; Greisen&Ca...	8.96
9/20/2017	Red Robin	meal: Verbal Excellence cla...	14.04
9/24/2017	Fred Meyer	Recruit training refreshments	25.45
9/27/2017	Fork'd	lunch for rope class	52.50
9/27/2017	Fred Meyer	rope class refreshments	62.48
9/28/2017	N.A.F.T.	Maginn-Adv Irons&Saws 5/6...	250.00
9/28/2017	Progressive Rescue Solut...	PRS I/II tuition for 5 staff	2,975.00
9/28/2017	O.F.D.D.A.	2017 Fire Svc Conf - Josh M...	154.50
9/28/2017	O.F.D.D.A.	2017 Fire Svc Conf - Josh M...	154.50
9/28/2017	Pizza Vendor	rope class lunch	66.10
9/30/2017	Happy Garden Chinese	rope class lunch	70.73
10/1/2017	Muchas Gracias	rope class lunch	63.75
10/1/2017	MOD Pizza	rope class lunch	79.25
10/10/2017	Oregon Fire Marshal	Technical Ed Conf: Greisen	250.00
10/12/2017	Sallee, Casey	reimburse cost of CPR class	60.00

4:00 PM
10/11/17
Cash Basis

Scappoose Rural Fire District
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September 15 through October 12, 2017

Date	Source Name	Memo	Paid Amount
10/12/2017	S.H.C.F.C.U.	2 interns @ \$30 each	60.00
Total 790 Training			4,368.22
810 Utilities			
9/28/2017	Comcast	cable TV for Scappoose	61.59
9/28/2017	CenturyLink	Main Station landlines	431.88
9/28/2017	CRPUD	boathouse electricity	28.73
9/28/2017	CRPUD	main station electricity	889.58
9/28/2017	City of Scappoose	water & sewer	304.38
10/12/2017	N.W. Natural Gas	Acct 447881-4	36.70
10/12/2017	Waste Management of Or...	Garbage/Recycling	123.73
10/12/2017	P.G.E.	Electrical for Holbrook Station	35.98
10/12/2017	W.O.E.C.	Chapman electric net of credit	132.80
Total 810 Utilities			2,045.37
870 EMS Operations			
9/28/2017	Airgas - USA, LLC	medical oxygen	340.45
9/28/2017	Oregon Health & Science...	EMS Services July-Sept, 2017	500.00
9/28/2017	Airgas - USA, LLC	cylinder testing	37.85
9/28/2017	Airgas - USA, LLC	9 cylinders	563.56
9/28/2017	Airgas - USA, LLC	1 cylinder	57.76
9/28/2017	Airgas - USA, LLC	2 cylinders	185.88
10/10/2017	Hellofax	hellofax	9.99
10/12/2017	Airgas - USA, LLC	2 cylinders	179.26
10/12/2017	Airgas - USA, LLC	rent for 8 cylinders	191.46
10/12/2017	Bound Tree Corp.	PO 10202 medical supplies	149.70
10/12/2017	Physio Control, Inc.	3 LifePak CR Plus AEDs & c...	5,186.04
10/12/2017	Environmental Complianc...	3 biohazard containers	100.00
Total 870 EMS Operations			7,501.95
880 FireMed			
9/28/2017	Life Flight Memberships	22 Life Flight membership fe...	1,430.00
10/12/2017	Life Flight Memberships	45 Life Flight membership fe...	2,925.00
Total 880 FireMed			4,355.00
Total 1.2 GENERAL FUND MATERIAL & SVC			52,597.65
Total 1...			301,087.13
Total 1..GENERAL FUND EXPENDITURES			301,087.13
2. GRANT FUND EXPENSE			
2.1 GRANT FUND PERSONNEL SVCS			
1. Personnel Salaries			
9/28/2017	Voya-State of Oregon Plan	Oregon Savings & Growth P...	700.00

Scappoose Rural Fire District
Itemized Account Activity
 September 15 through October 12, 2017

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
9/28/2017	Oregon Dept. of Justice	PR deduction	854.40
9/29/2017	Paychex - tax	Grant Employee Taxes Withh...	4,182.64
9/29/2017	Paychex Payroll	grant flex spend	2,042.06
9/29/2017	Paychex Payroll	Balance Grant net pay(no OT)	6,588.64
9/29/2017	Paychex Payroll	Grant deferred comp	165.00
10/12/2017	P.E.R.S.	Grant Fund Employee 6%	982.96
10/12/2017	Standard Insurance	Grant staff STD insurance	57.81
10/12/2017	S.H.C.F.C.U.	2 shift PR deduction	70.00
10/12/2017	Tualatin Valley Fire Fighte...	2017 union dues from PR d...	228.97
Total 1. Personnel Salaries			15,872.48
2. Personnel Benefits			
9/28/2017	HRA VEBA Trust	HRA VEBA Trust for health ...	200.00
9/29/2017	Paychex - tax	Grant Emplryr FICA - No FIC...	876.08
9/29/2017	Paychex - tax	Grant ER work benefit	7.64
10/12/2017	P.E.R.S.	Grant Fund Employer PERS	2,095.33
10/12/2017	Special Districts Insuranc...	Nov health ins	1,277.01
10/12/2017	Standard Insurance	Grant staff life & LTD insura...	99.54
Total 2. Personnel Benefits			4,555.60
Total 2.1 GRANT FUND PERSONNEL SVCS			20,428.08
Total 2. GRANT FUND EXPENSE			20,428.08
TOTAL			321,515.21

10/11/17
Cash Basis

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

	<u>Jul 1 - ...</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>% of...</u>
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,501,585	1,345,989	155,596	112%
EMS Receipts	141,129	610,000	-468,871	23%
FireMed	25,690	35,500	-9,810	72%
Gas Royalties	0	1,500	-1,500	0%
Interest Earned on Investments	4,078	10,000	-5,922	41%
Miscellaneous Revenue				
CRF&R IGA	23,976	0	23,976	100%
Miscellaneous Revenue - Other	25,266	115,200	-89,934	22%
Total Miscellaneous Revenue	49,241	115,200	-65,959	43%
Taxes - Current	0	2,680,080	-2,680,080	0%
Taxes - Prior Years	63,282	90,000	-26,718	70%
Transfer from Grant Fund	28,651	28,651	0	100%
Total 1. GENERAL FUND REVENUES	1,813,656	4,916,920	-3,103,264	37%
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	1,524	2,500	-976	61%
Transfers In	0	1,000	-1,000	0%
Total 3. PROPERTY FUND REVENUES	418,655	424,684	-6,029	99%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	205,514	205,106	408	100%
Interest Earned on Investments	777	1,800	-1,023	43%
Total 4. PERSONNEL SVCS FUND REVEN	206,291	206,906	-615	100%
Total Income	2,438,603	5,661,454	-3,222,851	43%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	141,606	535,200	-393,594	26%
560 Personnel Salaries	463,854	1,916,619	-1,452,765	24%
570 SocSec/Medicare(FICA)	37,923	149,680	-111,757	25%
580 Volunteer Services	12,260	38,000	-25,740	32%
590 Personnel Benefits	125,860	465,000	-339,140	27%
Total 1.1 GENERAL FUND PERSONNEL...	781,503	3,104,499	-2,322,996	25%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	18,626	111,350	-92,724	17%
680 Communications Maintenance	16,683	54,000	-37,317	31%
720 Public Education	478	7,500	-7,022	6%
730 Property & Liability Insur.	0	53,200	-53,200	0%
740 Uniforms	2,926	20,000	-17,074	15%
750 Maintenance on Equipment	29,323	110,000	-80,677	27%
760 Administration	12,694	54,000	-41,306	24%
765 Information Technology	14,790	59,900	-45,110	25%
770 Operating Materials/Suppli	774	5,000	-4,226	15%
775 Emerg. Operating Supplies	6,728	65,000	-58,272	10%
780 Building & Grounds Maint.	2,088	125,731	-123,643	2%
790 Training	12,836	90,000	-77,164	14%
810 Utilities	7,028	39,800	-32,772	18%

