



SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

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

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

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

AUDIENCE: D/C D. Coombs, Lt. S. Nielson, FF Z. Ahlers, and FF P. Liebig.

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

CONSENT: President Grant opened discussion on the consent agenda items. Motion made by Mr. Sorenson to approve the consent agenda as presented. Second by Mr. Cairns. Mr. Graham asked about the payments to CAT to repair the generator. Chief Greisen explained that since the tank had to sit so long, rust built up inside it. The filter and fuel polishing took care of that. It does automatic test runs on a weekly basis now. Mr. Sorenson asked about the number of property tax payments remaining. Ms. Salisbury explained that we receive payments at least monthly. Motion to approve the consent agenda carried unanimously.

CHIEF'S REPORT: February Alarm Report - Last year 139 calls for this month; this year 149.

Safety Meeting - Meeting was last night, and minutes are not yet done. Chief Greisen reported that there was a backing accident with a Suburban which broke a window. He said it could have been prevented with a backer.

Fire Chief's Report - Mr. Sorenson asked about the Chief's various inspections in Rainier. Chief Greisen said that we are catching up on a backlog. Staff in St. Helens will start training soon on driveway inspections, but it will take about a year before they will have enough experience to operate independently.

Fire Marshal Report - Mr. Grant asked about the earthquake ratings on the fill for Scappoose Sand & Gravel land. Chief Greisen felt it would do better than riverside property because it is boxed in, and Chief Pricher said if they build a large commercial building, they will probably put piles in for stability.

Mr. Sorenson asked whether the pre-application meetings were for commercial buildings. Chief Pricher confirmed they are, and said that the improved economy has brought increased building. This has challenged the entire system. Like the fire district, the plan examiners in the cities and the county are having a hard time keeping up. There is high demand for both large and small concerns, including driveway and building inspections, pre-planning meetings, county admin reviews

and even resolving address problems. Mr. Sorenson asked whether the IGA is making this process better because the process is consistent. Chief Pricher said that among other things, it helps to have one point of contact for builders and architects, the Knox boxes are in the same place, etc.

Chief Pricher said that next month he hopes to bring some information on the proposed new fire code.

Training Chief Report – Chief Marks said he burned a double wide manufactured for training. The group did some vertical ventilation, some forcible entry, some salvage and overhaul. The homeowners were very appreciative.

EMS Chief Report – Chief Coombs just completed an EMS documentation audit for both districts as required by the Oregon Health Authority. Both agencies have areas to improve, and it is an ongoing process. There was discussion about the number of nursing care and assisted living centers in both districts. Chief Coombs said the staff in these places receive low pay and there is high turnover. It takes time to get building staff trained on what we need, and then they move on to other places.

Operations Chief Report – Chief Smythe is primarily working on the ISO rating review. We hope to get Chapman and Deer Island back on. When the stations lose their rating, buildings in that area go to a 10, meaning an unprotected status.

Safety Resource Mgmt Chief – Mr. Grant asked about the boathouse refloating project. Chief Greisen said that we want to add additional supports, but the bad weather and related Portland sewage releases are causing delays. We are on the schedule. The pickup bid process closes March 14.

Volunteer Coordinator – Reviewed with no comment.

Miscellaneous – Chief Greisen discussed hiring additional staff. We want to hire another 48/96 FF/EMT and move the two SAFER grant staff to the 48/96 schedule too. We need federal grant approval to do this. There is no additional cost to move to 48/96. We also want to hire part-time medical-only staff so that we always have 4 on staff and can run two ambulances 24/7. We may exceed the appropriation for health insurance in the budget, but that can be addressed in future meetings after hiring. Mr. Krieck made a motion to hire 1.0 FTE FF/EMT for 48/96 shift and part-time EMS-only staff for April through June. Mr. Graham seconded the motion.
The motion carried unanimously.

OLD BUSINESS:

Committee Reports & Other Items.

- A. Awards & Incentives Committee – No meeting. Chief Greisen said we hope to have a meeting at 5:45 pm on Wednesday March 22. This will include Mr. Graham and Mr. Cairns. The awards banquet is Saturday March 18th.
- B. Management Team Committee – Met before the meeting and discussed the status of the IGA and Chief Greisen's workload. We still need to set an IGA oversight meeting.
- C. Planning Committee – no meeting.
- D. Budget Items – There was discussion of the new ambulance, stretcher, and new personnel. Mr. Sorenson recommended sending this information to the Budget Committee members.

NEW BUSINESS

A. Review board policies – The board reviewed possible changes to Policy 13 on Building Use Guidelines. The language referencing personal pagers will be removed. The board will vote on Policy 12 – Career Employees and Policy 13 – Fire District Guidelines at the April meeting.

B. Reappoint two Budget Committee members – Mr. Kriek made a motion to reappoint Trish Brown and Aaron Schrotzberger to new 3-year terms ending 1/31/20. Mr. Cairns seconded.

Motion carried unanimously.

The board discussed possible budget committee members. An ad will be in the Chronicle next Wednesday, and it has been posted on the District's Facebook and website. Mr. Kriek asked Ms. Salisbury to keep the board informed about the number of applications received.

C. Recreational immunity resolution – This resolution was requested by SDAO. Mr. Sorenson described what he learned about this issue at the SDAO conference. There was extensive discussion about the Supreme Court ruling that, while landowners have immunity, their employees do not. Since entities indemnify their staff, both paid and volunteer, the entities are exposed to significant financial liability. Mr. Sorenson moved to approve Resolution No. 2017-01 Recommending Restoring Recreational Immunity Rights. Mr. Kriek seconded.

The motion carried unanimously.

D. Add Shelly Booth's name to VISA card – The credit union now requires an employee name on all credit cards. Mr. Sorenson moved and Mr. Graham seconded approval of adding Shelly Booth's name to an existing VISA card.

The motion carried unanimously.



E. Costco credit card processing. The memo discussing the move to this processor was discussed. No motion was required.

AUDIENCE: No comment

GOOD OF THE ORDER: The board discussed their attendance at the Awards Dinner, and the signup sheet in the Communications Room. Mr. Sorenson attended the SDAO meeting in Portland last month. This allows the District to get the first 2% of a total 10% in discounts on property & liability insurance. Mr. Grant expressed appreciation of the thank you notes.

ADJOURNMENT: Mr. Sorenson moved to close the meeting, Mr. Kriek seconded, and the motion passed unanimously. President Grant adjourned the meeting at 8:26 p.m.

Signed this 13th day of April, 2017.


David Grant, President
David Graham, Secretary/Treasurer

AGENDA

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

- I. CALL TO ORDER
- II. AUDIENCE PARTICIPATION
- III. CONSENT AGENDA
 - A. Minutes from February 9, 2017
 - B. Bills to be approved for March 9, 2017 meeting
 - C. Budget vs. Actual a/o February 28, 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
 - D. Budget Discussion
- VI. NEW BUSINESS
 - A. Review board policies
 - B. Reappoint two Budget Committee members
 - C. Recreational immunity resolution
 - D. Add employee name to existing credit card
- VII. AUDIENCE PARTICIPATION
- VIII. GOOD OF THE ORDER
- IX. ADJOURNMENT

Chief Greisen's Agenda Review

3/9/2017

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

CHIEF’S REPORT

Alarm Report – In Dropbox

Safety Meeting –

Fire Prevention/Inspection Reports – 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 –

Budget Discussion -

NEW BUSINESS –

Review board policies –

Reappoint two Budget Committee members – Needs motion for Trish Brown and Aaron Schrotzberger for new three-year terms ending January 31, 2020

Recreational Immunity Resolution – in Dropbox. Needs motion.

Add Shelly Booth’s name to existing credit card – in Dropbox. Needs motion.

Good of the Order – thank yous

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 9th day of March, 2017.

David Grant, President

David Graham, Secretary/Treasurer

03/08/17

Accrual Basis

Scappoose Rural Fire District

Check Register

As of March 9, 2017

Date	Num	Source Name	Memo	Amount
Checking U.S. Bank				
2/10/2017			Deposit	8,116.17
2/13/2017			EMS Deposit	2,195.25
2/15/2017			EMS deposit	49.78
2/15/2017			Deposit	1,301.73
2/17/2017			Deposit	5,624.35
2/17/2017			Deposit	250.82
2/17/2017		American General	Payroll deduction	-59.85
2/20/2017			EMS Deposit	2,140.00
2/21/2017			EMS Deposit	2,324.51
2/23/2017			EMS Deposit	24.89
2/23/2017			EMS Deposit	928.87
2/24/2017			Funds Transfer	200,000.00
2/24/2017			Deposit	2,383.43
2/24/2017			EMS Deposit	49.78
2/27/2017			EMS Deposit	2,677.26
2/27/2017			EMS Deposit	226.67
2/27/2017	30761	911 Supply LLC	Class A hat- Greenup	-163.99
2/27/2017	30762	Ace Hardware	building & vehicle supplies	-80.52
2/27/2017	30763	Alterations by Heather ...	add patches & nametag	-20.00
2/27/2017	30764	AT&T Mobility	Jan wireless charge	-177.04
2/27/2017	30765	Booth, Shelly	reimb uninsured medical	-208.33
2/27/2017	30766	Bound Tree Corp.	medical supplies	-1,315.92
2/27/2017	30767	Branding Merchandise	12 paramedic & 12 EMT patches	-87.20
2/27/2017	30768	Cascade Training Center	13 ACLS & 13 BLS/HCP	-2,340.00
2/27/2017	30769	Cat Financial Commercial	replace fuel transfer pump, filters, prim...	-2,469.51
2/27/2017	30770	CenturyLink	Scappoose Station landlines	-404.30
2/27/2017	30771	CES - OR	Paramedic tuition: Zimbrick, Austin	-790.00
2/27/2017	30772	City of Scappoose	water/sewer	-274.36
2/27/2017	30773	Columbia River Fire & ...	2016 Civil Svc & FireMed exp.	-2,111.27
2/27/2017	30774	Country Media Inc.	2/08 regular mtg notice	-41.46
2/27/2017	30775	CRPUD	Boathouse(\$62.42) & main station(\$1,...	-1,191.22
2/27/2017	30776	Curtis	air check on Mako Compressor	-110.00
2/27/2017	30777	Emmert Chevrolet, Inc.	repairs to 2001 Impala	-233.32
2/27/2017	30778	Fast Lube and Oil	oil change '08 GMC Savana truck	-88.30
2/27/2017	30779	HRA VEBA Trust	Emplyr ID YA417.001 - Contrib Rept ...	-2,000.00
2/27/2017	30780	LCRTOA	6 mo. dues Jan-Jun 2017	-250.00
2/27/2017	30781	Liebig, Paul	reimb uninsured medical	-208.33
2/27/2017	30782	N.W. Natural Gas	Jan natural gas	-492.41
2/27/2017	30783	National Assoc of Elect...	2016 membership dues	-75.00
2/27/2017	30784	Nationwide Retirement ...	Emplyr & Employee contributions	-2,083.00
2/27/2017	30785	Nichols, Levi	reimb blk Ben Davis workpants	-34.99
2/27/2017	30786	Office Depot, Inc.	office paper supplies	-94.34
2/27/2017	30787	Pacific Office Automati...	monthly charge	-36.00
2/27/2017	30788	Paramount Pest Contro...	pest extermination @ Chapman station	-65.00
2/27/2017	30789	S.V.F.A.	budgeted volunteer donation	-8,175.00
2/27/2017	30790	Salisbury, Janine	reimb uninsured medical exp	-208.33
2/27/2017	30791	SBG-VAA	PR deduct SBG Plan 612041 - C Eng...	-60.00

