



## SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

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### REGULAR MEETING OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, THURSDAY, FEBRUARY 9, 2017, SCAPPOOSE FIRE STATION, SCAPPOOSE, OREGON.

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

**ALSO PRESENT:** Fire Chief M. Greisen and J. Salisbury

**AUDIENCE:** Steve Watson, Director, 911; FF Kriek, FF DuBois, FF Liebig, Lt Anderson, and Lt. Heuer.

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

**AUDIENCE PARTICIPATION:** Steve Watson, Executive Director of 911, gave a report of his agency's activities over the last year. 911 now has 12 dispatchers on staff, with at least 2 people on duty 24/7. Additional hiring is planned to meet the budgeted goal of having 3 people on duty 8 am to midnight to meet increased demand. Busiest hours are midday.

911 is revamping the radio system project and bringing in outside consultants. The Pisgah home site and equipment from Day Wireless were purchased at a reasonable price and there is a lease with Weyerhaeuser. 911 will be developing that site and has also negotiated an agreement with the FAA to relocate the Scappoose Police Station equipment to Dixie Mountain which will help with reception. The goal is to make sure the field user out of their apparatus has solid communication with dispatch on portable radios county-wide.

911 has signed on with a regional CAD system and will share with Washington County, City of Lake Oswego, and Clackamas County 911 centers. All will use the same product. 911 will connect via fiber to Washington County. 911 is pleased with the stability and focus of the new company. This will be implemented in late 2017, early 2018.

Mr. Sorenson asked about texting to 911. Mr. Watson said it is fully implemented in 5 counties but with low impact so far of text to 911. 73% of 911 calls now come in on cell phones, with land lines at about 20%. Previously those ratios were reversed, and a similar change is expected with text. The Legislature rewrote the \$.75 phone tax so that it applies to each device capable of calling 911. In addition, all new phones are now required to be more identifiable so that emergency response can tell where the call comes from within large buildings like Fred Meyer with multiple phone extensions.

Another important improvement is the work Chief Pricher has done with BiMart in

particular to assure full radio use inside buildings. This requirement has been part of the building code but has fallen through the cracks in the past. There was even discussion about dropping the requirement. Thanks to Chief Pricher's work, Mr. Watson thinks this will expand and become a county and/or city ordinance so that all new construction must comply. WalMart is planning a major renovation and Mr. Watson believes that this means they will now have to meet the same requirement for in-building radio coverage.

Mr. Sorenson asked whether there are upgrades that the District must complete as a result of the upgrades being made by 911. Mr. Watson said that the upgrades were a cooperative effort with mutual agreement, not a mandated requirement. Districts will no longer have to pay an annual CAD fee per computer of about \$100, which will save money. Chief Greisen said we will no longer have to purchase \$8,000 MDTs. Instead we will purchase computers and iPads, which are much cheaper.

**CONSENT:**

President Grant opened discussion on the consent agenda items. Motion made by Mr. Graham to approve the consent agenda as presented. Second by Mr. Cairns. Mr. Sorenson said that January minutes should state that Mr. Cairns was excused. Mr. Cairns asked about the high cost of wiper blades. Lt Anderson explained that the apparatus defrost systems will melt cheap wiper blades.

Motion to approve the consent agenda with the amended minutes carried unanimously.

**CHIEF'S REPORT:** Alarm Report - January 2016 had 144 calls, and January 2017 had 225. There were 9 days with 10 or more calls.

February Safety Meeting – The board discussed the ambulance with damaged OnSpot chains, nicked gutter, and the downed power line and reviewed the related safety recommendations. Mr. Sorenson asked about the near miss slip at the boathouse and whether solutions such as mats or textured paint would work. Mr. Grant said the best way to assure safety on docks is to hesitate and be aware of where and how you are stepping on docks.

Fire Chief's Report – The District did not have too much damage to equipment in the bad weather. The fatality in Rainier was due to having combustibles too close to a portable heater in an RV. The arsons were committed by a homeless man just released from jail. The arsons made it possible for him to return to jail where he was comfortable.

Chief Greisen reviewed the Fire Marshal's report and said that Chief Marks was at the National Fire Academy on the east coast and so had no report. Training activities were reviewed.

EMS Chief – CRF&R increased their ambulance billing rates to the same levels that we did. Chief Coombs continues to design the community paramedic program that was requested by CareOregon with additional interest from Legacy. The difficulty is finding adequate funding to support the service.

Safety Resource Mgmt Chief – Chief O'Connor is attending meetings, writing grants, and coordinating IT management to accommodate upcoming changes and

new programs. He also attached the volunteer coordinator's report. The joint meeting with CRFR and Scappoose volunteers was well-attended and went very well.

Miscellaneous – Budget discussion. With the new 5 year levy, the general fund will begin paying for the SAFER grant employees in late 2017. We will purchase the new ambulance this year and pay for it next year. We will also purchase a new power stretcher, a CPR compressor, and maybe a new monitor so that all the ambulances have the same equipment.

#### **OLD BUSINESS:**

Committee Reports & Other Items.

- A. Awards & Incentives Committee – No meeting.
- B. Management Team Committee – Met before the meeting and discussed Chief Greisen's goals for the past year. The goal of improving relations with CRFR through the IGA is taking up most of his time. There has not been an IGA oversight meeting since the last board meeting, so Chief Greisen will set one up. The new District Master Plan may not be completed this year, and the same is true of the City of Scappoose's Emergency Operations plan as it affects the District. The goals having to do with floating structure codes, fire codes, and specialty codes have been the subject of several meetings and the County, City and Fire District hope to complete them sometime in June or soon thereafter.
- C. Planning Committee – no meeting.

#### **NEW BUSINESS**

- A. 2015-16 District Audit – Mr. Sorenson moved and Mr. Kriek seconded approval of the audit. The motion carried unanimously.
- B. Whistleblower Policy 4.22 – Mr. Sorenson again emphasized that this must be emailed to all staff after approval. Mr. Kriek moved and Mr. Graham seconded approval of this policy which contains the language specified by Special Districts Association of Oregon in order to comply with House Bill 4067. The motion carried unanimously.
- C. Review board policies – Mr. Sorenson noted that Policy 12 does not contain a 12.1 section. Mr. Sorenson moved and Mr. Kriek seconded approval to enter an intentionally blank page for section 12.1.  
Motion carried unanimously.

The funeral leave described in Section 12.2 was discussed. No changes were proposed.

Policy 13 – Reviewed with no changes proposed.

Policy 14 – Reviewed with no changes proposed.

- D. Surplus fire truck – 1982 Thiebault. CRFR decided they cannot use it. Chief Pricher had an agency interested in it at one time. We received it for free, but have put substantial funds into maintaining it. Chief Pricher will check to see if that agency is still interested. If not, Chief recommended putting the truck up for auction to get whatever we can for it. Mr. Sorenson moved to declare the 1982 Thiebault ladder truck surplus equipment. Mr. Kriek seconded the motion.

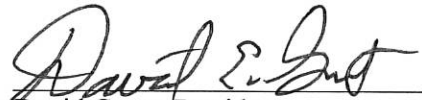
The motion carried unanimously.


**AUDIENCE:** No comments from the audience.

**GOOD OF THE ORDER:** No comments were made under Good of the Order.

**ADJOURNMENT:** Mr. Sorenson moved to close the meeting, Mr. Cairns seconded, and the motion carried unanimously. President Grant adjourned the meeting at 8:27 p.m.

Signed this 9<sup>th</sup> day of March, 2017.

  
David Grant, President

  
David Graham, Secretary/Treasurer

# **AGENDA**

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

- I. CALL TO ORDER
- II. AUDIENCE PARTICIPATION – 911 Annual Report by Steve Watson
- III. CONSENT AGENDA
  - A. Minutes from January 19, 2017
  - B. Bills to be approved for February 9, 2017 meeting
  - C. Budget vs. Actual a/o January 31, 2017
- IV. CHIEF'S REPORT
  - A. Alarm Report
  - B. Safety Meeting Minutes
  - C. Fire Prevention/Inspection Report
  - D. Fire Chief Report
  - E. Fire Marshal Report
  - F. Training Chief Report
  - G. EMS Chief Report
  - H. Operations Chief Report
  - I. Safety/Resource Mgmt Chief Report
  - J. Miscellaneous
- V. OLD BUSINESS
  - A. Awards & Incentives Committee
  - B. Management Team Committee
  - C. Planning Committee
- VI. NEW BUSINESS
  - A. 2015-16 District Audit
  - B. Board Policy Section 4.22 – Whistleblower Protections
  - C. Review board policies
  - D. Surplus fire truck
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