10/11/17
Cash Basis

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

	<u>Jul 1 - ...</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>% of...</u>
870 EMS Operations	22,591	70,000	-47,409	32%
880 FireMed	10,650	18,500	-7,850	58%
Total 1.2 GENERAL FUND MATERIAL &...	158,216	883,981	-725,765	18%
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...	939,719	4,065,920	-3,126,201	23%
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	939,719	4,916,920	-3,977,201	19%
2. GRANT FUND EXPENSE				
2.1 GRANT FUND PERSONNEL SVCS				
1. Personnel Salaries	51,771	60,691	-8,920	85%
2. Personnel Benefits	17,105	23,602	-6,497	72%
Total 2.1 GRANT FUND PERSONNEL SVCS	68,876	84,293	-15,417	82%
2.2 Debt Svc to General Fund	28,651	28,651	0	100%
Total 2. GRANT FUND EXPENSE	97,527	112,944	-15,417	86%
3. PROPERTY FUND CAPITAL OUTLAY				
Building & Grounds Improvements	0	30,000	-30,000	0%
EMS Apparatus & Equipment	0	232,000	-232,000	0%
Fire Apparatus & Equipment	0	152,684	-152,684	0%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
Total 3. PROPERTY FUND CAPITAL OUTLAY	0	424,684	-424,684	0%
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	1,037,246	5,661,454	-4,624,208	18%
Net Income	<u>1,401,357</u>	<u>0</u>	<u>1,401,357</u>	<u>100%</u>

QUARTERLY FINANCIAL HARDSHIPS

<u>Call No</u>	<u>Patient #</u>	<u>Patient Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Code</u>	<u>Description</u>	<u>#</u>	<u>Rec. Date</u>	<u>Recpt. #</u>	<u>Amount</u>
2016-798	7790	x				FINANCIAL HARDE		07/27/2017	no-estate	2131.20
						Total Credits For This Call				2131.20
2016-1524	8706					FINANCIAL HARDE		08/15/2017		175.00
						Total Credits For This Call				175.00
2017-475	9074					FINANCIAL HARDE		07/19/2017		113.77
						Total Credits For This Call				113.77
2017-510	9074					FINANCIAL HARDE		07/19/2017		113.33
						Total Credits For This Call				113.33
2017-758	9074					FINANCIAL HARDE		07/19/2017		120.91
						Total Credits For This Call				120.91
Totals For All										
Number of Calls		5	Number Of Credits		5	Total Credits				2654.21



September Alarm Report

Call Total July 1 through September 30 2017

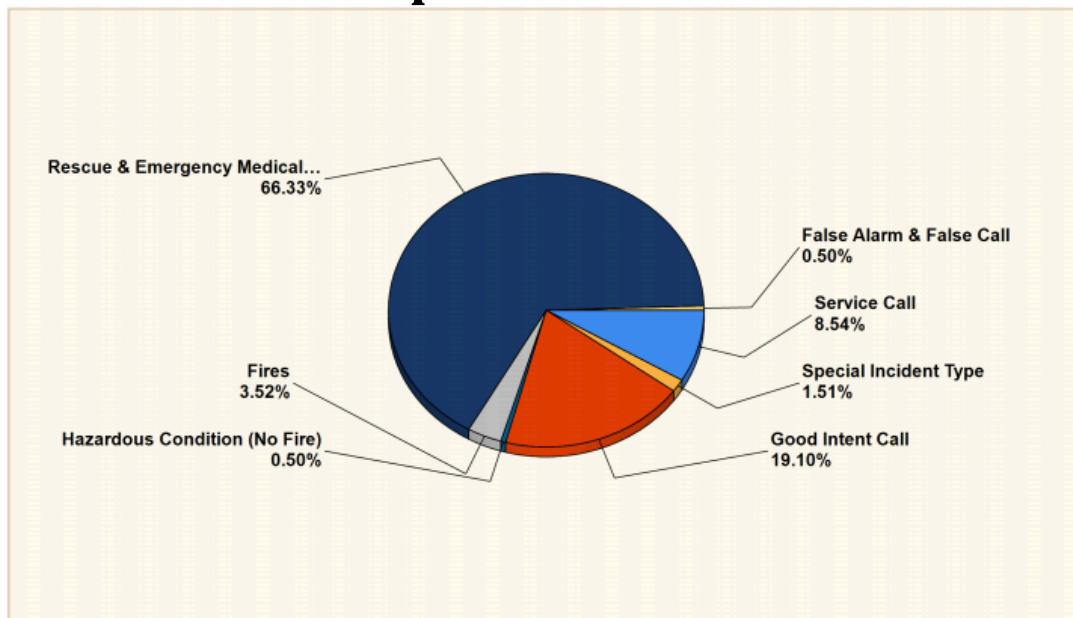
AGENCY	# INCIDENTS
Scappoose Fire District	572

Call Total July 1 through September 30 2016

AGENCY	# INCIDENTS
Scappoose Fire District	552

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		132	
FIRE		67	
TOTAL		199	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
4380	0	0	1
E431	0	0	2
M431	65	70	91
M432	19	20	23
M433	2	2	3
TOTAL	86	92	120
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		19	
Aid Received		6	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
41		20.6	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
CRFR Administration	0:14:04	0:31:29	
Scappoose Station	0:07:47	0:08:54	
AVERAGE FOR ALL CALLS		0:08:15	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
CRFR Administration	0:00:37	0:00:07	
Scappoose Station	0:02:56	0:03:12	
AVERAGE FOR ALL CALLS		0:02:53	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Scappoose Fire District		19:08	