03/08/17

Accrual Basis

Scappoose Rural Fire District

Check Register

As of March 9, 2017

Date	Num	Source Name	Memo	Amount
2/27/2017	30792	Scappoose Storage	Mar storage unit rent	-97.00
2/27/2017	30793	Sea Western Fire Appa...	1 turnout set & bunker boots(Krieck)	-2,510.00
2/27/2017	30794	SHCFCU VISA ACCT#...	pay VISA bills	-8,487.80
2/27/2017	30795	Sirennet.com	1 slide switch	-62.06
2/27/2017	30796	Sunset Auto Parts	10 oil dry	-86.10
2/27/2017	30797	Voya-State of Oregon ...	457 plan - Oregon Savings Growth Plan	-11,106.48
2/27/2017	30798	WaterShed LLC	StormForce jacket-replacement ck	-551.34
2/27/2017	30799	Wilcox & Flegel	unleaded, biodiesel & furnace oil	-1,872.33
2/27/2017	30800	Booth, Shelly	petty cash	-164.13
2/27/2017	30801	Liebig, Paul	per diem for training class	-15.00
2/27/2017			EMS Deposit	4,915.69
2/27/2017		Oregon Dept. of Justice	PR deduction	-712.00
2/28/2017		Paychex - tax	Emplyee & Emplryr payroll taxes	-53,341.92
2/28/2017		Paychex Payroll	Feb net pay	-87,670.96
2/28/2017		Paychex Invoice	Feb reg PR svcs	-144.60
2/28/2017			Deposit	12,646.10
3/1/2017			Deposit	292.85
3/1/2017			EMS Deposit	903.32
3/2/2017			EMS Deposit	1,285.39
3/3/2017			EMS Deposit	233.68
3/3/2017			Deposit	602.46
3/3/2017			Deposit	3,864.35
3/6/2017			BCBS EMS	6,472.52
3/6/2017			Deposit	299.27
3/6/2017			EMS Deposit	2,730.41
3/7/2017			Deposit	4,367.68
3/7/2017			EMS Deposit	11,174.28
3/7/2017			EMS Deposit	1,014.08
3/9/2017		P.E.R.S.	PERS on Feb payroll	-35,560.56
3/9/2017	30802	911 Supply LLC	PO:1154 5.11 ATAC 8" womens	-152.99
3/9/2017	30803	Ace Hardware	general supplies	-24.64
3/9/2017	30804	Airgas - USA, LLC	medical oxygen	-171.70
3/9/2017	30805	Anderson, Robert	Reimb food for officers' meeting	-115.34
3/9/2017	30806	Aquent LLC	23.25 hrs editing Fire Code Guides	-1,510.09
3/9/2017	30807	Bernier, Kyle	Feb 2017 mileage reimb	-128.40
3/9/2017	30808	Bound Tree Corp.	medical supplies	-329.89
3/9/2017	30809	Brothers In Battle	training - Liebig & Ahlers	-400.00
3/9/2017	30810	City of Portland	AR-9055 800 MHz access	-108.03
3/9/2017	30811	Columbia River Fire & ...	Volunteer coordinator expense	-3,920.00
3/9/2017	30812	Comcast	Cable TV for Scappoose	-61.68
3/9/2017	30813	Dahlgren's Do It Best B...	forcible entry training supplies	-19.46
3/9/2017	30814	EMS Technology Soluti...	Inventory, asset & fleet mgmt licenses	-270.00
3/9/2017	30815	Environmental Complia...	Medical Waste	-100.00
3/9/2017	30816	Fast Lube and Oil	Oil change 2005 Chevy Suburban	-42.95
3/9/2017	30817	LCRTOA	2017 Spring Recruit Academy	-1,400.00
3/9/2017	30818	Les Schwab Tires	wheel spin balance '10 Semi Truck	-30.00
3/9/2017	30819	Maller, Dave	IT support + PC security repair	-805.00
3/9/2017	30820	Meres, Angie	Fitness memb & mileage	-87.32

03/08/17

Accrual Basis

Scappoose Rural Fire District

Check Register

As of March 9, 2017

Date	Num	Source Name	Memo	Amount
3/9/2017	30821	Metro Overhead Door	replace broken springs on door S4	-1,194.00
3/9/2017	30822	Mine Safety Appliances...	CARE training - Gandara	-845.00
3/9/2017	30823	Moda Health	Apr health insurance prem	-15,880.47
3/9/2017	30824	P.G.E.	Utilities for Holbrook Station	-166.81
3/9/2017	30825	Pacific Athletic Club	2 fitness dues Mar 2017	-80.00
3/9/2017	30826	PEAK Internet	Chapman&Scappoose internet	-76.88
3/9/2017	30827	Portland Community Co...	A Wilson intern Jan-Mar tuition	-1,350.00
3/9/2017	30828	Ritchie, Christopher	Physician Advisor	-691.67
3/9/2017	30829	S.H.C.F.C.U.	Career staff food fund	-545.00
3/9/2017	30830	Sea Western Fire Appa...	3 pr boots & ICM exchange	-987.49
3/9/2017	30831	Sirennet.com	1 slide switch	-62.06
3/9/2017	30832	Standard Insurance	Mar/Apr Life & Disability Insurance	-1,558.70
3/9/2017	30833	Sunset Auto Parts	'08 GMC truck - air filter& Wipers	-99.69
3/9/2017	30834	TriZetto Provider Soluti...	Fees for EMS billing software	-129.29
3/9/2017	30835	Tualatin Valley Fire Fig...	March 2017 Union Dues	-1,234.07
3/9/2017	30836	W.O.E.C.	Acct 13045001 Chapman avg electric	-432.00
3/9/2017	30837	Waste Management of ...	Garbage/Recycling	-123.73
Total Checking U.S. Bank				15,629.97
TOTAL				15,629.97

Scappoose Rural Fire District
Itemized Account Activity
 February 10 through March 9, 2017

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
1..GENERAL FUND EXPENDITURES			
1...			
1.1 GENERAL FUND PERSONNEL SVCS			
550 Insurance			
2/27/2017	HRA VEBA Trust	HRA VEBA Trust for health ...	1,800.00
2/27/2017	Booth, Shelly	reimb uninsured medical	208.33
2/27/2017	Salisbury, Janine	reimb uninsured medical exp	208.33
2/27/2017	Nationwide Retirement So...	District share of payment	375.00
2/28/2017	Paychex - tax	ER Work Benefit	48.60
2/28/2017	Paychex Payroll	flex spend health ins	10,706.25
3/9/2017	Moda Health	General Fund health ins prem	14,651.00
3/9/2017	Standard Insurance	Mar/Apr life & LTD disability...	1,042.63
Total 550 Insurance			29,040.14
560 Personnel Salaries			
2/17/2017	American General	Insurance Premium	59.85
2/27/2017	Nationwide Retirement So...	Employee PR deductions	1,520.00
2/27/2017	SBG-VAA	Security Benefit plan 61204...	60.00
2/27/2017	Voya-State of Oregon Plan	Oregon Savings and Growth...	10,731.48
2/27/2017	Oregon Dept. of Justice	PR deduction	712.00
2/28/2017	Paychex - tax	Emplyee Taxes Withheld	37,247.43
2/28/2017	Paychex Payroll	FLSA	1,521.88
2/28/2017	Paychex Payroll	telephone	300.00
2/28/2017	Paychex Payroll	longevity	509.00
2/28/2017	Paychex Payroll	FF incentives	1,190.00
2/28/2017	Paychex Payroll	Deferred comp	2,209.00
2/28/2017	Paychex Payroll	all staff OT	19,834.64
2/28/2017	Paychex Payroll	Balance GF net pay	38,390.42
2/28/2017	Paychex Payroll	Shiftdf	125.48
3/9/2017	S.H.C.F.C.U.	9 shift PR deductions	315.00
3/9/2017	S.H.C.F.C.U.	Marks & Pricher \$30 PR ded...	60.00
3/9/2017	Tualatin Valley Fire Fight...	2017 union dues from PR de...	1,015.10
3/9/2017	P.E.R.S.	Employee 6% IAP plus unit ...	8,207.27
3/9/2017	Standard Insurance	Mar STD PR deductions	368.16
Total 560 Personnel Salaries			124,376.71
570 SocSec/Medicare(FICA)			
2/28/2017	Paychex - tax	Emplyr FICA (incl grant staf...	10,479.49
Total 570 SocSec/Medicare(FICA)			10,479.49
580 Volunteer Services			
2/15/2017	Sunshine Pizza	volunteer drill dinner	198.45
2/27/2017	S.V.F.A.	budgeted volunteer donation	8,175.00

Scappoose Rural Fire District
Itemized Account Activity
 February 10 through March 9, 2017

Date	Source Name	Memo	Paid Amount
3/3/2017	Pizza Vendor	SVFA mtg food	218.95
3/9/2017	Meres, Angie	79.2 miles @ IRS \$0.535	42.37
3/9/2017	Bernier, Kyle	240 miles @ IRS \$0.535	128.40
Total 580 Volunteer Services			8,763.17
590 Personnel Benefits			
3/9/2017	Pacific Athletic Club	Mar 2017 dues; Marks & Sal...	80.00
3/9/2017	P.E.R.S.	Employer PERS	23,863.71
3/9/2017	Meres, Angie	Fitness membership	29.95
Total 590 Personnel Benefits			23,973.66
Total 1.1 GENERAL FUND PERSONNEL SVCS			196,633.17
1.2 GENERAL FUND MATERIAL & SVC			
670 Contract Services			
2/27/2017	Columbia River Fire & Re...	25% of Civ Svc Chief Exami...	149.98
2/27/2017	Scappoose Storage	Mar storage unit rent	97.00
3/9/2017	Ritchie, Christopher	Physician Advisor	691.67
3/9/2017	Columbia River Fire & Re...	Volunteer coordinator expen...	3,920.00
Total 670 Contract Services			4,858.65
720 Public Education			
2/27/2017	Ace Hardware	5 heavy duty U posts	37.95
3/9/2017	Aquent LLC	9.25 hrs on Fire Code Guide	600.79
3/9/2017	Aquent LLC	14 hrs on Fire Code Guide	909.30
Total 720 Public Education			1,548.04
740 Uniforms			
2/27/2017	911 Supply LLC	Class A hat - Greenup	163.99
2/27/2017	Alterations by Heather LLC	add patches & nametag	20.00
2/27/2017	Branding Merchandise	12 paramedic & 12 EMT pat...	87.20
2/27/2017	Nichols, Levi	reimb blk Ben Davis workpa...	34.99
2/27/2017	WaterShed LLC	StormForce jacket-replacem...	551.34
3/9/2017	911 Supply LLC	PO:1154 5.11 ATAC 8" wom...	152.99
3/9/2017	Sea Western Fire Apparata...	PO1155-Haix boot-Gandara	278.25
Total 740 Uniforms			1,288.76
750 Maintenance on Equipment			
2/27/2017	Ace Hardware	funnel spill saver	7.59
2/27/2017	Fast Lube and Oil	oil change '08 GMC Savana ...	88.30
2/27/2017	Sunset Auto Parts	10 oil dry	86.10
2/27/2017	Wilcox & Flegel	biodiesel & unleaded fuel	1,662.41
2/27/2017	Curtis	air check on Mako Compres...	110.00

03/08/17

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

February 10 through March 9, 2017

Date	Source Name	Memo	Paid Amount
2/27/2017	Emmert Chevrolet, Inc.	repairs to 2001 Impala	233.32
3/3/2017	MS Glass Outlet	replace 4380 rear window	525.00
3/9/2017	Fast Lube and Oil	Oil change 2005 Chevy Sub...	42.95
3/9/2017	Les Schwab Tires	wheel spin balance '10 Semi...	30.00
3/9/2017	Sunset Auto Parts	'08 GMC truck - air filter & ...	99.69
Total 750 Maintenance on Equipment			2,885.36
760 Administration			
2/10/2017	Pizza Vendor	safety mtg food	64.80
2/12/2017	S.H.C.F.C.U.	Service Charge	0.36
2/13/2017	Amazon	office supplies	38.91
2/13/2017	SmartPark	parking for conference	5.00
2/14/2017	Amazon	office supplies	77.09
2/14/2017	Amazon	3 VIVO desk mount stands	107.96
2/15/2017	Amazon	blue copy paper	7.95
2/16/2017	Keizer Florist	get well plant for Nielson	50.00
2/17/2017	Flora Designs	plant for Norm Miller family	45.00
2/27/2017	Country Media Inc.	2/08 regular mtg notice	41.46
2/27/2017	Office Depot, Inc.	office paper supplies	94.34
2/27/2017	Booth, Shelly	petty cash	164.13
2/27/2017	National Assoc of Elected...	2016 membership dues	75.00
2/27/2017	LCRTOA	6 mo. dues Jan-Jun 2017	250.00
2/28/2017	Paychex Invoice	Regular PR svcs + year-end	144.60
3/9/2017	Anderson, Robert	Reimb food for officers' mee...	115.34
Total 760 Administration			1,281.94
765 Information Technology			
2/13/2017	Amazon	Std Universal Strap Mount	39.99
2/13/2017	Amazon	7 CyberPower PFC Sinewav...	909.65
2/20/2017	AT&T Mobility	Jan wireless charge	100.00
2/20/2017	AT&T Mobility	AT&T wireless credit	-100.00
2/27/2017	AT&T Mobility	Jan wireless charge	177.04
2/27/2017	Pacific Office Automation,...	monthly charge	36.00
2/27/2017	TaskWorld Inc.	FM task tracking software	320.06
3/9/2017	Maller, Dave	IT support + PC security rep...	805.00
3/9/2017	City of Portland	800 MHz access	108.03
3/9/2017	EMS Technology Solution...	Inventory, asset & fleet mgm...	270.00
3/9/2017	PEAK Internet	Chapman&Scappoose inter...	76.88
3/9/2017	TriZetto Provider Solution...	EMS billing software	129.29
Total 765 Information Technology			2,871.94
775 Emerg. Operating Supplies			
2/12/2017	Amazon	Mountainsmith Travel Trunk	71.96
2/13/2017	Amazon	NRS Kayak Rescue Bag(70ft)	54.95