# **Chief Greisen's Agenda Review**

## **2/09/2017**

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

### **CHIEF’S REPORT**

**Alarm Report –**

**Safety Meeting –**

**Fire Prevention/Inspection Report –** In Dropbox

**Fire Chief Report –** In Dropbox

**Fire Marshal Report –** In Dropbox

**Training Chief Report –** In Dropbox

**EMS Chief Report –** In Dropbox

**Operations Chief Report –** In Dropbox

**Safety/Resource Mgmt. Chief Report –** In Dropbox

**Miscellaneous -**

### **OLD BUSINESS**

**Awards & Incentives Committee**

**Management Team Committee –**

**Planning Committee –**

### **NEW BUSINESS –**

**2015-16 District Audit –** in Dropbox. Needs motion to approve.

**Board Policy Section 4.22 – Whistleblower Protections -** in Dropbox. Second reading. Needs motion to approve.

**Board Policy Review –** Policies 12, 13 and 14. In Dropbox.

**Surplus Fire Truck –** need motion to approve the surplus of the 1982 Thibault Fire Truck.

**Good of the Order –**



02/09/17

Accrual Basis

## Scappoose Rural Fire District

## Check Register

As of February 9, 2017

Date	Num	Source Name	Memo	Amount
<b>Checking U.S. Bank</b>				
1/20/2017			EMS Deposit	1,337.11
1/23/2017			EMS & Misc Deposit	10,456.41
1/23/2017			EMS Deposit	2,276.19
1/23/2017			EMS Deposit	1,423.58
1/24/2017			EMS Deposit	110.28
1/24/2017			EMS Deposit	1,999.04
1/25/2017			FireMed Deposit	260.00
1/25/2017			EMS Deposit	1,147.40
1/27/2017			EMS Deposit	196.74
1/27/2017			Funds Transfer	200,000.00
1/27/2017			EMS Deposit	322.94
1/30/2017			EMS Deposit	744.64
1/30/2017	30690	Ace Hardware	sandpaper, paraseal & duct tape	-25.36
1/30/2017	30691	Airgas - USA, LLC	medical oxygen	-281.49
1/30/2017	30692	Booth, Shelly	reimb uninsured medical	-208.33
1/30/2017	30693	CenturyLink	Scappoose Station landlines	-413.87
1/30/2017	30694	CES - OR	Paramedic tuition: Zimbrick, Austin	-790.00
1/30/2017	30695	City of Portland	AR-9055 800 MHz access	-108.03
1/30/2017	30696	Columbia River Fire & ...	fuel charges - 2nd half 2016	-78.94
1/30/2017	30697	Comcast	cable for Scappoose	-61.68
1/30/2017	30698	CRPUD	Boathouse(\$66.31) & main station(\$1,...	-1,276.32
1/30/2017	30699	Emmert Chevrolet, Inc.	VOID: replaced glow plug on 2015 GM...	0.00
1/30/2017	30700	HRA VEBA Trust	Emplyr ID YA417.001 - Contrib Rept ...	-2,000.00
1/30/2017	30701	Johnson, Joy	refund EMS overpayment	-300.00
1/30/2017	30702	Liebig, Paul	reimb uninsured medical	-208.33
1/30/2017	30703	Nationwide Retirement ...	Emplyr & Employee contributions	-2,077.00
1/30/2017	30704	Northwest Apparel	3 names	-6.00
1/30/2017	30705	Pacific Office Automati...	monthly charge	-36.00
1/30/2017	30706	Principal Financial Group	Life Ins policy 4807350 Heuer, Brian	-109.99
1/30/2017	30707	Salisbury, Janine	reimb uninsured medical exp	-208.33
1/30/2017	30708	SBG-VAA	PR deduct SBG Plan 612041 - C Eng...	-60.00
1/30/2017	30709	Scappoose Outfitters	raincoat nametag - Kriek	-5.00
1/30/2017	30710	Scappoose Storage	Feb storage unit rent	-97.00
1/30/2017	30711	Sea Western Fire Appa...	7 sets turnouts & pkg large wipes	-14,977.48
1/30/2017	30712	SHCFU VISA ACCT#...	pay Jan 2017 VISA bills	-6,826.55
1/30/2017	30713	Sunset Auto Parts	vehicle supplies	-97.69
1/30/2017	30714	Superior Tire Service	Front tires for Tower 431	-1,652.50
1/30/2017	30715	TLC Towing	Lift 2008 ambulance	-250.00
1/30/2017	30716	Voya-State of Oregon ...	457 plan - Oregon Savings Growth Plan	-10,906.48
1/30/2017	30717	Wilcox & Flegel	biodiesel & unleaded fuel	-1,468.43
1/30/2017			EMS Deposit	117.26
1/30/2017			EMS Deposit	9.96
1/30/2017			EMS Deposit	884.60
1/31/2017		Paychex - tax	Employee & Emplyr payroll taxes	-49,926.09
1/31/2017		Paychex Payroll	Jan net pay	-82,635.33
1/31/2017		Paychex Invoice	Jan reg PR svcs + year-end	-407.60
1/31/2017			EMS Deposit	114.03

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02/09/17

Accrual Basis

# Scappoose Rural Fire District

## Check Register

As of February 9, 2017

Date	Num	Source Name	Memo	Amount
1/31/2017			EMS Deposit	102.52
1/31/2017		Oregon Dept. of Justice	PR deduction	-712.00
1/31/2017		US Bank	Service Charge	-14.95
1/31/2017			Interest	1.93
2/1/2017			Address Sign Deposit	18.17
2/1/2017			Fire Contract Pmts Deposit	1,139.61
2/1/2017			EMS & misc deposit	7,060.04
2/3/2017			EMS Deposit	172.15
2/7/2017			Deposit	4,768.37
2/9/2017		P.E.R.S.	PERS on Jan payroll	-33,718.89
2/9/2017	30719	Ace Hardware	fasteners less rebate	-8.20
2/9/2017	30720	Airgas - USA, LLC	medical oxygen	-281.51
2/9/2017	30721	Airwave, LLC	17 key fobs for Scappoose Fire	-140.00
2/9/2017	30722	Bound Tree Corp.	medical supplies	-1,466.26
2/9/2017	30723	City of Scappoose	water/sewer	-277.02
2/9/2017	30724	Columbia County	EMC Acct#100-44-01-3265	-7,919.44
2/9/2017	30725	Columbia River Auto Gl...	chip repair & windshield replacemt	-300.00
2/9/2017	30726	Columbia River Fire & ...	generator & onspot chain repairs	-227.46
2/9/2017	30727	Comcast	internet for Scappoose	-127.85
2/9/2017	30728	Country Media Inc.	1/19 regular mtg notice	-63.00
2/9/2017	30729	Curtis	PO 5899- FF shirt	-85.25
2/9/2017	30730	EMS Technology Soluti...	Operative IQ, Asset & Fleet Mgmt lice...	-270.00
2/9/2017	30731	Environmental Complia...	Medical Waste	-100.00
2/9/2017	30732	Hitech Systems, Inc.	2017 SafetyNet Mobile Client licenses	-2,904.21
2/9/2017	30733	Life Flight Memberships	6 Life Flight memberships	-360.00
2/9/2017	30734	Maller, Dave	contract IT work	-675.00
2/9/2017	30735	Meres, Angie	Reimb small table for logistics	-14.99
2/9/2017	30736	Moda Health	Mar health insurance prem	-15,880.47
2/9/2017	30737	O.F.D.D.A.	2017 annual dues	-1,500.00
2/9/2017	30738	O.V.F.A.	2017 annual dues	-350.00
2/9/2017	30739	P.G.E.	Utilities for Holbrook Station	-175.63
2/9/2017	30740	Pacific Athletic Club	2 fitness dues Mar 2017	-80.00
2/9/2017	30741	Paramount Pest Contro...	pest extermination @ Chapman station	-65.00
2/9/2017	30742	PEAK Internet	Chapman&Scappoose internet	-76.88
2/9/2017	30743	Principal Financial Group	Life Ins policy 4807353 Nielson, Scott	-205.21
2/9/2017	30744	Ritchie, Christopher	physician adviser	-691.67
2/9/2017	30745	S.H.C.F.C.U.	Career staff food fund	-545.00
2/9/2017	30746	Sea Western Fire Appa...	MSA repair of 2 TIC Chargers	-724.35
2/9/2017	30747	Special Districts Assoc. ...	2017 conf-Greisen & Sorenson	-460.00
2/9/2017	30748	Standard Insurance	Feb/Mar Life & Disability Insurance	-1,564.70
2/9/2017	30749	TriZetto Provider Soluti...	Fees for EMS billing software	-99.25
2/9/2017	30750	Tualatin Valley Fire Fig...	February 2017 Union Dues	-1,234.07
2/9/2017	30751	W.O.E.C.	Acct 13045001 Chapman avg electric	-432.00
2/9/2017	30752	Waste Management of ...	Garbage/Recycling	-123.73
2/9/2017	30753	Waterfront Organizatio...	Membership dues 2017	-75.00
2/9/2017	30754	WaterShed LLC	StormForce jacket	-551.34
2/9/2017	30755	Wilson, Anthony	PCC scholarship	-1,350.00
2/9/2017	30756	Adventist Health/Occup...	2 recruit physicals	-739.50



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02/09/17

Accrual Basis

## Scappoose Rural Fire District

## Check Register

As of February 9, 2017

Date	Num	Source Name	Memo	Amount
2/9/2017	30757	Airgas - USA, LLC	oxygen cylinder rental	-148.51
2/9/2017	30758	American Heritage Life ...	Feb staff life insurance-Case #84457	-217.44
2/9/2017	30759	DocuMart Printing & Co...	80 protocol books & business cards	-1,359.68
2/9/2017	30760	Verizon Wireless	wireless phones	-410.12
Total Checking U.S. Bank				-21,562.43
<b>TOTAL</b>				<b>-21,562.43</b>

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
January 20 through February 9, 2017