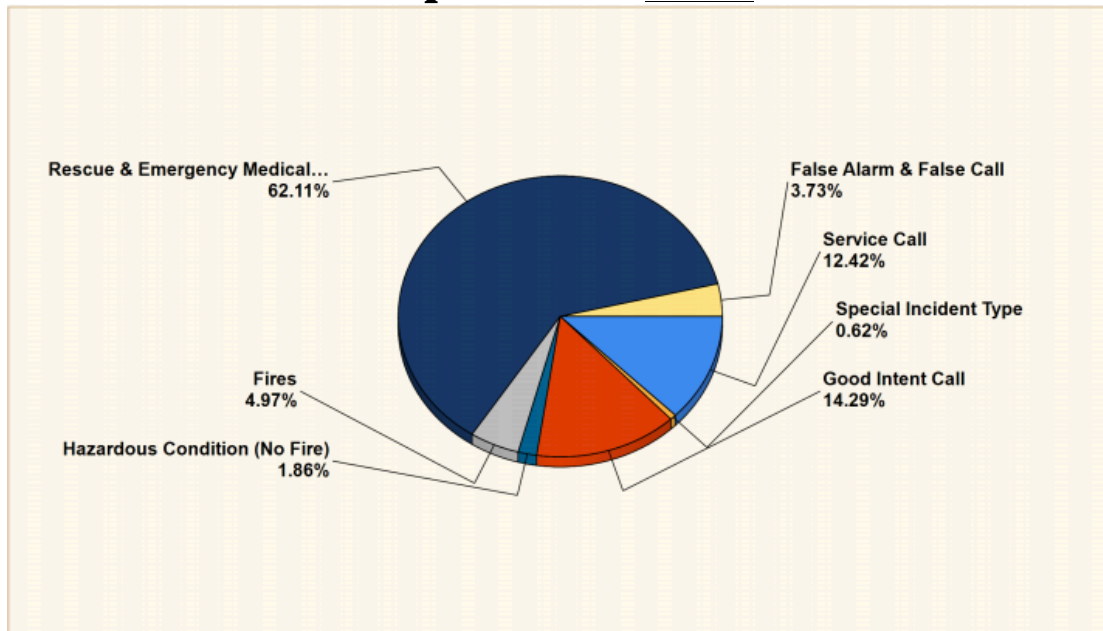
September 2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	3.52%
Rescue & Emergency Medical Service	132	66.33%
Hazardous Condition (No Fire)	1	0.50%
Service Call	17	8.54%
Good Intent Call	38	19.10%
False Alarm & False Call	1	0.50%
Special Incident Type	3	1.51%
TOTAL	199	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	1.51%
131 - Passenger vehicle fire	1	0.50%
140 - Natural vegetation fire, other	1	0.50%
142 - Brush or brush-and-grass mixture fire	2	1.01%
311 - Medical assist, assist EMS crew	1	0.50%
321 - EMS call, excluding vehicle accident with injury	112	56.28%
322 - Motor vehicle accident with injuries	9	4.52%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	1.01%
324 - Motor vehicle accident with no injuries.	8	4.02%
444 - Power line down	1	0.50%
520 - Water problem, other	1	0.50%
550 - Public service assistance, other	1	0.50%
551 - Assist police or other governmental agency	1	0.50%
553 - Public service	2	1.01%
554 - Assist invalid	9	4.52%
561 - Unauthorized burning	3	1.51%
600 - Good intent call, other	1	0.50%
611 - Dispatched & cancelled en route	10	5.03%
622 - No incident found on arrival at dispatch address	18	9.05%
631 - Authorized controlled burning	5	2.51%
651 - Smoke scare, odor of smoke	3	1.51%
661 - EMS call, partly transported by non-fire agency	1	0.50%
733 - Smoke detector activation due to malfunction	1	0.50%
900 - Special type of incident, other	3	1.51%
TOTAL INCIDENTS:	199	100.00%

September 2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	4.97%
Rescue & Emergency Medical Service	100	62.11%
Hazardous Condition (No Fire)	3	1.86%
Service Call	20	12.42%
Good Intent Call	23	14.29%
False Alarm & False Call	6	3.73%
Special Incident Type	1	0.62%
TOTAL	161	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	1.24%
118 - Trash or rubbish fire, contained	1	0.62%
131 - Passenger vehicle fire	1	0.62%
142 - Brush or brush-and-grass mixture fire	4	2.48%
321 - EMS call, excluding vehicle accident with injury	86	53.42%
322 - Motor vehicle accident with injuries	6	3.73%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.62%
324 - Motor vehicle accident with no injuries.	6	3.73%
350 - Extrication, rescue, other	1	0.62%
445 - Arcing, shorted electrical equipment	2	1.24%
463 - Vehicle accident, general cleanup	1	0.62%
551 - Assist police or other governmental agency	5	3.11%
552 - Police matter	1	0.62%
554 - Assist invalid	9	5.59%
561 - Unauthorized burning	4	2.48%
571 - Cover assignment, standby, moveup	1	0.62%
600 - Good intent call, other	1	0.62%
611 - Dispatched & cancelled en route	16	9.94%
622 - No incident found on arrival at dispatch address	5	3.11%
651 - Smoke scare, odor of smoke	1	0.62%
730 - System malfunction, other	1	0.62%
731 - Sprinkler activation due to malfunction	1	0.62%
745 - Alarm system activation, no fire - unintentional	3	1.86%
746 - Carbon monoxide detector activation, no CO	1	0.62%
900 - Special type of incident, other	1	0.62%
TOTAL INCIDENTS:	161	100.00%

September 2017

ZONE	NUMBER OF CALLS
CRFR-71 - CRFR ST. Helens Response Area	19
CRFR-91 - CRFR Rainer Response Area	3
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	4
OD - Other - Out of District - Other	2
Rural - Unincorporated areas further from the city / RG 35 & 36	19
Suburban - Area surrounding the city/ un- hydranted area RG 33 & 34	54
Urban - Hydranted area in the city area Rg 31	97
TOTAL:	199

September 2016

ZONE	NUMBER OF CALLS
CRFR-71 - CRFR ST. Helens Response Area	12
CRFR-72 - CRFR Fairgrounds Response Area	1
CRFR-91 - CRFR Rainer Response Area	3
Marine - Anything on the Columbia River/ Multnomah Channel RG 30	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	22
Suburban - Area surrounding the city/ un- hydranted area RG 33 & 34	42
Urban - Hydranted area in the city area Rg 31	77
TOTAL:	161

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Response Group (Required)	
Joint Duty Officer Response	17
Mutual Aid	7
RG 22	1
RG 29	3
RG 31	98
RG 33	19
RG 34	35
RG 35	15
RG 36	4

USER-DEFINED FIELD: What type of hit was this? (Required)	
Double Hit	38
N/A	157
Triple Hit	4

USER-DEFINED FIELD: Was this a billable call (ie. Did we transport someone to the hospital)? (Required)	
N/A	45
No	62
Yes	92

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)	58
No	139
Yes	2

USER-DEFINED FIELD: Was there a Joint Duty Officer Involved in this call from CRFR(Respond)? (Required)	
No	198
Yes	1

USER-DEFINED FIELD: Was this a cardiac / respiratory arrest where CPR was initiated? (CARES) (Required)	
No	146
This was not a medical call	53