03/08/17

Cash Basis

Scappoose Rural Fire District

Itemized Account Activity

February 10 through March 9, 2017

Date	Source Name	Memo	Paid Amount
2/21/2017	Amazon	rescue gloves	54.00
2/27/2017	Sea Western Fire Apparatus	PO1260-1 turnout set & bun...	2,510.00
2/27/2017	Sirennet.com	1 slide switch	62.06
3/9/2017	Ace Hardware	FF supplies	14.25
3/9/2017	Sea Western Fire Apparatus	ICM refurbish exchange	345.99
3/9/2017	Sea Western Fire Apparatus	PO1291 - 2 FireHunter boot...	363.25
3/9/2017	Sirennet.com	1 slide switch	62.06
Total 775 Emerg. Operating Supplies			3,538.52
780 Building & Grounds Maint.			
2/20/2017	Amazon	3 Flotec plastic sump pumps	112.20
2/27/2017	Ace Hardware	outdoor mounting tape	14.99
2/27/2017	Ace Hardware	moss control	19.99
2/27/2017	Cat Financial Commercial	replace fuel transfer pump, fi...	1,589.21
2/27/2017	Cat Financial Commercial	fuel polishing	880.30
2/27/2017	Paramount Pest Control I...	pest extermination @ Chap...	65.00
3/9/2017	Ace Hardware	tape & fasteners	10.39
3/9/2017	Metro Overhead Door	replace broken springs on d...	1,194.00
Total 780 Building & Grounds Maint.			3,886.08
790 Training			
2/13/2017	Ott House	Nat'l Fire Acad meal - Marks	14.00
2/14/2017	Greene Turtle	Nat'l Fire Acad - Marks	19.50
2/16/2017	Fork'd	food for USCG training	260.00
2/16/2017	Happy Garden Chinese	instructor dinner	37.20
2/21/2017	Amazon	camera accessories	138.90
2/21/2017	New York City Sub	lunch - Swiftwater tr - DuBoi...	93.00
2/21/2017	Bettes Place Restaurant	Swiftwater Tr - DuBois,Ahler...	122.00
2/27/2017	CES - OR	Paramedic tuition: Zimbrick, ...	790.00
2/27/2017	Cascade Training Center	13 ACLS renewals	1,885.00
2/27/2017	Cascade Training Center	13 BLS/HCP Part 1	455.00
2/27/2017	Liebig, Paul	per diem for training class	15.00
2/28/2017	Oregon Fire Instructor As...	2017 conf - Marks	285.00
3/9/2017	S.H.C.F.C.U.	2 interns @ \$30 each	60.00
3/9/2017	Brothers In Battle	training - Liebig & Ahlers	400.00
3/9/2017	Dahlgren's Do It Best Buil...	forcible entry training supplies	19.46
3/9/2017	LCRTOA	2017 Spring Recruit Academy	1,400.00
3/9/2017	Mine Safety Appliances Co	CARE training - Gandara	845.00
3/9/2017	Portland Community Colle...	Wilson intern Jan-Mar tuition	1,350.00
Total 790 Training			8,189.06
810 Utilities			
2/27/2017	N.W. Natural Gas	Jan natural gas	492.41
2/27/2017	CenturyLink	Scappoose Station landlines	404.30

Scappoose Rural Fire District

Itemized Account Activity

February 10 through March 9, 2017

Date	Source Name	Memo	Paid Amount
2/27/2017	Wilcox & Flegel	93.3 gal furnace oil	209.92
2/27/2017	City of Scappoose	water/sewer	274.36
2/27/2017	CRPUD	boathouse	62.42
2/27/2017	CRPUD	main station	1,128.80
3/9/2017	W.O.E.C.	Avg monthly electric for Cha...	432.00
3/9/2017	Comcast	Cable TV for Scappoose	61.68
3/9/2017	P.G.E.	Electrical for Holbrook Station	166.81
3/9/2017	Waste Management of Or...	Garbage/Recycling	123.73
Total 810 Utilities			3,356.43
870 EMS Operations			
2/14/2017	Hellofax	hellofax	42.57
2/27/2017	Bound Tree Corp.	medical supplies	1,289.56
2/27/2017	Bound Tree Corp.	medical supplies	26.36
3/9/2017	Airgas - USA, LLC	medical oxygen	171.70
3/9/2017	Meres, Angie	NREMT recert fee	15.00
3/9/2017	Bound Tree Corp.	medical supplies	329.89
3/9/2017	Environmental Complianc...	Medical Waste collection pic...	100.00
Total 870 EMS Operations			1,975.08
880 FireMed			
2/27/2017	Columbia River Fire & Re...	Fire Med expenses	1,961.29
Total 880 FireMed			1,961.29
Total 1.2 GENERAL FUND MATERIAL & SVC			37,641.15
Total 1...			234,274.32
Total 1..GENERAL FUND EXPENDITURES			234,274.32
2. GRANT FUND EXPENSE			
2.1 Personnel Salaries			
2/27/2017	Nationwide Retirement So...	Employee PR deductions	138.00
2/27/2017	Voya-State of Oregon Plan	Oregon Savings and Growth...	375.00
2/28/2017	Paychex - tax	Grant Employee Taxes Withh...	4,309.45
2/28/2017	Paychex Payroll	Balance Grant net pay(no OT)	9,096.07
2/28/2017	Paychex Payroll	Grant deferred comp	111.00
2/28/2017	Paychex Payroll	Grant shiftdf	1,820.42
3/9/2017	S.H.C.F.C.U.	2 PR deduction	110.00
3/9/2017	Tualatin Valley Fire Fight...	2017 union dues from PR de...	218.97
3/9/2017	P.E.R.S.	Grant Fund Employee 6%	1,200.75
3/9/2017	Standard Insurance	Grant staff STD insurance	53.59
Total 2.1 Personnel Salaries			17,433.25

Scappoose Rural Fire District
Itemized Account Activity
 February 10 through March 9, 2017

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
2.2 Personnel Benefits			
2/27/2017	HRA VEBA Trust	HRA VEBA Trust for health ...	200.00
2/27/2017	Liebig, Paul	reimb uninsured medical	208.33
2/27/2017	Nationwide Retirement So...	District share of payment	50.00
2/28/2017	Paychex - tax	Grant ER Work Benefit	6.49
2/28/2017	Paychex - tax	Grant Empl'r FICA (excl gra...	1,250.46
2/28/2017	Paychex Payroll	grant flex spend pay	1,856.80
3/9/2017	Moda Health	Grant health ins prem	1,229.47
3/9/2017	P.E.R.S.	Grant Fund Employer PERS	2,288.83
3/9/2017	Standard Insurance	Grant staff life & LTD insura...	94.32
Total 2.2 Personnel Benefits			<u>7,184.70</u>
Total 2. GRANT FUND EXPENSE			<u>24,617.95</u>
TOTAL			<u>258,892.27</u>

03/08/17
Cash Basis

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

	<u>Jul 1, '1...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% o...</u>
Income				
1. GENERAL FUND REVENUES				
Begin Available Cash on Hand	1,407,493	1,296,940	110,553	109%
EMS Receipts	393,235	600,000	-206,765	66%
FireMed	35,060	30,850	4,210	114%
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	54,445	0	54,445	100%
Miscellaneous Revenue - Other	16,065	165,000	-148,935	10%
Total Miscellaneous Revenue	70,510	165,000	-94,490	43%
Taxes - Current	2,117,827	2,205,100	-87,273	96%
Taxes - Prior Years	75,565	105,000	-29,435	72%
Total 1. GENERAL FUND REVENUES	4,118,946	4,432,140	-313,194	93%
2. GRANT FUND REVENUE				
Begin Available Cash on Hand	-31,135	0	-31,135	100%
Grant Award	53,160	216,780	-163,620	25%
Total 2. GRANT FUND REVENUE	22,025	216,780	-194,755	10%
3. PROPERTY FUND REVENUES				
Begin Available Cash On Hand	317,338	319,823	-2,485	99%
Grant Income	10,000	0	10,000	100%
Interest Earned on Investments	2,122	1,000	1,122	212%
Transfers In	0	118,080	-118,080	0%
Total 3. PROPERTY FUND REVENUES	329,461	438,903	-109,442	75%
4. PERSONNEL SVCS FUND REVEN				
Begin Available Cash On Hand	203,367	210,000	-6,633	97%
Interest Earned on Investments	1,318	800	518	165%
Total 4. PERSONNEL SVCS FUND REVEN	204,685	210,800	-6,115	97%
Total Income	4,675,118	5,298,623	-623,505	88%
Expense				
1..GENERAL FUND EXPENDITURES				
1...				
1.1 GENERAL FUND PERSONNEL SVCS				
550 Insurance	273,249	424,583	-151,334	64%
560 Personnel Salaries	970,239	1,687,819	-717,580	57%
570 SocSec/Medicare(FICA)	77,230	129,118	-51,888	60%
580 Volunteer Services	17,037	38,000	-20,963	45%
590 Personnel Benefits	212,126	395,040	-182,914	54%
Total 1.1 GENERAL FUND PERSONNE...	1,549,881	2,674,560	-1,124,679	58%
1.2 GENERAL FUND MATERIAL & SVC				
670 Contract Services	34,105	55,000	-20,895	62%
680 Communications Maintenance	5,070	14,000	-8,930	36%
720 Public Education	1,845	7,500	-5,655	25%
730 Property & Liability Insur.	43,623	52,000	-8,377	84%
740 Uniforms	9,060	20,000	-10,940	45%
750 Maintenance on Equipment	67,474	110,000	-42,526	61%
760 Administration	30,948	52,000	-21,052	60%
765 Information Technology	32,215	42,200	-9,985	76%
770 Operating Materials/Suppli	1,881	5,000	-3,119	38%

03/08/17
Cash Basis

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

	<u>Jul 1, '1...</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% o...</u>
775 Emerg. Operating Supplies	45,850	65,000	-19,150	71%
780 Building & Grounds Maint.	19,091	90,000	-70,909	21%
790 Training	44,828	90,000	-45,172	50%
810 Utilities	21,691	37,800	-16,109	57%
870 EMS Operations	32,758	70,000	-37,242	47%
880 FireMed	15,318	18,500	-3,182	83%
Total 1.2 GENERAL FUND MATERIAL ...	405,754	729,000	-323,246	56%
1.3 GENERAL FUND CAPITL OUTLAY				
910 CO Equipment	39,160	60,500	-21,340	65%
Total 1.3 GENERAL FUND CAPITL OUT...	39,160	60,500	-21,340	65%
Total 1...	1,994,795	3,464,060	-1,469,265	58%
1.4 GENERAL FUND TRANSFER OUT				
Transfers to Property Fund	0	118,080	-118,080	0%
Total 1.4 GENERAL FUND TRANSFER OUT	0	118,080	-118,080	0%
1.5 GENERAL FUND CONTINGENCY	0	200,000	-200,000	0%
1.6 GENERAL RESERVED FOR FUTURE	0	650,000	-650,000	0%
Total 1..GENERAL FUND EXPENDITURES	1,994,795	4,432,140	-2,437,345	45%
2. GRANT FUND EXPENSE				
2.1 Personnel Salaries	105,354	130,784	-25,430	81%
2.2 Personnel Benefits	54,821	85,996	-31,175	64%
Total 2. GRANT FUND EXPENSE	160,175	216,780	-56,605	74%
3. PROPERTY FUND CAPITAL OUTLAY				
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%
Total 3. PROPERTY FUND CAPITAL OUTLAY	0	438,903	-438,903	0%
4. PERSONNEL SVC FUND EXPENSE				
Liability & Service	0	209,800	-209,800	0%
Reserved for Future Expenses	0	1,000	-1,000	0%
Total 4. PERSONNEL SVC FUND EXPENSE	0	210,800	-210,800	0%
Total Expense	2,154,971	5,298,623	-3,143,652	41%
Net Income	<u>2,520,147</u>	<u>0</u>	<u>2,520,147</u>	<u>100%</u>