Date	Source Name	Memo	Paid Amount
<b>1..GENERAL FUND EXPENDITURES</b>			
1...			
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>			
<b>550 Insurance</b>			
1/30/2017	HRA VEBA Trust	HRA VEBA Trust for health ...	1,800.00
1/30/2017	Booth, Shelly	reimb uninsured medical	208.33
1/30/2017	Liebig, Paul	reimb uninsured medical	208.33
1/30/2017	Salisbury, Janine	reimb uninsured medical exp	208.33
1/30/2017	Nationwide Retirement So...	District share of payment	375.00
1/31/2017	Paychex - tax	ER Work Benefit	50.11
1/31/2017	Paychex Payroll	flex spend health ins	10,706.25
2/9/2017	Standard Insurance	Feb/Mar life & LTD disabilit...	1,048.63
2/9/2017	Moda Health	General Fund health ins prem	14,651.00
Total 550 Insurance			29,255.98
<b>560 Personnel Salaries</b>			
1/30/2017	Principal Financial Group	Life Ins policy 4807350	109.99
1/30/2017	SBG-VAA	Security Benefit plan 61204...	60.00
1/30/2017	Voya-State of Oregon Plan	Oregon Savings and Growth...	10,531.48
1/30/2017	Nationwide Retirement So...	Employee PR deductions	1,520.00
1/31/2017	Paychex - tax	Empleyee Taxes Withheld	34,654.84
1/31/2017	Paychex Payroll	FLSA	1,501.24
1/31/2017	Paychex Payroll	telephone	300.00
1/31/2017	Paychex Payroll	longevity	509.00
1/31/2017	Paychex Payroll	FF incentives	1,190.00
1/31/2017	Paychex Payroll	Deferred comp	2,103.00
1/31/2017	Paychex Payroll	all staff OT	12,556.86
1/31/2017	Paychex Payroll	Balance GF net pay	45,618.04
1/31/2017	Paychex Payroll	Shiftdf	0.00
1/31/2017	Oregon Dept. of Justice	PR deduction	712.00
2/9/2017	P.E.R.S.	Employee 6% IAP plus unit ...	7,977.87
2/9/2017	Standard Insurance	Feb STD PR deductions	368.16
2/9/2017	S.H.C.F.C.U.	9 shift PR deductions	315.00
2/9/2017	S.H.C.F.C.U.	Marks & Pricher \$30 PR ded...	60.00
2/9/2017	Tualatin Valley Fire Fight...	2017 union dues from PR de...	1,015.10
2/9/2017	Principal Financial Group	Life Ins policy 4807353	205.21
2/9/2017	American Heritage Life In...	Case # 84457 R Anderson 9...	217.44
Total 560 Personnel Salaries			121,525.23
<b>570 SocSec/Medicare(FICA)</b>			
1/31/2017	Paychex - tax	Emplyr FICA (incl grant staf...	10,000.38
Total 570 SocSec/Medicare(FICA)			10,000.38

02/09/17

Cash Basis

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
 January 20 through February 9, 2017

Date	Source Name	Memo	Paid Amount
<b>590 Personnel Benefits</b>			
2/9/2017	P.E.R.S.	Employer PERS	23,070.90
2/9/2017	Pacific Athletic Club	Mar 2017 dues; Marks & Sal...	80.00
2/9/2017	Adventist Health/Occupati...	2 recruit physicals	739.50
Total 590 Personnel Benefits			23,890.40
Total 1.1 GENERAL FUND PERSONNEL SVCS			184,671.99
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>			
<b>670 Contract Services</b>			
1/30/2017	Scappoose Storage	Feb storage unit rent	97.00
2/9/2017	Columbia County	EMC Acct#100-44-01-3265	7,919.44
2/9/2017	Ritchie, Christopher	physician adviser	691.67
Total 670 Contract Services			8,708.11
<b>740 Uniforms</b>			
1/30/2017	Scappoose Outfitters	raincoat nametag-Kriek	5.00
1/30/2017	Northwest Apparel	3 names	6.00
2/9/2017	Curtis	PO 5899- FF shirt	85.25
2/9/2017	WaterShed LLC	StormForce jacket	551.34
Total 740 Uniforms			647.59
<b>750 Maintenance on Equipment</b>			
1/26/2017	Amazon	Dorman 901-140 Power Mirr...	29.78
1/30/2017	Superior Tire Service	front tires for tower 431	1,652.50
1/30/2017	TLC Towing	lift 2008 ambulance	250.00
1/30/2017	Wilcox & Flegel	biodiesel & unleaded fuel	1,468.43
1/30/2017	Sunset Auto Parts	oil dry	25.83
1/30/2017	Sunset Auto Parts	2 wiper blades - 2001 Impala	45.88
1/30/2017	Columbia River Fire & Re...	fuel charges - 2nd half 2016	78.94
1/30/2017	Ace Hardware	wax paraseal & sandpaper	19.72
1/30/2017	Sunset Auto Parts	2 wiper blades - 2008 GMC ...	25.98
2/2/2017	American Emergency Veh...	2 squad bench cushions & V...	443.06
2/7/2017	Ace Hardware	fasteners	5.00
2/7/2017	Ace Hardware	Ace rebate	-5.00
2/9/2017	Ace Hardware	fasteners	8.20
2/9/2017	Columbia River Auto Glass	chip repair on 4383	35.00
2/9/2017	Columbia River Auto Glass	windshield replacement-4385	265.00
2/9/2017	Columbia River Fire & Re...	repair onspot snow chains	60.00
2/9/2017	Sea Western Fire Apparatus	MSA repair of 2 TIC chargers	724.35
Total 750 Maintenance on Equipment			5,132.67
<b>760 Administration</b>			

02/09/17

Cash Basis

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
 January 20 through February 9, 2017

Date	Source Name	Memo	Paid Amount
1/20/2017	Amazon	1099 tax form envelopes	63.18
1/25/2017	Fred Meyer	4 SD cards	35.96
1/26/2017	Amazon	2 Panasonic DMC-TS30A L...	276.00
1/30/2017	Johnson, Joy	refund EMS overpayment	300.00
1/30/2017	Amazon	2 camera cases	12.98
1/31/2017	Paychex Invoice	Regular PR svcs + year-end	407.60
1/31/2017	US Bank	Service Charge	14.95
2/9/2017	Country Media Inc.	1/19 regular mtg notice	63.00
2/9/2017	O.F.D.D.A.	2017 annual dues	1,500.00
2/9/2017	O.V.F.A.	2017 annual dues	350.00
2/9/2017	Waterfront Organizations ...	2017 membership dues	75.00
2/9/2017	DocuMart Printing & Copy...	business cards - Gandara	74.10
Total 760 Administration			3,172.77
<b>765 Information Technology</b>			
1/30/2017	Pacific Office Automation,...	monthly charge	36.00
1/30/2017	City of Portland	800 MHz access	108.03
2/1/2017	Apple iTunes	iCloud storage plan	0.99
2/9/2017	Comcast	internet for Scappoose	127.85
2/9/2017	EMS Technology Solution...	Operative IQ, Asset & Fleet ...	270.00
2/9/2017	TriZetto Provider Solution...	EMS billing software	99.25
2/9/2017	Maller, Dave	contract IT work	675.00
2/9/2017	Hitech Systems, Inc.	15 SafetyNet Mobile Client	2,490.15
2/9/2017	Hitech Systems, Inc.	2 SafetyNet Mobile Insight C...	414.06
2/9/2017	PEAK Internet	Chapman&Scappoose inter...	76.88
2/9/2017	Verizon Wireless	wireless phones	410.12
Total 765 Information Technology			4,708.33
<b>770 Operating Materials/Suppli</b>			
1/25/2017	Amazon	coffee filters	9.03
1/31/2017	Amazon	Bounce dryer sheets	9.99
Total 770 Operating Materials/Suppli			19.02
<b>775 Emerg. Operating Supplies</b>			
1/20/2017	Amazon	batteries for SCBAs	115.97
1/25/2017	Ace Hardware	FF supplies; includes refund...	18.89
1/25/2017	Amazon	4 pr swiftwater rescue gloves	216.00
1/27/2017	Mountainsmith	camera bag & 4 duffle bags	241.34
1/27/2017	Rescue Gear	8 CMC SewnLoop Prusiks	136.00
1/27/2017	Rescue Gear	7 NRS rescue throw bags	384.65
1/27/2017	Rescue Gear	10 Fox 40 whistles	79.50
1/27/2017	Rescue Gear	4 extrication leashes	239.80
1/30/2017	Ace Hardware	FF supplies; includes refund...	5.64
1/30/2017	Sea Western Fire Apparatus...	large wipes	37.73

02/09/17

Cash Basis

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
 January 20 through February 9, 2017