September 2017
Count Of Days With Same Incident Count

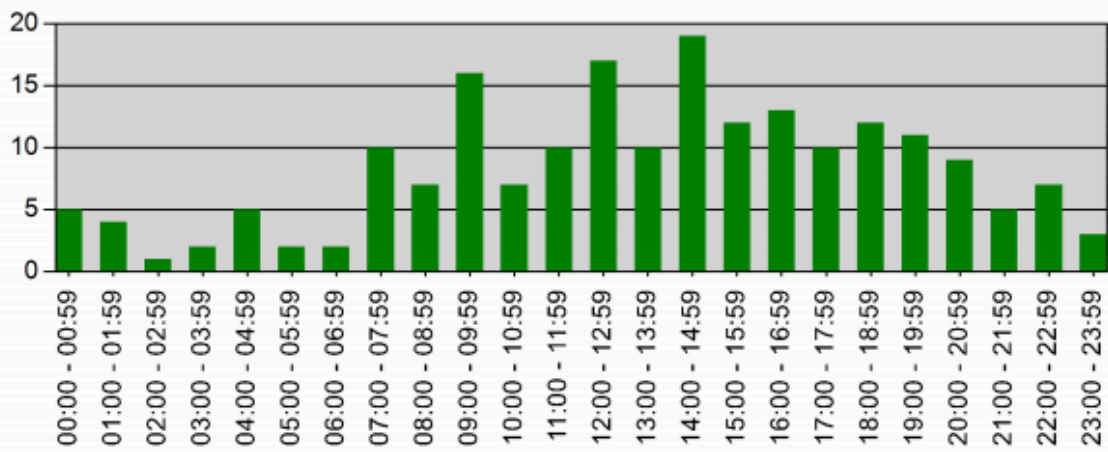
INCIDENTS PER DAY	COUNT OF DAYS
1	1
2	1
3	1
4	2
5	7
6	3
7	6
8	3
9	1
10	3
11	1
16	1

September 2016
Count Of Days With Same Incident Count

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

Incidents by Hour for Date Range

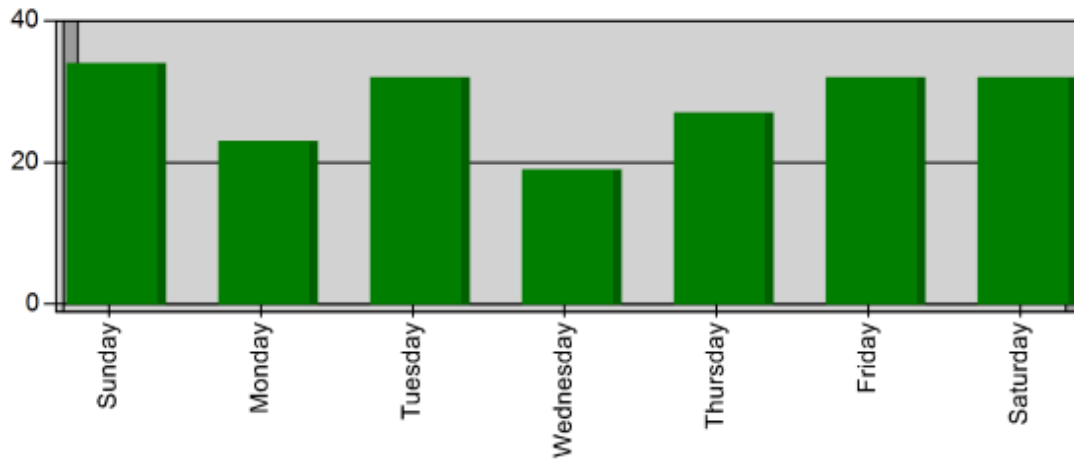
Start Date: 09/01/2017 | End Date: 09/30/2017



Hour	# of Calls
00:00 - 00:59	5
01:00 - 01:59	4
02:00 - 02:59	1
03:00 - 03:59	2
04:00 - 04:59	5
05:00 - 05:59	2
06:00 - 06:59	2
07:00 - 07:59	10
08:00 - 08:59	7
09:00 - 09:59	16
10:00 - 10:59	7
11:00 - 11:59	10
12:00 - 12:59	17
13:00 - 13:59	10
14:00 - 14:59	19
15:00 - 15:59	12
16:00 - 16:59	13
17:00 - 17:59	10
18:00 - 18:59	12

Incidents by Day of the Week for Date Range

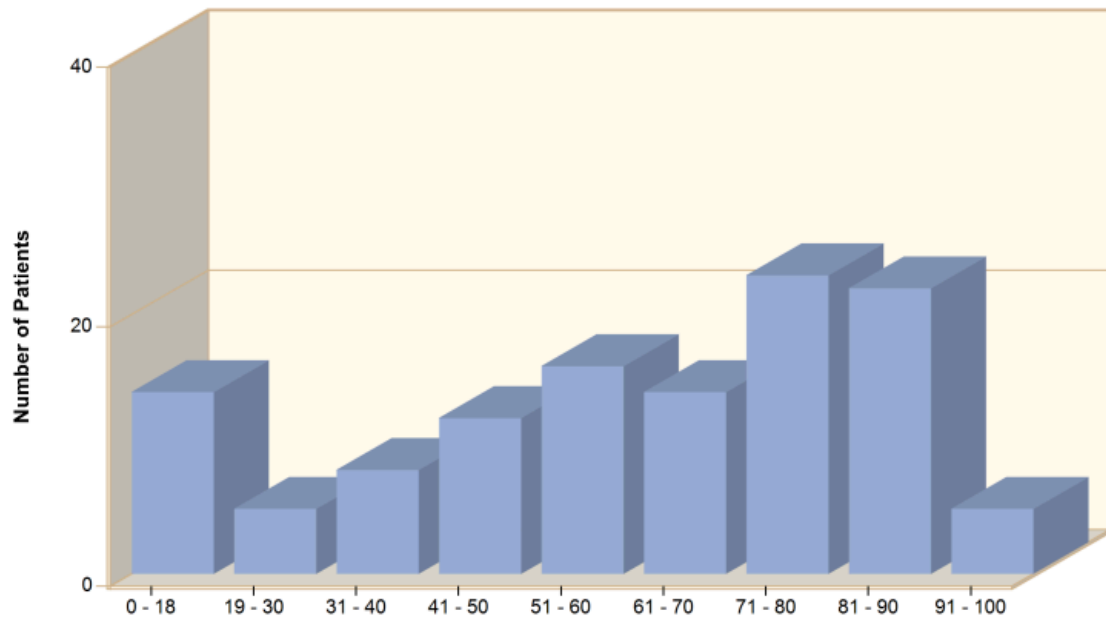
Start Date: 09/01/2017 | End Date: 09/30/2017



DAY OF THE WEEK	# INCIDENTS
Sunday	34
Monday	23
Tuesday	32
Wednesday	19
Thursday	27
Friday	32
Saturday	32
TOTAL	199