February Alarm Report

Call Total February 1 through February 28 2017

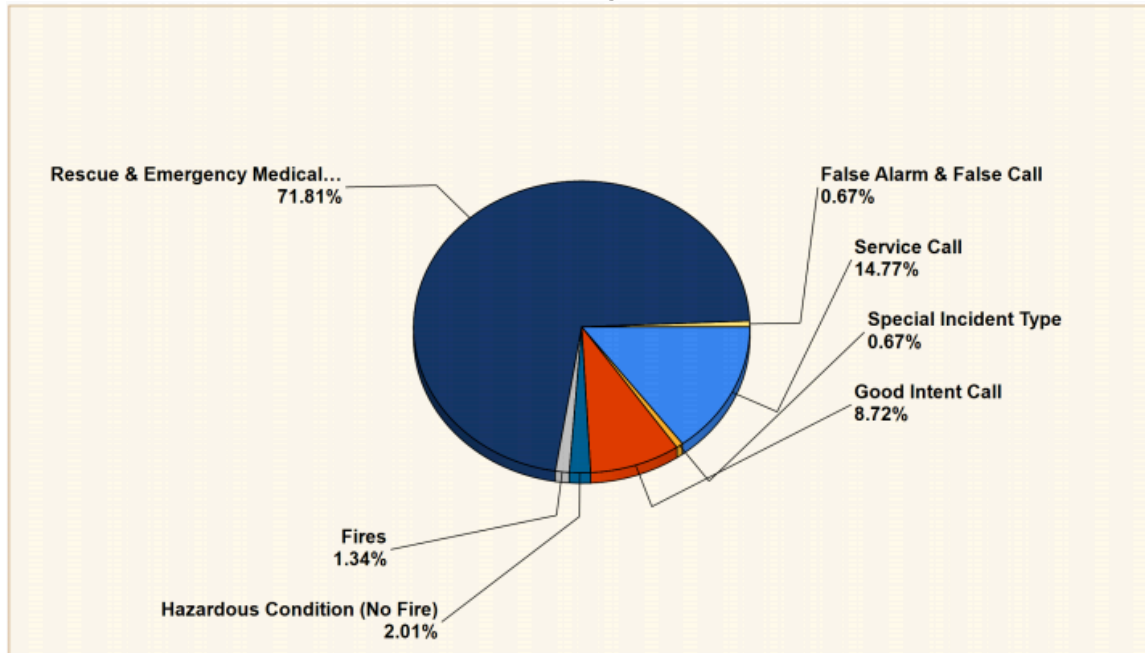
AGENCY	# INCIDENTS
Scappoose Fire District	149

Call Total February 1 through February 28 2016

AGENCY	# INCIDENTS
Scappoose Fire District	139

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		107	
FIRE		42	
TOTAL		149	
TOTAL TRANSPORTS			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
4380	0	0	2
M431	60	57	81
M432	7	5	16
TOTAL	67	62	99
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		7	
Aid Received		5	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
24		16.11	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
CRFR Administration		0:05:56	
Scappoose Station	0:07:05	0:08:05	
AVERAGE FOR ALL CALLS		0:07:12	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
CRFR Administration		0:00:46	
Scappoose Station	0:02:54	0:02:50	
AVERAGE FOR ALL CALLS		0:02:52	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Scappoose Fire District		17:59	

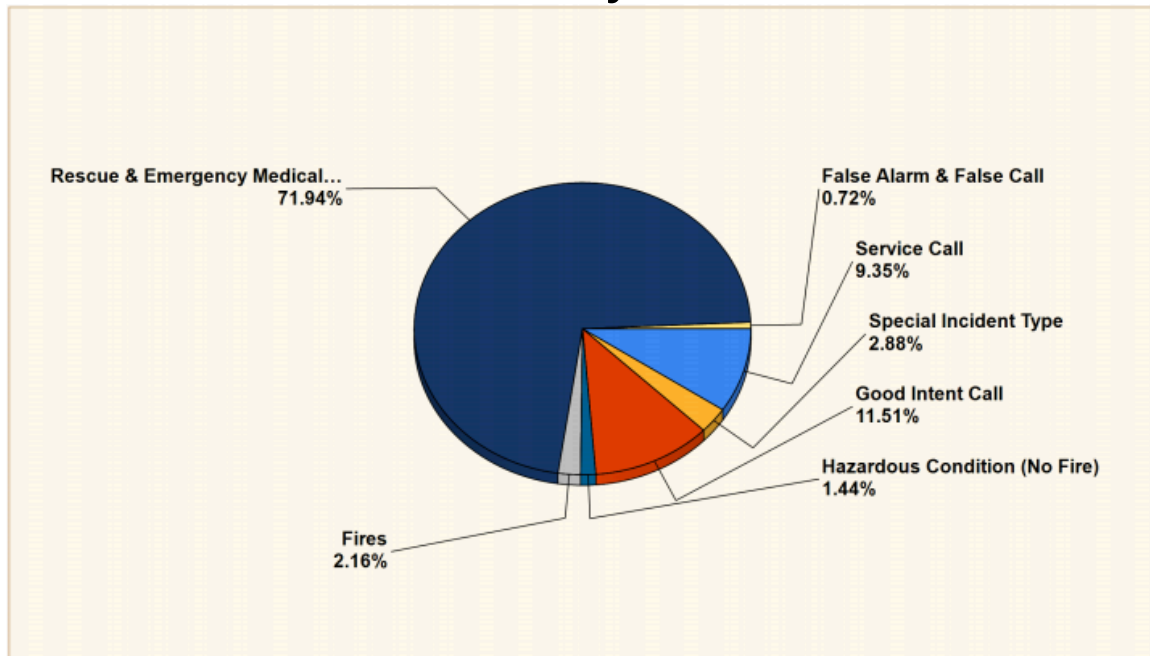
February 2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.34%
Rescue & Emergency Medical Service	107	71.81%
Hazardous Condition (No Fire)	3	2.01%
Service Call	22	14.77%
Good Intent Call	13	8.72%
False Alarm & False Call	1	0.67%
Special Incident Type	1	0.67%
TOTAL	149	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.67%
113 - Cooking fire, confined to container	1	0.67%
321 - EMS call, excluding vehicle accident with injury	96	64.43%
322 - Motor vehicle accident with injuries	4	2.68%
324 - Motor vehicle accident with no injuries.	7	4.70%
421 - Chemical hazard (no spill or leak)	1	0.67%
440 - Electrical wiring/equipment problem, other	1	0.67%
445 - Arcing, shorted electrical equipment	1	0.67%
550 - Public service assistance, other	1	0.67%
551 - Assist police or other governmental agency	4	2.68%
553 - Public service	1	0.67%
554 - Assist invalid	13	8.72%
561 - Unauthorized burning	3	2.01%
611 - Dispatched & cancelled en route	9	6.04%
622 - No incident found on arrival at dispatch address	3	2.01%
631 - Authorized controlled burning	1	0.67%
743 - Smoke detector activation, no fire - unintentional	1	0.67%
900 - Special type of incident, other	1	0.67%
TOTAL INCIDENTS:	149	100.00%

February 2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	2.16%
Rescue & Emergency Medical Service	100	71.94%
Hazardous Condition (No Fire)	2	1.44%
Service Call	13	9.35%
Good Intent Call	16	11.51%
False Alarm & False Call	1	0.72%
Special Incident Type	4	2.88%
TOTAL	139	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.72%
114 - Chimney or flue fire, confined to chimney or flue	2	1.44%
311 - Medical assist, assist EMS crew	1	0.72%
321 - EMS call, excluding vehicle accident with injury	94	67.63%
322 - Motor vehicle accident with injuries	2	1.44%
324 - Motor vehicle accident with no injuries.	3	2.16%
422 - Chemical spill or leak	1	0.72%
444 - Power line down	1	0.72%
510 - Person in distress, other	1	0.72%
551 - Assist police or other governmental agency	5	3.60%
554 - Assist invalid	2	1.44%
561 - Unauthorized burning	2	1.44%
571 - Cover assignment, standby, moveup	3	2.16%
600 - Good intent call, other	1	0.72%
611 - Dispatched & cancelled en route	10	7.19%
622 - No incident found on arrival at dispatch address	3	2.16%
631 - Authorized controlled burning	1	0.72%
651 - Smoke scare, odor of smoke	1	0.72%
733 - Smoke detector activation due to malfunction	1	0.72%
900 - Special type of incident, other	4	2.88%
TOTAL INCIDENTS:	139	100.00%

February 2017

ZONE	NUMBER OF CALLS
CRFR-71 - CRFR ST. Helens Response Area	14
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	3
Rural - Unincorporated areas further from the city / RG 35 & 36	14
Suburban - Area surrounding the city/ un- hydranted area RG 33 & 34	40
Urban - Hydranted area in the city area Rg 31	76
TOTAL:	149

February 2017

ZONE	NUMBER OF CALLS
CRFR-71 - CRFR ST. Helens Response Area	20
Marine - Anything on the Columbia River/ Multnomah Channel RG 30	2
OD - Other - Out of District - Other	1
Rural - Unincorporated areas further from the city / RG 35 & 36	12
Suburban - Area surrounding the city/ un- hydranted area RG 33 & 34	31
Urban - Hydranted area in the city area Rg 31	73
TOTAL:	139

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Response Group (Required)	
Joint Duty Officer Response	4
Mutual Aid	13
RG 29	1
RG 30	1
RG 31	76
RG 33	15
RG 34	24
RG 35	12
RG 36	3

USER-DEFINED FIELD: What type of hit was this? (Required)	
Double Hit	20
N/A	127
Triple Hit	2

USER-DEFINED FIELD: Was this a billable call (ie. Did we transport someone to the hospital)? (Required)	
N/A	23
No	61
Yes	65

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)	25
No	122
Yes	2

USER-DEFINED FIELD: Was there a Joint Duty Officer Involved in this call from CRFR(Respond)? (Required)	
No	139
ANSWERS	
Yes	10

USER-DEFINED FIELD: Was this a cardiac / respiratory arrest where CPR was initiated? (CARES) (Required)	
No	126
This was not a medical call	22
Yes	1

February 2017
Count Of Days With Same Incident Count

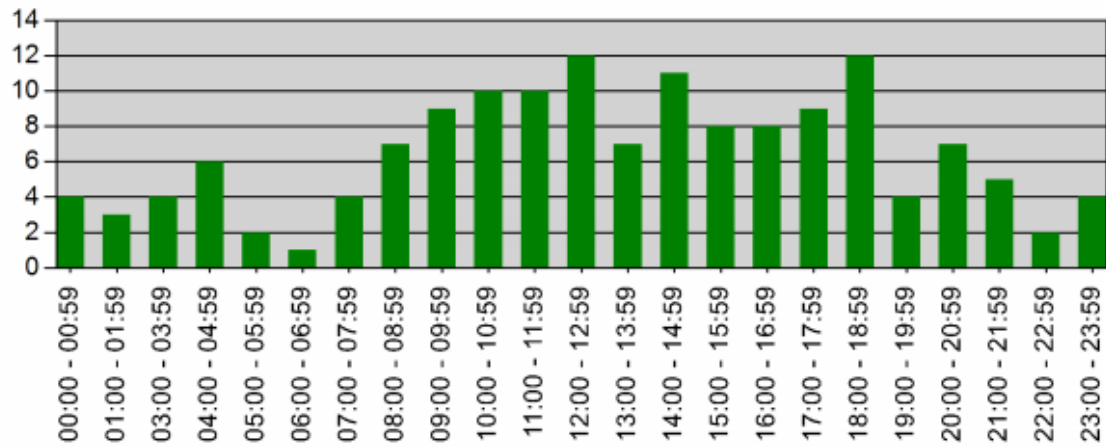
INCIDENTS PER DAY	COUNT OF DAYS
1	1
2	2
3	3
4	5
5	6
6	4
7	1
8	3
9	1
10	1
11	1