Date	Source Name	Memo	Paid Amount
1/30/2017	Sea Western Fire Apparatus	1 turnout set (Lawrenson)	2,134.25
1/30/2017	Sea Western Fire Apparatus	6 Rainer V-Force turnout sets	12,805.50
2/9/2017	Meres, Angie	Reimb small table for logistics	14.99
Total 775 Emerg. Operating Supplies			16,430.26
<b>780 Building &amp; Grounds Maint.</b>			
1/23/2017	Amazon	drafting desk	181.93
1/31/2017	Amazon	Snow Joe Ice Melt	26.00
2/9/2017	Airwave, LLC	17 key fobs for Scappoose ...	140.00
2/9/2017	Columbia River Fire & Re...	repair generator	167.46
2/9/2017	Paramount Pest Control I...	pest extermination @ Chap...	65.00
Total 780 Building & Grounds Maint.			580.39
<b>790 Training</b>			
1/20/2017	Oxford Suites	Fire Officer 3&4 class lodging	513.08
1/20/2017	76 Gas Station	Fire Officer 3&4 fuel	76.83
1/23/2017	Foods USA	Fire Officer 3&4 meal	27.00
1/24/2017	Foods USA	Fire Officer 3&4 meal	9.70
1/25/2017	Ixtapa	Fire Officer 3&4 meal	17.75
1/25/2017	East Clackamas County E...	Timberline EMS Conf - A.Wi...	225.00
1/27/2017	Taco Bell	Fire Officer 3&4 meal	5.27
1/27/2017	Oxford Suites	Fire Officer 3&4 class lodging	513.08
1/27/2017	National Emergency Train...	6 day meal ticket @ NFA	164.50
1/30/2017	CES - OR	Paramedic tuition: Zimbrick, ...	790.00
1/31/2017	Nookies Restaurant	Fire Officer 3&4 training	19.95
1/31/2017	Best Western	Comm Unit Leader class - N...	298.29
1/31/2017	Kopper Kitchen	meal @ Boise conf(Pricher)	14.96
1/31/2017	Kopper Kitchen	meal @ Boise conf(Pricher)	20.26
2/1/2017	Kopper Kitchen	meal @ Boise conf	16.77
2/2/2017	PDX Airport Parking	Parking for Boise conf	40.00
2/9/2017	S.H.C.F.C.U.	2 interns @ \$30 each	60.00
2/9/2017	Special Districts Assoc. of...	2017 conf - Greisen & Soren...	460.00
2/9/2017	Wilson, Anthony	PCC scholarship	1,350.00
Total 790 Training			4,622.44
<b>810 Utilities</b>			
1/23/2017	It's All About Resale	propane for boathouse	34.80
1/30/2017	CenturyLink	Scappoose Station landlines	413.87
1/30/2017	CRPUD	boathouse	66.31
1/30/2017	CRPUD	main station	1,210.01
1/30/2017	Comcast	cable for Scappoose	61.68
2/9/2017	Waste Management of Or...	Garbage/Recycling	123.73
2/9/2017	City of Scappoose	water/sewer	277.02
2/9/2017	W.O.E.C.	Avg monthly electric for Cha...	432.00

**Scappoose Rural Fire District**  
**Itemized Account Activity**  
January 20 through February 9, 2017

Date	Source Name	Memo	Paid Amount
2/9/2017	P.G.E.	Electrical for Holbrook Station	175.63
Total 810 Utilities			2,795.05
<b>870 EMS Operations</b>			
1/30/2017	Airgas - USA, LLC	medical oxygen	281.49
2/9/2017	Airgas - USA, LLC	medical oxygen	281.51
2/9/2017	Bound Tree Corp.	medical supplies	1,466.26
2/9/2017	Environmental Complianc...	Medical Waste collection pic...	100.00
2/9/2017	DocuMart Printing & Copy...	protocol books	1,285.58
2/9/2017	Airgas - USA, LLC	oxygen cylinder rental	148.51
Total 870 EMS Operations			3,563.35
<b>880 FireMed</b>			
2/9/2017	Life Flight Memberships	6 Lifeflight Membership from...	360.00
Total 880 FireMed			360.00
Total 1.2 GENERAL FUND MATERIAL & SVC			50,739.98
Total 1...			235,411.97
Total 1..GENERAL FUND EXPENDITURES			235,411.97
<b>2. GRANT FUND EXPENSE</b>			
<b>2.1 Personnel Salaries</b>			
1/30/2017	Voya-State of Oregon Plan	Oregon Savings and Growth...	375.00
1/30/2017	Nationwide Retirement So...	Employee PR deductions	132.00
1/31/2017	Paychex - tax	Grant Emplpyee Taxes Withh...	4,136.63
1/31/2017	Paychex Payroll	Balance Grant net pay(no OT)	6,082.14
1/31/2017	Paychex Payroll	Grant deferred comp	212.00
2/9/2017	P.E.R.S.	Grant Fund Employee 6%	918.62
2/9/2017	Standard Insurance	Grant staff STD insurance	53.59
2/9/2017	S.H.C.F.C.U.	2 PR deduction	110.00
2/9/2017	Tualatin Valley Fire Fight...	2017 union dues from PR de...	218.97
Total 2.1 Personnel Salaries			12,238.95
<b>2.2 Personnel Benefits</b>			
1/30/2017	HRA VEBA Trust	HRA VEBA Trust for health ...	200.00
1/30/2017	Nationwide Retirement So...	District share of payment	50.00
1/31/2017	Paychex - tax	Grant ER Work Benefit	6.32
1/31/2017	Paychex - tax	Grant Emplry FICA (excl gra...	1,077.81
1/31/2017	Paychex Payroll	grant flex spend pay	1,856.80
2/9/2017	P.E.R.S.	Grant Fund Employer PERS	1,751.50
2/9/2017	Standard Insurance	Grant staff life & LTD insura...	94.32
2/9/2017	Moda Health	Grant health ins prem	1,229.47



1:48 PM  
02/09/17  
Cash Basis

Scappoose Rural Fire District  
Itemized Account Activity  
January 20 through February 9, 2017

Date	Source Name	Memo	Paid Amount
	Total 2.2	Personnel Benefits	6,266.22
	Total 2.	GRANT FUND EXPENSE	18,505.17
<b>TOTAL</b>			<b>253,917.14</b>

02/09/17  
Cash Basis

**Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 1, 2016 through February 9, 2017**

	<u>Jul 1, '1...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% o...</u>
<b>Income</b>				
<b>1. GENERAL FUND REVENUES</b>				
Begin Available Cash on Hand	1,376,358	1,296,940	79,418	106%
EMS Receipts	331,227	600,000	-268,773	55%
FireMed	34,950	30,850	4,100	113%
Gas Royalties	0	6,500	-6,500	0%
Grant Awards	11,250	16,250	-5,000	69%
Interest Earned on Investments	8,007	6,500	1,507	123%
Miscellaneous Revenue				
CRF&R IGA	47,897	0	47,897	100%
Miscellaneous Revenue - Other	3,828	165,000	-161,172	2%
Total Miscellaneous Revenue	51,726	165,000	-113,274	31%
Taxes - Current	2,117,158	2,205,100	-87,942	96%
Taxes - Prior Years	75,450	105,000	-29,550	72%
<b>Total 1. GENERAL FUND REVENUES</b>	<b>4,006,127</b>	<b>4,432,140</b>	<b>-426,013</b>	<b>90%</b>
<b>2. GRANT FUND REVENUE</b>				
Grant Award	53,160	216,780	-163,620	25%
<b>Total 2. GRANT FUND REVENUE</b>	<b>53,160</b>	<b>216,780</b>	<b>-163,620</b>	<b>25%</b>
<b>3. PROPERTY FUND REVENUES</b>				
Begin Available Cash On Hand	317,338	319,823	-2,485	99%
Grant Income	10,000	0	10,000	100%
Interest Earned on Investments	1,841	1,000	841	184%
Transfers In	0	118,080	-118,080	0%
<b>Total 3. PROPERTY FUND REVENUES</b>	<b>329,179</b>	<b>438,903</b>	<b>-109,724</b>	<b>75%</b>
<b>4. PERSONNEL SVCS FUND REVEN</b>				
Begin Available Cash On Hand	203,367	210,000	-6,633	97%
Interest Earned on Investments	1,144	800	344	143%
<b>Total 4. PERSONNEL SVCS FUND REVEN</b>	<b>204,511</b>	<b>210,800</b>	<b>-6,289</b>	<b>97%</b>
<b>Total Income</b>	<b>4,592,977</b>	<b>5,298,623</b>	<b>-705,646</b>	<b>87%</b>
<b>Expense</b>				
<b>1..GENERAL FUND EXPENDITURES</b>				
<b>1...</b>				
<b>1.1 GENERAL FUND PERSONNEL SVCS</b>				
550 Insurance	245,667	424,583	-178,916	58%
560 Personnel Salaries	845,862	1,687,819	-841,957	50%
570 SocSec/Medicare(FICA)	66,751	129,118	-62,367	52%
580 Volunteer Services	7,752	38,000	-30,248	20%
590 Personnel Benefits	188,152	395,040	-206,888	48%
<b>Total 1.1 GENERAL FUND PERSONNE...</b>	<b>1,354,185</b>	<b>2,674,560</b>	<b>-1,320,375</b>	<b>51%</b>
<b>1.2 GENERAL FUND MATERIAL &amp; SVC</b>				
670 Contract Services	29,246	55,000	-25,754	53%
680 Communications Maintenance	5,070	14,000	-8,930	36%
720 Public Education	297	7,500	-7,203	4%
730 Property & Liability Insur.	43,623	52,000	-8,377	84%
740 Uniforms	8,306	20,000	-11,694	42%
750 Maintenance on Equipment	64,475	110,000	-45,525	59%
760 Administration	29,650	52,000	-22,350	57%
765 Information Technology	29,343	42,200	-12,857	70%
770 Operating Materials/Suppli	1,741	5,000	-3,259	35%
775 Emerg. Operating Supplies	41,619	65,000	-23,381	64%