Patient Age Breakdown for Date Range

Start Date: 09/01/2017 | End Date: 09/30/2017



AGE RANGE	# PATIENTS
0 - 18	14
19 - 30	5
31 - 40	8
41 - 50	12
51 - 60	16
61 - 70	14
71 - 80	23
81 - 90	22
91 - 100	5

HOSPITAL DESTINATION	# TRANSPORTS
Doernbecher Children's Hospital	3
Kaiser Westside Medical Center	8
Landing Zone	1
Legacy Emanuel Hospital	10
Legacy Good Samaritan Hospital	42
Oregon Health and Sciences University Hospital	12
PeaceHealth St. John Medical Center	1
Portland VA Medical Center	2
Providence St. Vincent Medical Center	8
Randall Children's Hospital	4
UNITY CENTER-BEHAVIORAL HEALTH	1



SPECIAL NOTICE

Columbia River Fire & Rescue / Scappoose Fire District



Operation Chief Report September 2017

- Eagle Creek Conflag Response – Columbia County Task Force 9-4-17 through 9-12-17
- CAD Update and meetings – CCOM
- CAD Train the Trainer – Washington County Dispatch Center
- Crew Sense On-Line Interface
- CCOM Meeting – CAD Update and Run card revision
- Fire Academy Training: Weekend Training
- NFIRS Reporting to OSFM
- Operational Committee Meeting
- Conflag Reports – Milli Fire, Eagle Creek, Chetco Bar, and Nena Springs II for OSFM
- Union/Mgmt Meeting
- Community Emergency Response Training – Weekend
- New Hire Paperwork and processing – CRFR
- Personnel Reports and documentation
- ISO Update – Contact with ISO for update on scoring
- Image Trend Online Meeting and discussion for implementation
- SOP/Policy Update – Process of obtaining and scheduling updates
- Civil Service Firefighter/Paramedic and Firefighter/EMT testing updates

There are multiple “irons in the fire” with CAD, High Plains Replacement, hiring, volunteer academy, new hire academy, ambulance only personnel, and reports for OSFM. Busy month and it does not look like it will be slowing down anytime soon.

EMS Office Activity

D/C Coombs

September 2017

Eagle Creek fire 9/4-12

Met with community paramedic developer

Advertised community paramedic position

OHSU Family Clinic staff meeting

Completed Target Solutions training

Met with Philips ECG monitor representative

Chief's meeting

Verified completion/faxing of patient care reports

Developed single role EMS job announcement

Developed new hire presentation

Completed Human Resource training

Instructed at Community Emergency Response Team field day

Riskshare Meeting

Met with Lt. Heuer

Reviewed ambulance specification material for pre-build meeting

ImageTrend Meeting

Reviewed Medical Reserve Corps Handbook

ImageTrend Meeting

Division Chief O'Connor Monthly Report August/September 2017

- **Grants:**

1. AFG and SAFER grants are being awarded. We were officially declined an award for SAFER on September 28, 2017.
2. SDAO Safety & Security Grant and State Farm grants are currently open and accepting applications.

Meetings: Scappoose officers meeting 8/9; Scappoose Safety Meeting 7/12; CRFR Safety meeting cancelled for August due to most of the safety committee being out on conflagrations, committee met on September 28 with a long agenda; CRFR Volunteer firefighters association meeting 8/16 & 9/20; Scappoose/CRF&R Health & Wellness Committee 8/14 and 9/25; Meet w/Chief Griesen to set up Dropbox for board members via Ipads; uniforms meeting w/Lt Wonderly 9/1; Image trend implementation meeting 9/28; Meet w/Phillips rep 9/19 for mobile device compatibility

Facilities: Continued repair on irrigation system at St. Helens station; Fairgrounds dorm wall is installed & finished; Sheetrock was installed at Scappoose boat house on 9/5 & 6 electrical still needs to be completed; Safety inspections completed at Goble Station w/corrections made; Safety inspections completed at Holbrook, Chapman and Boat House; Cut and trimmed grass/brush at Holbrook station; Working on RFP for concrete work at Scappoose station; organizing station maintenance/upgrade projects for 17/18;

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 and for Columbia County firefighters on wildland fires out of district as well as for the continued dense smoke from wildfires.

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;

Safety: Accident report/investigation for engine open door into wall at Rainier Station 9/8/17; Shoulder injury during training 9/23; Exposure report involving 4 firefighters 5/22; Near miss incident, unit returning from a call on 9/15; Continued Coordination of firefighter NFPA physicals for CRF&R and Scappoose FF's that are due, list is getting shorter, moving forward with round 2 for firefighters due this fall/winter; Coordinated return to work physicals for several FF injuries;

Misc: Sent to Nena Springs Fire II at Warm Springs as part of OSFM Red incident management team 8/17 - 8/20; Task Force Leader at Milli Fire for Columbia County Task Force 8/23 - 8/25; Sent to Eagle Creek Fire as part of OSFM Red incident management Team 9/4 - 9/12; Completed driver training on Engine 471Z with 2 volunteer firefighters Keith Matthews and Steven Raichl; working w/Chief Smythe to develop volunteer officer requirements

Volunteer Coordinator Motherway Report August 2017

August:

- September 8th – Academy Orientation
- September 16th – Recruit Academy – 1st Day
- September 18th – Verbal Excellence Class
- September 20th – Volunteer Association Meeting
- September 26th -28th – ICS 300/400 Course – DPSST
- September 29th – Buck for Kids – Dutch Bros/Toy N Joy
- Work with new recruits to ensure they complete their medical/physical, took care of background checks, provided information for onboarding process and more
- Assist with new recruit information/emails/tests/details about academy and ongoing questions and involvement
- Attended Health & Wellness Meeting
- Organized Columbia City Celebration Staff Coverage
- Helping to organize and staff pub ed events (SRFD & CRFR)
- Various recruitment phone calls/emails
- Continued effort to keep multiple calendars up to date and combining them so staff can view from one location and have a more collective review of training, events, etc.
- Attend weekly drill in Scappoose and @ LBTC (9:30am & 7pm)
- Multiple meetings with several volunteers throughout the month re: basic conversation, ideas/etc.
- Weekly Facebook posts
- Scappoose Fire, Tuesday and Wednesday's
- Various reimbursement requests throughout the month, assisted with paperwork and delivery to admin for payment
- Assist at the St. Helens Station with picking up supplies as needed, answering the door to the community when staff is out on calls, work with the community in every capacity to answer questions and help where needed.
- Birthday cards sent for August birthday's in Scappoose
- Website maintenance and updates for Scappoose & CCFireMarshal

Continuous volunteer program 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
- Writing and posting press releases and weekly media reports
- Assist Chief Officers - run errands, send emails on behalf/etc.
- Assist with FF PPE gear collection/turning items in to the uniforms dept.