February 2016
Count Of Days With Same Incident Count

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

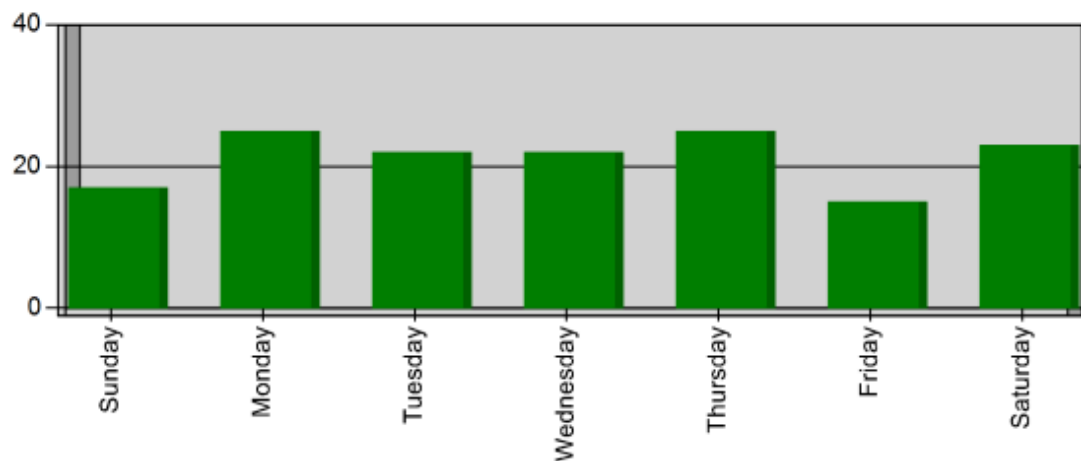
Incidents by Hour for Date Range

Start Date: 02/01/2017 | End Date: 02/28/2017



Incidents by Day of the Week for Date Range

Start Date: 02/01/2017 | End Date: 02/28/2017

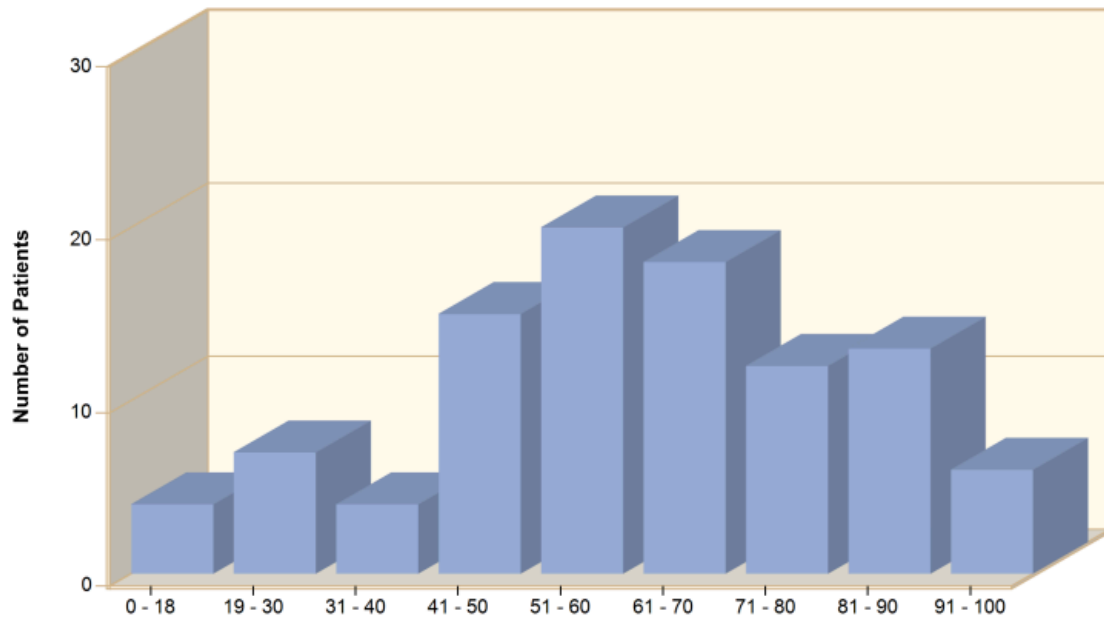


DAY OF THE WEEK	# INCIDENTS
Sunday	17
Monday	25
Tuesday	22
Wednesday	22
Thursday	25
Friday	15
Saturday	23

TOTAL 149

Patient Age Breakdown for Date Range

Start Date: 02/01/2017 | End Date: 02/28/2017



AGE RANGE	# PATIENTS
0 - 18	4
19 - 30	7
31 - 40	4
41 - 50	15
51 - 60	20
61 - 70	18
71 - 80	12
81 - 90	13
91 - 100	6

HOSPITAL DESTINATION	# TRANSPORTS
Kaiser Westside Medical Center	8
Legacy Emanuel Hospital	13
Legacy Good Samaritan Hospital	31
Oregon Health and Sciences University Hospital	7
Portland VA Medical Center	1
Providence Portland Medical Center	1
Providence St. Vincent Medical Center	3
Randall Children's Hospital	1

Fire Chief Report
February 2017

I have been working with a group of Local Emergency Planning Committee members on reviewing the current emergency plan for Extremely Hazardous Material for fixed facilities. This plan was completed in 2015 and the Oregon State Fire Marshal recommended additions to the plan which we are improving on. After completion of review then we will be working our community evacuation plans for each fixed facility.

We all have been very busy with meeting with administrative staff, individual committees, company offices, and officers between both agencies discussing joint operations, directions we need to head towards and other issues. The meetings have been very productive for both agencies.

Meetings & Drills

02/1 Public health outreach mtg	02/3 Staff mtg
02/6 SRFD officers mtg	02/7 CRFR board president mtg
02/7 LEPC fixed facility planning mtg	02/7 St Helens Urban renewal mtg
02/8 3215 union negotiation mtg	02/8 CRFR apparatus committee mtg
02/8 SRFD safety mtg	02/8 Col Co criminal justice mental health mtg
02/9 SRFD Board mtg	02/10 Avemere evacuation drill plan
02/10 Driveway inspection	02/12 ACLS class
02/13 Fire defense board mtg	02/14 Fire investigation mtg
02/14 CRFR Board mtg	02/15 Hazmat by Rail training
02/20 Staff mtg	02/20 Medical case reviews
02/22 Company officers mtg	02/22 Pre-application mtg OIMC
02/23 HR Answer training	02/23 Afternoon in Rainier inspections
02/24 Afternoon in Rainier inspection	02/28 911 advisory board mtg
02/24-03/03 Duty Officer	



Fire Marshal Report

Columbia River Fire & Rescue / Scappoose Fire District



March Board Meeting

Fire Code Questions: 3

Inspection Requests: 3

Pre Application Meetings: 8

Administrative Reviews: 5

Plan Reviews: 5

System Testing: 3

Driveway St. Helens: 5

Rainier: 2

Scappoose: 1

Re- Inspections: 4

Public Hearings: 2

Knox Box: 2

Meetings: 8

Conditional Use Permits: 2

Fire Flow Review: 2

Fireworks permits: 5

General Info:

Attended the Columbia County Fire Investigation Meeting, spent considerable time planning the Joint Interagency Helicopter Training day which included time at the Coast Guard Station in Astoria. Conducted a Swiftwater Rescue training for Scappoose and Clatskanie on the Hood River to do the final signoff for our rescuers in Scappoose. Completed Advanced Cardiac Life Support Refresher and Pediatric Advanced Life Support refresher. Attended a software demonstration for new Record Management System. Attend Company Officer meetings. Completed the Fire Code Application Guide for Scappoose and CRFR. Waiting for adoption of that document and the Oregon Fire code at a future meeting. Projects in the cue include new driveway forms.

Respectfully Submitted by Jeff Pricher

Feb / March 2017 Training Report
DC Josh Marks

02/05- 02/11 NFA 21st Century Training

Great course on how to integrate different training methods into current classes

02/12 ACLS

02/13 Meeting with Bill Gee about training grounds and future projects

02/14 LCRTOA

02/15 HELO training with USGC

02/15 Haz Mat emergencies by rail with OSFM

Great class instructed by Chad Hawkins from OSFM office. 8 hour class condensed to 4 hours

02/16 Meeting with Don Beck about Burn Prop in Mist

02/18 First day of Vol Fire Academy HAZ Mat instructed by Shon Christensen PFB

02/20 Company Officer and Staff Meeting

02/21 OFF SICK

02/22 Evening Drill SCBA Dodgeball

02/25 Walker Road House Training and Burn

02/26 Vol Academy SCBA Confidence

02/27 OEDI Board Meeting

Filling Board Position vacated by Chief Lake. Hoping to continue to make progress in course certification through DPSST

03/01 Morning and Evening Drills Salvage and Overhaul

03/02 Company Officers Meeting

Staff Meeting

Work on CRFR Capt application process

03/03 4380 to Portland for window fix

03/03 Duty Week

03/03 Vol Academy with Life Flight.

Pictures from Walker Road





Emergency Medical System
Division Chief Dave Coombs
February 2017 Report

EMS Office February activity
Duty officer Feb 1, 2
Apparatus Committee Meeting
Attended volunteer drill
Command at structure fire on McDermott Rd
Attended report management software demos
Joint EMS Committee meeting
Audited SRFD EMS records
Columbia County Community Advisory Council meeting
Met with Director of Avamere
Protocol development committee meeting
Mobile Integrated Health workgroup meeting
Met with Avamere medical aides
Prepared job description for CRFR single role EMS provider
Published a General Order regarding patient refusals
Met with CRFR C shift
Completed pediatric advanced life support certification
Columbia County RiskShare meeting
Met with SRFD B shift
Extracted data from High Plains

SRFD/CRFR Operations Chief

Monthly Report

- ISO Information Gathering/Forms Prep
- CRFR Labor/Mgmt Meeting
- CAD/Ccom Mapping and Unit Characteristic Report
- Company Officer Meeting – Shift Officers
- Fire Chiefs Roundtable – Eugene OR
- Task Force Leader Symposium – Newport OR
- Ccom Staff Meeting and Orientation
- Operation Committee Prep and schedule
- Fire Defense Board Meeting
- Fleet Maintenance Meeting – JMF
- NREMT Transfer of Duties – Chief Coombs, EMS
- Senior Staff Meeting
- Joint General Staff Meeting
- Apparatus Committee Meeting – Discuss equipment/apparatus
- Public Health Foundation Meeting – Board Member
- Avamere Assisted Living Staff Meeting and Fire Alarm Discussion
- Insurance Committee Meeting – CRFR
- County Fire Station Visit – ISO: Vernonia, Mist, Clatskanie

Division Chief O'Connor Monthly Report for February 2017

- **Grants:** Completed SAFER grant application hiring of 3 FF's and implementing a volunteer intern program. Applications are judged on the following criteria:
 - *Does the department meet NFPA 1720? Higher consideration is given to applicants serving a higher percentage of volunteer firefighters. Applicants with a recruitment and retention plan are given a higher priority. Applicants with higher call volume are given additional consideration. Applicants that will provide firefighter health measures are given a priority. Additional consideration is given to applicants that require training to the Firefighter II and EMT levels. Applicants with a recruitment and retention coordinator will score higher. Applicants that have an evaluation plan and a marketing plan are also given a priority.*
- **Meetings:** Held 2nd meeting for joint Scappoose/CRF&R Health & Wellness Committee on 2/3. Focus of the group is to increase firefighter fitness to decrease sick leave usage and risk of injury. Working on goals and objectives for the group; Attended record management presentations at St. Helens Station 2/2; Met with Volunteer FF Kelly Niles about Volunteer program 2/3; Attended Inform Mobile user group meeting at WCCCA 2/6 (CAD project); Attended Scappoose Officer meeting 2/6; Attended Scappoose safety meeting 2/8; Attended CRF&R board of directors meeting 2/14; Attended company officer meeting 2/20 (A shift) and 2/22 (B shift); Attended staff meeting 2/20; Attended CRFR safety meeting 2/24 at Rainier.
- **Training:** Taught NFPA Emergency Driver class for volunteers 2/10; Continued Preparing/planning to teach NFPA Instructor 1 weekend of March 18/19 at LBTC; prep/planning for pumper operator academy for volunteers beginning March 20.
- Duty Chief week of February 7.
- **Facilities:** Completed Deer Island Station inspection 2/24; Waiting on water quality to improve for company to refloat the Scappoose boat house (In Too Deep Diving); Window blinds were installed in the CRF&R billing office; Painted entry/hallway of public entrance at St. Helens Station; Ordered and received replacement treadmill for St. Helens station; Completed Request for Proposals (RFP) to purchase new pickup for Scappoose - closes March 15, 2017.
- **PIO:** Continued updates of social media pages with current information; 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; Met with Nicole Thill for newspaper interview on volunteer coordinator and volunteer program for CRF&R and Scappoose.
- **Information Technology (IT):** Collecting ipad information for implementation into Air Watch (mobile device management software); reviewing new CAD end user options as part of Inform Mobile user group (fire).
- **Misc:** Continued planning for CRF&R awards banquet for Friday April 7 at 6pm St. Helens Elks all board members are invited and will receive invitation; Attended Preliminary Damage Assessment (PDA) with FEMA and Columbia County Emergency Management from snow/ice storms to possibly recover some costs associated for both CRF&R and Scappoose; Volunteer activity report for February 2017 attached.