02/09/17  
Cash Basis

**Scappoose Rural Fire District  
Profit & Loss Budget vs. Actual  
July 1, 2016 through February 9, 2017**

	<u>Jul 1, '1...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% o...</u>
780 Building & Grounds Maint.	15,153	90,000	-74,847	17%
790 Training	37,810	90,000	-52,190	42%
810 Utilities	18,335	37,800	-19,465	49%
870 EMS Operations	30,771	70,000	-39,229	44%
880 FireMed	13,357	18,500	-5,143	72%
<b>Total 1.2 GENERAL FUND MATERIAL ...</b>	<b>368,795</b>	<b>729,000</b>	<b>-360,205</b>	<b>51%</b>
<b>1.3 GENERAL FUND CAPITL OUTLAY</b>				
910 CO Equipment	39,160	60,500	-21,340	65%
<b>Total 1.3 GENERAL FUND CAPITL OUT...</b>	<b>39,160</b>	<b>60,500</b>	<b>-21,340</b>	<b>65%</b>
<b>Total 1...</b>	<b>1,762,140</b>	<b>3,464,060</b>	<b>-1,701,920</b>	<b>51%</b>
<b>1.4 GENERAL FUND TRANSFER OUT</b>				
Transfers to Property Fund	0	118,080	-118,080	0%
<b>Total 1.4 GENERAL FUND TRANSFER OUT</b>	<b>0</b>	<b>118,080</b>	<b>-118,080</b>	<b>0%</b>
<b>1.5 GENERAL FUND CONTINGENCY</b>	<b>0</b>	<b>200,000</b>	<b>-200,000</b>	<b>0%</b>
<b>1.6 GENERAL RESERVED FOR FUTURE</b>	<b>0</b>	<b>650,000</b>	<b>-650,000</b>	<b>0%</b>
<b>Total 1..GENERAL FUND EXPENDITURES</b>	<b>1,762,140</b>	<b>4,432,140</b>	<b>-2,670,000</b>	<b>40%</b>
<b>2. GRANT FUND EXPENSE</b>				
2.1 Personnel Salaries	87,921	130,784	-42,863	67%
2.2 Personnel Benefits	46,178	85,996	-39,818	54%
<b>Total 2. GRANT FUND EXPENSE</b>	<b>134,099</b>	<b>216,780</b>	<b>-82,681</b>	<b>62%</b>
<b>3. PROPERTY FUND CAPITAL OUTLAY</b>				
Building & Grounds Improvements	0	30,000	-30,000	0%
EMS Apparatus & Equipment	0	170,000	-170,000	0%
Fire Apparatus & Equipment	0	228,903	-228,903	0%
Miscellaneous Real Property	0	5,000	-5,000	0%
Reserved for Future Expenses	0	5,000	-5,000	0%
<b>Total 3. PROPERTY FUND CAPITAL OUTLAY</b>	<b>0</b>	<b>438,903</b>	<b>-438,903</b>	<b>0%</b>
<b>4. PERSONNEL SVC FUND EXPENSE</b>				
Liability & Service	0	209,800	-209,800	0%
Reserved for Future Expenses	0	1,000	-1,000	0%
<b>Total 4. PERSONNEL SVC FUND EXPENSE</b>	<b>0</b>	<b>210,800</b>	<b>-210,800</b>	<b>0%</b>
<b>Total Expense</b>	<b>1,896,239</b>	<b>5,298,623</b>	<b>-3,402,384</b>	<b>36%</b>
<b>Net Income</b>	<b><u>2,696,738</u></b>	<b><u>0</u></b>	<b><u>2,696,738</u></b>	<b><u>100%</u></b>



## January Alarm Report

***Call Total January 1 through January 31 2017***

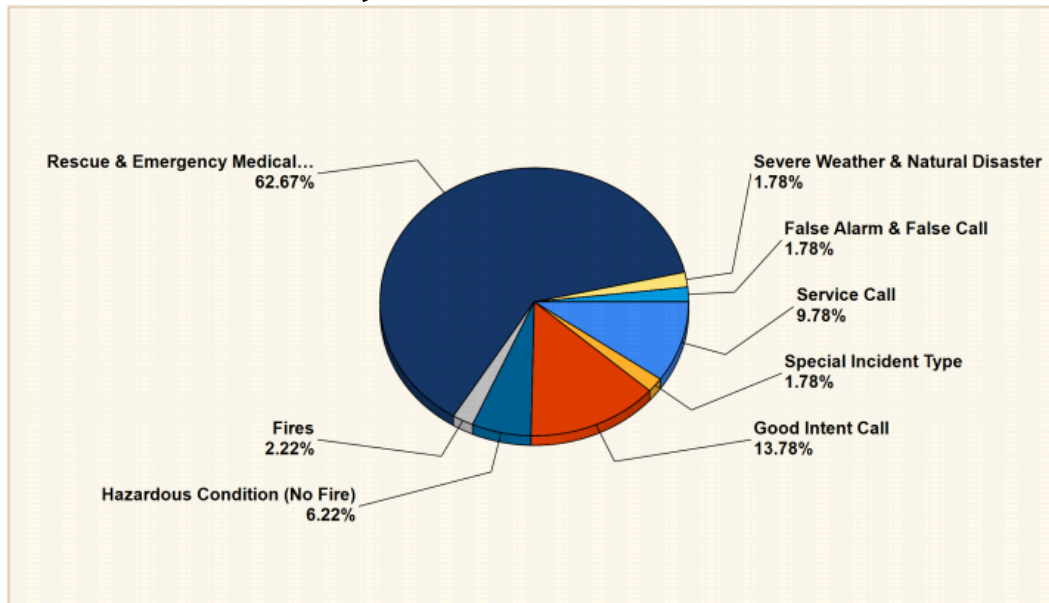
AGENCY	# INCIDENTS
Scappoose Fire District	225

***Call Total January 1 through January 31 2016***

AGENCY	# INCIDENTS
Scappoose Fire District	144

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		141	
FIRE		84	
TOTAL		225	
TOTAL TRANSPORTS			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
4380	0	0	2
4381	0	0	1
M431	62	59	85
M432	21	21	34
M433	2	2	2
TOTAL	85	82	124
PRE-INCIDENT VALUE		LOSSES	
\$360,173.00		\$73,000.00	
CO CHECKS			
736 - CO detector activation due to malfunction		1	
TOTAL		1	
MUTUAL AID			
Aid Type		Total	
Aid Given		9	
Aid Received		12	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
89		39.56	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Chapman Station	0:18:05		
CRFR Administration	0:08:51	0:04:57	
Scappoose Station	0:07:05	0:11:26	
AVERAGE FOR ALL CALLS		0:08:01	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Chapman Station	0:05:38		
CRFR Administration	0:01:44	0:00:02	
Scappoose Station	0:02:50	0:04:13	
AVERAGE FOR ALL CALLS		0:03:05	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Scappoose Fire District		24:49	

# JANUARY 2017

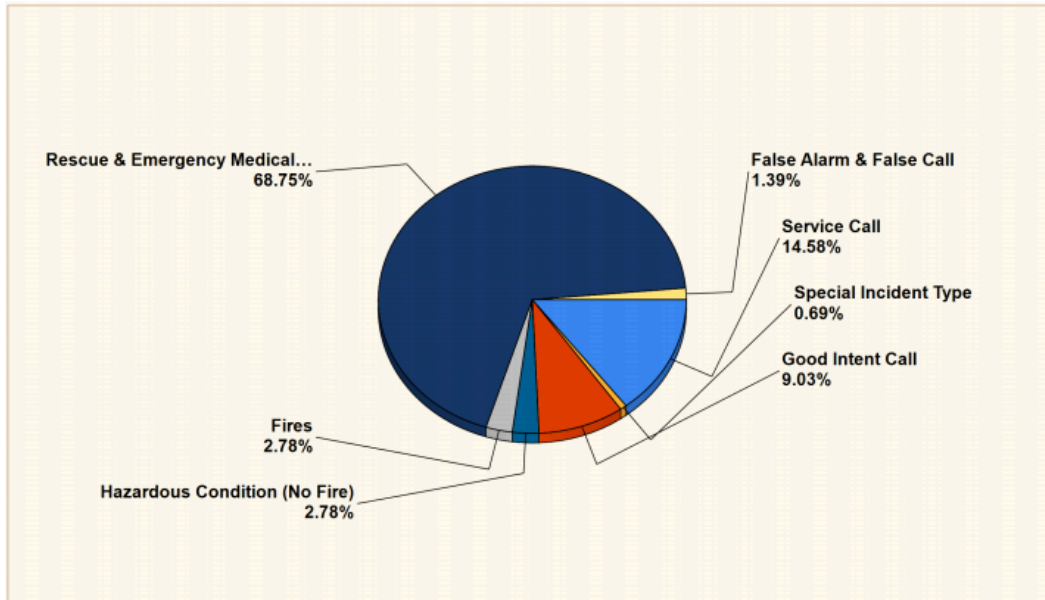


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	2.22%
Rescue & Emergency Medical Service	141	62.67%
Hazardous Condition (No Fire)	14	6.22%
Service Call	22	9.78%
Good Intent Call	31	13.78%
False Alarm & False Call	4	1.78%
Severe Weather & Natural Disaster	4	1.78%
Special Incident Type	4	1.78%
<b>TOTAL</b>	<b>225</b>	<b>100.00%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	1.33%
113 - Cooking fire, confined to container	1	0.44%
114 - Chimney or flue fire, confined to chimney or flue	1	0.44%
320 - Emergency medical service, other	2	0.89%
321 - EMS call, excluding vehicle accident with injury	127	56.44%
322 - Motor vehicle accident with injuries	4	1.78%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.89%
324 - Motor vehicle accident with no injuries.	6	2.67%
400 - Hazardous condition, other	3	1.33%
412 - Gas leak (natural gas or LPG)	1	0.44%
422 - Chemical spill or leak	1	0.44%
440 - Electrical wiring/equipment problem, other	1	0.44%
441 - Heat from short circuit (wiring), defective/worn	1	0.44%
444 - Power line down	6	2.67%
461 - Building or structure weakened or collapsed	1	0.44%
500 - Service Call, other	4	1.78%
510 - Person in distress, other	1	0.44%
521 - Water evacuation	1	0.44%
522 - Water or steam leak	1	0.44%
550 - Public service assistance, other	3	1.33%
551 - Assist police or other governmental agency	2	0.89%
552 - Police matter	2	0.89%
554 - Assist invalid	7	3.11%
561 - Unauthorized burning	1	0.44%
611 - Dispatched & cancelled en route	21	9.33%
622 - No incident found on arrival at dispatch address	9	4.00%
651 - Smoke scare, odor of smoke	1	0.44%
700 - False alarm or false call, other	1	0.44%
733 - Smoke detector activation due to malfunction	1	0.44%
736 - CO detector activation due to malfunction	1	0.44%
743 - Smoke detector activation, no fire - unintentional	1	0.44%
800 - Severe weather or natural disaster, other	4	1.78%
900 - Special type of incident, other	4	1.78%
<b>TOTAL INCIDENTS:</b>	<b>225</b>	<b>100.00%</b>