Scappoose Volunteer Report 9/1/2017

2017 volunteers	# Calls	Training Hrs	Stby/Ride along /other - hrs
Bernier, Kyle	14	2	58
Blank, Christopher	1	5	
Bradley, Jared			
Brooks, Logan			
Brooks, Tanner			
Brown, Tiffany	1	1	
Carlton, Randy	14	1.5	18
Casler, Cristal			
Cates, KC	6	5	18
Conklin, Richard			
Cox, Brian	24	2	33.5
Cox, Christine	4	1.75	
Davis, Jake	10	4.5	
Edwardsen, Robert	1	2.5	
Erhardt, Jesse			
Freimuth, John			
Gift, Mark	5	5	
Greenup, Cade	13	4	72
Harmon-Gross, Lily			
Herbst, Michael			
Hickman, Whitney		19	
Hulsopple, Susan	12		28
Kirk, Thomas	11		35
Klippel, Tim	3	2	
Laney, Marjorie	1	2	
Lawrenson, Ken	2		
Maruska, Ron	18	7	18
Meres, Angie	11	7.25	
Moorman, Molly		19	
Nehl, Steve	5		
Nichols, Levi			
O'Brien, Abigail			
Oberbarnscheidt, Henry	17	4	18.5
Ricker, Nathaniel			

Rohde, Nathaniel			
Sallee, Casey	6	2.75	
Sandoval, Lionel			
Shoun, Michael			
Simmons, Justin			
Stewart, Steven			
Tardiff, Jonathan			
Trump, Daniel	8	0.5	9
Whalan, Sean			

Health and Wellness Committee

9-25-17

Present:

O'Connor, Hennigan, Lee, Maginn, Motherway, Dietz

Absent:

Ahlers, Priest

To order:

0900 hrs

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

Maginn opened the meeting and reviewed the Agenda.

Brief discussion for new members recapping past meetings and current focus.

Old Business;

Joint medical physicals

- Chief O'Connor reported that:
 - Most people from the spring group done.
 - Still waiting for a couple stragglers
 - Starting in mid-October, we will be starting pre-physicals for those members due in the next wave.
 - Flu shots will also be available for anyone who wants one
- Ahlers made a note in his submitted agenda about "Joint Medical Physicals." Members present weren't sure what information he wanted to discuss. Need clarification from Ahlers for next meeting.

Recognition

- Ahlers report:
 - Dry fit shirts (demo shirt is still in the works. Range is approximately \$20-\$30 depending on size of shirt and screen print etc... Idea was to have a large

department Maltese cross logo on the back with a smaller "SRFD" or "CRFR" lettering on the front, in order to not confuse these shirts with cotton firefighting approved shirts).

- Water bottles (still looking into bulk order pricing and the right vendor for this. Hydro-flask brand would be ideal. Agency Maltese cross logo idea on bottle as well unless other suggestions)
- Other incentive ideas.
- Still no set recommended hours for fitness tracking or station weight room use in order to be awarded incentive items discussed. Discussion on set hours. (Example: 25 logged hours for water bottles, 50 logged hours for dry fit shirts)

****Action Items****

- *O'Connor to explore funding for recognition items*

Upcoming baseline physical assessments (PAT)

- 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.
- Hennigan presented several documents from agencies with long-standing Health and Wellness programs
 - There is no need to "re-invent the wheel" and we can borrow many aspects from programs already in place
 - Hennigan will make documents available in a dropbox that all committee members will have access to
- We would like to see a PAT ready to implement by spring (March) 2018
- Discussed the existing PAT created at CRFR
 - Considerable work went into creating a PAT by several CRFR members a few years ago
 - It mirrors the PAT used at Clackamas FD
 - CRFR had the majority of career members perform the PAT to develop an average time to complete
 - We have the props and equipment necessary to continue utilizing the PAT
- Discussed the need for documentation explaining the PAT; acceptable performance, unacceptable performance, rationale for skills tested, explanation of process if members are unsuccessful.
 - Need to have this document in order for all members to prepare for PAT performance.

- During PAT discussion, the topic of preparation and physical training for members took place
 - It is expected that members will need to participate in regular physical training to perform well
 - Career members have exercise equipment available at the stations
 - Volunteer members are welcome to use the equipment at the stations, but many seem reluctant to do so
 - There are several commercial gyms in the area that members can use for training
 - Some offer discount benefits for various groups in the community
 - Motherway will check on a benefit offered by Pacific Athletic Club

****Action Item****

- *Hennigan will create a Dropbox and get access for all committee members*
- Motherway will post pertinent documentation that she has in the Dropbox for members to review
- O'Connor will explore money available for gym membership re-imbursement

Group training programs on weekends

- No work done regarding weekend training programs since last meeting
- Hennigan and Motherway will work together on developing a schedule and encourage participation of our volunteer members
- Hennigan researched the PFT classes offered by ACE (American Council on Exercise) and found the following:
 - To host a course, there are very specific facility requirements
 - Cost to host agency is \$25,000 for up to 25 students
- Chief O'Connor pointed out that if we have interest from other agencies in the area to get PFT certification for their members, it would help off-set cost
- Ahlers:
 - Peer Fitness Training (opportunity may be available soon in Seattle area? Email was forwarded to Chief O'Connor for details. Still discussing with Chief Marks depending on dates and amount and number of members etc)

****Action Items****

- *Hennigan and Motherway will develop a schedule for weekend training and explore an implementation date*
- *Ahlers and Hennigan continue to look into peer fitness training opportunities*

Equipment needs

- Chief O'Connor hasn't found what SRFD needs are.
- Chief O'Connor has funds available from CRFR for equipment.
- Had discussion about what fitness equipment agencies currently have and what equipment would complement current inventory.
- Chief O'Connor asked for a needs assessment for fitness equipment from both departments.
- Once complete and submitted to him, Chief O'Connor will bring the list forward to administration representing the fitness committee

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

- *Hennigan and O'Connor will work on a needs assessment for CRFR*
- *Maginn will work on a needs assessment and list of needed fitness equipment for SRFD*
- *O'Connor to continue exploring funding for equipment*

Communication

- FB page is done and just needs to be launched
 - It is linked to the CRFR volunteer page
 - Anyone wanting to view or contribute to the page must request membership and be added

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

- *Chief O'Connor will launch the Health and Wellness Face Book Page.*

Mental Health

- Hennigan spoke to Chandler. He is interested in sharing information he has, but couldn't attend this meeting.

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

- Ahlers to talk with Chief Marks about putting Mental Health topic on training calendar
- Hennigan to talk with Chandler about attending next meeting

SMART objectives/goals

- Mission Statement was selected:

“It is the mission of the Health & Wellness Committee to promote the health and wellness of all members through education and initiatives that:

- Encourage habits of wellness
- Increase awareness of factors and resources contributing to well-being
- Inspire and empower individuals to take responsibility for their own health
- Support a sense of community”

CRFR Volunteer Rep for committee

- Welcome to:
Priest McLane, CRFR Volunteer Representative
Erik Dietz, SRFD Volunteer Representative

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

- Discussed the need to be responsive to each other with email and other communication. As a committee, we expect that we will be working with deadlines and sometimes trying to get things done quickly. We need to be sure to respond to each other's emails.

Meeting dates and times

- Next Meeting
 - Wednesday, October 25, 0900 hrs @ Scappoose

Adjourn:

1010 hrs

Scappoose Station Exterior Lighting Upgrade and Miscilanious Building Electrical Work

Estimated Cost of an Electrical Permit

\$250.00

We will need to furnish an electrical permit for the ultimate scope of work.