**Volunteer Coordinator Motherway
Report February 2017**

February:

- LCRTOA training officers meeting/take minutes – Tuesday, February 14th
- CRFR Board Meeting – Tuesday, February 14th
- CRFR Volunteer Association Meeting – Thursday, February 16th in Rainier
- Attend weekly drill in Scappoose and @ LBTC (9:30am & 7pm)
- Working with RS Media on continued photo board projects for CRFR (ongoing)
- Multiple meetings with several 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 (marketing).
- Working with a billboard agency on design for upcoming billboard media for the district (ongoing)
- Weekly Facebook posts
- At Scappoose Fire office, Tuesday and Wednesday's
- Meet with recruits from both agencies on a weekly basis to check in on their needs, how things are going, what more we can do to assist them and keep them engaged.
- Various volunteer 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.
- Coast Guard Training – February 15th attended and assisted with lunches
- Met with Kelly Niles to discuss volunteer association suggestions and ideas
- Met with Lt. Wonderly regarding gear, collected gear that needs to be issued to new recruits, talked about processes/etc.
- Met with Dave Coombs to discuss EMS/EMR license information that needs to be collected from the Volunteers
- Worked on high plains/data entry reports with Ian, learning ins/outs
- Spoke with two recruits from Scappoose, one EMS volunteer resigned, a fire recruit stepped down to a Logistics position due to family commitments
- Went shopping for cards, gift cards per Chief Greisen for birthday project
- Burgerville stairclimb fundraiser from 4pm-9pm – February 8th
- Birthday card project continued (collecting information, sent out January and February birthday cards)
- Dodgeball Drill along with travel for pickup in Rainier – February 22nd
- Began painting the St. Helens Station entry to prep for new updates
- Chaplain meetings to discuss changes/possibilities, to follow up next month
- Sent gifts to misc. members for medical "get well"
- Began Instructor 1 coursework

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
- Assist Chief Officers - run errands, send emails on behalf/etc.
- Assist with FF PPE gear collection/turning items in to the uniforms dept.
- Coordination of Recruit academy – January thru June (weekly recruit check ins/weekend check ins, food drop offs, host BBQ's/answer questions/etc.)
- Attend weekly drills to answer questions, participate on any level needed and be a face for the organization for volunteer firefighters
- Ongoing firefighter recruitment & retention
- Planning for CRFR Appreciation Dinner/Awards Banquet - April 7, 2017

DATE: March 8, 2017
TO: Board of Directors
From: Michael Greisen, Fire Chief
RE: Hiring of additional medical staff

With the increase in medical incidents we are having a difficult time getting two ambulances out between 7:00PM to 7:00AM. With hiring the two SAFER grant EMT/Firefighters during day time, it has helped the fire district with keeping two ambulances staffed. Once the day time personnel leave in the evening, then we are only able to staff one ambulance. If volunteers are not available, we depend on Columbia River Fire and Rescue to provide an ambulance.

Options we considered to have 4 personnel on at all times.

Hire two EMT to cover nighttime from 7:00PM to 7:00AM cost \$143,817.
The difficulty is how to meet their training requirements, recertification and supervision.

Hire one EMT/Firefighter for 48/96 shift and then move the two SAFER grant day persons to 48/96 shift at an annual cost of \$121,429 per FTE.
This would require us to see if our grant would allow us to switch the day time personnel at this time. The grant expires without extensions about October 2017.

We would still need to hire EMS only personnel during the day time period. We would hire part time EMT's or Paramedics to assist with day time coverage. We could not guarantee if the person would be an EMT or Paramedic, it would all depend on who is available.

I recommend that the board allows the hiring of an additional EMT/Firefighter to work a 48/96 shift (depending on what is allowed by the grant). Allow the hiring of EMS only personnel during day time response.- There are funds available in the current budgeted for these programs.

Expense for 1 fulltime EMT/Firefighter – April to June - \$26,743

Part time EMT or Paramedic – April to June (100 days of 12 hr shifts) - \$29,407

2017-18 (2016-17 Pay Rates Plus 3%)	Medical Only		Medical Only		Medical Only		Medical Only		Medical Only	
	EMT	EMT	Para	Para	Para			EMT	Para	Para
Rate per Hour	\$14.94	\$15.97	\$19.06	\$20.09	\$21.12		(12 Hrs / Shift)	\$14.94	\$18.03	\$20.09
(40 Hrs / Wk)										
Weeks per Month	4.33	4.33	4.33	4.33	4.33	Avg Days per Month		15.21	15.21	15.21
ST Hours per Week	40	40	40	40	40		ST Hrs/Shift	12	12	12
OT Hours per Week	8	8	8	8	8		OT Hrs/Shift	1	1	1
							Shift Frequency	4 on / 4 off	4 on / 4 off	4 on / 4 off
Wage (ST)	\$2,589	\$2,767	\$3,303	\$3,481	\$3,660		Wage (ST)	\$2,726	\$3,290	\$3,666
Estimated OT	777	830	991	1,044	1,098		Estimated OT	341	411	458
DefComp% match	52	55	66	70	73		DefComp %	55	66	73
Total Wage	\$3,417	\$3,653	\$4,360	\$4,595	\$4,831		Total Wage	\$3,121	\$3,767	\$4,197
PERS @ 13.38%	457	489	583	615	646		PERS @ 13.38%	418	504	562
SS & Med	261	279	334	352	370		SS & Med	239	288	321
PEHP	25	25	25	25	25		PEHP	25	25	25
Work Comp	34	37	44	46	48		Workers Comp	31	38	42
LTD/Basic Life	55	55	55	55	55		LTD/Basic Life	55	55	55
2017-18 Cafeteria Plan	1,954	1,954	1,954	1,954	1,954		Cafeteria Plan	1,954	1,954	1,954
HRA VEBA	150	150	150	150	150		HRA VEBA	150	150	150
Total Benefits	\$2,937	\$2,989	\$3,144	\$3,196	\$3,248			\$2,872	\$3,014	\$3,109

Salary	\$3,417	\$3,653	\$4,360	\$4,595	\$4,831		\$3,121	\$3,767	\$4,197
Benefits	2,937	2,989	3,144	3,196	3,248		2,872	3,014	3,109
TOTAL PER MONTH	\$6,354	\$6,642	\$7,504	\$7,792	\$8,079		\$5,992	\$6,780	\$7,306
	<i>EMT @</i>	<i>EMT @</i>	<i>Para @</i>	<i>Para @</i>	<i>Para @</i>		<i>EMT @</i>	<i>Para @</i>	<i>Para @</i>
	<i>\$14.94</i>	<i>\$15.97</i>	<i>\$19.06</i>	<i>\$20.09</i>	<i>\$21.12</i>		<i>\$14.94</i>	<i>\$18.03</i>	<i>\$20.09</i>
Salary	\$41,006	\$43,834	\$52,317	\$55,145	\$57,973		\$37,450	\$45,199	\$50,364
Benefits	35,242	35,865	37,734	38,357	38,980		34,458	36,165	37,303
TOTAL PER YEAR	\$76,247	\$79,698	\$90,051	\$93,502	\$96,953		\$71,909	\$81,364	\$87,667

2017-18 Union Pay Rates				2017-18 Union Pay Rates	
FF/Paramedic (56 Hrs/Wk)	Start	At Yr 3	At Yr 5	FF/EMT (formerly SAFER) (12 hrs/shift, 4 on / 4 off)	
				At Yr 1	At Yr 2
Salary	\$6,012.31	\$6,584.91	\$7,157.51	\$5,726.01	\$5,986.28
Rate / Hour	\$24.71	\$27.06	\$29.41	\$31.38	\$32.80
Avg OT Hrs/Mo	5	5	5	5	5
Wage (ST)	\$6,012	\$6,585	\$7,158	\$5,726	\$5,986
Estimated OT	185	203	221	235	246
DefComp %	0	132	143	115	120
Total Wage	\$6,198	\$6,920	\$7,521	\$6,076	\$6,352
PERS @ 18.15%	1,125	1,256	1,365	1,103	1,153
SS & Med	474	529	575	465	486
PEHP	25	25	25	25	25
Workers Comp	297	332	361	292	305
LTD/Basic Life	55	55	55	55	55
Cafeteria Plan	1,954	1,954	1,954	1,954	1,954
HRA VEBA	150	150	150	150	150
Total Benefits	\$4,080	\$4,301	\$4,486	\$4,043	\$4,128

Salary	\$6,198	\$6,920	\$7,521
Benefits	4,080	4,301	4,486
TOTAL PER MONTH	\$10,278	\$11,221	\$12,007

\$6,076	\$6,352
4,043	4,128
\$10,119	\$10,480

FF/Paramedic	Start	At Yr 3	At Yr 5
--------------	-------	---------	---------

Salary	\$74,371	\$83,035	\$90,255
Benefits	48,966	51,617	53,826
TOTAL PER YEAR	\$123,337	\$134,651	\$144,081

\$72,910	\$76,224
48,519	49,533
\$121,429	\$125,757

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

CAREER EMPLOYEE POLICIES

SECTION 12

<u>SECTION</u>		<u>PAGE</u>
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12.4	Vacations for Career Employees	4
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12.6	Flexible Benefits Plan for Career Employees	6

Section 12.2 Sick Leave and Funeral Leave

- A. All regular employees of the District shall earn sick leave of 1 hour for each 20 hours of straight time worked. Sick pay shall be earned from the first day of employment.
- B. The District has granted the use of sick leave in the retirement benefit calculation for all eligible PERS employees under Resolution 89-6, To Implement PERS Coverage.
- C. Employees may use sick leave for the following reasons:
 - 1. Personal illness or physical incapacity.
 - 2. Enforced quarantine of the employee in accordance with community health regulations.
 - 3. Illness in the immediate family requiring the employee to remain home to make further arrangements. The employee is limited to the period that the employee's attendance is actually required.
 - 4. Dental and medical appointments that cannot be scheduled during non-duty hours.
- D. Except as provided below, sick leave will not be deducted from an employee's account due to time lost from work because of illness or injury compensable under the Workers' Compensation laws.
- E. When an occupational claim occurs in the course of employment, the District shall, upon written request from the employee, pay from the employee's accumulated sick leave, the difference between any payment received under workers' compensation laws and the employee's regular salary until the sick leave is exhausted.
- F. A complete and accurate record shall be kept at all times of the accumulation and use of each employee's sick leave.
- G. If an employee is either injured or sick, on or off the job, the Board reserves the right:
 - 1. To request a written notice from the employee's doctor that the employee is capable of returning to work.

Section 12.2 Sick Leave and Funeral Leave (continued)

2. To request an opinion of a doctor of the District's choice to determine if the employee is capable of returning to work.
 3. To prevent the employee from returning to work even though the employee has a written release from his doctor until the District's doctor has evaluated the employee.
 4. To evaluate the opinions of the doctors and to seek further professional advice prior to allowing the employee to return to work.
- H. In the event that the employee terminates service with the District, the employee or the employee's beneficiary shall receive no payment for unused sick leave.
- I. Administrative employees will be granted up to three (3) days and shift employees will be granted up to two (2) shifts for funeral leave for the death of a member of the employee's immediate family. For purposes of this section, "immediate family" shall be defined as spouse, parent, children, including foster and step-children, brother, sister, present in-laws (mother, father, brother, sister) grandparents, or others as may be granted by the Fire Chief or his designee.
- J. Upon request of an employee who has suffered a death in his or her immediate family, the Fire Chief may allow the employee to take off such extra days as the Fire Chief deems appropriate, in addition to the normal two (2) shifts or three (3) days allowable as funeral leave, and to charge such extra days off to the employee's sick leave account.