# JANUARY 2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	2.78%
Rescue & Emergency Medical Service	99	68.75%
Hazardous Condition (No Fire)	4	2.78%
Service Call	21	14.58%
Good Intent Call	13	9.03%
False Alarm & False Call	2	1.39%
Special Incident Type	1	0.69%
<b>TOTAL</b>	<b>144</b>	<b>100.00%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.69%
114 - Chimney or flue fire, confined to chimney or flue	2	1.39%
130 - Mobile property (vehicle) fire, other	1	0.69%
321 - EMS call, excluding vehicle accident with injury	95	65.97%
322 - Motor vehicle accident with injuries	1	0.69%
324 - Motor vehicle accident with no injuries.	3	2.08%
412 - Gas leak (natural gas or LPG)	1	0.69%
440 - Electrical wiring/equipment problem, other	2	1.39%
444 - Power line down	1	0.69%
520 - Water problem, other	1	0.69%
522 - Water or steam leak	1	0.69%
542 - Animal rescue	1	0.69%
550 - Public service assistance, other	1	0.69%
551 - Assist police or other governmental agency	2	1.39%
554 - Assist invalid	6	4.17%
561 - Unauthorized burning	3	2.08%
571 - Cover assignment, standby, moveup	6	4.17%
611 - Dispatched & cancelled en route	7	4.86%
622 - No incident found on arrival at dispatch address	3	2.08%
631 - Authorized controlled burning	2	1.39%
650 - Steam, other gas mistaken for smoke, other	1	0.69%
736 - CO detector activation due to malfunction	1	0.69%
745 - Alarm system activation, no fire - unintentional	1	0.69%
900 - Special type of incident, other	1	0.69%
<b>TOTAL INCIDENTS:</b>	<b>144</b>	<b>100.00%</b>

## **JANUARY 2017**

<b>ZONE</b>	<b>NUMBER OF CALLS</b>
CRFR-71 - CRFR ST. Helens Response Area	25
CRFR-91 - CRFR Rainer Response Area	3
Marine - Anything on the Columbia River/ Multnomah Channel RG 30	1
OD - Other - Out of District - Other	4
Rural - Unincorporated areas further from the city / RG 35 & 36	24
Suburban - Area surrounding the city/ un- hydranted area RG 33 & 34	48
Urban - Hydranted area in the city area Rg 31	120
<b>TOTAL:</b>	<b>225</b>

## **JANUARY 2017**

<b>ZONE</b>	<b>NUMBER OF CALLS</b>
CRFR-71 - CRFR ST. Helens Response Area	18
OD - Other - Out of District - Other	3
Rural - Unincorporated areas further from the city / RG 35 & 36	9
Suburban - Area surrounding the city/ un- hydranted area RG 33 & 34	30
Urban - Hydranted area in the city area Rg 31	84
<b>TOTAL:</b>	<b>144</b>

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: Response Group (Required)</b>	
Joint Duty Officer Response	15
Mutual Aid	17
RG 30	2
RG 31	123
RG 33	15
RG 34	31
RG 35	12
RG 36	10

<b>USER-DEFINED FIELD: What type of hit was this? (Required)</b>	
Double Hit	55
N/A	155
Quadruple Hit	3
Triple Hit	12

<b>USER-DEFINED FIELD: Was this a billable call (ie. Did we transport someone to the hospital)? (Required)</b>	
N/A	64
No	76
Yes	85

<b>USER-DEFINED FIELD: Did you contact MRH OHSU? (EMS Calls Only; This is separate from Contact Medical Control / HEAR) (Required)</b>	
N/A (For Fire and other non EMS Calls)	73
No	148
Yes	4

<b>USER-DEFINED FIELD: Was there a Joint Duty Officer Involved in this call from CRFR(Respond)? (Required)</b>	
No	216
<b>ANSWERS</b>	
Yes	9

<b>USER-DEFINED FIELD: Was this a cardiac / respiratory arrest where CPR was initiated? (CARES) (Required)</b>	
No	157
This was not a medical call	67
Yes	1