Parking Lot Illumination. (2) Exterior Man Doors. and (2) Man Doors Inside House Tower

Labor \$4,935.00

Materials \$4,745.00

Replace existing pole fixtures with new fixtures supplied by CED per the schedule from Ed Lane

Remove and Replace (4) man door lights, upgrade to LED

Reconnect power to one pole light on the east side (disconnected for safety)

Provide aerial equipment needed to perform this work

FireBay East Man Door Motion Activated Light

\$780.00

Furnish and install one new LED fixture over the east door

Furnish and install one new combination occupancy sensor/inhibit photocell for control of the above fixture

Connect the above equipment to a nearby existing circuit

Installations of 2 Duplex Outlet in Downstairs Office

\$784.00

This will add a single nee duplex outlet in both the Ambulance Billing and Fire Marshalls Offices

Intercept existing power from receptacle on opposite side of wall

Install one new duplex outlet

Shift Office Switches

\$233.00

Convert two existing switches to one double-pole occupancy sensor

Replace plate as needed to accommodate new sensor

Shift Office Data Wiring

Furnish and install three new Cat6 data cables from the west wall of the Shift Office into the first floor IT closet

\$1,335.00

Weight Room

\$419.00

Convert two three-way switches to occupancy sensors (both ends)

Initial Total \$13,481.00

Rebate \$2,080.00

Rebate from CRPUD to be awarded after project completion

Project Total \$11,401.00

FB43 Impressed Current Cathodic Protection System Update

Date: October 10, 2017

Purpose of Document:

The Board of Directors previously authorized work to be performed on FB43. We are ready to move forward with this project within the previously authorized amount. Since six months have passed this document is being provided as an update and/or reference should the Board determine a need to ratify the previous decision.

Background:

At the April 13th meeting the Board authorized up to \$6,500.00 for the installation of an impressed current cathodic protection system. When following up with the marina it became apparent they may have underestimated the scope of work required for the installation as provide in the “soft estimate”. Another concern was the marinas availability. They did not want to perform the installation until after the winterization season.

Kevin Ritz was contacted and asked if he would consult with the marina to ensure they understood the scope of the work to be completed. He was/is more than happy to volunteer and assist with this project, including overseeing the installation process. After additional conversations Kevin agreed to obtain individual quotes for the installation and the estimate time they could begin work.

At this time we have two estimates, one from The Boatyard at Rocky Pointe Marina for \$5,844.09 and from Shooner Creek Boat Works for \$6,735. Kevin is familiar both outfits stating they have previously installed the same system in other boats. As the boat is currently in need of both annual service and inspection it is most convenient to have the installation performed locally. At this time would like to have Rocky Pointe Marina perform the services based upon:

- Located within our district.
- Lowest cost of both estimates received
- Have previously performed work on our vessel
- We would be able to quickly and easily go to the marina should any concerns be identified during the installation/service.
- As of last week would be able to start this month

The annual services, replacement of any worn out anodes, and the installation of a previously purchase Equipment Leakage Circuit Interrupter (ELCI) would also be performed while the vessel is out of the water. Those expenses are not included nor are part of the quotes.

Robert Anderson
Lieutenant / Paramedic
Maintenance Officer

The Boatyard at Rocky Pointe Marina

Estimate

Date	Estimate #
9/27/2017	5849

Name / Address
SCAPPOOSE RURAL FIRE DISTRICT P.O. BOX 625 SCAPPOOSE, OR 97056 ATTN: ROBERT ANDERSON

Boat Description	Terms
32 FIREBOAT	50% Down Payment

Qty	Item	Description	Rate	Total
32	Haul-out	Haul-out, per ft.	11.50	368.00
	Block 1	Block boat in yard, under 40'	75.00	75.00
19	Labor-Elec	IMPRESSED CURRENT SYSTEM INSTALLATION - Determine best location for system. Prep hull bottom for epoxy mastic at anode locations, sand away bottom paint to existing epoxy barrier coat, apply epoxy mastic coating. Drill, mount and wire system.	105.00	1,995.00
2	BY Parts	ELECTRO GUARD 620A KIT	1,120.77	2,241.54
2	BY Parts	ANODES	500.85	1,001.70
	BY Parts	Wire, inline fuse holders and fuses, terminal covers, terminals, split loom, zip ties, misc. fasteners, sealant	67.85	67.85
	BY Parts	Epoxy barrier coating, epoxy mastic, brushes, solvent	95.00	95.00
I understand that this Vessel Repair Estimate is subject to the Terms and Conditions of RPM.			Total	\$5,844.09

Signature _____

Date _____

Phone #	Fax #	E-mail	Web Site
503-543-2785	503-543-5170	dave@rpmarina.com	www.rpmarina.com



Customer: Scappoose Fire Department

Vessel: FB 43

Hull # --

Roundtrip lift (\$12.5/ft x 30 ft)	\$375
Cradle fee	\$100
Pressure wash (\$3/ft x 30ft)	\$90
Environmental fee (\$1/ft x 30 ft)	\$30

Install Anodes:

Install (mound and bed) two Electro-Guard 620A anodes (isolated from the hull) in locations selected by Electro-Guard.

Labor 8 hours @ \$110.00/Hr.	\$880
Materials	\$30

Dielectric shields:

Remove bottom paint to barrier coat and apply dielectric shields around Electro-Guard anodes as directed by Electro-Guard.

Labor 25 hours @ \$100.00/Hr.	\$2,500
Materials	\$200

Install reference cells:

Install (mound and bed) two Electro-Guard 620A reference cells (isolated from the hull) in locations selected by Electro-Guard.

Labor 8 hours @ \$110.00/Hr.	\$880
Materials	\$30

Install Electro-Guard 620A controllers:

Mount two 620A controllers and connect 24/7 power. Mount, connect, and label monitors in a visible location. Route wires and connect anodes and reference cells.

Labor 12 hours @ \$110.00/Hr.	\$1,320
Materials	\$300

Note: Materials pricing is predicated on current inventory costs and quotes provided by material suppliers and are subject to change. Estimate does not include the material cost of Electro-Guard 620A controllers, reference cells, monitors, and anodes.

I agree to pay the charges for work estimated as per the above policy.

Estimate Total	\$6,735
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I agree to the work as estimated above:

X _____

NOTICE: Any estimate from Schooner Creek Boat Works is made in "good faith" and subject to change without notice. The acceptance of an estimate or work order is an unconditional acceptance of Schooner Creek Boat Work's right and intent to lien the vessel or property for which there is an outstanding balance owed for over 90 days. Schooner Creek Boat Works reserves the right to impound and seize any vessel for which there is an outstanding balance over 120 days. All labor performed by Schooner Creek Boat Works is warrantied for a period of 12 months from the time the work was performed against defective workmanship only. Normal wear and tear is not subject to warranty and the determination of that is at the sole discretion of Schooner Creek Boat Works. Any claim against workmanship must be made within 30 days of when the defect was observed. Any work to address warranty claims must be performed exclusively by Schooner Creek Boat Works in Schooner Creek Boat Work's facilities.