Legal References

Resolution 89-6

Approved:

President, Dennis Marceaux DM

Secretary, David Sorenson DS

Date: November 11, 2004

Revised: 12/12/02, 11/11/04

Reviewed: 11/14/04 11/9/06 11/2008

Section 12.3 Holidays For Career Employees

A. Administrative Employees

1. All Administrative personnel of the District averaging more than 30 hours per week of work shall be entitled to the Holidays as listed below:
 - a. New Year's Day
 - b. Martin Luther King
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day
 - g. Day after Thanksgiving
 - h. Christmas
 - i. Plus: (3) floating holidays
2. Should a holiday fall on an employee's normal day off, the employee shall be entitled to another day. The day off is to be credited to the employees holiday chart and can be taken by giving notice, and subject to the approval of the Fire Chief.
3. In the case of a part-time employee, one who works less than 30 hours per week, he or she will be compensated in proportion to the number of hours that he or she normally worked that day.
4. The use of floating holidays may be taken any time during the fiscal year by giving notice and subject to the approval of the Fire Chief. The floating holiday must be accrued in order to be taken. If the employee does not use the floating holiday within sixty (60) days after the end of the fiscal year in which it was accrued, the floating holiday shall be forfeited.

B. Shift Employees

1. All regular 24-hour shift employees shall accrue vacation as outlined in the Local 1660 Labor Agreement.

Approved:

President, David Sorenson



Secretary, Joe Baker



Date: February 3, 2011

Section 12.4 Vacations For Career Employees

A. Administrative Employees

5. All Administrative employees averaging 30 hours or more per week of work shall accrue vacation on a fiscal year basis as follows:

YEARS OF SERVICE	AMOUNT OF VACATION TIME
After 1 year	1 Week
After 2 years	2 Weeks
After 4 years	3 Weeks
After 9 years	4 Weeks
After 14 years	5 Weeks
After 19 years	6 Weeks

6. In the case of a part-time employee, one who works less than 30 hours per week, he or she will be compensated in proportion to the number of hours that he or she normally worked that week.

B. Shift Employees

2. All regular 24-hour shift employees shall accrue vacation as outlined in the Local 1660 Labor Agreement.

- C. Vacation time may be carried over from one fiscal year to the next at the discretion of the Fire Chief. The employee may carry over no more than the amount of vacation hours accrued in the previous fiscal year.

Approved:

President, David Sorenson

DPS

Secretary, Joe Baker

Joe

Date: February 3, 2011

Revised: 12/14/00, 11/11/04, 1/13/11

Reviewed: 11/14/04

Section 12.5 Career Employees Pension Plan

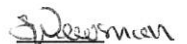
- A. The District shall maintain a pension plan for all career employees eligible for Oregon Public Employees Retirement System as outlined in Resolution 89-6 and Resolution 2013-04.

Reference

Scappoose Rural Fire District
Resolution 89-6 and Resolution 2013-04

Approved:

President, Sandy Newman



Secretary, David Sorenson



Date: December 12, 2013

Revised: 12/12/02, 10/14/04, 1/13/11, 12/12/13

Section 12.6 Flexible Benefits Plan for Career Employees

This Policy is to assist the District in providing a fringe benefits package to its full-time employees. The Board of Directors adopted Resolution 93-02, creating a Flexible Benefits Plan.

- A. The District recognizes that each employee is special and has their own personal needs.
- B. For purposes of this section, employees are considered full-time when they have worked an average of 30 hours per week in the prior fiscal year or are anticipated to do so in the upcoming fiscal year.
- C. The District complies with Section 125 of the Internal Revenue Service Code, which regulates cafeteria insurance plans.
- D. On an annual basis, the District will set its maximum contribution to the Flexible Benefits Plan for each eligible employee.

References

Resolution 93-02

Approved:

President, David Sorenson 

Secretary, Joe Baker 

Date: February 3, 2011

Reviewed: 11/11/04, 11/9/06, 11/2008

Revised: 1/13/2011

Section 13.1 Guidelines for Fire District Building Use

The purpose of this policy is to provide a guideline for the use of District building/~~meeting room~~ for other than Fire District use.

District buildings may be used by other organization as long as the use does not interfere with District operations.

Application for the use of District buildings shall be made in writing to the Fire Chief. The application shall be signed by an adult who shall be responsible for the care of the building and shall state the time, the name of the organization desiring its use, and the purpose for which it is to be used. All requests must be approved by the Fire Chief.

Organizations are responsible for furnishing their own equipment and supplies. They are required to clean and ~~see that~~ ~~remove~~ all litter ~~is picked up and disposed of~~ as soon as their function ends. ~~Tables and chairs must be restored to their original position when the function ends.~~

No group or organization shall be granted the use of district building for dances or parties except the Scappoose Volunteer Firefighter Associations.

Organizations allowed to use District buildings shall be granted free use, provided, however, that the organization shall not charge any fees to those attending the function other than a nominal fee or admission charge that is used for payment of an instructor and not for private or individual gain.

Groups or organizations may be required to post a \$100 cleaning deposit. Part or all of this deposit may be refunded upon approval of the Fire Chief. This deposit may be waived by the Fire Chief for groups that have demonstrated a responsible clean up program.

Groups or organizations granted the use of District building must confine their activities to that part of the building which the Fire Chief has designated. ~~The large training room is located on the second floor with no elevator available.~~

Groups or organizations granted the use of District buildings may be required to provide a certificate of insurance.

Parking shall be permitted in designated areas.

The Fire District telephones are to be used only for Fire District business. Please use personal cell phones for communication.

~~Restrooms and training room are upstairs and are clearly marked.~~

Tobacco, e-cigarette, and alcohol use are prohibited. ~~shall not be permitted except in designated areas.~~

~~Any damage to District buildings or property shall be assumed by the applicant.~~ Applicants are financially and legally responsible for all damage or criminal activities that occur during or as a result of their use.

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

BUILDING USE & SAFETY GUIDELINES

SECTION 13

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No group or organization shall be granted the use of District buildings for dances or parties except the Scappoose Volunteer Firefighters Association.

Organizations allowed to use District buildings shall be granted free use of District buildings; provided, however, that the organization shall not charge any fees to those attending the function other than a nominal fee or admission charge that is used for payment of an instructor and not for private or individual gain.

Groups or organizations may be required to post a \$100 cleaning deposit, all or part of which may be refunded upon approval of the Fire Chief. This deposit may be waived by the Fire Chief for groups that have demonstrated a responsible clean-up program.

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Groups and organizations granted the use of District buildings may be required to provide a certificate of insurance.

Parking shall be permitted in designated areas.

The Fire District telephones are to be used for Fire District business. Please use personal pagers and cell phones for communication.

Restrooms and training room are upstairs and are clearly marked.

Tobacco, e-cigarette, and alcohol use are prohibited.

Applicants are financially and legally responsible for all damage or criminal activities that occur during or as a result of their use.

Approved: President, David Grant _____

Secretary, David Graham _____

Date: _____

Revised:

Reviewed: 11/11/04, 12/14/06, 11/2008, 3/09/17

Section 13.2 Safety Policy

- A. The Scappoose Rural Fire Protection District is committed to providing and maintaining a safe and healthy work place for employees and visitors. We believe that accidents can be prevented and every employee is entitled to work under the safest possible conditions.
- B. The District will make every reasonable effort to promote risk control activities and will provide safe working equipment, necessary personal protection and, in the event of an injury, secure immediate emergency first aid and/or medical services.
- C. It is the responsibility of every employee, manager and board director to provide for a safe and healthy work area, safe equipment, and safe work practices. We need full cooperation and effort of everyone to integrate risk control activities into both standard and non-routine operations of the District.

Approved: President, David Grant _____

Secretary, David Graham _____

Date: March 9, 2017

Reviewed: 11/11/04, 12/14/06, 11/2008, 3/09/17

Restore Recreational Immunity

CALL TO ACTION



In the July/August 2016 issue of News and Risk Management Review, we brought you information about a recent Oregon Supreme Court case (*Johnson v. Gibson*) that has threatened recreational immunity. Recreational immunity, derived from the Public Use of Lands Act, extends immunity from liability to landowners who make their lands available to the public free of charge. It was designed to protect landowners, both public and private, from liability should a person become injured while using the land for recreational purposes.

The Oregon Supreme Court ruled that when the Legislature passed the Public Use of Lands Act, it only immunized the actual landowner and did not extend the immunity to employees, agents, and volunteers who act on behalf of the landowners.

What SDAO is Doing

SDAO is a member of a coalition of public and private property owners who worked on a legislative proposal that has been introduced for the upcoming Legislative Session and will amend the Public Use of Lands Act.

How You Can Help

We urge your board of directors to review the sample resolution we have developed <http://ref.sdao.com/landuse/resolution.docx> and consider its adoption. After the resolution has been adopted, we would simply ask that you speak with your legislators explaining the need for fixing this decision and share the adopted resolution with them. Doing so will strengthen our voice on this important issue. If you need assistance locating your legislators, please visit www.oregonlegislature.gov/findyourlegislator/leg-districts.html.

This ruling has a significant effect on special districts. Since public employers are statutorily required to represent and indemnify their employees, agents, and volunteers, it exposes them to an increased risk of liability. It means recreational immunity no longer exists for a district when an employee, board member, or other public official is named on a lawsuit which alleges damages resulting from a recreational activity.

Every member of SDIS provides valuable services to the people of Oregon. Our success directly affects individuals throughout the state. Together we must find a way to create a safe environment for the public while protecting the dollars that taxpayers have entrusted us with.

Frequently Asked Questions

What is recreational immunity?

It is derived from the Public Use of Lands Act that was enacted by the Legislative Assembly in 1995. The driving policy behind this act was to provide more recreational opportunities to the citizens and visitors of Oregon. In order to accomplish this goal the Act extends immunity from liability to landowners, both public and private, who make their lands available to the public free of charge in the event a person is injured while using the land for recreational purposes.

What are recreational purposes?

According to the Public Use of Lands Act, recreational purposes “include, but are not limited to, outdoor activities such as hunting, fishing, swimming, boating, camping, picnicking, hiking, nature study, outdoor educational activities, water skiing, winter sports, viewing or enjoying historical, archaeological, scenic or scientific sites or volunteering for any public purpose project, gardening, woodcutting and for the harvest of special forest products.”

What has been the outcome of the Act?

The Public Use of Lands Act has increased the availability of land for free recreation by limiting liability to cities, counties, parks, schools and a wide range of private owners, including farmers and timber companies that allow hunters, anglers, hikers, mountain bikers and other members of the public to use or traverse their lands at no charge.

What types of property does this decision impact?

This decision impacts all public and private lands in Oregon that are available to the public free of charge to recreate on. This includes areas like state forests/parks, county parks, open space, playgrounds, recreational facilities, irrigation district easements, public docks, gifted or undeveloped property used for hiking, biking, hunting etc., lakes/reservoirs used for boating and swimming, as well as farms, ranches and private forest lands.

Why is a legislative fix needed?

For more than twenty years the Public Lands Use Act had been broadly interpreted. However, a 2016 Oregon Supreme Court decision, *Johnson v. Gibson*, undermined the immunity by ruling that when the Legislature passed the Public Lands Act it only immunized the actual landowner and did not extend the immunity to employees, agents, volunteers and the like who act on behalf of the landowners.

What has been the result of this decision?

This ruling effectively undermines a public land-owners recreational immunity from tort liability under the Act because public employers are statutorily required to represent and indemnify their employees, agents and volunteers who are acting within the course and scope of their duties. Second, it exposes private land owners to similar liability because they will likely be ultimately found responsible for their employees' negligence.

What are the consequences of not amending the Act?

As a result of this ruling both public and private landowners will likely face substantially increased insurance premiums for this new risk exposure, thereby forcing them to reduce recreational opportunities or services or to limit access or entirely close their property to recreational use.

What about the Constitutional Remedies Clause?

Article 1, section 10 of the Oregon Constitution provides that “every man shall have remedy by due course of law for injury done him in his person, property, or reputation.”

Fixing recreational immunity for public and private property owners will also require modifying a landowner's duty of care toward members of the public who use land for recreational purposes. Specifically, the legislation will expressly state the landowner's duties owed to members of the public in order to satisfy the remedies clause and ensure that the immunity is not illusory.

How will the bill clarify the duties owed to the public?

The bill clarifies that a landowner does not owe a duty to inspect and maintain the land in a safe condition for entry or use by the public for recreational purposes. Therefore, the landowner does not extend any assurance that the land is safe for any purpose and does not assume responsibility or incur liability for injury, death or loss to any person or property.

Will the public still be able to sue landowners?

Yes. Landowners, both public and private, will still be liable for intentional acts.