## **JANUARY 2017**

### **Count Of Days With Same Incident Count**

<b>INCIDENTS PER DAY</b>	<b>COUNT OF DAYS</b>
0	1
1	1
3	4
4	1
5	4
6	6
7	1
8	4
10	4
11	2
14	1
18	1
19	1

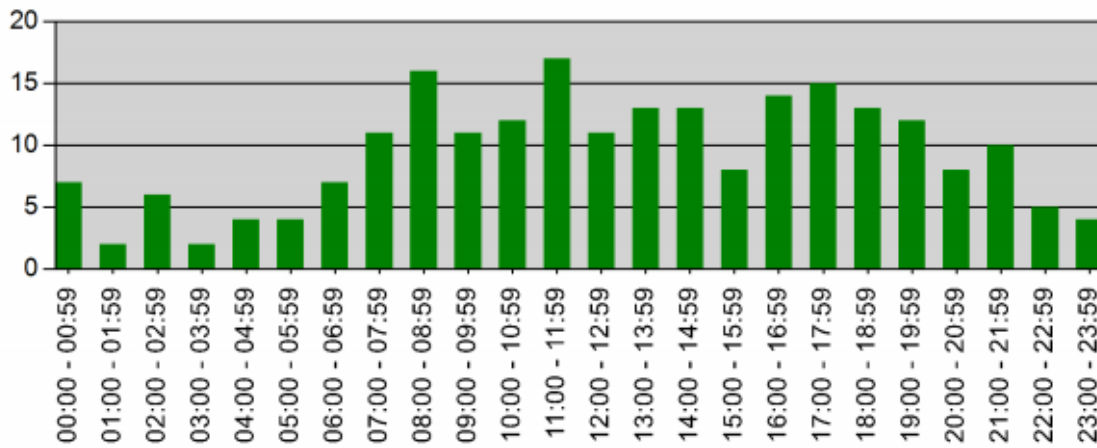
## **JANUARY 2016**

### **Count Of Days With Same Incident Count**

<b>INCIDENTS PER DAY</b>	<b>COUNT OF DAYS</b>
1	2
2	3
3	4
4	6
5	6
6	5
7	3
8	1
11	1

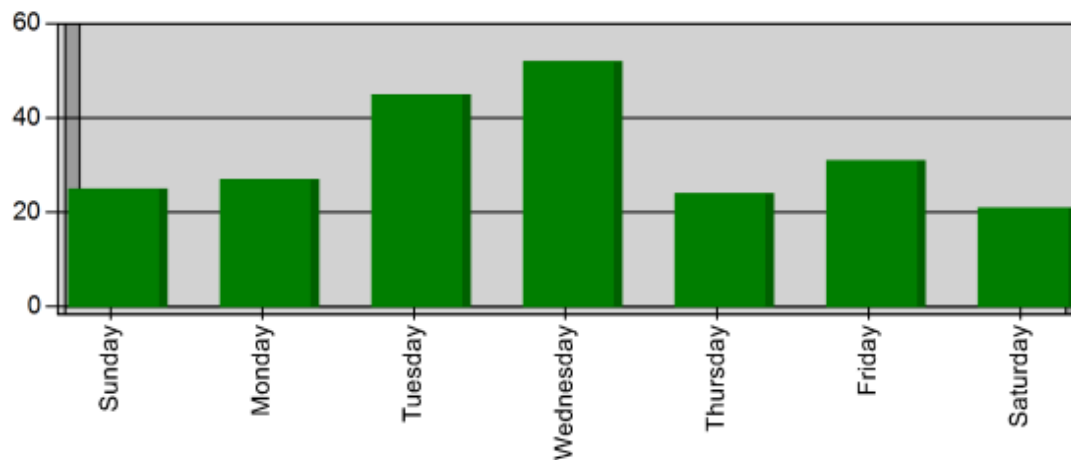
### Incidents by Hour for Date Range

Start Date: 01/01/2017 | End Date: 01/31/2017



### Incidents by Day of the Week for Date Range

Start Date: 01/01/2017 | End Date: 01/31/2017



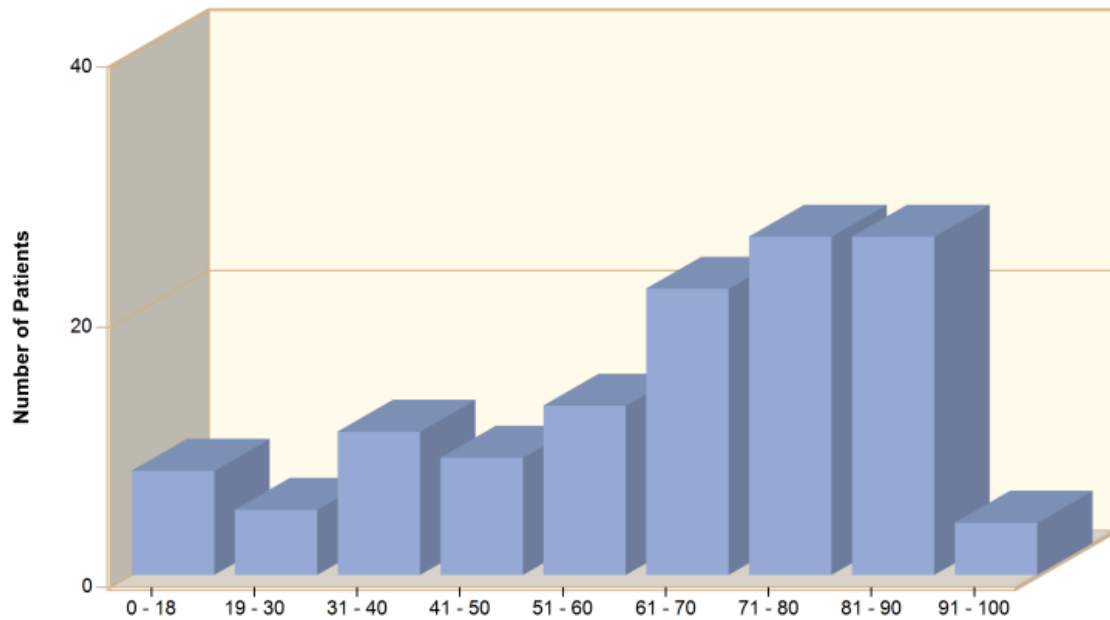
DAY OF THE WEEK	# INCIDENTS
Sunday	25
Monday	27
Tuesday	45
Wednesday	52
Thursday	24
Friday	31
Saturday	21

**TOTAL**

**225**

**Patient Age Breakdown for Date Range**

Start Date: 01/01/2017 | End Date: 01/31/2017



AGE RANGE	# PATIENTS
0 - 18	8
19 - 30	5
31 - 40	11
41 - 50	9
51 - 60	13
61 - 70	22
71 - 80	26
81 - 90	26
91 - 100	4

**Patient Transport Count per Destination for Date Range**

Start Date: 01/01/2017 | End Date: 01/31/2017

HOSPITAL DESTINATION	# TRANSPORTS
Doernbecher Children's Hospital	1
Kaiser Westside Medical Center	8
Legacy Emanuel Hospital	26
Legacy Good Samaritan Hospital	38
Oregon Health and Sciences University Hospital	5
Providence St. Vincent Medical Center	4
Randall Children's Hospital	2



# **Scappoose Rural Fire District**

## **Safety Committee Minutes**

**February 8, 2017**

**Called to order:** 1812

**Safety Members In Attendance:** , FF Maruska temp chair, Chief Greisen, Chief O'Connor, Logistic Cox,

FF Lawrenson, FF Oberbarnscheidt, FF Bernier

**Safety Members Absent:** Chair Dietz on military leave, FF Davis, , FF Cox, FF Klippel, FF DuBois, FF Liebig,  
FF Trump, Logistic Stewart, FF Wilson, FF Shoun

**Other Members Present:** Lt Meres, Steve Niel, Capt Gift

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**Safety Message: Always consider safety**

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### **Safety Suggestion Box:**

**Accident or Incident Reports:** Three incidents - 01-13-2017 Medic 431 high centered on Cornelius Pass Road during snow event causing Cornelius Pass road to be closed and ambulance having to turn around and go another route. Damage was done to On-spot chains. Incident was avoidable. With snow covering obstructions operator should have had 2<sup>nd</sup> person walk the area for any hidden objects. Need to educate staff on potential winter driving hazards.

01-17-2017 M432 was picking up coffee and struck rain gutter of coffee shop and causing paint chip on edge corner of ambulance and gutter damage to structure. This was an avoidable incident and we need to remind operators to watch for overhead obstructions.

01/17/2017 E4350 responded to a power line down on Scappoose Vernonia Hwy which had heavy snow and water on it. While waiting for CRPUD, the crew was removing unattached branches from road to open up at least one lane for traffic. One of the firefighters was removing a larger unattached branch near but close to the power line and felt a shock as he had tingling in his hand, arm and bladder. He was not injured. We need to remind personnel that down energized power lines can send electrical energy through water and through wet

wood. We need to schedule a safety around power lines class for our members. Will have DC Marks schedule a class soon.

### **Safety Action Generator:**

**Near Misses:** After the fireboat returned from an emergency incident a firefighter was stepping off the boat on to the deck and slipped on the wet boathouse deck flooring. Should consider using sand in the paint or anti-slip material on the boathouse decking.

### ***Station Reports***

**Scappoose Station** – will be completed by LT Meres and Chrissy Cox

**Chapman Station** – will be completed by Marge Laney

**Holbrook** – Steve Nehl

**Boathouse:** Ron Maruska

### **Old Business:**

### **New Business:**

Station compressor has a 5 gallon foam container which collects normal moisture from the compressor. The issue is that the container is balanced on top of helium bottles. The container needs to be on the floor or on a shelf. DC O'Connor will look into it.

Should review response to power line down guidelines and have DC Marks schedule a power line safety class with either CRPUD or WOEC

We may need to assign a person to the boat house to remember to check during times of snow fall or ice. The boat house side walking decks were in the water before the snow could be removed. DC O'Connor is having a company add additional floats to the boathouse.

Meeting adjourned at 1855. Minutes taken by: Greisen

## Fire Chief Report

### January 2017

January provided both fire districts with an increase in emergency incidents due to a freezing cold spell followed by a heavy snowfall of up to 12 inches and lasting 1 ½ week. This winter weather caused a fire fatality in the Rainier area where the occupant had used multiple portable heaters in a Recreation Trailer to keep warm. There was a large structural collapse due to snow build up on a covered marina in Scappoose. Apparatus damage was held to a minimum with light damage due to broken snow cables or chains. We did have damage to the 2008 GMC ambulance when it high centered on Cornelius Pass Road. This ambulance was towed a few times during this snowfall and staff will need to reconsider the appropriate use of this ambulance during snowfall. We did have two structure fires in Scappoose one evening which were caused by an arsonist who had been released from jail earlier in the day. CRF&R responded to both fires to help out. During the winter weather event we had a good turnout for help from the career and volunteer personnel. Everyone worked hard, and we were glad to see warm weather return.

On January 4<sup>th</sup> there was a combined meeting and dinner with the Columbia River Fire & Rescue and the Scappoose Fire District volunteers with about 55 personnel in attendance. I presented the Intergovernmental agreement power point to the group and a general discussion followed. We are currently testing having combined volunteer training between the two agencies. The Wednesday morning drills are held in Scappoose and the Wednesday evening drill is being held at CRFR.

#### Meetings & Drills

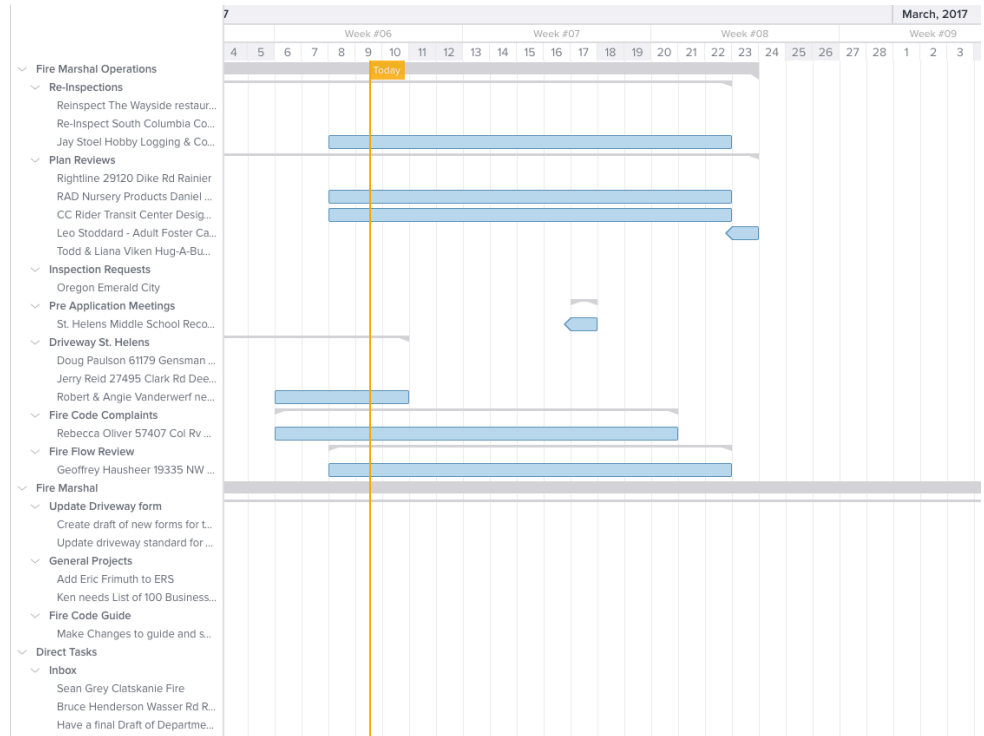
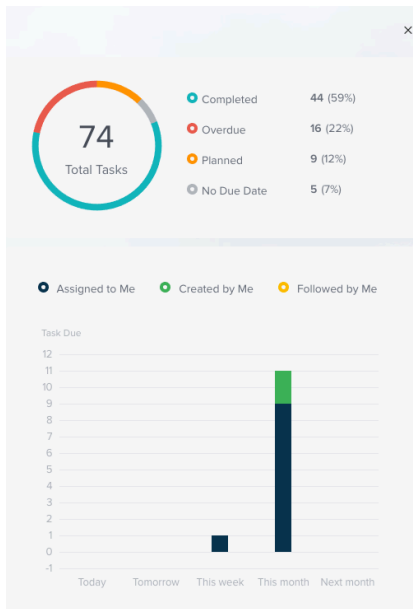
01/3 LEPC mtg	01/3 Staff mtg
01/4 Columbia Transportation mtg	01/4 3215 negotiation mtg
01/5 Pediatric Advanced life support class	01/6 St Helens Urban Renewal mtg
01/10 CRFR management mtg	01/10 CRFR Board mtg.
01/11-18 meeting canceled due to winter snow storm	
01/17 Staff mtg	01/18 Fire Defense mtg
01/18 Columbia Co Firefighter Assoc. mtg	01/23 Civil Service mtg
01/24 Staff mtg	01/25 Skyline community earthquake planning
01/26 OHSU clinic mtg	01/30 Airport Advisory mtg
01/31 OFCA health insurance mtg	



# Fire Marshal Report

Columbia River Fire & Rescue / Scappoose Fire District

## February Board Meeting



## General Info:

I'm trying out a new format for my report. Please excuse the layout as I tinker with the information I provide. The left chart is an overall example of the amount of projects in the last 30 days that were worked on. The chart on the right depicts what category the tasks are.