Schooner Creek Boat Works is strictly a vendor and not a manufacturer. All goods are sold by Schooner Creek Boat Works as is, without any warranties, express or implied, including the implied warranty of merchantability except as stated herein. The only warranty of the goods are those, if any, which are expressly made by the manufacturer. The sole and exclusive remedies in the event of any breach of warranty are (1) a claim for return of the goods and refund of the purchase price; or (2) replacement of the defective product. In no event shall Schooner Creek Boat Works be liable for incidental or consequential damages.

WHAT IS WORKING & GOALS WE HAVE MET

- ISO EVALUATION COMPLETED
- SHARED DUTY OFFICERS MULTIPLE CHIEFS RESPONDING TO EMERGENCIES
- EMS-COMMUNITY PARAMEDIC APPLICATIONS OUT
- BOTH DISTRICTS COMBINING TRAINING FOR VOLUNTEERS
- BOTH DISTRICTS COMBINING RESPONSE
- COMMITTEE MEETINGS COMBINED BETWEEN AGENCIES
EMS, Wellness and Operations
- JOINT HIRING PROCESS AND JOINT VOLUNTEER ACADEMY
- INCREASED PUBLIC PERCEPTION/SOCIAL MEDIA/PRESS RELEASES
- FIRE MARSHAL CODES/WEBSITE COMPLETED/CONSISTENCY & STANDARDIZATION ACROSS THE 2 DISTRICTS
- EMS HAS MORE PHYSICIAN INVOLVEMENT-CASE REVIEWS, BUYING LIKE-TYPE EQUIPMENT
- SAFETY- PROCEDURES & POLICIES
- SHIFT GO-TO MEETING WITH DUTY OFFICERS
- AMBULANCES BUILT THE SAME FOR EACH AGENCY

WHAT IS NOT WORKING OR NEEDS SOME HELP

- COMMUNICATIONS-CONSISTENCY, FLOW, INCOMPATIBLE PROGRAMS (GOOGLE & OUTLOOK) NO SHARED CALENDARS, NEVER KNOW WHERE THE CHIEFS ARE
- OVERSIGHT COMMITTEE DID NOT MEET MUCH, NEED TO MEET MORE & COMMUNICATE BACK TO STAFF
- FIRE MARSHAL NEEDS MORE HELP
- MORE STAFF MEETINGS REQUESTED TO FOSTER COMMUNICATION
- TECHNOLOGY-ALL DIFFERENT TYPES SOFTWARE AND SYSTEMS IN BOTH AGENCIES
- STAFF ISN'T SEEING OUR "WINS" AND THE GOALS WE HAVE MET OR THAT WE ARE WORKING TOWARDS. WE DIDN'T SHARE THAT.
- WE ARE TOO SLOW AT OUR OWN DECISION MAKING
- UNIFICATION-EMAILS, UNIFORMS, PATCHES, NAME?? CONFUSION IN HOUSE AND OUT OF DISTRICT

- ROLES, EXPECTATIONS, JOB DESCRIPTIONS AND STANDARD OPERATIONAL GUIDELINES NOT DEFINED, OR DO NOT EXIST.
- EMS NEEDS MORE HELP-REVIEWING CALLS ETC FOR 2 AGENCIES
- DIFFERENT PROBATIONARY PROCESSES, TESTS ETC.
- LOOK AT DUTY OFFICER SCHEDULE/HOURS/COVERAGE

TO DO/IDEAS GOING FORWARD

- OUTSIDE AGENCY TO EVALUATE THE TWO DISTRICTS.
- HIRE CONSULTANT TO HELP WITH POLICIES, JOB DESCRIPTIONS, ROLES, ADMIN ETC
- CERTIFIED COMPLIANCE OFFICER SOON NEEDED PER MEDICARE
- IDEAS FOR STAFF, MORE HELP NEEDED, ASSISTANT NEED FOR BUILDING INSPECTIONS, EMS AND TRAINING
- CAN AREAS BE CONSOLIDATED BETWEEN DISTRICT
- CAPITAL REPLACEMENT PLAN FOR BOTH DISTRICTS
- HUMAN RESOURCE FOR BOTH DISTRICTS
- INFORMATION TECHNOLOGY FOR BOTH DISTRICTS

Section 4.13 Sexual and Racial Harassment

- A. The Board is committed to maintaining a working environment for its employees which is free from any form of sexual, racial and any other illegal harassment in violation of state and federal employment discrimination laws.
- B. The Fire Chief shall develop standardized written policy which shall serve as a guideline for the administration of maintaining a work environment that is free of unlawful discrimination and harassment.
- C. The Fire Chief or his designee shall conduct annual training for all personnel.

Approved: President, Sandy Newman SN
Secretary, David Sorenson DS
Date: June 11, 2015

Revised: 6/11/15
Reviewed: 4/12/01, 9/9/04, 10/12/06, 10/2008

Section 4.13 Workplace Harassment Policy & Complaint Process

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.

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.

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.

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.

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.

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.

CONFIDENTIALITY

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

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.

TRAINING

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

2017 Best Practices
as of 10/12/2017

		<u>Status</u>	
1	Affiliate Organization Membership	Done	2%
	Oregon Fire District Directors Assoc		
	Oregon Fire Chiefs Association		
2	Discriminatory Workplace Harassment Policy	drafted	
3	Employment Practices Checklist	<u>Answer</u>	
	Written hiring process?	yes	
	Background check/drug test policy & practices?	yes	
	Reviewed job application forms & process?	yes	
	Semi-annual review of Personnel Policy?	no	
	Updated job descriptions this year?	no	
	Annual performance eval of all employees?	no	
	Evaluate positions for Wage & Hour compliance?	yes	
	Reviewed discipline/discharge policy?	yes	
	Managers trained on discipline steps?	yes	
	Compliance with OFLA/FMLA?	yes	
	Plan for staff trainings/education?	yes	
	Policy for job injury & claims handling?	yes	
	Considered light duty work policy?	yes	
	Call Pre-Loss before any adverse employee action?	yes	
4	Online Training with SafePersonnel	Done	2%
	Discrimination: Avoiding Discriminatory Practices	yes	
	Sexual Harassment: Policy & Procedure	yes	
5	SDAO - SDIS Training	Done	2%
	Sorenson & Greisen to SDAO conf 2/9 - 2/12/17		
		Total to Date:	6%



Thank you

Dear Scappoose Fire
SVFA

Your kindness means so much.

I'm honored to have received the
Martin J Renwick Memorial Scholarship.
By getting this Scholarship, it has helped
me start my career in cosmetology at
AVEDA Institute. Thank you for all you
do in our Community!

Thank you! *Angie MacLachlan*

NICOLE ANNA LUKINBEAL

Dear Scappoose Volunteer Firefighters
Association,

Thank you for your generous \$1,000.00
scholarship. It will be very helpful
as I pursue my Pre-Physical
therapy degree at Concordia
University Irvine. I really
appreciate your support.

Thanks again,

Nicole Lukinbeal