RESOLUTION NO. 2017-01
A RESOLUTION OF THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
RECOMMENDING RESTORING RECREATIONAL IMMUNITY RIGHTS

WHEREAS, in 1995, the Legislative Assembly declared it to be the public policy of the State of Oregon to encourage landowners to make their land available to the public for recreational purposes by limiting their liability toward persons entering thereon for such purposes, and;

WHEREAS, recreation purposes include, but are not limited to, outdoor activities such as hunting, fishing, swimming, boating, camping, picnicking, hiking, nature study, outdoor educational activities, water sports, winter sports, viewing or enjoying historical, archaeological, scenic or scientific sites or volunteering for any public purpose project, including the above aforementioned activities, as well as: gardening, woodcutting and for the harvest of special forest products, and;

WHEREAS, the Public Use of Lands Act has increased the availability of land for free recreation by citizens and visitors alike by limiting liability to cities, counties, park districts, irrigation districts, schools and private landowners, including property-owner associations, farmers and timber companies that, by virtue of this act, allow members of the public to use or traverse their lands at no charge for recreation purposes, and;

WHEREAS, for twenty years, the Public Use of Lands Act has been broadly interpreted to extend this immunity from liability to apply not only to landowners but also to the landowner's employees agents, and volunteers, and;

WHEREAS, in *Johnson v. Gibson*, the Oregon Supreme Court held that when the Legislature passed the Public Use of Lands Act, it intended to immunize only the landowner, otherwise the Legislative Assembly would have included employees, agents and volunteers in the Act, and;

WHEREAS, this ruling effectively undermines a landowner's recreational immunity from tort liability under the Act because public employers are statutorily required to represent and indemnify their employees and most, if not all, landowners who allow access to their lands free of charge will ultimately be responsible for the negligence of their employees that results in injury to a member of the public or property, and;

WHEREAS, landowners will likely face substantially increased insurance premiums for this new risk exposure and/or have to close their property or amenities to Oregonians trying to recreate due to the result of this decision.

NOW, THEREFORE, let it be known that the Scappoose Rural Fire Protection District Board of Directors supports legislation in the 2017 Oregon Legislative Assembly promulgated to restore recreational immunity to landowners and their officers, employees, agents or volunteers who are acting within the scope of their employment or duties so to allow Oregonians to access their lands for recreational use and enjoyment.

ADOPTED by the Board of Directors of the **Scappoose Rural Fire Protection District** on March 9, 2017.

|

David Grant, Board President

Attest:

David Graham, Secretary



ST. HELENS COMMUNITY
CREDIT UNION

St. Helens Branch
PO Box 537
425 S. Columbia River Hwy
St. Helens, Oregon 97051
(503) 397-2376 (voice)
(503) 366-4462 (fax)

Scappoose Branch
52691 Columbia River Hwy
Scappoose, Oregon 97056
(503) 397-2376 (voice)
(503) 543-6281 (fax)

Rainier Branch
118 "A" St
Rainier, Oregon 97048
(503) 397-2376 (voice)
(503) 556-0300 (fax)

Request For Authorized Users of VISA Credit Card

☐ Visa Classic ☐ Visa Gold ☐ Visa Platinum ☒ Visa Member Select ☐ Visa Member Reward

Date 02/13/2017

Member # 491322 Loan Number 165

Name

Name

Visa Card Number 165

- ☒ I/We authorize the following person(s) to make purchases and cash advances under my St. Helens Community Federal Credit Union Visa Account, which is referenced above. I understand that I am liable for any transaction(s) made by the authorized signer(s) as if the transaction were made by me. This authorization will remain in effect until such a time it has been revoked in writing.

☐ **Request To Revoke Authorization**

I/We revoke authorization on the above named person(s) to make any further purchases or advances under my St. Helens Community Federal Credit Union VISA account. I/We understand that I/we are still responsible for any pending authorized charges that have been made under my VISA account.

Please issue a VISA credit card in the name(s) of:
(Print name(s) as you wish it to appear on the card)

- 1) Shelly R Booth
- 2)
- 3)
- 4)

Signature _____ Date _____

Signature _____ Date _____

CU USE ONLY

Date 02/13/2017	Teller # 280	Teller Name jstafford
Visa Date	Visa Teller #	Visa Teller Name
Comments		

MEMO

TO: Scappoose Fire Board of Directors

DATE: March 7, 2017

FROM: Janine Salisbury, Finance Admin

RE: Credit Card Processing Services

This memo is intended to inform you about a change in credit card processing services that we use when customers pay their ambulance bill by a credit or debit card.

You will recall that we moved from Elavon (thru US Bank) to Flagship Merchant Services a year ago in order to save money and get a terminal. At that time, the Flagship sales representative assured me that we would be able to process all cards, including health savings account (HSA) cards. He said that as long as they were VISA, MasterCard, Discover or American Express, we could process them. There was no place on the contract to specify HSA cards, and he said that was because there was no difference.

However, there are many complicated rules associated with processing HSA cards, and apparently our representative did not know enough of them. The rules are designed to assure that HSA funds are used only for qualifying purchases. Each type of business is assigned a code, and only health care codes can process HSA cards. We are a fire district which provides ambulance services. Fire districts cannot process HSA cards, while an ambulance services company can. Since banks cannot offer a card processing account that combines these two identities, Flagship set up a second account for us that would process HSA cards for ambulance services.

This increased our costs. Our minimum commitment period in order to use a free terminal was one year. That year is now up. While we have to return the terminal, there is no charge for having used it. It was time to look elsewhere.

While banking service companies cannot offer accounts that process both fire district fees and ambulance services, certain entities are allowed to do so. The list includes supermarkets, discount stores, warehouse clubs, and pharmacies. The IRS requires these entities that sell qualified medical expense goods and services (but that do not have a health care processing code) to have an approved internal system in place to handle both types of transactions.

Costco is a warehouse club and has an approved internal system in place to handle both health service and non-health service transactions. Furthermore, it can sell credit card processing services that are able to piggyback onto its approved internal system to process HSA cards. While its fees are somewhat higher than Flagship's, we save by not having to pay for 2 accounts. With 2 accounts, our minimum monthly fees at Flagship total \$50. With Costco, our minimum fee will drop to \$20. Even with slightly higher rates, we average fewer than 10 charges totaling less than \$1,000 per month. This means our monthly Costco fee is unlikely to be more than \$30-\$35 per month. The March sale price of Costco's card terminal is \$99 (regularly \$339), and its life expectancy is 6 to 8 years. Please let me know if you have any questions.

To
Thank
You



Tender Thoughts

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TECT8028Y
©AGC, LLC

To all the guys that
helped transport my step-
Dad, Jeffrey McClain, on
February 6th, Thank You!!
You all were wonderful,
helpful and very kind.

Thank you for making a
very sad and stressful
situation a little easier
on myself and my
family.

Your special ways
and generous heart
make a beautiful difference.

Thank you so much.

Thanks Again,

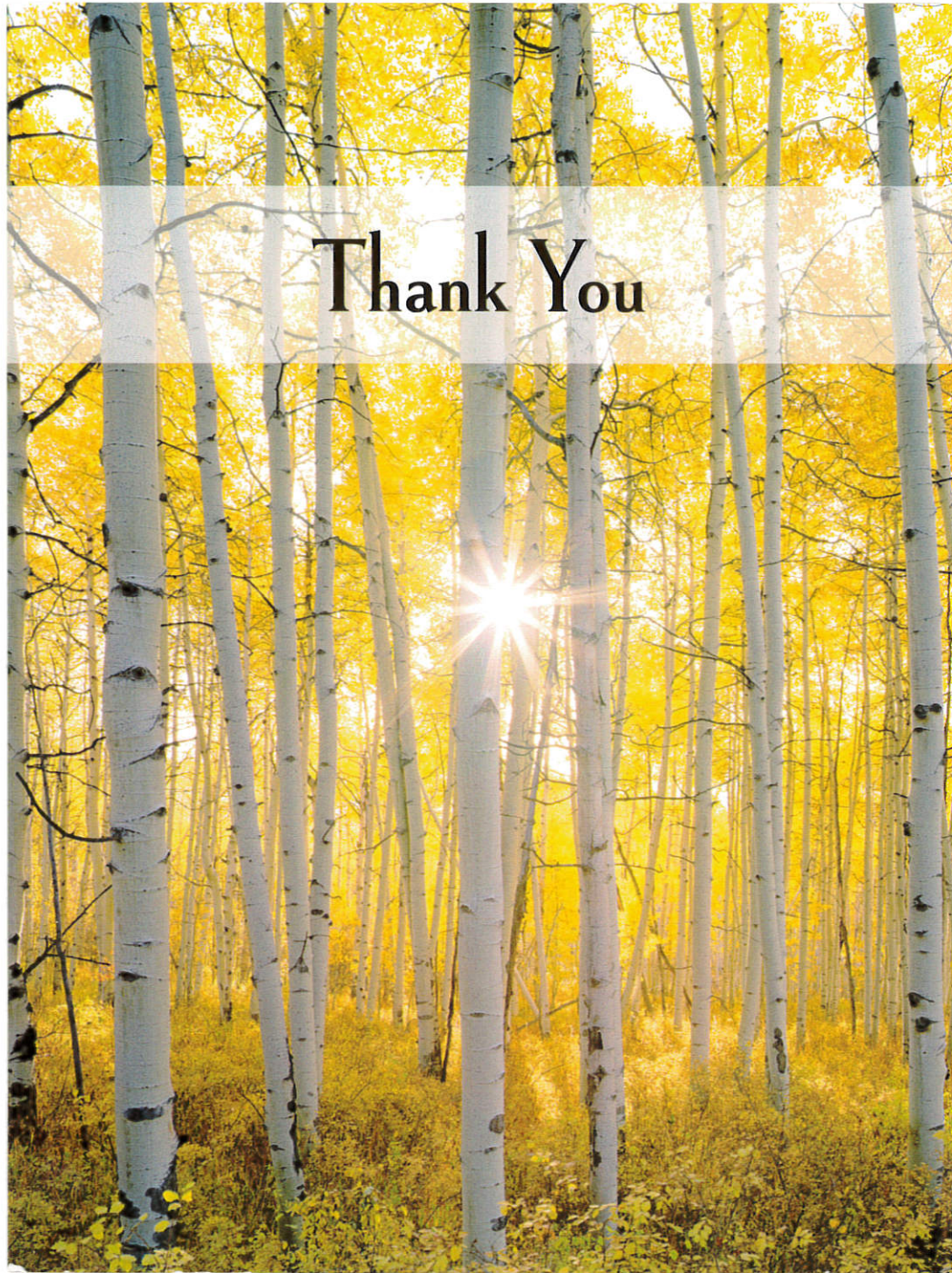
Dione Burchell

Feb. 18, 2017

Dear Cheryl,

On behalf of Oregon Fire Service Museum, I wish to express our gratitude to Scappoose RFPD for the generous donation of two rubberized canvas turnout coats in excellent condition and the history of the Scappoose Fire Department book. Thank you for marking the pages about Thamel Marcott. This information adds to the historic value of these artifacts of the fire service. The book will be a nice addition to our growing collection of Oregon fire department and rural district histories. Thank you for helping us tell Oregon's firefighting story.

Sincerely, *Shirley* ^{Tommy}
Curator OFSM



Thank You

Dear Scappoose Rural Fire Department,

We just really wanted to let you know how much we truly appreciated your time in coming out to burn our old home. It was an amazing learning experience for everybody and we now have an even greater respect for the bravery and experience of firefighters.

Please forward our thanks and appreciation to your whole team for their particular attention to the surrounding environment and the courtesy afforded us in allowing videos and pictures to be taken of the structure and your hard and efficient work.

Additionally, we wanted to let you know that you made a fantastic imprint on our young girls by taking the time to show them your firetruck and answer all our "burning" (haha) questions!

We were particularly impressed with your kindness, patience, professionalism and personable demeanor.

We are blessed to live in a place with such a great group of individuals serving our community.

Thanks to each one of you!

Mercedes ☺ Jennifer ♥

Dustin Redmond

Jezmine

Jeddis + Javis

JOHN FIELDER'S COLORADO

John Fielder is a nationally renowned photographer, publisher, teacher, and preservationist. He hikes and skis hundreds of miles each year—and drives thousands—in order to record on film sublime natural places. His photos have been produced into more than 30 exhibit-format and guidebooks. Nature photography is a second career for John, but a lifelong avocation, beginning with his first visit to Colorado at the age of 14: "I was simply smitten by this wall of snow-capped peaks above a treeless plain...I realized at that moment that someone or something had guided me to this place, and that I belonged here for the rest of my life." His photography has influenced people and legislation, earning him awards from many major conservation groups, including the Sierra Club's Ansel Adams Award. He speaks to thousands of people each year to rally support for land-use and environmental issues. John lives with his family near Denver.

LEANIN' TREE

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EARTH FRIENDLY CARDS
RECYCLED PAPER SOY BASED INKS