I was out of the office for most of the month. I completed the fire plans examiner certification and credential and am a few months away for the Oregon State Fire Marshals Fire Marshal recognition process. In addition to this, I also completed the Fire Officer III and IV process.

Respectfully Submitted by Jeff Pricher

Emergency Medical Service Report  
DC David Coombs  
January

New ambulance rates implemented for CRFR  
Provided training to career recruit firefighters  
Met with CareOregon regarding community paramedic program  
Attended staff meetings  
Attended joint volunteer business meeting  
Completed Target Solutions training  
Attended Columbia County Volunteer Firefighter Association meeting  
Attended Fire Defense Board mtg  
Completed SafePersonnel Training  
Discussed relicensing training with the Training Officer  
Audited EMS certification records  
Assisted with EMR class  
Researched and addressed patient issues with Avamere  
Incident command at motor vehicle crash at Hwy 30/Nicolai Cutoff  
Met with OHSU clinic staff  
Began pediatric advanced life support recertification course  
Attended School District First Responder meeting  
Met with Cascade Training  
Compiled incident time analysis data  
Met and discussed transport contract with LifeFlight  
Duty officer January 27-31

## **Division Chief O'Connor Monthly Report for January 2016**

- Attended Assistance to Firefighters Grant (AFG) technical review panel in Baltimore Jan 8 - 13, this will be extremely helpful for writing future AFG grants.
- Attended LEPC/CEPA meeting at CCOM Jan 3
- Submitted HSGP grant to County Emergency Management to replace/update gas monitor/detection equipment for \$23,370, there is no match this is a 100% funded project if awarded.
- Met w/Jeff Lockhart to coordinate IT management of ipads and needs as we move towards a new CAD and RMS. Planning to coordinate new Ipads to accommodate upcoming changes and new programs.
- Attended staff meeting on 1/17
- Attended CRFR safety meeting 1/25 at St. Helens
- Accepted on to OSFM red incident management team as Division/Group Supervisor.
- Held first meeting for joint Scappoose/CRF&R Health & Wellness Committee in January, committee is Hennigan, Moun, Ahlers, J. Davis, & Maginn.
- Coordinating NFPA physicals for career and volunteer membership via Health & Wellness Committee.
- Preparing/planning to teach NFPA Instructor 1 March 18/19 at LBTC.
- Coordinating company to refloat the Scappoose boat house (In Too Deep Diving).
- Working on RFP to purchase new pickup for Scappoose.
- Purchased new meeting tables and vacuum for Rainier Station.
- Completed call log reports for local media every Monday, internal copy sent to all staff that includes individual unit number of responses for the week.
- Heater for apparatus bays at Fairgrounds station has been replaced.
- Heating unit problems at Rainier Station in the dorm has been corrected, no need to replace the unit.
- Soliciting contractors for estimates to move CRF&R fiber optic lines from old CRPUD poles to new poles. So far Oregon Aerial is the only contractor to contact me for additional information.
- Met with CRF&R Volunteer Association on Jan 19, much discussion regarding volunteer coordinator position.
- Collected information for initial damage assessment for Columbia County Emergency Management from snow/ice storms to possibly recover some costs associated for both CRF&R and Scappoose.
- Received estimate and timeframe to have window blinds installed in billing office at Admin Bldg.
- Updated bloodborn pathogen SOP for CRF&R
- Met with numerous volunteers regarding volunteer coordinator position.
- Received grant from SDAO for stair chairs and binder lifts for \$4,934.
- Met with Jennifer Motherway on several different dates for training on use of Hi Plains RMS, running reports and updating personnel attendance; ways to improve volunteer response/participation; recruitment and retention programs and implementing future volunteer programs such as interns and position specific volunteers; Public Information Officer roles, responsibilities, duties, etc
- Volunteer activity report for January 2017 attached, a significant increase in call attendance is noted for Jan. 2017.



### **Volunteer Coordinator Report January 2017**

- Scappoose Volunteer Association Meeting (joint with CRFR) – Wednesday, January 4<sup>th</sup> (attended the meeting, shopped for the food and assisted in cooking for the large group in attendance)
- Attended LCRTOA training officers meeting/take minutes Tuesday, Jan. 10<sup>th</sup>
- Attended CRFR Board Meeting – Tuesday, January 10<sup>th</sup>
- Attended CRFR Volunteer Association Meeting – Thursday, January 19<sup>th</sup>
- Attend weekly drill in Scappoose and @ LBTC weekly (9:30am & 7pm)
- Working with local company to create media (banners) for both districts for events and public education.
- Working with RS Media on continued photo board projects for CRFR (this will be an ongoing project)
- Scappoose Fire website creation, updates, etc.
- Meeting with Cary Wacker regarding his status/resignation
- Multiple meetings with numerous volunteers throughout the month re: basic conversation, ideas/etc.
- Assisting the stair climb team, under direction of team captain, Michelle Croft in flyer design/creation/printing for upcoming events to get the word out for donations/support – social media/etc. (career/volunteer FF event)
- Working with a billboard agency on design for upcoming billboard media for the district
- Continue weekly Facebook posts
- Work out of Scappoose Fire Station, Tuesday and Wednesday's.
- Meet with recruits from both agencies on a weekly basis to check in on their needs, how things are going, see if we can do anything else to assist them and keep them engaged.
- Work on various volunteer reimbursement requests throughout the month, assisted with paperwork and delivery to admin for payment (childcare, gym reimbursement, mileage, etc).
- 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.
- Attend Oregon Fire Recruitment Network meeting – Wednesday, January 25<sup>th</sup>

#### **Continuous volunteer program work:**

- Continued involvement in the Oregon Fire Recruitment Network
- Continuous communications 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
- Assist Chief Officers with various tasks (emails on behalf/errands/etc)
- Work with Lt. Wonderly for 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 drills to answer questions, participate on any level needed and be a face for the organization for volunteer firefighters
- Ongoing firefighter recruitment & retention efforts
- Planning for CRFR Appreciation Dinner/Awards Banquet - April 7, 2017

## MEMO

TO: Chief Greisen and Board Members

DATE: December 8, 2016

FROM: Janine Salisbury, Finance Admin

RE: Board Policy 4.22  
Whistleblower Protections

This memo provides recent information from Special Districts Association (SDAO) about House Bill 4067 addressing employee whistleblower protections.

The most recent SDAO newsletter said that HB4067 was passed recently

"to protect employees who act on good faith and objectively reasonable belief to report a violation of federal, state, or local law, rule or regulation by their employer. Beginning January 1, 2017, all public and nonprofit employers must establish and implement a whistleblower policy. The policy must delineate all rights and remedies provided to employees, and employers will need to deliver a written or electronic copy of the policy to each employee."

Following is the sample policy provided by SDAO which meets the requirements listed above. It has been formatted for our District policies.

Since board policy changes require two deliberations separated by at least 28 days, no motion is required at the December meeting.

If you have questions about this policy, please contact me and I will try to get an answer before the board meeting.

#### Section 4.22 Whistleblower Protections

- A. The Board is committed to provide reporting procedures and protection should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.
- B. The District encourages any employee with knowledge of or concern about an illegal or dishonest fraudulent District activity to report it to the Fire Chief or designee. The employee may also provide the information to another District manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Fire Chief.
- C. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.
- D. Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible.
- E. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Fire Chief or designee immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

- F. All reports of illegal and dishonest activities will be promptly submitted to the Fire Chief or designee who is responsible for investigating and coordinating corrective action.

Legal Reference

House Bill 4067  
ORS 659A.200 to 659A.224

Approved: President, David Grant \_\_\_\_\_

Secretary, David Graham \_\_\_\_\_

January 12, 2017

DATE: February 9, 2017  
To: Board Members  
FROM : Chief Greisen  
RE: Surplus Old Fire Truck

We would like to have the Board of Directors declare the 1982 Thibault Ladder Truck VIN# 1D91E31E7C1008027 as a surplus apparatus. The Scappoose Fire District received this free truck from Portland Fire and Rescue and have no need of the fire apparatus at this time as we have received a newer free Tower Fire Truck from Portland Fire and Rescue. Columbia River Fire and Rescue has decided they are not interested in the Thibault Fire Truck.